

# Academic Catalog

2010-2011



COLLEGE OF  
SAINT MARY

*Bloom*

Omaha, Nebraska  
csm.edu

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## **Board of Directors**

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Researcher/Performer  
Sisters of Mercy WMW Community, Inc.

## Information Sources

For specific information concerning the College, write or call one of the following:

General Affairs of the College	Information Center (402-399-2400)
Academic Information	Vice President for Academic Affairs (402-399-2693)
Student Development	Vice President for Student Development (402-399-2422)
Academic Records	Registrar (402-399-2443)
Admissions	Vice President for Enrollment Services (402-399-2355)
Financial Aid	Director of Financial Aid (402-399-2415)
Business Matters	Vice President for Financial Services (402-399-2427)
Gifts and Bequests	Vice President for Institutional Advancement (402-399-2477)
Public Information	Director of Public Relations (402-399-2454)
Alumnae Affairs	Coordinator of Alumnae (402-399-2350)
Student Accounts	Express Center (402-399-2429)
Lincoln	Lincoln Campus Director (402-489-2900)

The catalog is compiled and published by the Office of the Vice President for Academic Affairs, Registrar's Office, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106; telephone, (402) 399-2442

**The information in this catalog was accurate at the time of publishing; it is subject to change without prior notice and without obligation.**

## Academic Calendar

### August 2010:

Tues. 17	New Full Time Faculty Orientation 12-5 pm
Wed. 18-Thur. 19	Faculty In-service & Faculty Assembly
Wed. 18	Divisions Meetings, 4 – 5:30 p.m. and Adjunct Faculty In-Service, 5– 8:30 p.m.
Wed. 18	Master in Organizational Leadership Orientation 5:30 – 9:00 p.m.
Thurs. 19	Adjunct Faculty In-Service 5 – 8:30 pm
Fri. 20	Program Planning and Division Meetings (TBA)
Sat. 21	New Students Arrive for Move-In
Sat. 21	MASTER in ORGANIZATIONAL LEADERSHIP CLASSES BEGIN
Mon. 23 - Tue. 24	Advising/Registration for Students
Wed. 25	DAY and EVENING CLASSES BEGIN
Fri. 27 – Sun. 29	LINCOLN WEEKEND CLASSES BEGIN #1
Fri. 27	BUSINESS LEADERSHIP CLASSES BEGIN
Sat. 28	MASTER OF ARTS IN TEACHING CLASSES BEGIN
Mon. 30	Faculty Committee Meetings, 12:45 p.m.

### September 2010:

Wed. 1	Last Day to Drop/Add/Late Registration for Day/Evening
Sat. 4	Labor Day Weekend – no classes
Mon. 6	LABOR DAY HOLIDAY, COLLEGE CLOSED
Fri. 10– Sun. 12	Lincoln Weekend College #2
Mon. 13	<i>Opening Convocation: Dedication of the 2010-11 Academic Year – 1:00 p.m.</i>
Fri 17 – Sun. 19	Homecoming Weekend
Mon. 20	Academic Division Meetings, 12:45 p.m.
Mon. 27	Faculty Assembly, Meeting Room, 12:45 p.m.
Fri. 24 – Sun 26	Lincoln Weekend College #3

### October 2010:

Mon. 4	Faculty Committee Meetings, 12:45 p.m.
Thur. 7 – Wed. 13	Mid-Term Week
Fri. 8 – Sun. 10	Lincoln Weekend College #4 (Mid-Term)
Mon. 11	Academic Division Meetings, 12:45 p.m.
Thur. 14 – Fri. 15	FALL BREAK – NO CLASSES
Fri. 15	Lincoln Weekend Mid-Term Grades Due in Self Service by 5:00 p.m.
Mon. 18	Faculty Assembly, Meeting Room, 12:45 p.m.
Fri. 22	Day/Evening Mid-Term Grades Due in Self Service by 5:00 p.m.
Fri. 22 – Sun. 24	Lincoln Weekend College #5
Mon. 25	Faculty Committee Meetings 12:45 p.m.
Mon. 25 – Fri. Nov 5	Focused Registration for Spring and Summer 2011
Tues. 26	Woodrow Wilson Lecture: Campus Lecture 12:00 p.m.
Wed. 27	Woodrow Wilson Lecture: Public Lecture 7:00 p.m.

### November 2010:

Mon. 1	Academic Division Meetings, 12:45 p.m.
Fri. 5 – Sun 7	Lincoln Weekend College #6
Mon. 8	Lecture – Common Reading, <i>The Lolita Effect</i> , M. Gigi

Mon. 15 Durham, PhD, 1:00 p.m. (other events TBA)  
 Faculty Assembly, Meeting Room, 12:45 p.m.  
 Fri. 19 5:00 p.m. – Last Day to Withdraw from Lincoln **AND**  
 DAY/EVE classes  
 Fri. 19 – Sun. 21 Lincoln Weekend College #7  
 Mon. 22 Thanksgiving Luncheon  
 Wed. 24 – Sun. 28 THANKSGIVING VACATION FOR STUDENTS  
 Thu. 25 – Fri. 26 THANKSGIVING HOLIDAY, COLLEGE CLOSED  
 Sat. 27 Thanksgiving Holiday - NO CLASSES  
 Mon. 29 Faculty Committee Meetings, 12:45 p.m.

December 2010:

Fri. 3 – Sun. 5 Lincoln Weekend College #8 (Finals)  
 Mon. 6 Academic Division Meetings, 12:45 p.m.  
 Fri. 10 Lincoln Weekend Grades Due in Self Service by 5:00 p.m.  
 Mon. 13 Faculty Assembly, Meeting Room, 12:45 p.m.  
 Tue. 14 – Fri. 17 FINAL EXAMS  
 Fri. 17 Master's Hooding Ceremony 7:00 p.m.  
 Sat. 18 Graduate Grades Due by 12:00 p.m.  
 Sat. 18 BACCALAUREATE, Our Lady of Mercy Chapel, 5:00 p.m.  
 GRADUATION, Lied Fitness Center, 7:00 p.m.  
 Mon. 20 CHRISTMAS VACATION FOR STUDENTS BEGINS  
 Tues. 21 Day/Evening Grades Due in Self Service by 5:00 p.m.  
 Fri. 24 – Fri. 31 GIFT HOLIDAYS, COLLEGE CLOSED

**SPRING SEMESTER:**

January 2011:

Mon. 3 College Offices Open  
 Thu. 6 Faculty In-service  
 Fri. 7 Advising/Registration for New Students  
 Mon. 10 DAY and EVENING CLASSES BEGIN  
 Fri. 14 Last Day for Late Day/Evening Registration Drop/Add  
 Mon. 17 Faculty Committee Meetings, 12:45 p.m.  
 Fri. 21 – Sun. 23 LINCOLN WEEKEND CLASSES BEGIN  
 Mon. 24 Academic Division Meetings, 12:45 p.m.  
 Mon. 31 Faculty Assembly, Meeting room, 12:45 p.m.

February 2011:

Fri. 4 – Sun. 6 Lincoln Weekend College #2  
 Mon. 7 Faculty Committee Meetings, 12:45 p.m.  
 Fri. 18 – Sun. 20 Lincoln Weekend College #3  
 Mon. 14 Academic Division Meetings, 12:45 p.m.  
 Mon. 21 Faculty Assembly, Meeting Room, 12:45 p.m.  
 Mon. 28 Faculty Forum (if needed), 12:45 p.m.

March 2011:

Mon. 28 – Fri. 4 Mid-Term Week  
 Fri. 4 – Sun 6 Lincoln Weekend College #4 (Mid-Terms)  
 Mon. 7 – Fri. 11 SPRING BREAK  
 Fri. 11 Lincoln Weekend Mid Term Grades due in Self Service by 5:00 p.m.

Mon. 14 Faculty Committee Meetings, 12:45 p.m.  
 Fri. 18 – Sun. 20 Lincoln Weekend College #5  
 Fri. 18 Day/Evening Mid-Term Grades Due in Self Service by 5:00 p.m.  
 Mon. 21 Academic Division Meetings, Meeting Room, 12:45 p.m.  
 Mon. 21 – Fri. Apr. 1 Focused Registration for Fall 2010  
 Mon. 28 Faculty Assembly, 12:45 p.m.

April 2011:

Fri. 1 5:00 p.m. Last Day to Withdraw from DAY/EVE Classes  
 Fri. 1 – Sun. 3 Lincoln Weekend College #6  
 Mon. 4 Faculty Committee Meetings, 12:45 p.m.  
 Mon. 11 Academic Division Meetings, Meeting Room, 12:45 p.m.  
 Fri. 15 5:00 p.m. Last Day to Withdraw from Lincoln Classes  
 Fri. 15– Sun. 17 Lincoln Weekend College #7  
 Mon. 18 Faculty Appreciation Luncheon, Meeting Room 12:00 pm  
 Thu. 21 College closes at 5:00 p.m. for Easter Break—no night classes  
 Fri. 22 – Mon. 25 Easter Break - NO CLASSES  
 Fri. 22 GOOD FRIDAY, COLLEGE CLOSED  
 Wed. 27 Student Scholars' Day (No Classes)  
 Fri. 29– Sun 1 Lincoln Weekend College #8 (Finals)

May 2011:

Mon. 2 Recognition Day  
 Mon. 9 Faculty Assembly, 12:45 p.m.  
 Mon. 9 – Thu. 12 Final Exam Week  
 Fri. 13 Graduate Grades Due by 12:00 p.m.  
 Fri. 13 Last Day to Drop, Add, or Register for Focus Five Classes  
 Sat. 14 BACCALAUREATE, Our Lady of Mercy Chapel, 5:00 p.m.  
 (times subject to change)  
 HONORS CONVOCATION, Our Lady of Mercy Chapel, 7:30 p.m.  
 CERTIFICATE CEREMONY, Gross Auditorium, 7:30 p.m.  
 MASTERS HOODING CEREMONY, Lied Fitness Center, 7:30 p.m.  
 (times subject to change)  
 Sun. 15 GRADUATION, QWEST, 10:30 a.m.  
 (times subject to change)  
 Fri. 20 Day/Evening Grades Due in Self Service by 5:00 p.m.

**SUMMER SESSIONS:**

May 2011:

Mon. 16 – Fri. 20 Focus Five (SUMMER SESSION)  
 Mon 16 PRACTICAL NURSING PROGRAM BEGINS  
 Thu. 19 Last day to withdraw from Focus Five class  
 Fri. 20 Last day to Drop, Add, or Register for Three-Week session  
 Fri. 20 – Sun. 22 LINCOLN WEEKEND COLLEGE BEGINS (SUMMER)  
 Mon. 23 Three-Week Summer Session Begins (May 23– June 10)  
 Sat. 28 Memorial Day Weekend - NO CLASSES  
 Mon. 30 MEMORIAL DAY HOLIDAY, COLLEGE CLOSED

June, 2011:

Wed. 1	Last day to withdraw "W" from 3-week session
Fri. 3 – Sun. 5	Lincoln Weekend College #2
Fri. 10	<u>Three-Week Summer Session Ends</u>
Fri. 10	Last Day to Drop, Add, or Register for Six-Week session
Mon. 13	<u>Six-Week Summer Session Begins</u> (June 14 to July 23)
Fri. 17 – Sun. 19	Lincoln Weekend College #3
Fri. 17	Focus Five Grades Due in Self Service by 5:00 p.m.
Fri. 24	THREE-WEEK SESSION Grades due in Self Service by 5:00 p.m.
Fri. 24 - Sun. 26	Lincoln Weekend College #4 (Mid-Terms)

July, 2011:

Mon. 4	INDEPENDENCE DAY HOLIDAY, COLLEGE CLOSED
Fri. 8	Last day to withdraw "W" from Six-Week session
Fri. 8 – Sun. 10	Lincoln Weekend College #5
Fri. 22	Six-Week Summer Session Ends
Fri. 22	Last day to withdraw "W" from Lincoln classes
Fri. 22 – Sun. 24	Lincoln Weekend College #6
Fri. 29	SIX-WEEK SESSIONS Grades Due in Self Service by 5:00 p.m.

August, 2011:

Fri. 5 – Sun. 7	Lincoln Weekend College #7 (Finals)
Fri. 12	Lincoln Weekend Grades Due in Self Service by 5:00 p.m.



## The College

In keeping with the Catholic principles upon which the College was founded and is operated, College of Saint Mary does not unlawfully discriminate on the basis of race, color, religion, disability, age, marital status, or national origin. Although a college for women on the undergraduate level, College of Saint Mary is in compliance with applicable Federal and State laws prohibiting sex discrimination. College of Saint Mary is an equal opportunity employer.

College of Saint Mary has made modifications to its buildings and grounds in order to provide all of its students, faculty, staff, and visitors with equal access to its programs, events and facilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College has taken measures to assure that students with disabilities have access to its academic programs and to provide them with the auxiliary aids necessary to help them reach their degree objectives.

For additional information, assistance in accommodating individual needs, or for the lodging of any complaints or grievances concerning these Federal regulations, contact the Achievement Center Director, (402) 399-2366.

### Mission

Committed to the works, values and aspirations of the [Sisters of Mercy](#), College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership.

This mission inspires us to:

- Academic excellence, scholarship, and lifelong learning
- Regard for the dignity of each person
- Attention to the development of mind, body, and spirit
- Compassionate service to others

### Declaration of Open Discourse

In the spirit of intellectual inquiry, College of Saint Mary is committed to the exchange of diverse ideas and viewpoints. In this environment, honest discourse is valued; demeaning remarks are not tolerated. Each member of the campus community is encouraged to:

- Recognize the basis of her or his own assumptions and perspectives,
- Acknowledge the assumptions and perspectives of others,
- Promote understanding and respectful dissent

### Leadership Qualities

CSM has identified six key leadership skills and qualities that students should develop.

*Becoming "self-aware and confident"* includes developing self-knowledge, understanding one's own strengths and weaknesses, and embracing those strengths and weaknesses in order to live authentic and balanced personal and professional lives.

*Becoming "values-driven"* means developing a high level of integrity and honesty, operating from a set of core values that honors the dignity of each individual.

*Becoming a “good effective communicator”* means being able to communicate effectively, both verbally and nonverbally, at all levels (including interpersonal and group contexts) to build professional networking and presentation skills.

*Becoming “other-oriented”* includes developing an understanding of and respect for diverse populations and learning the value individuals can offer to achieve a common goal while respecting differences.

*Becoming “action-oriented”* includes being assertive, taking initiative, asking for both wants and needs, taking the lead in tasks, and being willing to take risks when appropriate.

*Becoming a “strategic thinker”* starts with acquiring a solid base of expertise, learning to be methodical and organized in gathering and processing new information, as well as developing the skills to facilitate group problem-solving and decision-making processes.

*Becoming a “visionary”* means being able to see long-range opportunities for themselves, their peers, and the groups, organizations, and communities in which they are involved.

## **History**

Catherine McAuley founded the Sisters of Mercy in Dublin in 1831 to respond to the desperate poverty of Ireland’s Catholics under the British penal laws. Catherine used her inheritance to open Baggot Street House, where she and like-minded women instructed children and taught young women the skills they needed to become independent. They visited the sick in hospitals and in their homes and became known in Dublin as “The Walking Nuns.” The community was formally recognized by Rome in 1841, shortly before Catherine died.

Frances Warde, one of the first women to profess her vows as a Sister of Mercy, came to the United States in 1843 in response to requests from the bishops to minister to Irish immigrants. In 1864, Frances sent seven of her Sisters from New Hampshire to Omaha, a small town on the banks of the Missouri River. The Sisters immediately set about opening a school, visiting the sick and imprisoned and caring for orphans.

As the Mercy community of Omaha grew, the Sisters continued to dream of the day they could educate their own Sisters to carry on the work of Catherine McAuley. They wanted a college where they could provide an education to women desiring to become teachers and health care providers. Catherine had said, “No work of charity is more productive of the good of society than the careful instruction of women.”

In 1923, College of Saint Mary opened its doors at 15th and Castelar Streets as a junior college. In 1955, the College moved to its present campus and became a four-year college. The first baccalaureate degrees were granted in 1956. Master’s programs began in 2005 and doctoral programs were added in 2007.

Today, College of Saint Mary is operated by an independent board of directors inclusive of the Sisters of Mercy. The founding beliefs established by the Sisters of Mercy still guide CSM and were reaffirmed in 2004 by the formal affiliation of CSM with the Conference for Mercy Higher Education (CMHE). CMHE is comprised of the eighteen colleges/universities in the U.S. founded by the Sisters of Mercy.

### **Omaha Campus**

Situated at 72nd Street and Mercy Road, just minutes north of Interstate 80 and 15 minutes southwest of downtown Omaha, College of Saint Mary's campus has been called a "park within the city." The campus is completely wireless and accessible.

Walsh Hall, named after Sr. Constance Walsh, RSM, the first dean of College of Saint Mary, houses the administrative offices, classrooms, Our Lady of Mercy Chapel, Hillmer Art Gallery and faculty offices. Computer laboratories and nursing and occupational therapy labs are also located on the ground floor.

Walsh Hall is connected to Mercy Hall by a skywalk. Mercy Hall houses the dining room, Institutional Advancement offices, the Campus Store, and meeting rooms.

The Math and Science Hall provides classrooms, laboratories, and offices for science and mathematics faculty. The adjacent Daniel and Louise Gross Conference Center seats 250.

The Hixson-Lied Commons, named after Christina Hixson, the sole trustee of The Lied Foundation Trust, houses the library, a one-stop shop Achievement Center for advising and tutoring and a coffee shop.

Also situated on campus are four residence halls. Lozier Tower, Gallagher, McAuley and the Mothers Living and Learning residence located in Walsh Hall. Each residence Hall provides spacious networked rooms with air conditioning. Residence halls include lounges, study areas, and computer labs. The Mothers Living and Learning Hall provides the opportunity for students who are single mothers to live on campus with their children.

The Lied Fitness Center includes a gymnasium, an elevated walking track, a weight and exercise room, a training room, tennis courts, a classroom/aerobics room and a six-lane, 25-yard swimming pool. The Center is used for physical education classes, intercollegiate and intramural sports and leisure and fitness activities for students, faculty and staff. Nearby Heritage Park includes softball and soccer fields.

The Connie Spellman Early Childhood Education Center, on the south side of the campus, provides early childhood development opportunities for 120 children from infancy through kindergarten. The Center provides a laboratory for CSM's early childhood education major and for students studying child development in psychology, nursing, and education.

### **Lincoln Site**

Located at the Lincoln Site of College of Saint Mary is an excellent facility for the primarily adult-learner student population. Classrooms and offices are on the ground floor with wireless internet available throughout the building. Free parking is available. The Lincoln Site services include academic advising, registration, textbook sales, financial aid, and use of on-site computer labs.

## Accreditation and Memberships

	Accrediting Agency	Contact Information
College of Saint Mary	Higher Learning Commission of the North Central Association of Colleges and Schools	30 North LaSalle Street, Suite 2400 Chicago, Illinois, 60602-2504 800-621-7440
Education Program	Nebraska Department of Education (NDE)	301 Centennial Mall South Lincoln, NE 68509 402-471-2295
Occupation Therapy Program	Accreditation Council for Occupational Therapy Education (ACOTE)	4720 Montgomery Lane Bethesda, MD 20824-1220 301-652-6611, ext. 2914
Nursing Programs (ASN, BSN)	National League for Nursing Accrediting Commission (NLNAC)	61 Broadway Street, 33rd Floor New York, NY, 10006 800-669-1656
	Nebraska State Board of Nursing	301 Centennial Mall South Lincoln, NE 68509 402-471-4376
Nursing Program (PN)	Nebraska State Board of Nursing	301 Centennial Mall South Lincoln, NE 68509 402-471-4376
Business Administration Program	International Assembly for Collegiate Business Education (IACBE)	11257 Strang Line Road Lenexa, KS 66215 913-631-3009
Business Information Systems Program		
Business Leadership Program		
Paralegal Studies Program	American Bar Association	Standing Committee on Legal Assistants 750 North Lake Shore Drive Chicago, IL, 60611 312-988-5618

The College holds memberships in the National Coalition of Women's Colleges, Mercy Conference for Higher Education, Association of Catholic Colleges and Universities, Council for Independent Colleges, American Association of Colleges for Teacher Education, Nebraska Council on Teacher Education, Association of Independent Colleges and Universities of Nebraska, Nebraska Independent College Foundation, and the National Catholic Education Association.

## **Academic Support Services**

### **Computer Labs**

Computer labs, located on the second floor of the east wing of Walsh Hall, are open to all students when the labs are not reserved for class time. Professional staff and student workers provide assistance to students should they have any questions. The labs include three instructional labs as well as a general use lab. The Computer lab hours can be found on the University website at [www.csm.edu](http://www.csm.edu).

### **Online Learning Management System**

ANGEL Online Learning is utilized for all online courses. ANGEL allows our instructors to take a creative and student-focused approach to their instruction through the use of threaded discussions, online rubrics, and electronic grading. Students requiring assistance with ANGEL are encouraged to visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

### **myCSM Portal**

myCSM offers all community members a personalized web interface for viewing announcements and events as well as personal document storage and collaboration spaces. Students requiring assistance with myCSM are encouraged to visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

### **Tegrity Lecture Capture System**

Tegrity lecture capture web service allows instructors to automatically capture, store, and index classes for later review by students online, or on iPods and mobile devices. Students requiring assistance with Tegrity are encouraged to visit [my.csm.edu](http://my.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

### **Wireless**

The CSM campus wireless network service provides laptop and mobile device users with fast and convenient access to the Internet, CSM email and other web-based services, including myCSM. The wireless network is available in all classrooms and public spaces including the plaza and many other outdoor areas. Students requiring assistance with the wireless network are encouraged to visit [www.csm.edu](http://www.csm.edu) or Email [PCHELP@csm.edu](mailto:PCHELP@csm.edu).

### **Library**

The College of Saint Mary Library is a comprehensive source of information that provides reference, research materials, and experienced staff to assist the CSM community. These materials include reference books, online and print journals, databases, books, e-books, and media. The CSM Library offers services in person, online and by telephone.

Library resources include laptops that may be checked out at the Circulation Desk for in-house use. The Library also offers private study rooms, scanners, a copier, a printer, and computers with the Microsoft Office Suite. The Library maintains Reserves to give students access to materials that are directly related to the classes being taught by faculty. Reserve materials are provided to the Library by individual faculty.

The Library shares the online catalog with eight (8) private colleges and universities in the region. The on-line catalog may be accessed on or off campus. CSM students and

faculty have checkout privileges with most colleges and universities in Nebraska, and may use all services offered at the individual institution.

Reference services are provided in-house, through email, telephone, and on-line with Ask a Librarian. Ask a Librarian is an interactive service that allows the patron to submit a question to the reference staff, and receive an answer within 48 hours. The link for Ask a Librarian can be found on the Library web page. Additional reference services are available upon request. InterLibrary Loan (ILL) services are available to all registered patrons of the CSM Library. ILL is provided in-house, through the Library web page, with email, and with the telephone.

The Library is open seven days a week, with adjusted hours during midterms and finals, holiday breaks, and during the summer. Access to circulating materials is through the use of a Library barcode on the CSM ID card.

## Admissions

### Admissions Policy

Each candidate for admission is considered individually in the selection process by the committee on admissions, based on rank in class, ACT scores, high school/college transcripts, recommendations, and other items.

High school students will be considered for regular admission to the College if they meet the following criteria: Score an 18 or above on the American College Test (ACT) or an 860 or above on the Scholastic Aptitude Test (SAT) **AND** possess a cumulative GPA of 2.0 on a 4.0 scale, determined by transcript **OR** are in the top half of their class as determined by class rank on transcript.

Applicants who do not meet the criteria above may be considered for conditional admission. The ACT score, when available, will always be one of the criteria used for determining admission. If a student with an ACT score below 18 is admitted, it will always be on a "conditional" basis. Applications from prospective student with an ACT score of 16 or 17 and meeting all other enrollment criteria will be reviewed by the Admissions Committee and may be allowed to enroll conditionally. Applicants without an ACT or SAT score available **will** be required to take one of the standardized aptitude tests, at their own expense. This will not apply to transfer students who transfer in more than 24 credits. All other cases will be reviewed by the VPAA and the College Admissions Committee.

Each applicant's record is considered in its entirety. Final selection of applicants to be admitted shall be made by the College, which reserves the right to deny admission to any applicant for any lawful reason. Qualified students are admitted in compliance with Federal and state non-discrimination laws.

### Admissions Criteria

Applicants for admission are evaluated on the basis of the following criteria:

1. High school record. An applicant for a degree program must have graduated or will have graduated with 16 high school units from an accredited high school. The college preparatory program is strongly recommended to high school students. Ordinarily this program includes four years of English and two years of social studies, science and mathematics. (NOTE: Occupational Therapy and two-year nursing applicants are required to have high school chemistry and biology). Chemistry and biology are also recommended for all three-year nursing, medical technology, chemistry and biology applicants.
2. Class rank.
3. American College Test (ACT) or Scholastic Aptitude Test (SAT) scores.
4. College/university record for transfer students

Students who have successfully completed the General Education Development Test (GED) and have not accumulated at least 12 transfer hours with a 2.0 GPA or better, may be admitted conditionally.

Applicants may be required to meet additional criteria for certain programs. The Test for Academic Skills (TEAS) is used for admission into the Nursing Programs. College and program admission are normally announced concurrently. Questions regarding the admission criteria for specific programs should be directed to Enrollment Services.

The College reserves the right to withdraw its offer of acceptance under the following conditions:

1. A high school student fails to graduate.
2. A final transcript from a student attending another college is at or below the standard for academic dismissal at College of Saint Mary.
3. There is falsified information on any credentials submitted.
4. The student otherwise fails to comply with the admission policies and regulations of the College.

### **Transfer Students**

Transfer students are admitted to the College if they have a transfer GPA of 2.0 or above and maintained a grade point average of 2.0 on a 4.0 scale in college. Transfer students who do not meet these standards but show potential for success may be admitted conditionally.

Students with previous college experience may, for a fee of \$50.00, have transcripts evaluated prior to making application to the College. This fee will be subtracted from their tuition and fees should they register for classes. This enables students to know which credits will transfer prior to admittance. Students who know they are going to transfer to the College at a later date should contact Enrollment Services to determine transferable courses. This minimizes the chances of losing credits.

Transfer credits are evaluated on the basis of the following:

1. The accreditation of the institution from which the student transfers.
2. The comparability in nature, content and level of credit earned to that offered by College of Saint Mary.
3. The appropriateness of the credit earned in relation to credit offered by College of Saint Mary and the student's educational goals.
4. The age of the credits depending on the major.

The College does not accept grades below C (2.0) for transfer or credits for remedial/developmental courses. Transfer credits are shown in semester credits on the CSM transcript but are not included in the grade point average calculation. Credit will not be given for duplication of courses. Students enrolling in a bachelor or associate degree program must complete 30 of their last 45 hours at College of Saint Mary.

Transfer students are required to take a minimum of 12 credit hours of their major courses at College of Saint Mary. Individual programs may require a higher number of College of Saint Mary credit hours in the major field. It is the student's responsibility to contact the program director for specific program requirements. A maximum of the equivalent of 64 semester hours of transfer credit from accredited community colleges will be accepted toward the 128 hours required for a College of Saint Mary bachelor's degree. Specific program requirements may differ.

The College maintains articulation agreements with several area community colleges. These agreements enable a community college student to plan ahead for transfer to College of Saint Mary. Curricula designed in a specific articulation agreement take precedence over all other program requirements. Articulation agreements are available on the CSM website at:  
[http://www.csm.edu/Future\\_Students/Articulation\\_Agreements/Application\\_Procedures](http://www.csm.edu/Future_Students/Articulation_Agreements/Application_Procedures)

### **First-year Students**

First-year students must submit:



- Application for admission.
- Non-refundable application fee.
- Official high school transcript showing rank in class and grade point average. The rank in class requisite will be waived in instances where the high school does not rank students.
- American College Test (ACT) or SAT scores. NOTE: ACT and/or SAT scores should be sent directly from the ACT or SAT records office. College of Saint Mary's ACT code is 2440 and the SAT code is 6106. Applicants who have received a high school diploma more than five years prior to application to College of Saint Mary or transfer students with at least 12 semester credits are not required to take the ACT or SAT.

Applicants for nursing, in addition to the above requirements, must submit:

- Two Nursing Applicant Reference Forms (these forms may be obtained from Enrollment Services). In addition, transfer students must successfully complete the Test of Essential Academic Skills Test (TEAS).

### **Transfer Students**

Transfer students, in addition to the above, must submit:

- An official transcript from each college and university attended.

### **Applicants for Part-time (fewer than 12 hours) Enrollment**

Degree-Seeking: A student who wishes to enroll as a degree-seeking student on a part-time basis or for teacher certification must submit:

- Proper credentials as listed for first-year or transfer students.

Non-Degree-Seeking: A student who wishes to enroll for classes but does not plan to earn a degree need only register for classes at the beginning of each semester. Please contact the Registrar's Office to register. Note: A non-degree-seeking student must submit proper credentials before degree-seeking status can be granted. Non-degree students will not be assigned an academic advisor. Non-degree students are not eligible to apply for federal financial aid.

### **International Students**

College of Saint Mary welcomes and is authorized under federal law to enroll non-immigrant students from outside the United States. Persons who are not United States citizens are required to submit the following:

- International student application form.
- Non-refundable application fee.
- Complete certified copies of records from all secondary schools, colleges and universities attended. These records must be translated into English.
- Certificate of Financial Responsibility (to be sent directly to the College from the applicant's bank).
- Student must meet the following language requirements: a paper score of 550 or above or a computer score of 213 or above or an Internet based score of 80 or above on the Test of English as a Foreign Language (TOEFL) or a score of 4 or above on the Test of Written English (TWE), or completion of Level 9 at an ESL Language Center.
- After receiving the I-20, international students must pay the Student and Exchange Visitor Information System (SEVIS) a \$200 fee (Form I-901). This must be submitted before going to the U.S. Embassy or consulate for visa interview.

NOTE: International students are urged to apply for admission six months to a year before they plan to attend.

It is especially critical that international students have access to health care services in the United States, since it may be impossible for an international student to travel to her home country in the event of a health emergency due to illness or accident. Accordingly, the College requires that all international students be covered by a health insurance plan that will pay for health care services rendered by health providers in the United States. International students may meet this requirement in either of the following two ways:

a) The student may provide to the College a certificate of insurance coverage evidencing coverage for health care services rendered in the United States. Such certificate shall be a condition of admission to the College and must be provided before the student moves into the residence hall or attends classes. The certificate must identify the duration of the insurance coverage (e.g. beginning and ending dates of coverage). If coverage expires while the student is attending the College, a new certificate of insurance must be provided in the same manner.

b) The student may sign a statement agreeing to purchase and pay for coverage under a health insurance plan. This plan shall cover health care services rendered in the United States. The student must sign the statement as a condition of admission to the College and before the student moves into the residence hall or attends classes. Any international applicant for admission to the College will be denied admission and/or continued registration if she fails to satisfy the requirement for health insurance coverage.

#### **When to Apply — Rolling Admissions**

Any student who wants to apply for admission may do so as early as one year prior to entrance. Notification of admission status will generally be made within two weeks, but the College reserves the right to take longer if needed. If applying for financial aid, a student's application file must be completed before financial aid may be awarded.

Early application is recommended since some programs can accommodate only a specified number of students. Applicants are considered in the order in which the application and all other materials are received.

Students are admitted for enrollment in fall, spring and summer sessions.

#### **Tuition Deposit Requirement:**

Every new student (including readmits) enrolling for spring 2010 forward is required to submit a \$150 tuition deposit as an advanced payment on tuition charges. The tuition deposit must be paid prior to registration of classes. College of Saint Mary encourages students to deposit only when they are fully committed to attend CSM. Therefore, CSM **strongly** discourages students from double-depositing (the practice of remitting deposits to multiple institutions) or depositing prior to full commitment.

#### **Tuition Deposit Refunds:**

Applicants who pay a tuition deposit for the Summer or Fall semester may request a refund through **May 1** and for the Spring semester through **November 1**. Students must request a refund in writing prior to the deadline in order to get a full refund. Requests made after the May 1<sup>st</sup> or November 1<sup>st</sup> deadline will not be considered.

## College Courses for High School Students

College of Saint Mary offers two means for high school students to earn college credit while still enrolled in high school. The first option is through a **Dual Credit** program in which students take a course for dual credit (both high school and college credit). In most cases dual credit courses are taught at a regional high school. The second option is through the **Early College Start** program in which high school students register for regular college courses taught on the CSM campus.

### Dual Credit and Early College Start Programs

Dual credit courses offered to high school students are delivered at a collegiate level. All syllabi, course outcomes and assessments are comparable to similar courses offered on the CSM campus. All courses offered for dual credit will be courses already offered at CSM or acceptable experimental courses as judged by the program faculty and approved by the Vice President for Academic Affairs.

Because College of Saint Mary is a Catholic college dedicated to the education of women in an environment that calls forth potential and fosters leadership, it offers undergraduate students a unique chance to learn and grow in a women's environment. Thus, undergraduate dual credit or early college start courses taught exclusively or primarily on the CSM campus must enroll women students only. Dual credit courses taught at regional high schools may enroll both women and men. Tuition for dual credit or early college start courses is \$250 due on or before the first day of the class meeting. The refund and drop/add policies are the same as the college policy.

**Application for Dual Credit:** All high school students who wish to take a dual credit course must complete an application for dual credit and submit it to CSM prior to registration. Eligible students must be at least 16 years of age and have a minimum 3.0 cumulative GPA as documented by an appropriate high school administrator.

**Application for Early College Start:** All high school students who wish to take an early college start course must contact the Office of the Registrar to complete an information sheet and a registration form. The phone contact is 399-2443.

### Former Students

Former students (who have not been registered at College of Saint Mary during the previous semester) must submit:

- An application for re-admission, unless they have been granted an approved leave of absence. Information regarding leaves of absence may be found in the Academic Regulations section of this catalog.
- If the applicant attended another college or university since last attending College of Saint Mary, an official transcript.

Students academically suspended from College of Saint Mary must participate in an interview with the Vice President of Academic Affairs (VPAA) and submit an essay outlining what changes have been made to increase academic success. The VPAA makes the final determination for re-admittance after a thorough review of all information. An application fee is not required for re-admission.

A student who is re-admitted to the College after having not been enrolled for two semesters or more will be subject to the degree requirements in effect at the time of re-admission.

### Readmission – Military Service

College of Saint Mary will readmit students who leave in order to perform military service with the same academic status as when the student left, as long as the absence is less than 5 years. Students should contact Enrollment Services to initiate the readmission process and should identify themselves as returning from military service. They will be readmitted under the same academic catalog requirements for their program as when they were called to military service.

## Financial Aid

College of Saint Mary offers a variety of student financial aid options. Scholarships, grants, loans, and work-study are available individually or in combination to assist with the cost of attending College of Saint Mary.

CSM participates in the Department of Education's Campus-Based Programs, which include Federal Supplemental Educational Opportunity Grant (FSEOG) Program, Federal Work-Study (FWS) Program, and Federal Perkins Loan Program. Because these funds are limited, the earlier an eligible student applies, the more likely she is to receive available campus-based aid.

Students who receive outside scholarships, vocational rehabilitation, veteran benefits, or any other outside assistance should inform the Financial Aid Office as early as possible, as these funds will be considered in the awarding process. In no case may a student's total aid award exceed the total cost of attendance.

Students must apply and be accepted for admission to a degree or certificate program at College of Saint Mary to be considered for financial aid. Students who are interested in applying for financial aid must complete a **Free Application for Federal Student Aid (FAFSA)** each year so that financial need may be reviewed annually. Include our **school code 002540** on your FAFSA so that the information will be sent to our financial aid department.

### Types of Financial Assistance

**CSM Institutional Scholarships:** Qualified full-time students may be eligible to receive College of Saint Mary funded scholarships. Academic merit and financial need-based scholarships are awarded automatically to eligible students upon acceptance to the College. CSM welcomes transfer students and offers competitive transfer scholarships which are also based on academic merit and financial need. One-half of a scholarship is applied to the fall semester and one-half to the spring semester. Institutional scholarships are not available for the summer semester. Funding is not available for students receiving discounted tuition or students enrolled in a masters or doctorate program.

In addition to merit and need based assistance, College of Saint Mary offers various other scholarships to help keep our students education affordable:

- Marie Curie Award
- McAuley Scholarship
- Sister Frances Warde, R.S.M. Academic Scholarship
- Mother Leo Gallagher, R.S.M. Academic Scholarship
- Art & Music Fine Arts Scholarship
- Leadership Award
- Graduates of Mercy High School Award
- First Generation Scholarship
- Valedictorian/Salutatorian Award
- Youth & Campus Ministry Award
- Phi Theta Kappa Award

- Graduates of a Catholic High School Award
- Latina Summer Academy Award
- Tuition Remission for children of employees from a number of regional colleges

**Residence Hall Scholarships:** All students receiving an academic merit scholarship who live on campus in the residence halls will receive a \$3000 Residence Hall Scholarship.

**Athletic Scholarships:** Students with athletic ability in basketball, cross-country, soccer, softball, swimming, or volleyball may receive athletic scholarships. These scholarships are based on both athletic talent and the teams' need and are awarded on an annual basis. One-half of a scholarship is applied to the fall semester and one-half to the spring semester. Athletic scholarships are not available for the summer semester.

**Financial Aid Grant** is an institutional fund awarded to qualified full-time students with financial need. The grant does not have to be repaid.

The **Federal Pell Grant** is awarded according to rules set by the U.S. Congress and eligibility is based on the student's FAFSA information. If a student is eligible, CSM will award the student her Federal Pell Grant.

**Academic Competitiveness Grant (ACG)** is a federal grant awarded to first and second year undergraduates who are enrolled at least half time. To be eligible for this grant, the student must be Pell Grant eligible and complete a rigorous high school curriculum. To maintain eligibility for a second year ACG, a student must have a 3.0 GPA. Other eligibility criteria mandated by federal regulation also apply.

**National SMART Grant** is a federal grant awarded to Pell Grant eligible students in their third and fourth year of undergraduate study in a math or science major specific to the eligibility requirements for this grant. Eligible students must have and maintain a minimum GPA of 3.0. Other eligibility criteria mandated by the federal regulation also apply.

**Federal TEACH (Teacher Education Assistance for College and Higher Education) Grant** is awarded to undergraduate juniors, seniors, and graduate students based on their program of study verified by the CSM Teacher Education Department. Eligible students must be completing coursework as necessary to begin a career in teaching, and agree to serve for at least four years as a full-time, highly qualified teacher in a high-need subject area at a low-income school. Recipients must maintain a 3.25 cumulative GPA. TEACH Grant funds are converted to a Direct Unsubsidized Loan if requirements described in the Agreement to Serve are not fulfilled.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to students based on need and who are eligible for the Federal Pell Grant. Funds are limited.

The **Nebraska State Grant (NSG)** is awarded to students based on need and who are eligible for the Federal Pell Grant and are paying the regular full-time tuition package rate. The student must be enrolled full time and be a resident of Nebraska. Funds are limited.

**Federal Work-Study Program** gives students the opportunity to earn money working on campus. Federal Work Study is awarded to students based on financial need and who are paying the regular full-time tuition package rate. Funds are limited.

**Federal Perkins Loan** is awarded to students based on financial need and who are paying the regular full-time tuition package rate. Perkins loans have a 5% fixed interest rate and are funded by the Federal government. No interest is charged or repayment required until nine months after the student drops below half-time enrollment. Funds are limited.

**Federal Stafford Loans** are long-term, low-interest loans that students may borrow to help pay for educational expenses. A student must be enrolled in at least six credit hours per semester to borrow a Stafford loan. These loans are not credit based and must be repaid. There are two types of Stafford loans:

- **Subsidized Stafford** loans are awarded to students based on financial need. The Federal government pays the accrued interest while the student is in school.
- **Unsubsidized Stafford** loans are not need based. Interest accrues on this loan immediately and students are encouraged to make the interest payments while in school.

**Federal Parent PLUS loans** are fixed-rate, low-interest loans, which parents may borrow to help pay for the educational expenses of their dependent students. These credit-based loans are not based on financial need. Repayment begins 60 days after the loan is fully disbursed, but a parent borrower may contact the lender to request deferment while the student is enrolled at least half time.

**Federal Graduate PLUS loans** are fixed-rate, low-interest loans which graduate students may borrow to help pay for educational expenses. These credit-based loans are not based on financial need. Interest accrues while the student is in school, but repayment is deferred until six months after the student drops below half-time enrollment.

**Nursing Loans** are available to CSM nursing students. Loans are awarded to qualified full-time students who have financial need and are paying the regular full-time tuition package rate. Nursing loans have a 5% fixed interest rate; interest does not accrue while the student is enrolled at least half time. Repayment and interest begin nine months after the student drops below half-time enrollment. Funds are limited.

**Alternative Loans** are credit-based loans that students may apply for from private lenders. Loan terms are set by the individual lenders and a cosigner may be required. Repayment may be deferred while the student is in school, but interest accrues. Loan amount borrowed is limited to the student's cost of attendance minus other financial aid received.

**Veterans' Benefits:** College of Saint Mary is approved for the training of veterans and their dependents. For more detailed information about this program, visit [www.gibill.va.gov](http://www.gibill.va.gov). Any student who is eligible for financial assistance from the Department of Veterans Affairs should contact the Registrar's Office.

**ROTC:** Reserve officer training scholarships are available through the Army, Air Force, and Navy. Military scholarship recipients will have a service obligation in either the

reserves or active duty after graduating from college. For further information about these programs, students should contact a local U.S. armed forces recruiter.

**Vocational rehabilitation programs:** The Department of Education's Rehabilitation Services Administration provides grants to state vocational rehabilitation agencies to help individuals with disability obtain employment and live more independently. State vocational rehabilitation agencies are listed in the state government section of the telephone book.

**AmeriCorp**, a program of national and community service, provides funding for education. Individuals may work before, during, or after their postsecondary education and can use funds either to pay current or future education expenses or to repay federal student loans. Participants must be at least 17 and be United States citizens, nationals, or lawful permanent residents. For more information, go to [www.americorps.org](http://www.americorps.org).

**Job Training:** The U.S. Department of Labor administers the Workforce Investment Act (WIA) through the individual states. Participants have access to preparation for postsecondary education and/or job training. For a list of state WIA contacts or for general information, visit [www.doleta.gov/usworkforce](http://www.doleta.gov/usworkforce).

**Health Professions:** The U.S. Department of Health and Human Services (HHS) administers several programs for undergraduate students. For more information on financial aid programs administered by HHS, visit [www.bhpr.hrsa.gov/dsa](http://www.bhpr.hrsa.gov/dsa).

### **Renewal of Aid**

Students should renew their FAFSA online each year after January 1 at [www.fafsa.gov](http://www.fafsa.gov). Priority will be given to those who submit their paperwork by March 15. CSM's school code is 002540. Financial aid awards are based on the anticipated hours of enrollment indicated by the student at the time a student files the FAFSA. Financial Aid will renew institutional scholarships for students maintaining the required GPA and the regular full-time tuition rate. After the first week of classes each semester, enrollment status is verified and adjustments are made accordingly.

### **Satisfactory Academic Progress Requirements**

To maintain eligibility for all types of financial aid, satisfactory progress toward completion of a degree must be maintained while students attend College of Saint Mary. The Financial Aid Office reviews academic records at the end of spring semester, or at the end of fall semester for one-year certificate programs. Satisfactory progress requirements for financial aid recipients are defined below.

- 1) Degree-seeking students must maintain a cumulative grade point average (GPA) of at least 2.0 after completing the second year.
- 2) Degree-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at CSM at the end of each evaluation period.
  - To earn hours at CSM, one must receive a grade of A, B, C, D, P, or SA. All other grades do not earn hours.
  - Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Therefore, withdrawing from classes after the drop/add period will negatively affect students' ability to satisfy the hours earned standard.
  - Accepted transfer credit will count as both attempted and earned hours.
- 3) Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:



- Students working toward a Bachelor degree requiring 128 credit hours may not exceed 192 attempted credit hours.
- Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
- Certificate programs will be monitored according to the hours required for the certificate.

### **Financial Aid Probation**

Students who fail to meet the GPA requirement and/or have not completed 67% of the cumulative credit hours attempted at CSM will be placed on financial aid probation. Students who reach the maximum time frame of 150% of the program are not eligible for Financial Aid Probation.

Students will be on probation for the subsequent academic year they are enrolled at CSM. Financial aid probation status will permanently lower student's academic scholarship to the minimum scholarship amount. Satisfactory academic progress will be evaluated at the end of the probationary period. Failure to meet SAP requirements after the probationary semester will result in financial aid disqualification.

### **Financial Aid Disqualification**

Students not maintaining satisfactory progress after the probation period or exceeding the maximum 150% timeframe are not eligible to receive any federal, state, or institutional financial aid. While disqualified, a student will need to make other payment arrangements for any CSM credits.

### **Financial Aid Appeals**

Students who have been disqualified may appeal to request a waiver of the satisfactory academic progress policy for financial aid recipients. A written request detailing the extenuating circumstances and documentation of these circumstances must be submitted to the Director of Financial Aid. The request for a waiver will be reviewed and a written response will be provided to the student. Extenuating circumstances may include, but are not limited to:

- a) Serious illness or injury
- b) A death in the immediate family
- c) Documented circumstances beyond the student's control

### **Financial Aid Reinstatement**

Students who have been disqualified may reestablish eligibility by taking CSM classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request in writing that financial aid eligibility be reinstated. If financial aid disqualification is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal. Reinstatement establishes eligibility for federal and state financial aid. Institutional aid will be reinstated at the minimum academic scholarship amount.

Students who have questions about the satisfactory progress policy for financial aid recipients or any of the procedures may contact Financial Aid at 399-2362 or [finaid@csm.edu](mailto:finaid@csm.edu).

### **Disbursement of Aid**

Upon the return of a signed award letter to the CSM Express Center, the financial aid awards for each semester are deducted from assessed tuition and fee charges. For

students living in the residence hall, assessed room and board costs are also included. Loans, grants and scholarships are credited to the student's account after the first week of classes. Federal guidelines require all first-time borrowers of Stafford Loans at CSM to complete entrance counseling before their loans can be applied to their student accounts.

Students who receive wages under the Federal work-study program may pick up their checks at the Express Center on the last working day of each month.

### **Student Appeals**

The Financial Aid Appeal Committee renders decisions on student appeals and/or grievances that pertain to financial aid awards and/or institutional aid awards. Students who wish to appeal an award decision are asked to complete the Professional Judgment Form to describe the basis for the appeal and return it to the Financial Aid Office. All appeals will then be directed to the committee for review and final decision.

### **Financial Aid Rights and Responsibilities**

Students benefiting from financial aid in the pursuit of education have the privilege of certain rights and assume specific responsibilities relating to their aid.

**Rights:** Applicants for financial aid have the right to know the following:

1. The financial aid programs available at College of Saint Mary and the eligibility requirements for federal, state, and institutional awards
2. Deadlines for submitting applications for each of the financial aid programs
3. How eligibility and financial need are determined
4. How and when funds are disbursed
5. Resources considered in the calculation of need
6. Consequences of withdrawing from a class(es) either officially or unofficially
7. The federal Return of Title IV Funds policy
8. The interest rate for federal student loans, the total amount to be repaid, the length of time to repay the loan, and when the repayment begins
9. How College of Saint Mary determines satisfactory academic progress and the consequences of not meeting the requirements
10. Availability of federal student aid for study abroad programs

**Responsibilities:** Students have the responsibility to do the following:

1. Complete the FAFSA each year after January 1 and after filing previous year's taxes
2. Sign and return the award letter in a timely manner to the Express Center
3. Provide correct information (misreporting on the FAFSA and the Stafford and PLUS Loan Master Promissory Notes is a violation of Federal law)
4. Read and understand all forms that are being signed
5. Keep copies of all the forms for their own records
6. Accept the responsibility for all agreements that are signed
7. Perform the work that is agreed upon when accepting a work-study position
8. Be aware of, and comply with, deadlines for application and reapplication for aid
9. Be aware of the federal Return of Title IV Funds policy
10. Be aware of Financial Aid Satisfactory Academic Progress requirements and maintain those requirements

### **College of Saint Mary Return of Title IV Funds**

Federal regulations require that an institution's refund policy be available to all students. The following information is provided by College of Saint Mary in compliance with the Higher Education Amendments of 1998 amending the Higher Education Act of 1965, Federal regulation 34CFR 668.22, signed into law on October 7, 1998, and the Higher Education Reconciliation Act of 2005 enacted into law February 8, 2006.

The College refund policy applies to CSM students not receiving Title IV aid. Students who receive Title IV financial aid (Federal Pell grant, Federal Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant, National SMART Grant, TEACH Grant, Federal Perkins Loan and/or William D. Ford Federal Direct Loans) are subject to federal refund calculations if the student completely withdraws from College of Saint Mary or ceases attendance in all classes during the enrollment period. Federal Work Study is not subject to Federal refund calculations.

The withdrawal date is considered to be the date of official withdrawal. If the student does not officially withdraw, the withdrawal date is considered to be the midpoint of the payment period unless documentation exists in the financial aid office that the student attended through a later date. If this is the case, the last date of attendance will be used for the refund calculation.

The refund amount is determined using Return to Title IV Funds on the Web, located on the Financial Aid Administration (FAA) Access Web site. This is a Department of Education Website, which helps the Financial Office calculate and manage the Return to Title IV funds. Institutional data is collected from the institution and calculates the Return of Title IV funds according to Department of Education Student Assistant General Provisions. The following is the calculation process performed by Return to Title IV funds on the Web.

- 1) Determine institutional charges (institutional charges include tuition and fees; it includes room and board only if the student is living on campus).
- 2) Determine the amount of Title IV financial aid received and subject to return.
- 3) Calculate the percent of payment period completed by dividing the number of days attended by the total number of days in the payment period.
- 4) If the percentage calculated in step three is less than or equal to 60%, then that percentage is the percentage of Title IV aid earned. If the percentage calculated in step three is greater than 60%, then the percentage of earned Title IV aid is 100%.
- 5) The percent of unearned Title IV aid is calculated by subtracting the percentage of earned Title IV aid from 100%. The amount of unearned Title IV aid is calculated by multiplying the amount of Title IV aid received and subject to return (step two) by the percentage of unearned Title IV aid.
- 6) The amount of Title IV aid to be returned by College of Saint Mary is calculated by multiplying the total institutional costs (step one) by the percentage of unearned Title IV aid (step five). This calculation results in the dollar amount of unearned percentage applied to costs.
- 7) The lesser of the unearned aid amount (step five) or the dollar amount of the unearned percentage of institutional costs (step six) equals the amount the institution returns to the Title IV programs. Any refund amount is applied in the following order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Federal Perkins Loan, Direct PLUS Loan (Graduate Student), Direct PLUS Loan (Parent), Federal Pell Grant, Academic Competitiveness Grant, National SMART Grant, Federal SEOG, and TEACH Grant.

- 8) The amount of aid a student must return (if any) is calculated by subtracting the amount the institution returns (step seven) from the unearned aid amount (step five). The student is still responsible for repaying any loan amounts not returned by the institution. Any amount a student must return to a loan program is repaid according to the terms of the loan. In addition, a student may be required to repay a portion of the Federal Pell Grant, Academic Competitiveness Grant, National SMART Grant, Federal SEOG, and the TEACH Grant. The amount returned to the Federal Pell Grant, Academic Competitiveness Grant, National SMART grant, Federal SEOG or the TEACH Grant funds are reduced by half of the initial repayment amount.

### Donor Scholarships

Through the generosity of College of Saint Mary donors, endowed scholarships underwrite tuition assistance to students. Scholarships include the following:

Dr. James Anderegg Endowed Memorial Award for Excellence in Math and Science	Amanda Nicole Florance Memorial	Stephen T. McGill Memorial
Olive Arkoosh Endowed	John J. Franey Memorial	Sharon Lovely Merritt Memorial
Baburek/Deeths Endowed Scholarship	Paul and Rachel Gallagher	Rachel M. Micek Memorial
Coreen Barba Endowed Memorial	Charles A Frueauff Foundation	Clara and Henry Miller Memorial
Jesse J. and Angela M. Bavaresco Memorial	H/B Scholarship (Halsted/Bush)	Tim Moylan Memorial
Carl and Peg Bendixen	Hawks Foundation	Joseph F. and Helen Clare Murphy Family Scholarship Fund
Edmund and Bernadette Bosin Memorial	Holland Foundation	Nebraska Independent College Foundation
Business Leadership Student Award	William Randolph Hearst Foundation	Imelda Nolan Memorial
Elizabeth Carlin Schultz Endowed	Sr. Mary Mechtilde Hill, RSM Scholarship for Academic Excellence	Edward and Lila Robinson Charitable Trust
Melanie Ann and Joanne R. Carlson	Nancy Glatter Hittner Scholarship	Helen Russell Memorial
Mrs. Frank Cech Memorial	Matthias Hugo Memorial	Madelene McKenna Schaber
Class of 1940	A.F.and Ruth Jacobson Memorial	William and Ruth Scott Family Foundation
Patricia Colchin Lavey Endowed	Peter Kiewit Foundation	Harriett and John M. Shonsey Memorial
Luke and Shirley Coniglio Endowed	Marjorie Langhorst Memorial	Sisters of Mercy McAuley Scholars
James M. Cox Foundation	Blanche Laughlin Memorial	Paul and Annette Smith
Dr. C. C. and Mabel L. Criss Memorial Foundation	Joan Laughlin Endowed	Morton and Ella S. Steinhart Foundation Memorial
Mary Cronin Memorial	Lawless Family Scholarship	Dr. Electra O'Rourke Strub

William E and Rose Marie Davis Foundation	Les and Phyllis Lawless Endowed	Gilbert C. Swanson Foundation Inc
Colleen Dostal Stormberg Memorial	Kenneth Lueder Memorial	Fran Thul Memorial
Bernice M. Ebel Memorial	St. Mary Christelle Macaluso, RSM Memorial	Union Pacific Foundation
Patricia Ann Eckardt Memorial	Deborah A. Macdonald Foundation	George and Susan Venteicher
Harvey D. Ferer Memorial	Maggio/Kanel Memorial	Vernon and Kathryn Von Seggern

## Tuition and Fees

All students are required to make semester financial arrangements for tuition, fees and room and board prior to attending the first class of each semester. These arrangements, referred to as "SFA" of student registration, must be made in the Express Center or using the on-line SFA process. At the time of student financial arrangements, each student will be required to sign a promissory note acknowledging that she is responsible for all charges including tuition, fees, books, and room and board, plus any collection agency fees in the event that her student account becomes delinquent and is turned over to a collection agency. Students will be administratively withdrawn from classes if satisfactory payment arrangements are not made.

### Tuition and Fees 2010-2011 Academic Year

#### Tuition - Undergraduate Programs

Full-time Student (12-18 credits) - <i>per semester</i>	\$ 11,375
Overload (each credit over 18) - <i>per credit hour</i>	750
Omaha Part-time Day courses (fewer than 12 credits) – <i>per credit hour</i>	750
Internet or Independent Study	See tuition plan
Omaha Part-Time Evening courses (fewer than 12 credits) – <i>per credit hour</i>	515
Special Tuition Rates for Alegent Employees – <i>per credit hour</i>	515
Practical Nursing Program – <i>per credit hour</i>	270
Business Leadership – <i>per semester</i>	5,495
All Omaha Campus Summer 2011 Courses – <i>per credit hour</i>	515
Lincoln Campus – <i>per credit hour</i>	295
Audit – <i>per credit hour</i>	½ tuition charge
Audit for Post BA/BS/BBL Alum <i>Applies to one three-credit hour course per semester</i>	No tuition charge
Senior Citizen (over 65) <i>Applies to one three-credit hour course per semester</i>	No tuition charge

#### Residence Life Room and Board

Double Room – <i>per semester</i>	\$ 3,200
Private Room* – <i>per semester (For 1<sup>st</sup> Year Students)</i>	3,700
Private Room* – <i>per semester (For 2<sup>nd</sup> Year Students)</i>	3,500
Private Room* – <i>per semester (For 3<sup>rd</sup> &amp; 4<sup>th</sup> Year Students)</i>	3,300

\*Certain restrictions apply; please contact Director of Residence Life.

#### Financial Fees

Set up Installment Payment Plan – <i>per semester/module</i>	\$ 40
Deferral for Corporate Reimbursement – <i>per semester/module</i>	40
Late Payment Fee – <i>per month</i>	60

Late Semester Financial Arrangements Fee – <i>per semester</i>	100
Return/Reissue Check Fee – <i>per check</i>	60

**Special Fees (nonrefundable)**

Application for Admission Fee	\$ 30
Matriculation Fee – <i>new and readmit student fee</i>	55
Graduation Fee – <i>degree seeking only (applies to all graduates, regardless of participation in ceremony)</i>	145
Technology Fee – <i>per credit hour</i>	16

**Alternatives for College Credit**

Credit by Exam or Challenge Exam – <i>per credit hour</i>	\$ 120
DANTES Exam ( <i>plus mailing charge</i> )	75
Portfolio Assessment – <i>per credit hour</i>	120
Dual Credit and Early College Start Programs (per course)	250

**Academic Program Fees**

ASN Assessment Program – <i>per semester</i>	\$ 385
Practical Nursing Assessment Program – <i>per semester</i>	385
Occupational Therapy – <i>per semester (degree seeking only)</i>	85

**Clinical Course Fees**

ASN/BSN Students – <i>per course (NUR 170, NUR 271, etc.)</i>	\$ 405
Practical Nursing Students – <i>per course (PNC 171, PNC 172, PNC 173, etc.)</i>	200

**Science Lab Fees**

Biology – <i>per lab course</i>	\$ 100
Chemistry – <i>per lab course</i>	100

**Payment Options**

Methods of Payment

The following methods of payment are accepted by the College of Saint Mary: Cash or Check in Person or Mail, Automated Withdrawal from Checking/Savings Account (ACH) or Credit/Debit Card (MasterCard, Discover, and American Express Accepted). Note: A convenience fee of 2.75% is charged for all credit/debit card transactions.

Payment in Full

Payment in full can be done in person in the Express Center at anytime. You may also pay your balance in full by visiting [www.csm.edu/SFA](http://www.csm.edu/SFA).

Payment Plan

You may sign up for the following payment plan options by going online at [www.csm.edu/SFA](http://www.csm.edu/SFA).

<u>Plan Type</u>	<u>Fall</u>		<u>Spring</u>		<u>Summer</u>	
	<u>Enroll By</u>	<u>Pmt Months</u>	<u>Enroll By</u>	<u>Pmt Months</u>	<u>Enroll By</u>	<u>Pmt Months</u>
6 month	05/21/10	Jun - Nov	11/23/10	Dec - May	N/A	N/A
5 month	06/23/10	Jul - Nov	12/21/10	Jan - May	N/A	N/A
4 month	07/23/10	Aug - Nov	01/25/11	Feb - May	04/22/11	May - Aug
3 month	08/25/10	Sep - Nov	02/22/11	Mar - May	05/24/11	Jun - Aug

Your payment is withdrawn on the 5th day of the month. A setup fee of \$40 is charged when the plan is initiated. You may also make an optional down payment when you set up your plan.

Please note, if your amount due changes after you have signed up for a plan, your remaining payments will be adjusted accordingly.

#### Corporate Deferred

If your employer reimburses your tuition cost after your course ends, you can defer the amount due until the conclusion of the semester. You can sign up for this option at [www.csm.edu/SFA](http://www.csm.edu/SFA). You will also need to fill out a form available online or in the Express Center to use this option.

Your payment will be withdrawn on February 5th for the Fall Semester, July 5th for the Spring Semester, or September 5th for the Summer Sessions.

A setup Fee of \$40 is charged when plan is initiated.

#### **College of Saint Mary Refund Policy**

Students who want to withdraw from one or several courses must complete the gold WITHDRAWAL FORM. The student must complete the withdrawal form with all required signatures and submit the completed form to the Express Center. The date of withdrawal will in every case be considered the date on which the written statement of withdrawal is initiated. The date the process is initiated, as stated on the withdrawal form, will become the basis for a possible refund of tuition and general fees (special fees and matriculation fees are non-refundable after the first week of classes). Students who fail to submit a withdrawal form as required *will not receive a refund*.

#### **Complete Withdrawal from Classes**

Students who want to withdraw from all classes must complete the green WITHDRAWAL FROM ALL CLASSES FORM with all required signatures and submit the completed form to the Express Center. Students who withdraw from all classes and are receiving federal financial aid will have their federal financial aid adjusted in accordance with Federal Return to Title IV Funds regulations. See the Express Center or Financial Aid Office for more information. Exit interviews are required prior to withdrawal. For details see the section on Withdrawal under Academic Regulations and Information.

*REFUNDS ARE CALCULATED AS FOLLOWS:*

**UNDERGRADUATE REGULAR FULL TIME & BLD (12-18 CREDIT HOURS)**



**DROPPING BELOW 12 CREDIT HOURS BUT IS STILL ENROLLED**

Before the end of the 1 <sup>st</sup> week of classes	100 %	Financial Aid adjusted based on # of credit hours enrolled
After the 1 <sup>st</sup> week of classes	0%	Financial Aid is not adjusted

**UNDERGRADUATE REGULAR FULL TIME & BLD (12-18 CREDIT HOURS)  
WITHDRAWAL FROM ALL CLASSES**

Before the end of the 1 <sup>st</sup> week of classes	100 %	Not eligible for any Financial Aid
During the 2 <sup>nd</sup> week of classes	75%	Federal Financial Aid is adjusted in accordance with Federal Return to Title IV Funds regulations
During the 3 <sup>rd</sup> week of classes	50%	
After the 3 <sup>rd</sup> week of classes	0%	

**UNDERGRADUATE PART TIME, ON-LINE & INDEPENDENT STUDY**

Before the end of the 1 <sup>st</sup> week of classes	100 %
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

**PRACTICAL NURSING – FALL, SPRING & SUMMER**

Before the end of the 1 <sup>st</sup> week of classes	100 %
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

**LINCOLN WEEKEND COLLEGE**

During the 1 <sup>st</sup> class meeting	100%
During the 2 <sup>nd</sup> class meeting	50%
During the 3 <sup>rd</sup> class meeting	0%

**SUMMER FOCUS FIVE & ONE DAY CLASSES**

Before the 1 <sup>st</sup> class meeting	100 %
After the 1 <sup>st</sup> class meeting	0%

**ALL SUMMER SESSIONS (excluding PNC & FOCUS FIVE)**

Before the 1 <sup>st</sup> class meeting	100 %
When the class has met for 6 or less instructional hours	75%
When the class has met for 7 to 9 instructional hours	50%
When the class has met for more than 9 instructional hours	0%

**Resident Hall Charges**

If a resident hall student withdraws from the College, room and board charges will be refunded on a prorated weekly basis.

If a resident hall student decides to move out of the residence hall during the school year, a \$500 fee will be charged for breaking the housing contract.

**Bookstore Vouchers**

Students whose financial aid exceeds the total amount of their tuition and fees may apply for a Bookstore Voucher, or apply the balance to their campus card if done on-line, for an amount no greater than the anticipated credit balance which will be created by the application of their financial aid. Vouchers may be obtained in the Express Center once you have completed your SFA and may be used in the Bookstore through the expiration date indicated on the voucher.

### **Payments of Excess Financial Aid**

If a credit balance is created on a student's account by the application of any type of financial assistance, a refund check will be issued to the student. If the student prefers, the credit balance may be transferred to the next academic semester. Forms to transfer a credit balance are available in the Express Center. Students picking up their checks in person must present picture identification. Please allow up to ten working days from the time a credit balance is created for a refund check to be issued.

### **Past Due Student Accounts**

The definition of a past due student account is any account which has not received a payment within five (5) days of the required due date. The College will place a financial hold on the student's account. The hold will remain until the past due payment plus the late payment fee is paid in full. Financial hold status will preclude the student from receiving any grades or transcripts and will not permit the student to register for additional courses until such time that the amount in arrears is paid in full. Each month the College will send each such student an itemized statement of the balance due.

### **Delinquent Student Accounts**

If a balance remains following the conclusion of the current semester, the account is considered delinquent and the College will transfer the student account to delinquent status. Attempts will be made to collect the amount due or make appropriate payment arrangements. Payment arrangements will require a new promissory note to be signed and all payments to be made by automatic monthly bank debit. If a student has not made payment arrangements after the above delinquency procedures, the College will notify the student that the account is being placed with a collection agency and reported to the credit bureau.

### **Holds on Student Accounts**

Financial Services and/or the Financial Aid office will place a hold on a student's account for the following reasons:

- Past due or delinquent account
- Semester Financial Arrangements (SFA) not completed
- Fines or fees (library, parking, athletic equipment, etc.)
- Insufficient checks
- Default on student loan (Stafford, Perkins, Nursing, etc.)
- Immunization records not received
- Incomplete student loan counseling (entrance or exit counseling)
- Incomplete financial aid paperwork (i.e., master promissory note, award letter, etc.)

The hold may result in the student not being able to view grades, register, obtain transcripts or diplomas, or participate in graduation.

## Evening and Weekend Programs

Evening and weekend programs offer an important educational alternative for working women. Women unable to attend traditional day courses due to work and family obligations find the evening and Saturday formats of some CSM programs offer the opportunity to obtain a degree or another level of professional education outside of the regular work day. Students find these programs to be a viable way to increase competence, advance in a career or prepare for a career change. In addition to the on-campus evening and Saturday programs available in Omaha, College of Saint Mary offers alternate weekend programs in Lincoln, Nebraska.

### Advising

Advising assistance is available to students taking evening or weekend courses from program faculty. Enrollment advisors are available to answer questions regarding transcript evaluation, career opportunities, course schedules and registration. Contact the Enrollment Services Office at 402-399-2355 for more information.

### Omaha Campus

#### Master Degrees:

- Master of Arts in Teaching
- Master of Science in Education
- Master in Organizational Leadership

#### Bachelor Degrees:

- Business Administration
- Business Leadership
- Business Information Systems

#### Associate Degrees:

- Business Administration
- Business Information Systems

#### Certificates:

- Business Information Systems
- Business Leadership

Many courses from the core curriculum are available on weekday evenings on the Omaha campus.

### Lincoln Campus

College of Saint Mary offers a weekend college format to students in the Lincoln area. Classes are offered on alternating weekends (twice each month) and meet eight times a semester. The Lincoln Campus of College of Saint Mary is located at 1109 North Cotner Boulevard, Lincoln, NE 68505

On-site services include academic advising, textbook sales, financial aid, support services and use of an on-site computer lab. The Lincoln Campus is also a site for a chapter of Alpha Sigma Lambda, an honor society for non-traditional students. More information about the Lincoln Campus of College of Saint Mary may be obtained by calling 402-489-2900 or 800-727-6546 or at the CSM Lincoln website at: [http://www.csm.edu/Future\\_Students/Lincoln\\_Campus/](http://www.csm.edu/Future_Students/Lincoln_Campus/)

**Degrees offered at Lincoln:**

Bachelor's Degrees:

- Business Administration
- Business Information Systems
- General Studies
- Applied Psychology and Human Services
- Paralegal Studies

Associate's Degrees:

- Business Administration
- Business Information Systems
- Paralegal Studies

Certificates:

- Business Information Systems
- Paralegal Studies

## Curricular Service-Learning

College of Saint Mary manifests its mission for academic excellence and student development through curricular service-learning. CSM faculty in all divisions offer service-learning courses that help students achieve their learning goals and contribute to the wider community.

Curricular service-learning integrates community service into academic courses to meet specific learning goals for students. Faculty and their community organization partners design service-learning projects based on two main objectives: advancing students' understanding of specific course content and related civic learning objectives, and responding to community-identified needs and assets. Strong reflective and analytical components are built into a service-learning course to help students consider relationships between their service, the course's learning goals, and the impact of the service-learning on students' values, vocations, and professional goals.<sup>1</sup>

Curricular service-learning can occur in a compressed form (such as an immersion seminar where students travel to a different location to offer service and learn about the issues facing that location) or an extended form (such as a semester-long course where students offer service to a local community agency over the course of the semester).

Research on student learning indicates that service-learning is an effective learning strategy because it:

- requires student engagement in the learning process
- allows students to practice skills within complex social settings
- includes regular and systematic reflection and analysis
- develops critical thinking and communication skills
- builds skills and knowledge regarding cultural competence
- encourages responsible citizenship and community-building
- develops students' leadership skills
- changes the roles of teacher and learner in creative ways

Research on community partners' perceptions of service-learning indicates that they value service-learning because they:

- educate students and faculty about the community's assets and needs
- receive assistance on projects they identify as priorities
- collaborate with CSM on common goals and projects
- contribute to developing students who have a lifelong commitment to social responsibility

The purposes of the Service-Learning Program are the following:

- Provide faculty development opportunities and resources for CSM faculty who use service-learning as a teaching strategy.

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<sup>1</sup> This definition is a slightly modified version of the definition offered by the Midwest Consortium for Service Learning in Higher Education. See <http://involved.unl.edu/midwestconsortium/mcmission.htm>.

- Support faculty and departments as they develop and enhance service-learning courses.
- Facilitate communication about service-learning among faculty, students, administration, and community organizations.

The following criteria indicate that a project can be considered as service-learning:

- The primary activities of the project are service and learning about why service is needed.
- Faculty prepare the students prior to the service activities. This includes discussion of readings about the issues students are studying through the project, information about culture and language of the people with whom students will work, and other relevant information.
- Faculty help students analyze and reflect upon their learning regularly throughout the project and at the end of it. Students may write journals, discuss their learning as a group, write papers that connect the service experiences to other parts of the class, and make plans for how they will continue their commitment to the people and issues encountered through the service-learning project in the future.
- Faculty consult with the Service-Learning Program Director on the service-learning project, which may be eligible for grant funding.

For more information about the Service-Learning Program, contact the Director of Service-Learning, Dr. Jennifer Reed-Bouley, at [jreed-bouley@csm.edu](mailto:jreed-bouley@csm.edu) or 399-2632, and see the website at [http://www.csm.edu/Academics/Service\\_Learning/](http://www.csm.edu/Academics/Service_Learning/)

## Center for Transcultural Learning (CTL)

The Center for Transcultural Learning (CTL) at College of Saint Mary provides innovative services intended to foster culturally competent and relevant training and education necessary for the social and economic integration of the culturally diverse population of Omaha. The most recognized services provided by the CTL are language acquisition and interpreting trainings.

### **Language Acquisition: Spanish**

**Intensive Spanish for Professionals:** This program exists to bring non-Spanish speakers to a Limited Working Proficiency that makes them able to satisfy routine social demands and specific work requirements.

#### Level I (3 credits)

This class begins with vocabulary building exercises and progresses to instruction of targeted language structures through the use of questions, answers, commands, and reading activities. Comprehension skills are built through class interaction.

#### Level II (3 credits)

This class is a continuation of Level I. Students refine and expand knowledge gained in previous level and acquire new vocabulary and language structures. Class interaction increases as students build comprehension skills; emphasis on reading and conversation helps students increase comprehension in context.

#### Level III & IV

This class is a continuation of Level II. Students refine and expand knowledge gained in previous level and acquire new vocabulary and language structures. Class interaction increases as students build comprehension skills; emphasis on more advanced reading and conversation helps students increase comprehension in context. Students continue to interact extensively in the target language as they learn through the use of interactive immersion techniques.

#### Spanish in the Workplace:

Students acquire vocabulary specific to professional settings including healthcare, education, and social services through reading and discussion. They also become familiar with the ethical obligations concerning the skills of semi-bilingual professionals. Class time is divided between activities in the target language and in English.

### **ESL - Language Acquisition: English – (Certificate)**

#### Level 1 (pre-beginning)

The pre-beginning class is designed to help students with basic communication skills. For example, talking on the telephone, reading addresses, shopping, asking for directions, filling out forms, and getting acclimated to a new culture and the customs of that culture.

#### Level 2 (beginning to low intermediate)

At the beginning to low-intermediate level students will increase their vocabulary and begin to read and write. Materials will include graded readers (the classics) and assignments will be focused on achieving academic skills.

### Level 3 – (intermediate)

The intermediate student will refine their skills and use them in an academic learning environment. For example, students will read the classics, write opinion essays and narratives, and present oral reports.

### Level 4 – (high intermediate to advance)

The intermediate to advanced student will demonstrate the ability to communicate in academic discussions as well as read academic material, do research and write coherent essays.

### Level 5 – (advanced)

The advanced student will refine their academic skills and, ultimately, be able to attend college classes.

## **Culture of the American Workplace** (Certificate)

This course provides professionals with the essential skills to gain and retain a successful position in the workforce. An interactive method allows participants to practice interview skills, effective conflict resolution, and to learn the expectations of U.S. employers, what they seek and value in employees.

## **Professional Interpreter Series**

### **Foundations of Interpreting** (3 credits)

Foundations of Interpreting introduces basic concepts in interpreting including profession specific terminology, the various settings in which interpreters work, and the role of the interpreter. All students must be fluent and literate in English and at least one other language to enroll in this course.

This course is divided into two sections:

1. *Intro to Interpreting* includes the history of interpreting, modes, settings, roles, demand-control schema, and professional organizations.
2. *Supporting Skills for Interpreting* offers a combination of critical thinking, communication, accessing resources, intercultural development, self care, billing and time recording, working as an independent contractor, and professionalism and U.S. organizational culture.

### **Professional Medical Interpreter** (3 credits)

Medical Interpreting is designed to provide current Medical Interpreters or persons who wish to begin a career in medical interpreting with skills pertaining to interpreting in health care settings. The course will present a foundation for interpreter ethics, and an overview of the US healthcare system. Students will study the structures of medical terminology: roots, suffixes and prefixes. The Emergency Room, Cardiovascular & Digestive Systems and accompanying specialty vocabulary will be a particular focus. Students will practice consecutive interpreting through role plays and volunteer opportunities in the community.

### **Medical Terminology** (3 credits)

Medical Terminology is a beginning, entry-level course. This course will cover medical terminology via asynchronous online discussions, text reading assignments, homework problems, and assessments. Emphasis will be on recognizing, evaluating and deducting meanings of medical words by applying word-building rules. Study will be directed to define word parts, apply word-building rules to form words from suffixes,



prefixes and roots in the combining form. An additional focus of study will be the definition and usage of words pertaining to the digestive system, reproductive systems, cardiovascular and respiratory systems, blood, lymphatic and immune systems, musculoskeletal system and skin, sense organs, endocrine system, oncology, radiology, nuclear medicine, radiation therapy, pharmacology and psychiatry.

## **Study Abroad**

College of Saint Mary recognizes the rich cultural experiences and increased global awareness studying abroad offers. The College encourages its students to study overseas and assistance is given to interested students to help them navigate the studying abroad process. Further information about the programs listed below is available from the Study Abroad Coordinator.

### **Transfer of Credits**

It is the student's responsibility to find out if and how the courses she takes overseas will translate into credits at CSM. Students work with advisors to attain approval for transfer credit prior to the study abroad experience.

### **Financial Aid**

Most Federal financial aid funds can be used for study abroad. Institutional funds, such as scholarships and College of Saint Mary grants, will be suspended while the student is involved with study abroad. The Financial Aid Director can provide clarification.

### **Application Process**

The student must meet with a Financial Aid Officer to determine the effect(s) that study abroad will have on her financial aid BEFORE completing the application process. (This should be completed one semester ahead of planned study abroad. The following deadlines apply: Fall: February 1; Spring: August 1; Summer: December 1)

Meet with the Study Abroad Coordinator to discuss options for studying abroad, such as program, location, duration, and available options while overseas. Complete the Study Abroad Application Form, which requires visiting with a financial aid counselor, the Registrar, and the student's academic advisor. The student will also need to complete the application process required by the program sponsoring the study abroad experience.

When accepted into the program and approved by CSM, the student will be registered as a current CSM student with "Study Abroad" designation. Actual courses will be recorded on the transcript when the student returns to CSM and the study abroad transcript is received by the College.

### **Programs**

The programs listed below are just a few of many programs available to students who want to study abroad. The Study Abroad Coordinator has information about the following programs. Scholarships or grants may be available to students choosing one of these programs. College of Saint Mary may establish new affiliations and these will be updated on the CSM website.

#### American Institute for Foreign Study (AIFS)

AIFS offers study abroad opportunities in Australia, Austria, China, Czech Republic, England, France, India, Ireland, Italy, New Zealand, Russia, South Africa, and Spain. Students attend local universities with other students from around the world. Credits are received from the foreign university.

#### CAPA

CAPA has study abroad opportunities in London, England, Florence, Italy, and Sydney, Australia as well as internships in all fields in several additional locations. A student in the CAPA program studies abroad with other American students, and the program provides many opportunities for cultural experiences. Credits are received from the University of Minnesota.

#### Central College Abroad

College of Saint Mary is a member of Central College's International Studies program. College of Saint Mary students will have opportunities to study in England, Spain, Austria, China, Mexico, Wales, France and the Netherlands. Students attend local universities. Credits are received from Central College.

#### IES Abroad

IES Abroad is the nation's largest and oldest study abroad provider, offering more than 90 programs in 32 cities. The countries represented include Argentina, Australia, Austria, Chile, China, Ecuador, England, European Union, France, Germany, India, Italy, Japan, Morocco, The Netherlands, New Zealand, South Africa, and Spain. Students study at local universities. Credits are received from the foreign university, or from the University of Rochester for an additional fee.

## **Student Life & Development**

The Student Development team provides a variety of opportunities for CSM students to become involved in campus life which attends "to the development of mind, body and spirit." Students are encouraged to participate in the many co-curricular programs and activities that enhance personal and leadership development. The Student Handbook contains the guidelines for student living. All students enrolled at College of Saint Mary are expected to become acquainted with its contents and observe the policies contained within it.

### **CSM Achievement Center**

The Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, and innovative academic support programs. The Center provides a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, a group study area and three computers are available for student use.

Services include:

- Individual and small group tutoring
- Testing services
- Specialized academic support workshops and academic skill building
- Writing assistance
- Undeclared academic advising
- Special accommodations for students with disabilities who self identify (ADA)
- Intensive college preparation program prior to the beginning of fall classes for at risk students
- Individualized consulting and mentoring for CSM Advantage students
- Career exploration and advising
- Job preparation assistance and resume review

### **Counseling**

CSM partners with Alegent Occupational Health Services (OHS) to provide short-term counseling to all full-time students and their family members free of charge. The Counseling Assistance Program (CAP) is a confidential, 24-hour access service with locations throughout the Omaha metropolitan area, including one near the CSM campus. Students who want to discuss issues that are interfering with academic or personal goals may call CAP (402-398-5566) to set up an appointment. Anxiety, high stress, concern for a friend or depression are among the many reasons students take advantage of this confidential, free service.

### **Health Care**

All students should be covered by a comprehensive health insurance plan. International students are required to have health insurance. Further information about obtaining health insurance can be found in the Insurance section of this catalog.

CSM partners with Alegent Occupational Health Service (OHS) to provide limited health services at a reduced rate; these services are the financial responsibility of the students and must be paid for at the time of service. Students may receive health assessments, immunizations and referrals to an Alegent physician for treatment. Alegent OHS is located near the CSM campus in Bergan Mercy Hospital at 7500 Mercy Road. Appointments may be made by calling 402-398-6581 between 7:00 a.m. and 4:00 p.m. Monday through Friday.

### **Housing**

To provide a positive college living/learning environment, College of Saint Mary requires all full-time, first-and second-year students to live in a campus residence hall. Exemptions are made for students who meet at least one of the following conditions:

- Married or have dependents
- Transfer students with Junior status (60+ credit hours. This does not include first or second year students who have transferred in college credit from high school)
- Students who are over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

Requests for other exceptions to the residence requirement must be submitted in writing to the Assistant Dean of Students for approval at least one month prior to the first day of classes for any regular enrollment period.

Students who live in the residence halls have leadership opportunities through the Residence Hall Council. Each floor community has a resident advisor who provides support and community and academic programming.

Campus housing is restricted to those full time students studying for undergraduate degrees at CSM. However, if a student completed her undergraduate work at CSM and is continuing on as a full time student for a graduate degree at CSM, she may live in the residence halls for the durations of her graduate studies.

### **Male Visitors in the Residence Halls**

In order to assure individual privacy and security, College of Saint Mary students may host male guests in the designated areas of the residence halls at the times listed in the Resident Student Handbook. Failure to comply with this policy will result in disciplinary action.

### **Mothers Living & Learning**

CSM's *Mothers Living & Learning* residential option provides on-campus housing to single mothers and their children. Students are responsible for their individual tuition and room and board expenses; however, their children can live and eat on campus for free.

### **Intercollegiate Athletics**

College of Saint Mary sponsors six sports: basketball, cross-country, soccer, softball, swimming, and volleyball. CSM is a member of the NAIA (National Association of Intercollegiate Athletics) and the (MCAC) Midlands Collegiate Athletic Conference, and is a participant school in the NAIA Champions of Character program. Participation in CSM's athletic teams and eligibility for CSM athletic scholarships is limited to those students who meet the eligibility requirements of the NAIA.

### **Lied Fitness Center**

Leisure and fitness activities and intramural sports opportunities are offered at the Lied Fitness Center. The swimming pool, gymnasium, walking track, cardio room, weight room and training room are available to all CSM students when not in use for classes or other scheduled activities. All those using the center must check in at the front desk, where towels and sports equipment are issued. CSM students with valid IDs may use the Center at no charge; some classes and special activities, or use of the Center by guests of CSM students require payment of a nominal fee.

### **Campus Ministry/Faith Opportunities**

Firmly rooted in the Mercy tradition, Campus Ministry seeks to develop a faith community motivated by the corporal and spiritual works of Mercy. Within the context

of Catholic higher education, Campus Ministry provides opportunities to encounter God active in our world and emphasizes compassion, service, respect for the dignity of all persons, and an awareness of our global realities. Campus Ministry offers both Catholic and ecumenical opportunities for prayer and liturgical celebrations, provides a pastoral presence on campus, facilitates social justice, community service, and outreach activities, and provides retreat opportunities and programs on Mercy spirituality. Campus Ministry welcomes persons of all religious traditions.

### **Student Leadership and Organizations**

The Office of Student Leadership and Organizations assists and supplements campus organizations in providing social and educational events for the campus community.

College of Saint Mary offers involvement in clubs and organizations, as well as leadership opportunities, to enhance the collegiate experience. Whether a student is looking for ways to be involved with his/her academic major, providing service to others, or representing peers on Student Senate or the Residence Hall Association; there is something for everyone. The Office of Student Leadership and Organizations can help find an organization that meets the needs and interests of every student.

### **New Student Registration/Welcome Days**

This full day program provides incoming new students and their families with the opportunity to get acquainted with College of Saint Mary. The day includes information on CSM programs and services, an opportunity to register for fall semester classes, and other events to ensure a smooth beginning to the academic year. When students arrive on campus in August, they will participate in Welcome Days. Welcome days are designed to provide fun-filled and educational activities preceding the start of the academic year. Students have a chance to meet other new students, participate in social activities, gain insight into majors, find classrooms, and settle into residence halls.

### **Code of Conduct**

A student enrolled at College of Saint Mary assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities including its public service functions or other authorized activities on College premises;
2. Abuse of any person on College-owned or College-controlled property, or a College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self;
3. Intentionally harassing any person in such a way as to interfere with that person's emotional, or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another's character;
4. Intentionally and substantially interfering with others' freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on College-owned or controlled property or at College-sponsored or supervised functions;
6. Conduct which adversely affects the student's suitability as a member of the academic community;

7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also Policy for Academic Honesty);
8. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in College computer systems;
9. Forgery, alteration or misuse of College documents, records, or identification;
10. Theft or unauthorized possession of, or damage to, property of the College or of a member of the College community or campus visitor;
11. Unauthorized entry or use of College facilities or unauthorized possession of College keys, access cards, and codes;
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
13. Violation of rules governing residence in College-owned or controlled property;
14. Violation of College policies or of campus regulations including, but not limited to the provisions of the student handbook, other College publications and residence hall rules and regulations;
15. Failure to comply with directions of College officials acting in the performance of their duties.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the College's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from College residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development, or in a hearing or the Peer Review Board (PRB). Appropriate sanction(s) or action steps and time frame will be communicated in writing to the student.

The Peer Review Board is an official CSM board approved by the Vice President for Student Development, and granted authority to adjudicate specific types of cases. Hearings include at least three Board members and a neutral administrative staff or faculty member. The Board handles some residence hall disciplinary cases and select campus cases at the discretion of the Advisors and/or the Vice President for Student Development in lieu of an administrative hearing and decision. The student retains the

right to request a preliminary conference in advance of the hearing with the Peer Review Board and retains the right to appeal its decision.

A student has the right to appeal a judicial decision; to do so; she must file an "Intent to Appeal" form with the Student Development Office within two working days after learning the decision. Forms are available in the Information Center or online. The student is permitted up to three working days to prepare and hand deliver a written appeal to the Vice President for Student Development. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal **only** on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal.

Appeal letters must be complete enough so that a personal appearance will not be necessary. **A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient.**

The standards and procedures set forth in this document are those the College normally applies to disciplinary matters. The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

### **Drug-Free Campus Policy**

College of Saint Mary standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on College property or as part of any of the College's activities. "Illicit drug use" means the use of illegal drugs and the abuse of other drugs or alcohol. State and Federal laws, and any applicable city ordinances, pertaining to the possession and use of illicit drugs and alcoholic beverages shall be observed by all College students. By way of illustration, this means that it is a violation of College policy for students to unlawfully purchase, manufacture, possess, consume, use, sell or otherwise distribute such items on campus or during College activities.

Student violations of the standards stated in the above paragraph shall result in disciplinary sanctions, as set forth in the CSM Code of Conduct included here and in the student handbook.

### **Policy for a Tobacco-Free Campus College of Saint Mary**

Smoking is prohibited in all campus buildings and anywhere on campus property.

- For the purposes of this policy, smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, and pipes. Smokeless tobacco is also prohibited.
- Tobacco advertisements are prohibited in college publications or any publications endorsed by CSM to be distributed on campus.

The Campus Wellness Coordinator provides smoking cessation resources and support.



## **General Student Information**

### **I.D. Card**

All students must have a College of Saint Mary identification card. Campus Security personnel as well as other persons in authority may request to see I.D. cards at any time. If an I.D. Card is lost, the student should contact the Campus Information Center immediately for a replacement at a nominal cost. Upon withdrawal from the College, the I.D. Card is to be returned to the Campus Information Center.

### **Insurance**

The Student Health Insurance Plan consists of two parts. Part I covers accidents only and will pay benefits for medical expenses and accidental death and dismemberment. All full-time students are insured automatically under Plan I, for a nine-month term. In addition, all full-time students may purchase Basic and Major Medical Accident and Sickness benefits under Plan II. Eligible dependents may also be covered under Plans I and II. Brochures explaining both plans are available at the Express Center.

### **Insurance**

The Student Health Insurance Plan consists of one plan that covers accidents only up to \$1,000, and will pay benefits for medical expenses and accidental death and dismemberment. All full-time students are insured automatically in this plan after semester financial arrangements are made. In addition, all full-time students may purchase a more individualized basic health coverage plan through Blue Cross Blue Shield by going to their website at [www.bcbsne.com](http://www.bcbsne.com). More information on student health insurance can be found in the Student Development office.

### **Meals**

The College dining room is open 7 days a week and offers a full board plan for resident students. Non-resident students may also purchase a meal plan or put money on their ID card in the Express Center. Hours of operation are posted in the dining room and published in the Student Handbook. Christina's Place, located in the Hixson Lied Commons sells hot and cold beverages along with breakfast and lunch items.

### **Notary Public**

For the convenience of the students and the entire College of Saint Mary community, a notary public is available during office hours in the Registrar's Office, Walsh Hall.

### **Parking**

All cars must be registered and have a College of Saint Mary sticker placed in the proper position in the vehicle. Fines for violations must be paid in the Express Center. Stickers, maps and parking regulations are available from the Express Center.

### **Solicitations**

The on-campus sale or solicitation of anything (including distribution of samples) is prohibited without prior authorization in writing from the Facilities Coordinator.

### **Student Handbook**

A handbook describing policies and information of interest to students is available on-line at [www.csm.edu](http://www.csm.edu). All students are expected to read the Student Handbook and abide by its policies.

### **Immunization Requirements**

College of Saint Mary requires that all students entering our college for the first time be immunized against measles, mumps, and rubella and must show proof of MMR 1 and MMR 2. As these are preventable and contagious diseases, CSM wants to prevent the possibility of an epidemic. All students must submit accurate immunization records that show evidence of immunity to measles, mumps, and rubella. Submission of this record is mandatory, and failure to comply will result in future registrations being cancelled or restricted.

College of Saint Mary also reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the CSM campus in the event of an outbreak of any of these diseases. According to the recommendations of the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control (CDC), a student may demonstrate immunity to measles, mumps, and rubella in one of the following ways:

- Students born before January 1, 1957 are considered immune to Measles, Mumps, and Rubella.
- Documentation of a positive antibody titer proving immunity to Measles (rubeola), Mumps, and Rubella (German measles) is acceptable.
- Documentation of two doses of (MMR) vaccine, separated by at least one month on or after the first birthday and after January 1, 1968, must be provided.

In addition to the above immunization measles requirement for all students, certain academic programs may also require a physical examination and additional immunizations prior to acceptance into the program. Students should review any specific program requirements prior to beginning their course work at College of Saint Mary. All international students and athletes are also required to submit a medical form. Athletes return completed forms to the Athletic department and international students return forms to Student Development.

*MLL* Students must provide immunization documentation for their child/children to Student Development at the beginning of each semester (fall, spring, and summer).

## Academic Regulations and Information

### Academic Responsibility

*The Vice President for Academic Affairs is the official representative of the College in matters pertaining to the scholastic life of the student body. Regulations made by her/him in addition to, in abrogation of, or in interpretation of the following regulations have the same force as the regulations themselves.*

*In case of a discrepancy between the College catalog and other publications or academic information provided by any faculty or staff member other than the Vice President for Academic Affairs, the catalog takes precedence.*

*The College reserves the right to terminate or modify program requirements, content and sequence of courses, and program offerings. Students withdrawing from the College completely for a period of one calendar year or more are bound by the catalog in effect when they re-enter, unless the student is away for one year on Official Leave of Absence.*

*It is the responsibility of each student to be acquainted with all requirements for her degree program and to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this catalog and any subsequent modifications or interpretations by the Vice President for Academic Affairs will prevail.*

### Academic Advising

During the degree-seeking student's first year at College of Saint Mary, each is assigned an academic advisor who assists in academic matters and helps in planning a cohesive program to achieve the goals set by the student. Any major decisions regarding the academic program should be handled through the academic advisor. **Final responsibility for meeting degree requirements rests with the student.** A student may request a change of advisor through the Registrar's Office.

### Academic Appeals Board

The Student Academic Appeals Board exists to provide the student with a means to appeal a specific academic decision that the student considers unwarranted, unjust or capricious. A student who wishes to make an appeal related to an academic matter must begin the process no later than one month after the end of the semester in which the decision was made.

It is the responsibility of the instructor to inform students of course requirements, evaluate students fairly on the basis of the academic performance, encourage free and open discussion, inquiry and expression in the classroom, and identify methods of evaluation/grading that will be used for the course. It is the responsibility of the student to inquire as to course requirements when in doubt, maintain the standards of academic performance established by the professor, and to follow the appeal process if academic rights have been violated.

The process for an Academic Appeal is as follows:

- 1) Discuss the matter of appeal with the instructor.
- 2) Discuss the matter of appeal with the Program Director of the course.

- 3) Discuss the matter of appeal with the course Division Chairperson.
- 4) Discuss the matter of appeal with the Vice President of Academic Affairs.
- 5) If the appeal is then not resolved, submit an "Application to the Academic Appeals Board" (forms are available in the Academic Affairs Office, Walsh 118). The Vice President will convene the Academic Appeals Board.

It is the responsibility of the Academic Appeals Board to evaluate each case confidentially and fairly and to develop a course of action that will resolve the matter. The Academic Appeals Board will notify the offending party and schedule a hearing in which both parties are present to state their side of the case. The board will make a decision within two weeks.

Membership in the Student Academic Appeals Board consists of two faculty members **and one alternate**, to be elected by the faculty in April with term beginning in August, and two students, to be elected by the student body association. The Vice President for Academic Affairs will serve as Chair. In addition, for each case there will be one faculty member, to be appointed by the student registering the complaint, and one student, to be appointed by the faculty member who is being complained against."

Recommendations made by the Student Academic Appeals Board and the Nursing Student Policies Committee are forwarded to the Vice President for Academic Affairs. Her/his decision is final.

### **Academic Load**

The normal load a student should carry in order to pursue in-depth those subjects undertaken in any academic semester is 16 hours of credit. Overloads of more than 18 credit hours require the approval of the Vice President for Academic Affairs. Normally students will not be permitted to take more than an additional 3 credits beyond 18 credit hours. A student may carry no more than 12 semester hours during a summer session or 3 credit hours in Focus Five without the approval of her advisor and the Vice President for Academic Affairs. In order to be eligible for an overload, a student must meet all of the following requirements:

- Must have a cumulative GPA of at least 3.0
- Must acquire a GPA of at least 3.0 for the semester preceding the semester for which the student is requesting an overload
- Must not have an Incomplete "I" for the semester preceding the semester for which the student is requesting an overload.

### **Academic Probation and Dismissal**

All students at College of Saint Mary are expected to make continuous academic progress while they are enrolled at the College. **Continuous academic progress** is considered a **semester and cumulative grade point average** of 2.0 on a 4.0 scale. All first time, full time students (students with no more than 11 credits of prior study in a college or university) will be reviewed at the end of their first two semesters of work. All students on conditional admission (full or part time) will be reviewed at the end of the fall and spring semesters. The summer session may contribute to the cumulative GPA, but is not considered for academic actions. If the fall or spring term GPA is 2.0 or above, conditional admittance will be lifted. If the fall or spring term GPA is less than 2.0, the student is subject to academic probation or dismissal and the conditional status will remain.

A student who does not maintain a semester 2.0 grade-point average or who does not have a cumulative 2.0 grade point average at the end of the semester in which she is

being reviewed is subject to academic probation in the subsequent semester. If the student achieves a semester and cumulative 2.0 grade-point average in her probationary semester, she will be removed from probation. If she continues with either a semester or cumulative grade point average below 2.0, she will be subject to 2nd probation for the succeeding semester. A student who, after two probationary semesters at the College, has still not attained a semester and cumulative grade point average of 2.0 is eligible for dismissal. Any student who does not achieve a 1.0 grade point average in any semester, regardless of her probationary or non-probationary status, is eligible for dismissal.

Students who are subject to academic dismissal have the right to petition for continuing enrollment. If a student chooses to petition, she must write a letter to the Vice President for Academic Affairs stating the reasons for her sub-standard academic performance. The letter should also identify any mitigating circumstances that would warrant consideration and specific steps she intends to take to improve her performance were her petition granted.

The Academic Action Review Board, chaired by the Vice President for Academic Affairs, will review the petition. The two faculty members and one alternate elected to Student Academic Appeals Board will also serve as members of the Academic Action Review Board, which hears appeals of student academic dismissals as well as a member of the retention leadership council.

The Academic Action Review Board, chaired by the Vice President for Academic Affairs, will review the petition. Membership on the Academic Action Review Board is determined by the Vice President for Academic Affairs and is drawn from the full time faculty and the Retention Leadership Council.

The decision of the Academic Action Review Board is final. The student will be notified of the decision by the Office of Academic Affairs prior to the beginning of the next semester. The Academic Action Review Board has the right to stipulate conditions for continuing enrollment of a student subject to dismissal who is permitted to return to the College.

Students who have been academically dismissed from the College may not reapply for readmission until one semester has passed. The letter of readmission must also address the issues that led to academic dismissal in the first place. It should identify concrete actions that have taken place to avoid the recurrence of substandard academic performance. It should also address any specific conditions that were stated in the original letter of dismissal as conditions for readmission. A student who is dismissed a second time from the College may not reapply until five years have passed.

#### **Academic Action as Applicable to Students in the Health Professions Division**

Students are formally admitted into the Health Professions programs after they have been successfully admitted to the College. In addition to being governed by the probation and dismissal policies stated above, students in the Health Professions Division must remain students of good standing in these programs.

While students may be accepted into the College, the Nursing program and the Occupational Therapy program have additional specific requirements for being enrolled and to progress in those programs. For details, please consult the respective handbooks for each program.

### Academic Year and Semester Hours

The academic year is divided into two semesters of 15 weeks each and a summer session. An intensive five-day session, Focus Five, is also conducted at the beginning of the summer session during the week following commencement. A semester credit hour represents one 50-minute period of class lecture and discussion or a minimum of two 50-minute periods of laboratory or studio work pursued weekly for the semester. Clinical lab and field experience may require a larger number of contact hours per credit hour earned. The number of semester credit hours is specified after each course in the catalog.

### Advanced Placement

Students who have taken advanced or college-level courses in high school on the College Board Advanced Placement Tests are responsible for having scores forwarded to the Registrar's Office at the College to apply for college credit and/or advanced placement. The amount of credit allocated is determined by the following chart.

AP EXAM	REQUIRED TEST SCORE	COURSE AWARDED	CREDIT EARNED	NOTES
Art History	3,4,5	ART 202	3	
Biology	3,4,5	BIO100	3	acceptable for non-majors
Calculus AB	4,5	MTH 201	4	
Calculus BC	4,5	MTH 202	8	
Chemistry	4,5	CHM 110	3-4,6-8	
Computer Science A	3,4,5	BIS 101	3	
Econ: Macro	3,4,5	ECO 131	3	
Econ: Micro	3,4,5	ECO 132	3	
Eng Language/Comp	3,4,5	ENG 101	3	
Eng Literature/Comp	3,4,5	ENG Literature elective	6	
Environmental Science	3,4,5	ELECTIVE CREDIT		
European History	3,4,5	ELECTIVE CREDIT	3,6	
French Language	3,4,5	ELECTIVE CREDIT	3,6	
French Literature	3,4,5	ELECTIVE CREDIT	3	
German Language	3,4,5	ELECTIVE CREDIT	3,6	
Govt&Politics: Compare	3,4,5	ELECTIVE CREDIT	3	
Govt&Politics: US	3,4,5	ELECTIVE CREDIT	3	
Human Geography	3,4,5	ELECTIVE CREDIT	3	
Classic Languages	3,4,5	ELECTIVE CREDIT	3,6	
Music Theory	3,4,5	ELECTIVE CREDIT	3	
Physics B	4,5	PHY 202, 203, 204, 205	8	
Psychology	3,4,5	PSY 101	3	
Spanish Language	3,4,5	SPN 111	3,6	
Spanish Literature	3,4,5	SPN 411 OR SPN 412	3	
Statistics	4,5	MTH 242	3	
Studio Art: 2-D Design	3,4,5	ART ELECTIVE	3	
Studo Art: 3-D Design	3,4,5	ART ELECTIVE	3	
Studio Art: Drawing	3,4,5	ART ELECTIVE	3	

US History	3,4,5	HPS 131, HPS 132	3,6	
World History	3,4,5	HPS 160	3	

**Americans with Disabilities Act (ADA)**

If you have a certifiable learning or physical disability and require special accommodations, please call and make an appointment with the Achievement Center ADA office at 402-399-2366 or email [ada@csm.edu](mailto:ada@csm.edu). *Considerable lead-time is required for accommodations, so it is important that your request is received in the Achievement Center ADA office as early in the semester as possible.* **Please note that your request will be handled confidentially.**

The College will make reasonable accommodations for an otherwise qualified disabled student in compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Students are responsible for self-identifying and requesting accommodations.

Faculty are not required to make disability accommodations unless official documentation is provided to them by the ADA officer.

**Attendance**

No person is allowed to attend class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid.

Regular attendance at classes is expected of all students. The student is directly responsible to the instructor for attendance at classes and for work missed through late registration, illness or any other cause. Each instructor will explain in his/her classes the procedures he/she wishes to follow in case of absence. This policy is to be included in the course syllabus and given to each student at the first class meeting. Each instructor is responsible for enforcing his/her stated attendance policy. In case of unsatisfactory work due to excessive absence, the instructor, after giving oral or written warning to the student, may initiate withdrawal action with the concurrence of her/his divisional chair or dean (Administrative Withdrawal).

**Absence (University-Authorized) for University-Sponsored Activities**

In addition to a documented and bona fide medical emergency or the death of an immediate family member, absences from class are authorized for students who, as individuals or members of athletic teams or other organized groups, represent the university in university-sponsored activities.

The following groups are included: (1) members of authorized varsity teams (athletic and otherwise) participating in scheduled intercollegiate competitions (practices and training sessions are excluded); (2) participants in university-sponsored curricular and co-curricular activities led by faculty and/or staff; and (3) student engagement sponsored by the institution and approved by the Vice President of Academic Affairs (e.g. research presentations, and performances at national conferences or events). Though such absence for university-sponsored activities is authorized by the university, faculty and staff leading such activities should make every effort to ensure minimal disruption of student class attendance.

The student is responsible at a minimum for notification to the faculty in the first week of the semester or as soon as possible, preferably in the first class meeting, of any absences that will occur as well as notification the week before the absence, including

departure times. A student who anticipates missing class for an excused absence is required to discuss this issue with the instructor during the first week of class or as soon as possible to determine the possible solutions or consequences of missed course meetings. Courses in some programs with special accreditation or licensure requirements should not be taken in a semester where a student anticipates a high number of absences. The student will need to work with their advisor to take classes appropriate for the requirements in the curricular or co-curricular activities.

If the student provides adequate notification as outlined above, faculty are expected to honor a valid university excuse for a university-authorized absence and to provide reasonable make-up work without penalty as specified in their syllabi. Class experiences that are impossible to make up should be discussed during the first week of classes when there is sufficient time for a student to drop the course or determine if an alternative assignment is possible. Academic Programs can determine acceptable parameters for "reasonable make-up work" for their faculty.

The Vice President for Academic Affairs will make the final decision in the event of questions or the need for an exception to the above policy.

### **Audits**

Students who audit courses are not held responsible for the work and receive no grade or credit and may attend once approved fees have been paid. A course that is audited may not be changed to a credit course after the late registration period.

### **Change of Program**

Once a student is officially accepted by the College and into her chosen major program, the student is assigned a permanent advisor from the major field. Students usually retain the same advisor for the rest of their College years but may request a change through the Registrar's Office.

A student who wishes to change majors must discuss this change with both the current academic advisor and the faculty of the program to which the student is changing. If the decision to change is made, the student must file a Change of Major Form at the Registrar's Office.

### **Classification of Students**

Students who meet entrance requirements are classified as first-year students. Upon satisfactory completion of 30 semester hours of credit, students are classified as sophomores; upon satisfactory completion of 60 semester hours, students are classified as juniors; upon satisfactory completion of 90 semester hours, students are classified as seniors.

A part-time student is considered half-time if they carry between 6 and 11 credits. A student is classified as less than half time if they carry less than 6 hours. An audit student is one who takes courses on a non-credit basis.

### **Competencies**

All degree-seeking students at College of Saint Mary must demonstrate basic competencies in computer skills, English, and mathematics.

Students are placed in the appropriate English and/or math course based upon their ACT/SAT scores or their transfer credits. In the absence of these scores or appropriate transfer credits, a placement exam will determine the appropriate level of course as



required by their academic program. A student may request to take the placement exam in lieu of the ACT/SAT scores. Students will take a computer competency self-evaluation to determine if the student has sufficient computer skills to succeed in their major or if BIS 101, Introduction to Computers, is recommended.

### **Conditional Admission/Study and Learning Course**

All conditionally admitted students are required to take IDS 097 (Study and Learning) during their first semester at CSM. Any second semester first time or transfer student who receives less than a 2.0 during their first semester is required to take IDS 097 their second semester.

### **Developmental Courses (Courses listed below 100 level)**

***Any courses listed below 100 level will receive college credit, but such credit will not be counted toward the academic hours required for degree completion.***

### **Credit For Prior Learning**

Students may have the opportunity to gain credit for college-level learning obtained outside the college setting. Learning is considered college-level if it is generally applicable, includes both a theoretical and a practical understanding of the material and if it meets the following criteria:

1. The student can demonstrate that what was learned is equivalent to the achievement levels expected of college work.
2. The maximum number of credits to be gained through alternate means is limited to 10 percent of the completed study program degree requirements.
3. Credits by alternate means are not considered among the credits to be taken in residence except portfolio credit.
4. All requirements for credit granted by alternate means must be completed prior to the beginning of the final semester before graduation.
5. After completion of challenge, acceptable grades of "P" (pass), "S" (satisfactory) or a letter grade of C or above will be recorded on the transcript as transfer credit. Credit by portfolio will be recorded as College of Saint Mary credit.

Methods by which college-level learning can be demonstrated include challenge examinations, CLEP examinations, DANTES examinations, and credit by portfolio assessment. Individuals must be enrolled as students at College of Saint Mary to take advantage of these options.

### **Credit by Challenge Examination**

Students may earn credit without formal enrollment in courses, subject to availability of this option in specific departments. Courses must be approved by the Division Chairperson and the Vice President for Academic Affairs.

Departments may require laboratory projects, written reports, evidence of satisfactory skilled performance, etc., in lieu of, or in addition to, examination performance.

Procedure: To apply for credit by examination for a course, a student registered at College of Saint Mary must obtain an Alternatives for College Credit Form from the Express Center, obtain written approval from her academic advisor and the Program Director of the program offering the course, pay the required fee, and obtain the approval of the Vice President for Academic Affairs. Upon receipt of an approved

request, the chairperson of the department offering the course will be responsible for the following:

1. Establishing the procedure and standards for granting course credit by examinations without enrollment in the course.
2. Providing for the administration of the examination, usually through the Achievement Center.
3. Notifying the Registrar of the appropriate grade when a student has earned course credit by examination (Alternatives for College Credit Form to be used).

A student may not receive credit by examination for a course that is a prerequisite for a course already taken or for an equivalent college course already taken. Students should plan to take credit by examination early in their college careers, preferably during the first year of matriculation at the College.

### **College-Level Examination Program (CLEP)**

This computer-based program may be used for granting college credits to those who demonstrate proficiency in specific subjects. The following are guidelines for accepting credit:

1. Hours earned by CLEP are granted to enrolled students. Such hours may be counted toward degrees but count as transfer credit: i.e., they may not be included in the residency requirements for graduation.
2. No credit will be granted for the CLEP General Examinations except the English Composition with essay. This exam will be accepted in lieu of ENG 101. Traditional and transfer students will be required to take ENG 103, Research Writing, for one semester hour. The primary use of the remaining tests will be placement, guiding a student into a particular field and assessing the student's general background in these areas.
3. College of Saint Mary accepts the ACE recommended score to award elective credit for CLEP tests, however it is at the discretion of each department to determine the score required to meet a program requirement or additional requirements such as essay parts of tests or laboratory experiences. Students fulfilling additional requirements will be subject to regular fees. Regular tuition will be charged for a one-hour lab requirement.
4. The College will use the CLEP recommendation for the number of credit hours accepted, except where additional requirements are made (see 3 above).  
No grades or quality points will be assigned to CLEP credits.
5. A student may not receive credit through CLEP for a course that is a prerequisite for a course already taken or for an equivalent college course already taken.
6. A list of tests and scores accepted at College of Saint Mary may be obtained from the Director of the Achievement Center.

### **Credit Through Portfolio Development and Assessment**

Steps for developing a portfolio are as follows:

1. The student reviews her prior learning and notes which experiences are comparable to college level learning. This might encompass such experiences as employment, education (non-credit courses or seminars), volunteer work, recreation and hobbies, civic and political activities, publications travel, awards, organizational involvement, music or theater work, or languages. In documenting these activities or experiences, the student must demonstrate what knowledge or competencies were attained from these learning

- opportunities and these must be comparable to college level learning. The specific competencies gained must be fully documented.
2. The student meets with the advisor and the Portfolio Program Coordinator to review.
  3. If these experiences appear to have involved college learning, then a portfolio for these experiences may be prepared.
  4. All portfolios will be bound in a manner described by the Portfolio Program Coordinator and consistent with the academic discipline for which the portfolio is prepared. The portfolio may be a written paper, or other substantive project or product that demonstrates college-level learning as assessed by a faculty review and consistent with the rigor appropriate to that discipline. Any form of portfolio should demonstrate academic excellence with respect to its development, presentation, and delivery.
  5. A portfolio will generally consist of the following minimum requirements:
    - a. A title page which shall list the course(s) being petitioned together with the name, address, and telephone numbers (work and home) of the student;
    - b. A Table of contents;
    - c. Resume;
    - d. Statement of learning goals;
    - e. Degree plan or program(s) of study;
    - f. Portfolio proposal;
    - g. Divider for each course petitioned. Each section to include:
      - i. Petition for credit;
      - ii. Expanded course description;
      - iii. Essay describing competencies and skills achieved;
      - iv. Supporting documentation (In the event of projects or products that cannot be reduced to writing in an 8 ½ x 11 inch format, photographs, drawings, source codes, or other evidence may be submitted at the discretion and direction of the faculty reviewer to fulfill this requirement.)
      - v. Reviewer's evaluation and grading.
  6. Portfolio Credit must be requested before the end of the first week of classes each semester. The Request for Portfolio Credit form is available in the Express Center. The program director of the discipline involved will appoint a faculty member to evaluate the portfolio. If more than one discipline is involved, additional faculty members may be appointed.
  7. The portfolio is presented to the Portfolio Program Coordinator and reviewed by the faculty member(s) involved. The recommendation for credit will be forwarded by the faculty member(s) to the Portfolio Program Coordinator and the Vice President for Academic Affairs. The final grade will be entered by the faculty member assigned to the portfolio during final grade entry each semester

The portfolio will be kept on file with the documentation for 30 days after the grade has been posted. When credit is accepted, a letter or pass/fail grade will be given as stipulated in the course petition.

Restrictions:

Students may not receive credit through Portfolio Development and Assessment for:

1. A course that is a prerequisite for a course already taken

2. An equivalent college course already taken
3. Certain restricted courses (please see the program coordinator for restricted courses)

Students must be degree seeking or seeking certification or recertification and be currently enrolled at College of Saint Mary to seek portfolio credit.

A time limit of one traditional semester for completion is allowed. The college policy for incomplete grades may be applied if requested.

Students have the opportunity to develop portfolios throughout their academic careers at College of Saint Mary, but may not exceed 10% of the total credit hours required for their degree.

Note: Credits obtained by these alternative methods, excluding some DANTES examinations, are accepted at College of Saint Mary. Official documentation must be provided in order to obtain these credits. Policies at other educational institutions may vary.

### **Courses at Other Institutions**

Degree-seeking students (bachelor and associate degree candidates) attending College of Saint Mary are required to take all classes at the College. Under special circumstances, students enrolled in a degree-seeking program, whether full- or part-time, may transfer in credit hours from another accredited institution while enrolled in a degree program at College of Saint Mary. The number of credit hours allowed may never exceed 15 credit hours.

The above policy does not affect credits earned prior to a student's transfer to College of Saint Mary from another institution, articulation agreements and courses required for the major not offered at College of Saint Mary. Degree-seeking students must complete a minimum of 30 hours of the last 45 credit hours at College of Saint Mary.

PRIOR PERMISSION must be obtained from the Division Chair before taking an off-campus course. The Approval for Course to be Taken at Another College Form (available in the Express Center) must be filled out with appropriate justification and signatures (student's advisor, Registrar, and Division Chair).

Requests for prior approval to take a course at another institution will not be accepted if:

- any of the required signatures are not on the form
- a justification is not stated on the form
- the justification is not adequately sufficient to merit approval in the opinion of the Division Chair
- the student has already enrolled in or taken the course for which prior approval is being sought

Students should not enroll in an off-campus course or courses **before receiving final approval**. This policy applies to all degree-seeking students at College of Saint Mary, regardless of their degree program.

Acceptance of transfer credits by College of Saint Mary cannot be guaranteed without this prior permission.

## **Examinations**

Course examinations are given at the close of each semester. An equivalent evaluative instrument may be used in place of a written examination. A final examination or equivalent instrument is required. Students must be at the scheduled final examination unless excused by the instructor of record.

## **Family Educational Rights and Privacy Act**

College of Saint Mary is in compliance with the Family Educational Rights and Privacy Act of 1974. Any student at College of Saint Mary may personally inspect, review, and at the student's expense, have a copy made of any records (except another school's transcript) kept regarding her college career. Where more than one student is involved in a record, the student may have the information concerning only her transmitted orally.

Listed below are the records presently kept by the College. A student wishing to examine any record should make a request of the appropriate administrator. Requests have to be in writing. The record will be made available within 45 days.

<b>Student Record</b>	<b>Administrator</b>
Academic record	Registrar
Department record	Advisor or Program Director*
Financial record	Bursar**
Health record	Alegent Occupational Health
Financial Aid record	Financial Aid Director**
Graduation requirements checklist	Academic Advisor

\* Where a student has declared a major, the student should file a request with the Program Director; otherwise, with the advisor.

\*\* Students may not examine any item revealing financial information about their parents.

The Registrar's academic file for a student contains the latest transcript, academic action letters, test results, credit by exam, change of grade/major/curriculum, academic plan, name change, transfer credit evaluation, any documentation related FERPA hearings, and any relevant correspondence. These records are scanned and stored permanently off site. The information in the advisor file is usually a duplicate of this file or personal correspondence and does not need to be retained after the student graduates or leaves.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. This information includes, but it is not limited to: name, address, telephone listing, field of study, weight & height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, and dates of attendance, degrees, and awards. Directory information may be disclosed without prior written consent unless the student has notified the College not to release this information. Written notice must be made to the Registrar's Office within 10 days following the beginning of each semester. Any student choosing to have this information withheld should note that her name will not be released for Dean's List or other honors, nor will it be included in the commencement program.

In order to protect the right to privacy, the College will not make any records not designated as directory information available, without the student's written consent, to anyone other than College of Saint Mary officials with a legitimate educational interest,

officials of other schools to which the student has applied, certain governmental officials, parents who establish student's dependency status, and certain persons in connection with an application for financial aid.

If a student concludes that her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material.

If a satisfactory agreement cannot be reached informally, the student may file with the Vice President for Academic Affairs a written request for a hearing before the Academic Appeals Board of the College. Any member of the board having a direct interest in the case may not participate. The board's decision will be rendered in writing within a reasonable period of time and is final.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by College of Saint Mary 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 Ave SW  
Washington, DC 20202-5920

Students may request a copy of any such records (except transcripts) in College of Saint Mary's possession at a cost of 10 cents per page. Anything in a student's record that the student does not understand will be explained. The records are reviewed and materials expunged periodically.

### **Grade Point Average**

The grade point average (GPA) of a student is computed by dividing the total number of quality points by the GPA credits. Grades for transfer hours are not included in the College of Saint Mary GPA.

### **Grade Reports**

Midterm and final grade reports are available on-line through Self Service on the CSM web page, <https://selfservice.csm.edu/Home.aspx>. Grade reports are not available until a student has paid all tuition, fees and fines due the College. Because of the provisions of the Students' Right to Privacy Act, no grade information can be given over the telephone.

### **Grading System**

A student's final grade in each subject is based on class work and participation, tests and/or other requirements completed during the course and the final examination. Class attendance is also considered if it states so in the instructor's syllabus. The quality of a student's work, expressed in terms of letters and points, is reported as follows:

<b>GRADE</b>	<b>DESCRIPTION</b>	<b>QUALITY POINT</b>
		(PER SEM. HR.)
A or A+	Superior intellectual initiative and achievement	4

A-	Above Average Attainment	3.67
B+	Above Average Attainment	3.33
B	Above Average Attainment	3
B-	Above Average Attainment	2.67
C+	Average (satisfactory work)	2.33
C	Average (satisfactory work)	2
C-	Low Average (Inferior but passing*)	1.67
D+	Inferior but passing*	1.33
D	Inferior but passing*	1
D-	Inferior but passing*	.67
F	Failure	0
AF	Failure—excessive absences	0
AU	Audited course (no credit)**	0
W	Official Withdrawal (no credit)**	0
AW	Administrative Withdrawal (no credit)**	0
FW	Administrative Withdrawal (no credit)	0
I	Incomplete**	0
IR	Incomplete Research Project in progress**	0
P	Pass-Fail Option: pass (credit)**	0
NP	Pass-Fail Option: no pass (no credit)**	0
NC	No Credit**	0
SA	Satisfactory: Clinical (credit)***	0
UN	Unsatisfactory: Clinical (no credit)***	0

\* Grades of C- and D are not considered passing in many majors and programs. See your academic advisor for specific information.

\*\* Not included in calculating GPA.

\*\*\* Used to record grades in clinical labs and field experiences. It is not an individual grading option as is P/NP but applies to all students in the course. Credit earned with SA (satisfactory) may be counted toward graduation but is not included in GPA. However, UN (unsatisfactory) functions as a failure in the GPA.

## Honors and Awards

**Dean's List:** A student who successfully completes at least 12 semester hours and earns a grade point average of 3.5 or above in any one semester is named to the Dean's List.

**Honor Roll for Part Time Students:** A student who successfully completes 6 to 11 credit hours and earns a 3.5 GPA in any one semester is named to the Honor Roll for Part Time Students.

**Honors at Graduation:** Graduation with honors is based on the student's GPA for College of Saint Mary courses only. To be eligible for honors, the student must complete at least 65 semester hours of College of Saint Mary courses at the bachelor's degree level or 37 semester hours at the associate's degree level. To graduate with honors, a student must meet the following standards:

Summa Cum Laude (B.A., B.S., B.G.S., B.B.L., B.R.S).....	3.9 GPA
With Highest Honors (A.A. or A.S.) .....	3.9 GPA
Magna Cum Laude (B.A., B.S., B.G.S., B.B.L., B.R.S) .....	3.7 GPA
With High Honors (A.A. or A.S.) .....	3.7 GPA
Cum Laude (B.A., B.S., B.G.S., B.B.L., B.R.S.) .....	3.5 GPA

With Honors (A.A. or A.S.) ..... 3.5 GPA  
(These GPAs for honors are effective July 1, 2008 for all students with a matriculation term and year of Fall 2008 or later.)

**Honors Night Convocation:** Each year at the annual Honors Night Convocation, public recognition is given to students who have excelled in academic leadership activities. Students recognized for the following awards are selected through a process which involves faculty and staff nominations of students meeting eligibility requirements, completion of biographical information by nominated students, and final selection by an Honors Committee comprised of faculty and staff.

**Undergraduate Achievement Award:** The Saint Catherine Medal is given by Kappa Gamma Pi to a full time student, who in her first two or three years of college, has maintained an outstanding record of academic achievement and has also exemplified high standards of character and leadership.

**Spirit of Saint Mary Award:** Recognizes one graduating student for her outstanding contributions to the quality of campus life at College of Saint Mary through her leadership, academic achievement, and service to the community.

**Who's Who in American Universities and Colleges:** Students are admitted annually on the basis of scholarship, leadership and service. Nominations are presented to the Honors Committee for final selection.

**Sigma Phi Sigma:** This National Mercy Honor Society honors students distinguished for scholarship, fidelity and service as exemplified in the educational ideals of Catherine McAuley, founder of the Sisters of Mercy.

**Kappa Gamma Pi:** The National Catholic College Graduate Honor Society emphasizes scholarship and campus leadership before graduation and encourages active participation in all phases of adult life after graduation. Selection of candidates must be made among students graduating with honors who are in the upper 10 percent of their class.

### **Honors and Awards for Lincoln Students Only**

**ASL:** The Kappa Omicron Chapter is the Lincoln Campus Chapter of Alpha Sigma Lambda, a National Honor Society for non-traditional, part-time students. Membership in the society is based on scholarship, leadership and service and selections are made based on nominations by faculty and staff. Members are inducted annually at a combination induction ceremony and graduation reception held in the spring.

**Outstanding Lincoln Student Award:** This award goes to a graduating senior chosen by fellow students and faculty. Criteria for the award include leadership in the classroom and elsewhere, personal integrity, CSM spirit and extraordinary effort to achieve educational goals. The award is given annually at the ASL induction and Lincoln graduation reception.

### **Honors Program**

Students may participate in the Honors Program. The program consists of 21 hours of designated honors coursework. This includes the following: 3 hours of honors English, 3 hours of honors Theology, 3 hours of either honors Math or Biology or Chemistry, and 3 hours of either honors History or Social Sciences or Fine Arts. The remaining nine credit hours will be drawn from: Honors Independent Study or other honors courses that may be offered each semester. In addition, honor students are encouraged to attend honor seminars. These seminars consist of presentations and/or discussions directed by honor students under the direction of the honors committee. Attendance will be monitored by committee members.



Student Eligibility Criterion: In order to register for courses under the honors designation, entering first year students must satisfy at least one of the following: SAT 1100 or ACT 24 or minimal high school GPA of 3.75 or be in the top 10 percent of your high school class. See your academic advisor for information on how to apply.

Graduating students who have fulfilled honor graduation requirements will have it noted on the official transcript.

### **Incompletes**

A grade of Incomplete may be used in circumstances when, for serious and unforeseen reasons beyond the student's control; she is unable to complete the work of the course. A student needing an extension of time beyond the semester will file with the instructor a written application for a grade of "I" (Incomplete) giving reasons for the request. The form is available in the Express Center. The student must have achieved a passing grade at the time of application and must have completed the majority of assigned work for the course. The student must apply two weeks before the end of the semester. If extenuating circumstances prevent applying within two weeks, document on the application and consideration will be given to waive the two-week deadline. Some courses do not allow for the grade of Incomplete.

If the instructor grants permission, the instructor and student meet to determine:

1. The means to be used to complete the work.

2. The time limit set for completion, not to exceed six weeks from the time the course concludes. Copies of the completed application will be filed with the Registrar's Office, instructor, student advisor and the student.

If a further extension of time is needed, the student will file, before the deadline, a written application for extension with the instructor, who will in turn seek the permission of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the Registrar's Office of the extension of time, if granted. All Incomplete grades must be removed by the end of the semester following the term in which the Incomplete was received.

If the Incomplete is not removed within the specified time, the Incomplete becomes a failing grade of "F".

The Incomplete Research (IR) grade is used for research-in-progress, which may not be complete within one semester. Incomplete Research (IR) grades must be removed by the end of the first semester after a student finishes her program of study or the grade becomes an "F".

### **Leave of Absence (LOA)**

This program is a planned interruption in a student's formal educational program. It is designed for full-time or part-time students in good academic standing. Students are not required to register or maintain active status while on a leave of absence. The leave does not apply toward degree time limits. If approved, a student may go on leave for a minimum of one complete semester, and no more than two semesters or one calendar year. Leaves will not be granted retroactively. Permission for a leave of absence requires the approval of the advisor, the Division Chair and the Vice President for Academic Affairs although the final decision for approving a LOA lies with the major or program in which the student is enrolled at the time of the application. Students should check with their major advisor or the Program Director BEFORE applying for the

LOA to ascertain if their program allows students to apply for a LOA. If courses are to be taken at another institution during the leave of absence, the student must consult the Vice President for Academic Affairs to secure permission for transient study, and provide the Registrar's office with transcripts upon her return. Students who take a leave of absence will be subject to the guidelines and requirements of the academic catalog under the year in which they were first admitted to the college.

To qualify, a student must satisfy the following criteria:

- Be registered during the Fall/Spring semester immediately prior to the beginning of the leave;
- Have a cumulative GPA of at least 2.0—both at the time of application for leave and following the posting of grades for the semester immediately preceding the term of the requested leave of absence;
- Have her College of Saint Mary account paid in full, both at the time of leave application and following the posting of grades for the semester immediately preceding the term of the requested leave of absence;
- Apply for LOA at any time, but no later than two weeks after the beginning of the next regular term; and
- Have no pending disciplinary action.

The complete guidelines and forms are available from the Express Center or on-line at: [http://www.csm.edu/Campus\\_Services/Registrars\\_Office/Forms/](http://www.csm.edu/Campus_Services/Registrars_Office/Forms/)

### **Mid-Semester Evaluations**

Evaluations of students are made at mid-semester. Grade reports are available on-line through Self Service on the CSM web page, [www.csm.edu](http://www.csm.edu). Each student doing low-passing or failing work in any course is expected to meet with her academic advisor.

### **Pass-Fail Courses**

Students have the opportunity to elect some courses on a pass-fail basis. Often students desire an elective course in a field unrelated to their own, but hesitate to enroll in the course because they do not wish to compete with students majoring in the area covered by the course.

In order to encourage such students, pass-fail courses may be chosen according to the following stipulations:

1. Students are allowed to take a maximum of four courses for which they may receive a grade of pass or fail.
2. Only one pass-fail course may be taken per semester.
3. Pass-fail courses may only be elective courses. They may not be courses in the General Education Core, in the student's major, minor or supporting fields.
4. Students should submit a letter to the Registrar's Office with the following information: the course to be taken, request that grade should be entered as pass-fail, advisor's signature and instructor name. The Registrar will verify that the course meets the criteria above and will forward a copy of the letter to the instructor.
5. After registering for a course on the pass-fail basis, students may not change to taking the course for a grade (or vice versa), no matter how well they do in the course when they are taking it. Students do, however, have the regular one week after registration to make changes.
6. Pass-fail courses will be counted toward the credits required for graduation, but they will not be considered in computing the GPA.

### **Policy for Academic Dishonesty**

Academic dishonesty is a serious offense. It is a form of theft and will be treated as such. In keeping with its mission, College of Saint Mary seeks to prepare its students to be knowledgeable, forthright and honest. It expects academic honesty from all its members. Academic honesty includes adherence to guidelines established by the instructor in a given course and prohibits, among other things, plagiarism, cheating, tampering with the work of other students or knowingly furnishing false information.

Plagiarism is the representation of another person's words or ideas as if they were one's own. Examples of plagiarism include submitting a paper in one's own name that was written by someone else, including in a paper sentences or ideas taken from a source without giving credit to that source. Cheating is giving or receiving information or using materials in exams, assignments, and project which it is not allowed. Examples of cheating include copying from another person during an exam, and submitting a laboratory or practicum report based on data not obtained by the student in the manner indicated by the instructor. Collusion is working together with another person in the preparation of work that the instructor expects to be accomplished by the student alone.

The following procedure will be followed upon discovery of academic dishonesty:

- 1) Penalties for academic dishonesty will be imposed by the instructor and may include a grade of "F" on the work in question or for the entire course.
- 2) The instructor will fill out the Academic Dishonesty form and send a copy to the student and to the student's advisor and the Registrar for inclusion in the student's file.
- 3) Upon receipt of one or more Academic Dishonesty forms for the same student, the Registrar shall report the violation(s) to the Vice President for Academic Affairs. The Vice President for Academic Affairs may expel a student for repeated instances of academic dishonesty or upon the recommendation of the student's program director.

A student penalized for academic dishonesty has the right to appeal a judgment the student believes to be in error. In making this appeal, the student should follow the steps outlined in the Academic Appeals Board procedure. A copy of this procedure may be obtained from the Office of the Vice President for Academic Affairs.

### **Policy for Repeating Courses**

A student may remove a C, D or F grade from the GPA by repeating the course. The course to be repeated must be repeated at College of Saint Mary. The credit and GPA for the highest grade earned will be used to recalculate the cumulative GPA. Semester hours and GPA from the lowest grade earned will be removed from the cumulative average. The original course entry will remain on the permanent record.

### **Registration**

All currently enrolled students and new students register via on-line registration. All degree-seeking students must meet with their advisors to discuss their registrations. The advisor then authorizes the student to register on-line. The student may register and make any changes to her registration via PowerCampus Self Service on the CSM web page, <https://selfservice.csm.edu/Home.aspx>. Students are solely responsible for any changes made in their schedule of classes without prior approval of their advisors. Registration for the fall semester takes place in early spring and, for the spring and summer semesters, in late fall. Registration for classes incurs a financial obligation and enrollment is finalized when the student makes semester financial arrangements for payment of tuition and fees either online or in the Express Center. Students are

expected to complete registration prior to the first day of classes, as indicated by the directives from the Registrar's office.

Late registration, for valid reasons, is permitted. The last date for late registration for day and evening classes is one week after the first day of class. Late registration for classes held in summer, weekend or Lincoln weekend-college formats is only permitted if the student has attended the first class meeting.

### **Senior Overview**

Each baccalaureate degree program requires of its majors a final overview. This may take the form of a written or oral comprehensive examination, research project, recital, exhibit or other approved project.

### **Student Directory**

The College will make available an online Student Directory in PowerCampus Self Service (<https://selfservice.csm.edu/Home.aspx>) listing each student's name, home address, home telephone number, local address, local telephone number, and a CSM E-mail address. Any student who does not wish to have information published about her should provide a written request to the Registrar's Office. A notification form is available in the Express Center. The Registrar will then omit her listing from the Student Directory. This information is for College of Saint Mary community use only, not to be released to another person or organization.

### **Transcripts**

A student wanting a transcript of credits must submit a written request to the Registrar's Office. Transcript request forms are available in the Express Center. No transcript is released until all accounts are settled with the Bursar, including any delinquency on outstanding loans or library fines. The College does not release copies of transcripts (high school or college) or other documents received from other institutions.

Requests can also be made on-line through the Department of Education Student Clearinghouse using a credit card.

[http://www.csm.edu/Campus\\_Services/Registrars\\_Office/Transcript\\_Request/](http://www.csm.edu/Campus_Services/Registrars_Office/Transcript_Request/)

### **Travel (Student Agreement Form for National and International Travel)**

All students who travel on CSM sponsored trips are required to read and sign the Student Agreement form for National and International Travel. The form can be obtained from the sponsor of the trip. The trip facilitator can determine prior to the trip that there are circumstances congruent with the trip's educational purposes for students 21 or older to consume alcohol (such as at a winery in a country where wine is a major part of the culture and economy, or at a networking dinner at an academic conference). Trip facilitators are also free to state in the form that there are no circumstances congruent with the educational purposes of the trip where alcohol may be consumed. CSM student athletes are required to have health insurance. Other students are not required to have health insurance. It is possible to purchase affordable health insurance for short periods of international and national travel. This will be required of uninsured students who desire to participate in *international* travel and for those students whose domestic health insurance policy does not cover international travel. For national travel, students would indicate that they possess health insurance, or (if they do not possess insurance) that they are responsible for their health care costs (if any) incurred during the trip.

Short-term international and national medical insurance coverage can be obtained through the following websites:

[www.globalunderwriters.com](http://www.globalunderwriters.com) (for coverage outside of the United States)

[www.temporaryinsurance.com](http://www.temporaryinsurance.com) (for coverage within the United States)

### [Student Agreement Form](#)

#### **Waiver of Liability for Off-Campus Studies and Activities**

A student of College of Saint Mary who enrolls in any internship or other off-campus studies or activities voluntarily waives any claim against the school authorities for any injury suffered in connection with travel to and from and/or while at work or study involved in such off-campus studies and activities. The student must look solely to the owners and/or off-campus study/activity hosts and/or its insurance carrier for compensation. The student is responsible for providing her own insurance for any injuries that may be suffered while engaging in off-campus studies and activities.

#### **Withdrawal From Course**

Students, with the approval of their advisors, may withdraw from a full-semester course with a grade of W up to the end of the 12<sup>th</sup> week of the semester. The deadline for withdrawing with a grade of W from a non-traditional course (not full semester course) is the midpoint of the course. The deadline for withdrawing from a one-credit seminar is 5:00 p.m. the day before the course begins. After that date, a student can no longer withdraw from a class and will receive the grade earned. Students who withdraw from a course receive no credit hours and the hours attempted are not computed into the grade point average. Filing a course withdrawal form with the Registrar's Office completes the process. Failure to follow stipulated procedures may result in a failing grade.

#### **Withdrawal from Academic Term/University**

A student officially withdrawing from all classes during an academic term should follow this process:

- 1) Obtain a withdrawal slip from the Express Center.
- 2) Go to her academic advisor who must sign the withdrawal slip.
- 3) Go to Financial Aid to discuss any repercussions with loans or other financial aid.
- 4) Go to Student Billing to discuss any financial repercussions.
- 5) Go to Residence hall (if applicable) to check out of residence hall.
- 5) Go to Achievement Center to perform an exit interview.

Refunds are determined by the date of the official withdrawal. A withdrawal is considered official when the written notice, after being signed by the designated personnel, is returned to the Registrar's Office. If a student does not withdraw from her classes, she will receive failing grades on her transcript. The last day to withdraw is the end of the 12<sup>th</sup> week of classes.

A student can be administratively withdrawn according to the following process. The administrative withdrawal grade of "AW" is used to withdraw a student from **one or more courses or all courses** who is unable to initiate the withdrawal herself due to extraordinary circumstances such as serious illness, accident, etc. This withdrawal could be done up until the last business day of the semester. It will not affect the GPA. Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) Provide documentation to the Registrar who will initiate the withdrawal form. 3) Registrar will give form and documentation to the VPAA who will authorize the withdrawal. The administrative withdrawal grade of "FW" is used to withdraw a student who has **stopped attending one or more courses or all**

**courses.** The student will be contacted to encourage her to initiate a withdrawal before this process is initiated. This grade can only be used up until the last day to withdraw. It will count as an F in the GPA. Steps: 1) Faculty and/or administrative staff will gather documentation to support the withdrawal. 2) Provide documentation to the Registrar who will initiate the withdrawal form. 3) Registrar will give form and documentation to the VPAA who will authorize the withdrawal.

## Degree Requirements

### Candidates for Degrees

1. Meet with academic advisor and verify satisfactory completion of degree requirements for bachelor and associate degrees as outlined in the Academic Catalog. In order to graduate, a student must satisfy the degree requirements listed in the catalog at the time the student began matriculation at College of Saint Mary if the student has maintained continuous registration. If the student has had more than a one-year interruption in attendance at College of Saint Mary, then she will fulfill the requirements in effect at the time of her re-admittance to the College. **Although the academic advisor will assist the student with planning, final responsibility for meeting degree requirements lies with the student.**
2. File an application for degree no later than March 1 for December graduation or September 1 for May or July graduation. The same date holds for students applying for certificates. Forms are available in the Express Center.
3. Ensure that all financial, library, and other college accounts are settled.

In order to participate in the May graduation ceremony, a student must be an anticipated May or July graduate (or a previous December graduate). A May graduate must have all graduation requirements met by the end of the Spring Semester. A July graduate may have no more than 10 hours of credits remaining to be completed by September 1. To participate in the December ceremony, all graduation requirements must be met by the end of the Fall Term. A student who will be a May graduate may participate in December commencement if three or fewer credits remain to be finished in the Spring semester.

Graduates must complete all degree requirements by September 1 following the date of graduation. If degree requirements have not been met, the student will re-apply for the next available graduation date by completing another Application for Degree.

### Bachelor Degrees

College of Saint Mary grants the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of General Studies, Bachelor in Business Leadership and Bachelor in Rehabilitation Studies.

#### **The Bachelor of Arts degree is granted in the following majors:**

Art* (ART)	Psychology (PSY)
Applied Psychology & Human Services (APHS)	Social Science* (SSC) (only for Secondary Education Certification)
English* (ENG)	Spanish*(SPN) (only for Secondary Ed Certification)
Humanities (HUM)	Theology* (THL)
Language Arts* (LGA)	
Paralegal Studies (PLG)	

#### **The Bachelor of Science degree is granted in the following majors:**

Biology* (BIO)	Elem Education/Special Education(SPE)
Business Administration (BSA)	Mathematics* (MTH)
Business Information Systems (BIS)	Medical Technology (MDT)
Chemistry* (CHM)	Natural Science* (NSC)
Early Childhood Education (ECE)	Nursing (BSN)

Elementary Education (ELD)

\*Required courses for secondary teacher certification in the State of Nebraska may be taken in these areas.

**Minors may be pursued in the following areas:**

Accounting (ACC)	Human Services (HSV)
Art (ART)	Marketing Research & Analysis (MRA)
Biology (BIO)	Mathematics (MTH)
Business Administration (BSA)	Music (MUS)
Business Information Systems (BIS)	Paralegal Studies (Nurs majors only) (PLG)
Chemistry (CHM)	Philosophy (PHL)
Communication (COM)	Physical Education (PED)
Early Childhood Education (ECE)	Psychology (PSY)
English (ENG)	Secondary Education (SED)
Fine Arts (FNA)	Sociology (SOC)
Forensic Science (FOS)	Spanish (SPN)
Gallery Management (GMT)	Special Education (SPE)
General Science (SCI)	Theology (THL)
History (HIS)	Women's Studies (WST)

**A supporting field in one of the following areas may be chosen in place of a minor:**

**Social Science:** sociology, history, political science, psychology, economics

**Behavioral Science:** sociology, human services, psychology

**Business Management:** accounting, business, business information systems, economics

**Fine Arts:** art\*, drama, creative writing\*\*, music\*\*\*

**Humanities:** art\*, foreign language, literature, history, music\*\*\*, philosophy, theology, communication, drama/performance

**Natural Science and Mathematics:** biology, chemistry, physics, science, mathematics

**Natural Sciences:** chemistry, biology, physics, science

\* Any ART course except ART 372, 374 and 495.

\*\* Any writing course beyond ENG 101

\*\*\* Music: 3 hours must be in applied music or chorus (MUS 247); 3 to 6 hours must be in other music classes.

A supporting field of at least 18 hours is a planned combination of courses from a broad academic spectrum, which lends support to the major. A student choosing a supporting field in place of a minor must do so by the first semester of her junior year. The chair of the division from which the supporting field is chosen must approve the supporting field.

The planned combination of courses must include 18 hours, of which at least 12 hours are beyond Core requirements. Courses must be taken in at least two subject areas within the general category and outside the major. Two options are available to students in fulfilling the requirement:

1. A minimum of 9 hours may be taken in one subject area.
2. A minimum of 6 hours each may be taken in two subject areas.



### **Double Major**

A student may complete a bachelor degree with a double major, in which case the second major replaces the minor or supporting field requirement. (Only one diploma is awarded; double major is recorded on transcript.) In order to complete a double major:

1. The student must fulfill all departmental requirements for both majors along with core requirements.
2. The request for a double major must be recorded by the Registrar.
3. The student must obtain the signature of her advisor in each program.
4. The student must complete a minimum of 30 credit hours in each major program. If both majors require cross-listed courses, no more than six credit hours can overlap to meet the 30-hour degree requirement.

### **Bachelor Degree Requirements**

1. Total of a minimum of 128 hours with a cumulative GPA of 2.00.
2. A major of at least 30 hours with a minimum of C- or better in all courses listed in the major area. The student must also give an acceptable performance on the departmental overview, a comprehensive examination or senior project, required in the major. Individual programs may have higher GPA requirements which are identified in the courses of study section.
3. A minor or supporting field of at least 18 hours. Students completing a double major are not required to fulfill the minor or supporting field requirement.
4. Completion of the computer, English, and mathematics competence requirements.
5. A minimum of 30 of the last 45 hours must be taken at College of Saint Mary. A minimum of 12 of the hours taken at College of Saint Mary must be taken in the major as specified by the program director.

### **Associate Degrees**

College of Saint Mary grants the degrees of Associate of Arts and Associate of Science.

#### **The Associate of Arts degree is granted in the following majors:**

General Studies (GNS)  
Paralegal Studies (PLG)

#### **The Associate of Science degree is granted in the following majors:**

Accounting (ACC)  
Business Administration (BSA)  
Business Information Systems (BIS)  
Early Childhood Education (ECE)  
Nursing (NRA)

### **Associate Degree Requirements**

1. Total of a minimum of 64 hours which may vary according to specific majors. Consult departmental listings. Minimum cumulative GPA of 2.00 required.
2. A major of at least 18 hours with a minimum of C- or better in all courses listed in the major area. Consult the departmental listings. Individual programs may have higher GPA requirements which are identified in the courses of study section.
3. A minimum of 30 of the last 45 hours must be taken at College of Saint Mary. A minimum of 12 of the hours taken at College of Saint Mary must be taken in

the major as specified by the program director.

4. Completion of the computer, English, and mathematics competence requirements.

### **Second Degree**

1. A person who holds a bachelor's degree from College of Saint Mary or an institution whose accreditation is comparable to that of College of Saint Mary may obtain an associate's or second bachelor's degree from College of Saint Mary by fulfilling the following requirements:
2. Be admitted into College of Saint Mary and be accepted into a major resulting in a degree significantly different from the major of the existing degree.
3. Earn at least 30 hours beyond the original degree in residence at College of Saint Mary. Normally, the 30 hours will be in the new major.
4. Fulfill all requirements for the major including supporting courses. These requirements may total more than 30 hours. If previous courses satisfy some of the major requirements, the department will designate other courses to enhance the major to meet the 30-hour minimum requirement. Certain programs require completion of supporting field requirements and other specific courses.
5. Associate degree: Take three credit hours of theology and three credit hours of philosophy. Bachelor degree: Take six credit hours of theology and three credit hours of philosophy. Appropriate transfer credits can be accepted for this requirement on approval of program director.

### **Certificate Requirements**

See individual program information for certificate requirements. At least half of the credit hours required for any certificate program must be taken at College of Saint Mary.

When a pre-bachelor certificate seeking student finishes her requirements for a certificate and continues into an associate or bachelor degree program, she should take the following actions: Complete a change of major/degree/advisor form with her current advisor; contact financial aid to have her financial aid package reevaluated; and, take the English and Math placement tests, if no transfer credit or ACT scores exempt her.

### **Certificates are offered in the following programs:**

Practical Nursing (PNC)  
Business Information Systems (BIS)  
Business Leadership (BLS)  
Paralegal Studies (PLG)

## Academic Programs

The academic structure at College of Saint Mary is divisional in nature. A division is a unit of related academic disciplines unified by one or more of the following concepts: common cause, investigative methods or processes, philosophy, and body of knowledge. The academic divisions are:

### Arts and Sciences

Art	Humanities
Biology	Language Arts
Chemistry	Mathematics
Communication	Medical Technology
English	Music
Experiencing the Liberal Arts	Natural Science
Fine Arts	Philosophy
First Year Seminar	Physics
General Studies	Psychology
History and Political Science	Sociology
Human Services	Spanish
Interdisciplinary Core	Theology
Interdisciplinary Developmental Studies	Theatre

### Health Professions

Nursing	Occupational Therapy
Practical Nursing	

### Professional Studies

Accounting	Economics
Business Administration	Elementary and Secondary Education
Business Information Systems	Paralegal Studies
Business Leadership	Physical Education
Early Childhood Education	Special Education

## Course Numbering System

Undergraduate courses are numbered from 100 to 499; 100-199 are considered lower division (primarily introductory and first year); 200-499 are considered upper division. Courses numbered below 100 are developmental in context and do not meet degree requirements. Graduate courses are numbered 500-999.

The first digit indicates the level of the course. In general, 100 courses are introductory and 400 courses are more advanced.

The second digit is used as follows: 0 indicates survey or introductory courses; 1-6 differs with each department; 7 indicates practicum, clinical, field experience, or student teaching; 8 indicates experimental course; 9 indicates seminar, independent study, or research.

The third digit is used at the discretion of the department.

Three letter prefixes are used as follows to designate courses.

ACC	Accounting	HUM	Humanities	
AES	Military Science (Air Force ROTC)	IDS	Interdisciplinary	Development

ART	Art	LAW	Paralegal Studies
BIO	Biology	MDT	Medical Technology
BIS	Business Information Systems	MIL	Military Science (Army ROTC)
BLD	Business Leadership	MTH	Mathematics
BUS	Business Administration	MUS	Music
COM	Communications	NUR	Nursing
CHM	Chemistry	OTH	Occupational Therapy
ECE	Early Childhood Education	PHL	Philosophy
ECO	Economics	PHY	Physics/Physical Science
EDU	Education	PNC	Practical Nursing
ELA	Experiencing the Liberal Arts	PSY	Psychology
ENG	English	SOC	Sociology
ESL	English as a Second Language	SPN	Spanish
ETH	Ethics	SPE	Special Education
FYS	First Year Seminar	THL	Theology
HIM	Health Information Management	THR	Theatre
HPS	History	WST	Women's Studies

### **Course Delivery Section Designations**

**Online** – all of the regularly scheduled classroom time is replaced by required activities completed at a distance and managed online using Angel.

**Hybrid** – “part” of the regularly scheduled class time is conducted online.

**Web-enhanced Courses** – courses in which technology is used to enhance communication but no part of the regular class meeting is replaced by required activities completed at a distance.

## **Courses of Study**

### **Core Curriculum**

College of Saint Mary has the responsibility for providing its students with the knowledge base and tools not only for specific career preparation but also for lifelong learning. As a Catholic University, College of Saint Mary affirms that Theology and Philosophy are the critical disciplines in exploring the transcendent ends of the human person.

The Core Curriculum requirements provide a strong liberal arts component in the student's overall education and reinforce the mission of College of Saint Mary. The courses in this Core Curriculum requirement give students information about various forms of learning beyond their own specific discipline, in courses such as theology, philosophy, history, literature and composition, fine arts, social science, natural science and mathematics, and women's studies.

In these courses, students learn valuable skills to supplement their own professional courses. Some of these skills are: to think, read, and write critically and creatively and to appreciate creative works; to understand and apply the basic concepts of other programs and to demonstrate problem solving skills in them; to discuss issues regarding spiritual and ethical dimensions in various disciplines while strengthening one's own values; to discover how multicultural, ethnic and gender issues are related to other programs; to explore women's roles in and scholarly contributions to disciplines other than their own; to communicate effectively in the "language" of other disciplines; to expand one's spirit of service; and to appreciate the possibilities of lifelong learning in a wider area than their own profession.

In addition to the courses taken in individual programs, there are three semester hours devoted to courses in Experiencing the Liberal Arts (ELA). Like the other Core Curriculum requirements, these interdisciplinary hours help students recognize the relationship among various forms of learning, or points of view, in the various disciplines and help build the skills listed above. ELA courses are different, however, in that they are designed to present a particular theme in the light of two or more disciplines, and they are team-taught by instructors from two different disciplines. These courses are planned specifically so that students may experience how the rich material of various disciplines interacts in the world in which we live, work and play. Several ELA classes are offered each year in different delivery systems and students can choose the ELA theme of greatest interest to them. English 101 (English composition) or equivalent and at least sophomore standing are prerequisites for ELA courses. ELA courses also may be taken for general elective credit.

### **Core Curriculum Requirements**

Courses must be approved for Core Curriculum credit by the Curriculum Committee and the Vice President for Academic Affairs to meet these requirements. Some programs of study may require particular courses as part of the Core Curriculum Requirements.

## Associate Degree

English Composition	3 credit hours
Communications	3 credit hours
Theology	3 credit hours
First Year Seminar	1 credit hour
Physical Education	1 credit hour
Natural Science	3 credit hours
Ethics	3 credit hours
*Choice	9 credit hours

\*Students can choose from core approved courses in the following disciplines: Math, English, History, Philosophy, Theology, Sociology, Psychology, Economics, Fine Arts, ELA, or Women's Studies.

## Bachelor Degree

Core Curriculum requirements for the Bachelor's Degree are divided into three tiers. Students start with basic skills and progress through the tiers as their skills and knowledge expand.

**Tier I:** Tier I focuses on the basic skills students need to be successful in college. These courses should be taken as early as possible in the student's career and are strongly recommended to be taken in the first 30 hours of her education. These requirements include:

English Composition	3 credit hours
Communications	3 credit hours
First Year Seminar	1 credit hour
Physical Education	1 credit hour

**Tier II:** Tier II lays the foundations of knowledge. Students are exposed to a wide range of subject matter in this tier. This gives them a broad foundational knowledge. Tier II courses build on the basic skills developed in Tier I. It is strongly recommended that these courses be completed in the student's first 60 hours of coursework.

Certain themes run throughout Tier II. For example, most courses have a component considering moral considerations relevant to the subject matter. Also, Tier II courses will address issues regarding women in that field or that field's treatment of women. The five themes of gender, diversity, ethics, spirituality, and citizenship run through Tier II courses.

Life or Environmental Science	3 credit hours
Mathematics	3 credit hours
Ethics	3 credit hours
English	3 credit hours
History	3 credit hours
Sociology, Psychology, or Economics	3 credit hours
Fine Arts	3 credit hours

**Tier III:** Courses in Tier III build on the foundations from Tier II. These courses must be completed prior to graduation.

Natural Science or Mathematics	3 credit hours
Philosophy	3 credit hours
Theology	6 credit hours
ELA	3 credit hours
English, History, Philosophy, Theology, Sociology, Psychology, Economics, ELA, or Women's Studies	3 credit hours

**Courses Approved for Core Curriculum**

This course list was accurate at the time of printing. Other courses may have been approved since then. The Registrar and Academic Advisors have the most current information.

**Tier I:**

Communications:	COM 101	Oral Communication Skills
	COM 200	Speech for Elementary Teachers
	COM 202	Speech for Language Arts Teachers
	COM 212	Speech for Professionals
	COM 225	Advanced Public Speaking
English Composition:	ENG 101	Composition
	ENG 102	Advanced Composition
First Year Seminar:	FYS 101	First Year Seminar
Physical Education:	PED	All PED ACTIVITY courses are

**Tier II:**

Ethics:	ETH 200	Moral Reasoning
English:	ENG	All ENG courses are approved EXCEPT 101, 262, 320, 322, 363, and
Fine Arts:	ART	All ART courses are approved
	MUS	All MUS courses are approved
	THR	All THR (Theatre) courses are
History:	HPS	All HPS courses are approved
Life or Environmental Science:	BIO 100	Survey Biology
	BIO 110	General Biology
	BIO 120	Principles of Anatomy & Physiology
	BIO 164	Human Genetics & Disease States
	BIO 250	Zoology
	BIO 266	Botany
	BIO 268	Environmental Biology
	BIO 300/301	General Microbiology & Lab
	BIO 345	Field Biology
	BIO 400	Introduction to Toxicology
Mathematics:	MTH 112	Intermediate Algebra (approved for
	MTH 114	College Algebra

	MTH 242	Statistics
	MTH 262	Numbers and Geometry
Psychology, Sociology	PSY 101	General Psychology
or Economics:	SOC 101	Introduction to Sociology
	ECO 150	Personal Finance

**Tier III.**

ELA:	ELA	All ELA courses are approved
Philosophy:	PHL	All PHL courses are approved
Science or	BIO	All BIO courses are approved
	CHM	All CHM courses are approved
	MTH	All MTH courses numbered over 114
	PHY	All PHY courses are approved
Theology:	THL	All THL courses are approved
Choice:	ELA	All ELA courses are approved
	ENG	All ENG courses are approved EXCEPT
	HPS	All HPS courses are approved
	PHL	All PHL courses are approved
	PSY	All PSY courses are approved
	SOC	All SOC courses except for directed
	THL	All THL courses are approved
	WST	All WST courses are approved



## Accounting (ACC)

All managers must have up-to-date, reliable financial information and analyses to make the increasingly complex decisions demanded by modern business. It is the accountant who provides this information and analyzes it.

Three major accounting fields are public, government, and management. The CSM curriculum is designed to emphasize managerial accounting. Management accountants, also called industrial or private accountants, are employed to handle the records of a specific company. Those who have a baccalaureate degree and a concentration in accounting may qualify to seek certification as a Certified Management Accountant (CMA). Such certification provides professional distinction and validates expertise in business areas.

Due to the changing nature of generally accepted accounting principles, transfer credits older than five years will be evaluated for acceptance in accordance with departmental policies.

### Accounting Minor

ACC 161, 162, 163, 361, 362, and 6 hours of ACC electives.

### Associate of Science Accounting 2010-2011

CORE CURRICULUM	19	COMP	GRD	MAJOR PROGRAM COURSES	19	COMP	GRD
Tier I				ACC 161 Principles of Accounting I	3		
ENG 101 Composition	3			ACC 162 Principles of Accounting II	3		
FYS First Year Seminar (any number)	1			ACC 163 Software for Accounting	1		
COM 212 Speech for Professionals	0			ACC 321 Financial Management	3		
Tier II				ACC 361 Intermediate Acct Theory I	3		
MTH 112 Intermediate Algebra	3			ACC 362 Intermediate Acct Theory II	3		
ETH 200 Ethics	3			Accounting Electives	3		
PSY 101 Introduction to Psychology	3			<b>BUSINESS SUPPORTING</b>	<b>15</b>		
Tier III				BUS 310	3		
THL (any Theology course)	3			BUS 323	3		
SOC 325 Organizational Behavior	3			COM 212	3		
<b>SUMMARY</b>				BIS 140 OR BIS 220	3		
MAJOR COURSES	19			ECO 131	3		
SUPPORTING COURSES	15						
CORE CURRICULUM	19						
ELECTIVES	11			<b>ELECTIVES</b>	<b>11</b>		
TOTAL	64						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***

Students in this program may not apply more than six (6) hours of independent study credit or more than nine (9) hours of a combination of independent study, directed readings, or internship credit toward degree completion.

## **Art (ART)**

The art curriculum is designed to give students a variety of experiences in different media, which will provide them with a broad, knowledgeable background. The role of the art program is to provide sequential instruction aimed at mastery in the disciplines of aesthetics, art production, criticism, and art history.

Students in teacher education may earn a major in art. See Education Program for information on admission, testing, student teaching and certification requirements. These students are given insights and knowledge to create the methods and procedures for classroom teaching situations. Students who are interested in art as a profession are given every opportunity to foster their creative potential. Art is not reserved for the artist; each student is taught to develop an understanding and appreciation for the creative art works of others.

All ART courses are approved for fine arts credit in Tiers II and III core curriculum.

### **Art Minor**

18 credits of art courses including one art history course and ART 211, 213, and 215.

### **Gallery Management Minor**

BUS 101 – Introduction to Business, BIS 230 – Introduction to E-Commerce, BUS 323 – Management Concepts, BUS 334 – Principles of Marketing, ART 388 – Gallery Studies, BUS 497 - Internship

The Gallery Management Minor will help art students prepare for the business of being a working artist. It will also prepare students to be able to facilitate and operate a working gallery or work for a museum or an arts organization.

**Bachelor of Art**

**- Art -**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>44</b>	<b>COMP</b>	<b>GRD</b>	<b>MAJOR PROGRAM COURSES</b>	<b>36</b>	<b>COMP</b>	<b>GRD</b>
<b>Tier I</b>							
ENG 101 Composition	3			ART History	3		
FYS First Year Seminar (any number)	1			ART History	3		
Communications (COM 101, 212, or 225)*	3			ART 211 Color and Design	3		
PED activity class (varsity sport does not meet requirement)	1			ART 213 Basic Drawing	3		
<b>Tier II</b>							
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ART 215 Beginning Painting	3		
MTH 114 College Algebra	3			ART 217 Ceramics	3		
ETH 200 Ethics	3			ART 223 Printmaking	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			ART 225 Jewelry	3		
Fine Arts (any Art, Music or Theater)	0			ART 227 Sculpture	3		
HPS (any history course)	3			ART 333 Photography	3		
PSY 101 General Psychology	3			ART 495 Senior Thesis	3		
<b>Tier III</b>							
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			ART elective	3		
PHL (any Philosophy course)	3			<b>MINOR</b>	18		
THL (any Theology course)	6			Can select any minor or supporting field.			
ELA Exp the Liberal Arts (any number)	3			<b>ELECTIVES</b>	30		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			Elective credit or second major.			
<b>SUMMARY</b>				<b>SECOND MAJOR (optional)</b>			
CORE CURRICULUM	44			Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.			
MAJOR	36						
MINOR	18						
ELECTIVES	30						
<b>TOTAL</b>	<b>128</b>						

**K-12 Teaching Endorsement in Art – Additional Coursework**

<b>MAJOR</b>	<b>18</b>	<b>COMP</b>	<b>GRD</b>	<b>SECONDARY EDUCATION</b>	<b>44</b>	<b>COMP</b>	<b>GRD</b>
ART History	3			EDU 101 Introduction to Education	3		
	3			EDU 201 Tech. & Inst.Mat. In Classroom	3		
ART 250 Production Art				PSY 203 Adolescent Psychology	3		
ART 313 Advanced Drawing	3			EDU 312 Educ. Psych.& Measurement	3		
ART 315 Advanced Painting	3						
CGR 112 Introduction to Comp. Graphics	3			EDU 315 Assessment for Learners	2		
ART Elective	3			EDU 351 Teaching Reading: Mid.&Sec	3		
<b>SUPPORTING COURSE</b>				EDU 360 Teaching MID/SEC Students	3		
COM 212 Speech for Professionals*				EDU 372 Integ.Fine Arts Inst. In Clsrm	3		
<b>SUMMARY</b>				EDU 375 Human Rel. in Multi-Cult.Soc.	3		
CORE CURRICULUM	41			EDU 427 Hist., Phil. & Trends in Educ.	3		
MAJOR	54			EDU 471 Student Teaching: El. & Mid	5		
MINOR	44			EDU 472 Student Teaching: Second.	5		
SUPPORTING COURSE	3			EDU 495 Student Teaching Seminar	2		
<b>TOTAL</b>	<b>142</b>			SPE 101 Introduction to Special Educ.	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

**Developmental courses cannot be counted toward graduation requirements. Student may be required to complete prerequisite courses.**

## **Biology (BIO)**

The student who majors in biology will be prepared to seek employment in medical or industrial research laboratories, research institutes, hospital laboratories, quality control organizations, environmental organizations, or various Federal agencies. They will also be prepared to make application to graduate school, medical, dental, or other professional schools and with appropriate education courses, the student may teach science courses in secondary schools.

Students admitted to the college who meet the following prerequisites will be directly admitted as a Biology major:

1. Completing at least one year of high school biology and at least two years of college preparatory mathematics with grades of C (2.0) or better.
2. Placement into Math and English courses at collegiate level (not developmental courses) by examination or transfer of classes.
3. The following criteria must be met:
  - a. High school GPA of at least B (3.0).
  - b. ACT of at least 22 or combined Verbal & Math scores on the SAT of at least 920.

Students not meeting these prerequisites will be accepted as undeclared for their first academic year. Successful completion of both biology and mathematics courses with grades of at least C (2.0) will allow the student to be automatically admitted into the Biology program.

A student will not be permitted to progress in the program without departmental approval if they have not maintained at least a grade of C- in all major or supporting field courses.

Graduation requirements for students majoring or minoring in biology include successful completion of all biology course work with a GPA of 2.50 or better in all biology and supporting field courses. In addition, majors will be required to successfully complete a senior research project and pass a comprehensive senior examination. Students receiving a double major will take comprehensive examinations in the field of their choice with consultation of the departments.

### **Biology Minor**

BIO 110, 111, 250, 251, 266, 267, and 8 hours of biology electives under the direction of the program director.

### **Forensic Science Minor**

Under the leadership of the Biology department, the Forensic Science program will provide lecture, fieldwork, and laboratory curriculum to train students for careers in forensic science. Students minoring in Forensic Science will find this curriculum valuable in the fields of law, criminal justice, psychology, forensic nursing, medicine, and many others.

BIO 100/101 or BIO 110/111 and BIO 120/121, BIO 265, BIO 465 and 6 hours of electives from the following courses: BIO 290, 400, 268/269, PSY 380, or CHM 100

**Bachelor of Science**

**- Biology -**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>38</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>41</b>	COMP	GRD
Tier I				BIO 110 General Biology	3		
ENG 101 Composition	3			BIO 111 General Biology Lab	1		
FYS First Year Seminar (any #)	1			BIO 250 Zoology	3		
Communications (COM 101, 212, or 225)*	3			BIO 251 Zoology Lab	1		
PED activity class (varsity sport does not meet requirement)	1			BIO 266 Botany	3		
Tier II				BIO 267 Botany Lab	1		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	0			BIO 330 Genetics	3		
MTH 114 College Algebra	0			BIO 331 Genetics Lab	1		
ETH 200 Ethics	3			BIO 473 Capstone Project	3		
ENG 102 Advanced Composition	3			<b>MAJOR ELECTIVES: Choose from:</b>	22		
Fine Arts (any Art, Music or Theater)	3			BIO 200 Anatomy & Physiology I	3		
HPS (any history course)	3			BIO 201 Anat & Physiology I Lab	1		
PSY 101 General Psychology	3			BIO 202 Anatomy & Physiology II	3		
Tier III				BIO 203 Anat & Physiology II Lab	1		
MTH/SCI	0			BIO 265 Forensic Science	4		
PHL (any Philosophy course)	3			BIO 268 Environmental Biology	3		
THL (any Theology course)	6			BIO 269 Environmental Biology Lab	1		
ELA Exp the Liberal Arts (any number)	3			BIO 300 General Microbiology	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			BIO 301 General Microbiology Lab	1		
<b>SUPPORTING FIELD</b>	<b>34</b>			BIO 340 Biochemistry	4		
CHM 110 General Chemistry	4			BIO 341 Biochemistry Lab	1		
CHM 111 General Chemistry Lab	1			BIO 345 Field Biology	3		
CHM 112 General Chemistry	4			BIO 364 Immunology	3		
CHM 113 General Chemistry Lab	1			BIO 366 Pathophysiology	3		
CHM 230 Organic Chemistry I	4			BIO 390 Molecular Biology	3		
CHM 231 Organic Chemistry Lab I	1			BIO 400 Intro to Toxicology	3		
CHM 232/233 Organic Chem II & Lab	5			BIO 465 Advanced Forensic Science	4		
PHY 202 General Physics	3			CHM 220/221 Analytical Chem & Lab	4		
PHY 203 General Physics Lab	1			Selected Topics			
PHY 204 General Physics	3			<b>SUMMARY</b>			
PHY 205 General Physics Lab	1			CORE CURRICULUM	38		
MTH 114 College Algebra	3			MAJOR	41		
MTH 115 College Trigonometry	3			SUPPORTING FIELD	34		
				ELECTIVES	15		
<b>ELECTIVES</b>	<b>15</b>				<b>128</b>		

**K-12 Teaching Endorsement in Biology – Additional Coursework**

<b>MAJOR</b>	<b>37</b>	<b>COMP</b>	<b>GRD</b>	<b>SECONDARY EDUCATION MINOR</b>	<b>41</b>	<b>COMP</b>	<b>GRD</b>
BIO 110 General Biology	3			EDU 101 Introduction to Education	3		
BIO 111 General Biology Lab	1			EDU 201 Tech. & Inst.Mat. In Classroom	3		
BIO 250 Zoology	3			PSY 203 Adolescent Psychology	3		
BIO 251 Zoology Lab	1			EDU 312 Educ. Psych.& Measurement	3		
BIO 266 Botany	3			EDU 315 Assessment for Learners	2		
BIO 267 Botany Lab	1			EDU 351 Teaching Reading: Mid.&Sec	3		
BIO 345 Field Biology	3			EDU 360 Teaching MID/SEC Students	3		
BIO 330 Genetics	3			EDU 375 Human Rel. in Multi-Cult.Soc.	3		
BIO 331 Genetics Lab	1			EDU 427 Hist., Phil. & Trends in Educ.	3		
BIO 268 Environmental Biology	3			EDU 472 Student Teaching: Secondary	10		
BIO 269 Environmental Biology Lab	1			EDU 495 Student Teaching Seminar	2		
<b>MINOR: NATURAL SCIENCE</b>				SPE 101 Introduction to Special Educ.	3		
CHM 110 General Chemistry	4			<b>SUMMARY</b>			
CHM 111 General Chemistry Lab	1			BIOLOGY MAJOR	23		
CHM 112 General Chemistry	4			NATURAL SCIENCES	14		
CHM 113 General Chemistry Lab	1			CORE CURRICULUM	47		
PHY 100 Intro to Physical Sciences	3			SECONDARY EDUCATION	41		
PHY 101 Intro to Physical Sciences Lab	1			ELECTIVES	3		
				<b>Total</b>	128		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements. Student may be required to complete prerequisite courses.***

## **Business Administration (BSA)**

Some facet of the business world is encountered every day. Students who major in business administration prepare to enter the business world and/or continue their education in a business-related graduate program. Through successful completion of professional coursework built upon a solid liberal arts foundation, graduates will have mastered the principles on which business is based. Additionally, business administration students are expected to develop critical thinking and research skills, problem-solve in a collaborative environment, and communicate effectively in an oral and written format. Students move past static business theories through practical application to create a well rounded business professional.

Business concentration areas are accounting, finance, human resource management, and international business or marketing. Concentration areas are intended to lay the foundation for professional certification in the student's chosen field, as applicable.

The business administration program also offers an Associate of Science in Business Administration degree. This option is designed for those students who want a short-term program, enabling them to enter business management positions, to advance in their current career path, or to provide a seamless transition into the Bachelor of Science in Business Administration program.

Non-business students may pursue a minor in Business Administration, which, by providing knowledge of the business aspect of their profession, complements any other major.

### **Business Administration Minor**

BUS 101, 323, 334 AND 9 HOURS FROM ACC, ECO OR BUS

### **Marketing Research Minor**

PSY 240, PSY 242, PSY/BUS 453, BUS 323, PSY/BUS 325, BUS 334 AND BUS 497

NOTE: Business Administration majors may not apply more than nine (9) hours of a combination of independent study, directed readings or internship credits toward degree completion.

**Bachelor of Science**

**- Business Administration -**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>39</b>	COMP	GRD
Tier I				BUS 310 Advanced Business Law	3		
ENG 101 Composition	3			BUS 321 Financial Management	3		
FYS First Year Seminar (any number)	1			BUS 323 Management Concepts: Theory and Practice	3		
COM 212 Speech for Professionals	3			BUS 327 HR Management	3		
PED activity class (varsity sport does not meet requirement)	1			BUS 334 Principles of Marketing	3		
Tier II				BUS 410 International Business	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			BUS 454 Production/Operations	3		
MTH 242 Statistics	3			BUS 496 Business Policies	3		
ELA Exp the Liberal Arts (any number)	3			BUS 497 Internship	3		
ETH 200 Ethics	3			<b>AREA OF CONCENTRATION</b>			
ENG (any except for 262, 320, 322, 363, and 495)	3			<b>Accounting (12 hrs.)</b>			
Fine Arts (any Art, Music or Theater)	3			ACC 361 Intermediate Accounting I	3		
HPS (any history course)	3			ACC 362 Intermediate Accounting II	3		
PSY 101 Intro to Psychology	3			ACC 365 Income Tax I	3		
Tier III				ACC 366 Income Tax II ** or	3		
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			ACC 369 Cost Accounting	3		
PHL 220 Business Ethics	3			<b>Finance(12hrs.)</b>			
THL (any Theology course)	6			BUS 322 Investments	3		
SOC 325 Organizational Behavior	3			BUS 331 Money and Banking	3		
<b>BUSINESS SUPPORT COURSES</b>	<b>28</b>			BUS 348 Risk Management	3		
ACC 161 Principles of Accounting I	3			BUS 455 Financial Strategy Simulation	3		
ACC 162 Principles of Accounting II	3			<b>Marketing(12hrs.)</b>			
ACC 163 Software for Accounting I	1			BUS 335 Consumer Behavior	3		
BIS 140 Programming Concepts or BIS 220 Adv. Business Applications	3			BUS 336 Principles of Advertising	3		
BIS 230 Principles of E-Commerce	3			BUS 338 Public Relations	3		
BUS 101 Intro. to Business	3			BUS 453 Marketing Research	3		
BUS 110 Legal Environment	3			<b>HR Management (12 hrs.)</b>			
BUS 300 Business Writing	3			BUS 212 Employment Law	3		
ECO 131 Macroeconomics	3			BUS 340 Employee Training/Development	3		
ECO 132 Microeconomics	3			BUS 345 Labor Relations	3		
<b>ELECTIVES (Must include MTH 112 or 114)</b>	<b>14</b>			BUS 460 HR Strategy	3		
<b>SUMMARY</b>				<b>International Business (12 hrs.)</b>			
CORE CURRICULUM	47			COM 306 Intercultural Communication	3		
MAJOR	39			Remaining 9 units from language study or study abroad			9
SUPPORTING COURSES	28						
ELECTIVES	14			SUPPORTING FIELD IN SOCIAL SCIENCE FULFILLED			
<b>TOTAL</b>	<b>128</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***



## Associate of Science

## - Business Administration -

2010-2011

CORE CURRICULUM	22	COMP	GRD	MAJOR PROGRAM COURSES	37	COMP	GRD
Tier I				BUS 101 Intro. to Business	3		
ENG 101 Composition	3			BUS 321 Financial Management	3		
FYS First Year Seminar (any number)	1			BUS 323 Management Concepts: Theory and Practice	3		
COM 212 Speech for Professionals	3			BUS 110 Legal Environment	3		
Tier II				BUS 334 Principles of Marketing	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			<b>SUPPORTING COURSES</b>	22		
ETH 200 Ethics	3			ACC 161 Principles of Accounting I	3		
PSY 101 Introduction to Psychology	3			ACC 162 Principles of Accounting II	3		
Tier III				ACC 163 Software for Accounting I	1		
THL (any Theology course)	3			BIS 140 Programming Concepts or	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			BIS 220 Adv. Business Applications			
<b>SUMMARY</b>				BIS 230 Prin. of E-Commerce	3		
MAJOR COURSES	15			ECO 131 Macroeconomics	3		
	22			ECO 132 Microeconomics	3		
SUPPORTING COURSES				MTH 112 Intermediate Algebra or MTH 114 College Algebra	3		
CORE CURRICULUM	22			<b>ELECTIVES</b>	5		
ELECTIVES	5						
<b>TOTAL</b>	64						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***

### Basic Business (Teacher Certification)

Students wishing to obtain certification to teach in Nebraska secondary schools (grades 7-12) earn a double major in business and secondary education. Information on admission to the teacher-education program, testing, student teaching and State certification requirements are located in the Education Program section. For professional education course requirements, see the course sequence for a major in Secondary Education.

## **Business Information Systems (BIS)**

College of Saint Mary offers associate and bachelor degrees and a certificate in Business Information Systems. Graduates of the associate degree are capable of entry-level employment in the programming, analysis, and information technology fields. Students pursuing the bachelor's degree are further equipped with credentials at the professional level.

Business Administration majors have the opportunity to complete a double major or minor in business information systems which enable them to use their computer expertise in concert with their special business skills. Education students have an option to pursue a Computer Certification in Education, K-12.

The Business Information Systems minor is appropriate with other programs, such as education, mathematics, paralegal studies, art, business administration, and business leadership.

The BIS certificate provides a solid foundation to support employment in the computer information technology field. The certificate consists of 30 credit hours of business information systems courses with an option for the student to complete 3 to 6 credit hours of internship. Internships help students attain experience in the information technology field when they have not had previous work experience in this area. The certificate can be tailored to meet the needs of the student and the future employer by selecting different course options.

### **Business Information Systems Minor**

BIS 101, 140, 230, 331, 350, 360, 365
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### **Certificate in Business Information Systems**

BIS 101 or 220, 221, 140, 143 or 211, 230, 330, 331, 350, 360, and 365
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### **Computer Certification in Education K-12**

**Program Sequence:** BIS 104, 140, 143 or 211, 331, 350, and EDU 210.

Students may not apply more than six (6) hours of independent study credit or more than nine (9) hours of a combination of independent study, directed readings, or internship credit toward degree completion.

**Bachelor of Science - Business Information Systems - 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>45</b>	COMP	GRD
Tier I				BIS 101 Intro to Computers - or -	3		
ENG 101 Composition	3			BIS 220 Advanced Business Apps			
FYS First Year Seminar (any #)	1			BIS 140 Programming Concepts	3		
COM (any public speaking course)	3			BIS 221 Fundamentals of Info Sys	3		
PED activity class (varsity sport does not meet requirement)	1			BIS 230 Principles of Electronic Commerce	3		
Tier II				BIS 331 Data Base Systems	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			BIS 350 Hardware & Software Architecture	3		
MTH 242 Statistics	3			BIS 360 Computer Networks	3		
ELA Exp the Liberal Arts (any #)	3			BIS 365 Information Sys Security	3		
ETH 200 Ethics	3			BIS 380 Info Sys Theory & Prac	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			BIS 461 Systems Analysis and Design	3		
Fine Arts (any Art, Music or Theater)	3			BIS 480 Information Resources Management	3		
HPS (any history course)	3			BIS 490 Capstone: I.S. Policy and Strategy	3		
ECO 131 Microeconomics	3			<b>AREAS OF CONCENTRATION</b>	9		
Tier III				<b>ACCOUNTING</b>			
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			ACC 361 Intermediate Acct Theory I	3		
PHL (any Philosophy course)	3			ACC 362 Intermediate Acct Theory II	3		
THL (any Theology course)	6			ACC 369 Cost Accounting	3		
SOC 101 Introduction to Sociology	3			<b>ELECTRONIC COMMERCE</b>			
<b>SUPPORTING COURSES</b>	28			BIS 215 HTML and WEB Page Design	3		
ACC 161 Principles of Acct I	3			BUS 334 Principles Of Marketing	3		
ACC 162 Principles of Acct II	3			ART 211 Color and Design	3		
ACC 163 Software for Acct I	1			<b>BUSINESS ADMINISTRATION</b>			
BIS 143 App Programming using C++	3			BUS 321 Financial Management	3		
BIS 211 Structured Programming I - COBOL	3			BUS 334 Principles of Marketing	3		
BIS 330 Project Management	3			BUS 454 Production/Operations	3		
ECO 131 Macroeconomics (cross list with Core)	3			<b>COMPUTER PROGRAMMING</b>			
ECO 132 Microeconomics	3			BIS 212 Structured Programming II - COBOL	3		
MTH 112 Intermediate Algebra	3			BIS 214 Visual BASIC and GUI Design	3		
PSY 233 Group Process	3			BIS 243 Application Programming using C++ II	3		
PSY 325 Organizational Behavior	2						
<b>ELECTIVES</b>	8			Business Management			
<b>SUMMARY</b>				Supporting field fulfilled			
CORE CURRICULUM	47						
MAJOR	45			<b>SECOND MAJOR (optional)</b>			
SUPPORTING COURSES	28			Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.			
ELECTIVES	8						
<b>TOTAL</b>	128						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## Associate of Science

## - Business Information Systems -

2010-2011

CORE CURRICULUM	23	COMP	GRD	MAJOR PROGRAM COURSES	24	COMP	GRD
Tier I				BIS 140 Programming Concepts	3		
ENG 101 Composition	3			BIS 143 Introduction to Programming(C++) -or-			
FYS First Year Seminar (any number)	1			BIS 211 Structured Programming-Cobol I	3		
PED activity class (varsity sport does not meet requirement)	1			BIS 221 Fundamentals of Info. Systems	3		
COM 212 Speech for Professionals	3			BIS/BUS 230 Principles of E-Commerce	3		
Tier II				BIS 331 Data Base Systems	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			BIS 350 Hardware and Software Architecture	3		
ETH 200 Ethics	3			BIS 360 Computer Networks	3		
MTH 112 Intermediate Algebra	3			BIS 365 Information Systems Security	3		
Tier III				<b>SUPPORTING COURSES</b>	19		
THL (any Theology course)	3			ACC 161 Principles of Accounting I			
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			ACC 162 Principles of Accounting II			
<b>SUMMARY</b>				ACC 163 Software for Accounting I			
MAJOR COURSES	24			BUS 101 Introduction to Business			
SUPPORTING COURSES	19			BUS/MTH 242 Statistics			
	23			BUS 323 Mgt concepts: Theory&Practice	6		
CORE CURRICULUM				BIS 101 Intro to Computers - or -			
ELECTIVES	6			BIS 220 Advanced Comp App.			
TOTAL	72			<b>ELECTIVES</b>	6		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Business Leadership (BLD)**

The Business Leadership program is designed as a degree completion program for women possessing significant work experience who have the desire and commitment to complete a college degree in about 15 months. This accelerated and compressed program provides core business and leadership competencies through a rigorous curriculum, which is designed to thoroughly prepare students for the practical application of both business and leadership skills to the issues they face in their careers. The program uses a variety of delivery formats, including classroom and online in achieving a high quality applied education.

The placement exams for mathematics and English must be waived by transfer credit or taken prior to the completion of the first module, and requirements in general education, must be completed by the student before a bachelor in business leadership degree is conferred by College of Saint Mary.

The Business Leadership Program is divided into four modules, 15 weeks per module, and two Special Research Projects. The Special Research Projects offer ongoing applied research efforts that are conducted concurrently with all classroom work in the program. Students first learn to format and conduct action research focusing on a workplace issue of interest. This experience provides an integrating framework for course concepts throughout the entire program. During the final two modules, students work with an actual client to develop a complete business plan. A grade of "C" or better is required in all BLD courses. A cumulative grade point average of 2.0 or better is required for graduation.

Each student in the program becomes part of a cohort group. This group of colleagues, as well as the faculty in the program and other staff at CSM, provide a supportive, stimulating, and empowering environment for women who are working, may be raising a family, and are actively involved in their community.

Students who have not completed 60 additional college level credit hours will receive a Certificate in Business Leadership upon completion of the program requirements. This certificate program is open to all women who have satisfactory high school or GED credentials and significant work experience. Following completion of the certificate program, a student may choose to pursue the Bachelor in Business Leadership degree. In addition, BLD students often qualify to receive credit for prior learning through the portfolio process. Any transfer courses will be evaluated on an individual basis and the student will complete the prescribed CSM Core/General Education requirements for the Business Leadership program and the necessary elective credits for a minimum of 128 hours.

### **Certificate in Business Leadership**

A total of 62 credit hours, consisting of: BLD 310, 320, 399, 430, 440, 499

**Bachelor of Business Leadership**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>18</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>62</b>	COMP	GRD
Placement Tests:				BLD 310A Group Process	3		
Math 098 Development Math*	3			BLD 310B Intro to Computers	3		
Math 112 Algebra	3			BLD 310C Proj. Management	3		
ENG 099 Development English*	3			BLD 310D Speech for Prof	3		
ENG 101 Composition	3			BLD 399 Action Research	4		
Theology (any theology class	6			BLD 320A Prin. Of Leadership	3		
Choice ( ELA, ENG, HPS, PHL, PSY, SOC, THL, WST)	6			BLD 320B Macroeconomics	3		
				BLD 320C Statistics	3		
<b>ELECTIVES OR MINOR</b>	<b>48</b>			BLD 320D Marketing Research	3		
<b>OR 2<sup>ND</sup> MAJOR</b>				BLD 320E Management Concepts	3		
				BLD 430A Business Policies	3		
				BLD 430B Principles of Marketing	3		
				BLD 430C Intercultural Comm	3		
				BLD 430D Financial Mgmt	3		
				BLD 430E Legal Environment	3		
				BLD 440A Microeconomics	3		
				BLD 440B Production Operations	3		
				BLD 440C Knowledge Mgmt	3		
				BLD 440D Org. Behavior	3		
<b>SUMMARY</b>				BLD 499 Special Research Project	4		
CORE CURRICULUM	18						
MAJOR	62						
SUPPORT FIELDS IN BUSINESS MANAGEMENT FULFILLED	48						
<b>TOTAL</b>	<b>128</b>						

\* Not required unless determined by Placement Tests

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
Developmental courses cannot be counted toward graduation requirements.*

## Chemistry (CHM)

The student who majors in chemistry will be prepared to make application to graduate school, medical, dental or other professional schools. With a bachelor's degree in chemistry, the student may be employed in medical or industrial research laboratories, in research institutes, hospital laboratories, quality control organizations or various Federal agencies. With appropriate specialized courses, the student may teach in the science area.

Students completing a minor in chemistry are prepared to enter pharmacy, physicians' assistants, or cytotechnology schools, among others.

Students admitted to the college who meet the following prerequisites will be directly admitted as a chemistry major:

- Completion of at least one year of high school chemistry and at least two years of college preparatory mathematics with grades of C (2.0) or better.
- Exemption or successful completion of both the mathematics and English competency examinations.
- Two of the three following criteria must be met:
  - High school GPA of at least B (3.0).
  - ACT of at least 22 or combined verbal and math SAT of at least 920.
  - High school rank in the upper one-third of the graduating class.

Students not meeting these prerequisites may be accepted into the General Studies Program for their first academic year to take remedial chemistry and mathematics courses. Successful completion of these courses with grades of at least C (2.0) will allow the student to be admitted into the chemistry program. Those students enrolling with a strong background in science or mathematics may elect to take the CLEP test to eliminate first-year courses.

A student will not be permitted to progress in the program without chemistry departmental approval if they do not maintain at least a C average in all courses.

Graduation requirements for students majoring and minoring in chemistry include successful completion of all chemistry course work with a GPA of 2.0 or C or better in all chemistry courses.

Majors in chemistry will be required to successfully complete a senior research project. Course work taken in support of the major (minor or supporting field) must be passed with grades of C or better.

### Chemistry Minor

CHM 110, 111, 112, 113, 230, 231, 232, 233 and four hours of upper division CHM selected under the direction of the program director.
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Bachelor of Science

– Chemistry –

2010-2011

CORE CURRICULUM	41	COMP	GRD	MAJOR PROGRAM COURSES	45	COMP	GRD
Tier I				CHM 110 General Chemistry	4		
ENG 101 Composition	3			CHM 111 General Chemistry Lab	1		
FYS First Year Seminar (any #)	1			CHM 112 General Chemistry II	4		
COM 212 Speech for Prof	3			CHM 113 General Chemistry II Lab	1		
PED activity class (varsity sport does not meet requirement)	1			CHM 220 Analytical Chemistry	4		
Tier II				CHM 221 Analytical Chemistry Lab	1		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			CHM 230 Organic Chemistry I	4		
MTH (Requirement fulfilled by Math courses in Supporting Courses)	0			CHM 231 Organic Chemistry I Lab	1		
ELA Exp the Liberal Arts (any number)	3			CHM 232 Organic Chemistry II	4		
ETH 200 Ethics	3			CHM 233 Organic Chemistry II Lab	1		
ENG (any except for 262, 320, 322, 363, and 495)	3			CHM 340 Biochemistry	4		
Fine Arts (any Art, Music or Theater)	3			CHM 341 Biochemistry Lab	1		
				CHM 361 Instrumental Analysis	3		
				CHM 362 Instrumental Analysis Lab	1		
HPS (any history course)	3			CHM 450 Physical Chemistry	4		
PSY 101 General Psychology	3			CHM 451 Physical Chemistry Lab	1		
Tier III				CHM 473 Research Chemistry	4		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	0			CHM 495 Coordinating Seminar	2		
PHL (any Philosophy course)	3			CHM elective	4		
THL (any Theology course)	6			<b>SUPPORTING COURSES</b>	22		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			MTH 201 Calculus I	4		
				MTH 202 Calculus II	4		
<b>ELECTIVES</b>	2			MTH 242 Statistics or MTH 288 Biostatistics	3		
<b>SUMMARY</b>				MTH/SCI 300 or 400 level	3		
CORE CURRICULUM	41			PHY 202 General Physics I	3		
MAJOR	45			PHY 203 General Physics I Lab	1		
MINOR	18			PHY 204 General Physics II	3		
SUPPORTING COURSES	22			PHY 205 General Physics II Lab	1		
ELECTIVES	2			<b>MINOR</b>	18		
<b>TOTAL</b>	128			Choose any minor in catalog			
				<b>SECOND MAJOR (optional)</b>			
				Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major			

Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.

**Developmental courses cannot be counted toward graduation requirements.**



### K-12 Teaching Endorsement in Chemistry – Additional Coursework

MAJOR	25	COMP	GRD	SECONDARY EDUCATION MINOR	41	COMP	GRD
CHM 110 General Chemistry	4			EDU 101 Introduction to Education	3		
CHM 111 General Chemistry Lab	1			EDU 201 Tech. & Inst.Mat. In Classroom	3		
CHM 112 General Chemistry	4			PSY 203 Adolescent Psychology	3		
CHM 113 General Chemistry Lab	1			EDU 312 Educ. Psych.& Measurement	3		
CHM 220 Analytical Chemistry	4			EDU 315 Assessment for Learners	2		
CHM 221 Analytical Chemistry Lab	1			EDU 351 Teaching Reading: Mid.&Sec	3		
CHM 230 Organic Chemistry I	4			EDU 360 Teaching MID/SEC Students	3		
CHM 231 Organic Chemistry Lab I	1			EDU 375 Human Rel. in Multi-Cult.Soc.	3		
CHM 232 Organic Chemistry II	4			EDU 427 Hist., Phil. & Trends in Educ.	3		
CHM 233 Organic Chemistry Lab II	1			EDU 472 Student Teaching: Secondary	10		
				EDU 495 Student Teaching Seminar	2		
<b>NATURAL SCIENCE SUPPORTING FIELD</b>	<b>16</b>			SPE 101 Introduction to Special Educ.	3		
BIO 110 General Biology	3			<b>SUMMARY</b>			
BIO 111 General Biology Lab	1			CHEMISTRY MAJOR	25		
BIO 268 - Environmental Science	3			NATURAL SCIENCES	16		
BIO 269 - Environmental Science Lab	1			CORE CURRICULUM	47		
BIO/CHM 340 Biochemistry	3			SECONDARY EDUCATION	41		
BIO/CHM 341 Biochemistry Lab	1			ELECTIVES	4		
PHY 100 Intro to Physical Sciences	3			<b>Total</b>	129		
PHY 101 Intro to Physical Sciences Lab	1						

## **Communication (COM)**

Excellent communication is a key to success and satisfaction in both personal and professional roles. The need and demand for communication skills is greater than ever. Students who wish to add a strong communication background to any baccalaureate degree may do so by majoring in English-Communication, or choosing a minor in and communication.

**Major:** See English-Communications major under English

### **Communications Minor**

Any 18 credits of Communication classes.
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## **Developmental Studies**

Developmental Studies includes the following developmental courses (numbered below 100), which may be taken for college credit, but **may not be counted toward the academic hours required for associate or bachelor degree completion**:

### **ENG 099 Developmental English (3)**

English 099 is a basic writing course, designed to introduce students to college writing and prepare them for the similar, but more demanding, writing of English 101, the entry-level writing course. Students who pass the course are able to write a developed, unified, and cohesive expository essay. Placement in this course is determined by ACT scores or placement examination.

### **MTH 098 Developmental Math (3)**

Includes basic concepts of the real number system, polynomials, first-degree equations and inequalities, algebraic functions, exponents, radicals, graphing linear functions, and an introduction to quadratic functions. Placement in this course is determined by ACT scores or placement examination.

### **IDS 097 Study and Learning (2)**

Study and Learning is designed to increase the student's success in college. The course will focus on assisting the student in developing practical study skills and learning strategies to enhance academic success. Emphasis will be given to investigation of student's individual learning objectives. Topics in this course include time planning, test taking, study techniques, learning style, classroom interaction, and personal issues that face many college students. Note: this course does not count as Core Curriculum credit.

## **Early Childhood Education (ECE)**

The program is based on the premise that early childhood education encompasses continuous education of young children from birth through age eight. The interdisciplinary approach for educating teachers of young children develops competencies in using community resources to coordinate the efforts of home, school and community in providing a comprehensive program. Firsthand experiences of students with young children, professional personnel and community resources personnel begin early in professional preparation and continue throughout the program.

Students may apply for early childhood certification only, or in combination with elementary education.

Students who successfully meet state required competencies qualify for a Nebraska Teaching Certificate and the Iowa Provisional Certificate. Completion of the education program does not guarantee certification. Satisfactory continuous growth in knowledge, pedagogy, and professionalism as well as satisfactory performance during student teaching is required in the recommendation for certification.

Since certification requirements of various sites are not uniform, a student planning to teach in a state other than Nebraska or Iowa should inquire about specific requirements for that state.

Students seeking only an ECE major will select among minors in 1) Special Education in order to apply for a Unified Early Childhood endorsement (PK-3); 2) English as a Second Language (ESL) or 3) Child Life Supporting Life. Other minors may be selected with the permission of the program director. Students seeking both ECE and Elementary Education endorsements should consult with the program director. Program admission criteria and requirements are identical to that of the elementary education major (refer to elementary education admission, student teaching and certification requirements).

Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Intensive reading and writing experiences are integrated into all Teacher Education courses.

### **Early Childhood Education Minor**

Consists of 18 hours of early childhood education classes. Consult early childhood education faculty for specific course requirements. (ECE 231, 232, 233, 234, 235, 236, 242, 334)
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## Associate of Science

## – Early Childhood Education -

2010-2011

CORE CURRICULUM	26	COMP	GRD	MAJOR PROGRAM COURSES	18	COMP	GRD
Tier I							
				ECE 231 Play, Creat & Art Dev	2		
ENG 101 Composition	3			ECE 232 Language Arts in ECE	2		
FYS First Year Seminar (any #)	1			ECE 233 Health, Safety and Nutr	2		
COM (public speaking)	3			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 235 Observ. & Assess. In ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 112 Intermediate Algebra	3			ECE 242 Admin. ECE Programs	3		
ETH 200 Ethics	3			ECE 334 Curr. Planning in ECE	3		
PSY 101 General Psychology	3			<b>SUPPORTING COURSES</b>	<b>18</b>		
THL (any Theology course)	3			EDU 101 Introduction to Educ.	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC, THL, WST)	3			PSY 200 Child Psychology	3		
<b>(Strongly recommended: English Literature and MTH 262)</b>				EDU 312 Ed. Psych & Msurment	3		
<b>SUMMARY</b>				EDU 342 Children's Literature	3		
CORE CURRICULUM	26			SPE 101 Intron to Spec. Ed.	3		
MAJOR	18			SPE 240 Guid. & Clasrm Mgmt	3		
SUPPORTING COURSES	18						
ELECTIVES	8			<b>ELECTIVES</b>	<b>8</b>		
<b>TOTAL</b>	<b>70</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Science – ECE with Child Life Supporting Field - 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>45</b>	COMP	GRD
Tier I				ECE 101 Introduction to Educ.	3		
				PSY 200 Child Psychology	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 100 Oral Communication	3			ECE 233 Health, Safety and Nutr	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. In ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	3			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 342 Children's Lit.	3		
ENG Literature	3			ECE 343 His. Trends in ECE	3		
Fine Arts (any Art, Music or Theater)	3			ECE 470 Student Teaching: ECE	10		
				ECE 495 Student Teaching: Sem	2		
HPS (any history course)	3			ECE 496 Research Seminar	3		
PSY 101 General Psychology	3			<b>SUPPORTING COURSES</b>	<b>33</b>		
Tier III				EDU 201 Tech. & Inst.Mat.Clstrm	3		
Physical/Earth Science	3			EDU 312 Educ. Psych. & Measurement	3		
PHL 350 Health Care Ethics	3			EDU 315 Assessment of Lrners	2		
THL (any Theology course)	6			EDU 350 Teaching Reading Elem	4		
HPS (any history course)	3			EDU 375 Human Rel. Mult-Clt.	3		
<b>SUPPORTING FIELD</b>	<b>19</b>			MTH 112 Inter Algebra or higher	3		
BIO 120/121 Human Anatomy/LAB	4			SPE 101 Intron to Spec. Ed.	3		
CHL 337 Hospitalized Child	3			SPE 220 Nat. & Eff. Mild/Mod.	3		
*CHL 472 Child Life Prac/Exp.	3			SPE 240 Guid. & Clasrm Mgmt	3		
				SPE 330 Inclusion in the EC Classroom	3		
OTH 201 Foundations of Health Care	3			SPE 372 Pract. In the inclusive EC Classroom	3		
PSY 233 Group Process	3						
PSY 332 Counseling Theory & Prac.	3						
<b>SUMMARY</b>							
CORE CURRICULUM	47						
MAJOR	45						
SUPPORTING FIELD	19						
SUPPORTING COURSES	33						
<b>TOTAL</b>	<b>144</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Science – ECE with English as a Second Language Minor- 2010-11**

<b>CORE CURRICULUM</b>	<b>44</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>42</b>	COMP	GRD
Tier I				ECE 101 Introduction to Educ.	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 100 Oral Communication	3			ECE 233 Health, Safety and Nutr	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. In ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	0			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 342 Children's Lit.	3		
ENG Literature	3			ECE 343 His. Trends in ECE	3		
Fine Arts (any Art, Music or Theater)	3			ECE 470 Student Teaching: ECE	10		
				ECE 495 Student Teaching: Sem	2		
HPS (any history course)	3			ECE 496 Research Seminar	3		
PSY 101 General Psychology	3			<b>SUPPORTING COURSES</b>	<b>24</b>		
Tier III				EDU 201 Tech. & Inst.Mat.Clsrm	3		
Physical/Earth Science	3			EDU 312 Educ. Psych. & Measurement	3		
PHL 350 Health Care Ethics	3			EDU 315 Assessment of Lrners	2		
THL (any Theology course)	6			EDU 350 Teaching Reading Elem	4		
HPS (any history course)	3			PSY 200 Child Psychology	3		
<b>SUMMARY</b>				MTH 112 Inter Algebra or higher	3		
CORE CURRICULUM	44			SPE 240 Guid & Management	3		
MAJOR	42			SPE 101 Intro to Spec. Ed.	3		
MINOR	18			<b>ESL MINOR</b>	<b>18</b>		
SUPPORTING COURSES	24			EDU 415: Teaching ESL	3		
<b>TOTAL</b>	<b>128</b>			EDU 425: Assessment of ESL Learners	3		
				COM/ELA 306: Intercultural Comm.	3		
				ENG 320: Linguistics for Teachers	3		
				EDU 473: ESL K/12 Practicum	3		
				EDU 375 Human Relations Mult-Clt.	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***

### Bachelor of Science–Early Childhood Edu/Elementary Education 2010-11

CORE CURRICULUM	41	COMP	GRD	MAJOR PROGRAM COURSES	34	COMP	GRD
Tier I				PSY 200 Child Psychology	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 200 Spch for EI Tchrs	3			ECE 233 Health, Safety and Nutrition	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	3			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 343 His. Trends in ECE	3		
ENG Literature	3			ECE 470 Student Teaching: ECE	5		
Fine Arts (any Art, Music or Theater)	3			ECE 495 Student Teaching: Seminar	2		
				ECE 496 Research Seminar	3		
HPS (any history course)	3			<b>ELEM EDUCATION MAJOR</b>	<b>44</b>		
PSY 101 General Psychology	3			EDU 101 Introduction to Education	3		
Tier III				EDU 201 Tech. & Inst. Mat in Classroom	3		
Physical/Earth Science	3			EDU 312 Educ. Psych. & Measurement	3		
PHL (any Philosophy course)	3			EDU 315 Assessment of Learners	2		
THL (any Theology course)	6			EDU 342 Children's Literature	3		
HPS (any history course)	3			EDU 350 Teaching Reading: El. & Mid.	4		
<b>ELECTIVES</b>				EDU 353 Teach. Nat&Soc.Sci.: El. & Mid.	3		
<b>SUMMARY</b>				EDU 355 Teaching Math: El. & Mid.	3		
CORE CURRICULUM	47			PED 357 Health & Phys. Educ. Methods	3		
MAJOR	34			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
ELEMENTARY ED MAJOR	44			EDU 375 Human Rel. in Multi-Cultural Society	3		
SUPPORTING COURSES	9			EDU 427 Hist., Phil. & Trends in Educ.	3		
<b>TOTAL</b>	<b>134</b>			SPE 430 Diag. & Evaluation of Reading	3		
				EDU 470 Student Teaching: Primary -or-	5		
				EDU 471 Student Teaching: El. & Mid.	5		
				<b>SUPPORTING COURSES</b>	<b>9</b>		
				MTH 112 Inter Algebra or above	3		
				SPE 101 Intro to Special Ed.	3		
				SPE 240 Guid. & Clasrm Mngment	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*



**Bachelor of Science – ECE with Special Education Minor - 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>42</b>	COMP	GRD
Tier I				ECE 101 Introduction to Educ.	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 200 Speech for El. Teacher	3			ECE 233 Health, Safety and Nutr	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. In ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	0			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 342 Children's Lit.	3		
ENG Literature	3			ECE 343 His. Trends in ECE	3		
Fine Arts (any Art, Music or Theater)	3			ECE 470 Student Teaching: ECE	10		
				ECE 495 Student Teaching: Sem	2		
HPS (any history course)	3			ECE 496 Research Seminar	3		
PSY 101 General Psychology	3			<b>SUPPORTING COURSES</b>	<b>21</b>		
Tier III				PSY 200 Child Psychology	3		
Physical/Earth Science	3			EDU 201 Tech. & Inst.Mat.Clstrm	3		
PHL (any philosophy class)	3			EDU 312 Educ. Psych. & Measurement	3		
THL (any Theology course)	6			EDU 315 Assessment of Lrners	2		
HPS (any history course)	3			EDU 350 Teaching Reading Elem	4		
<b>SUMMARY</b>				EDU 375 Human Relations Multi-Cultural	3		
CORE CURRICULUM	47			MTH 112 Inter Algebra or higher	3		
MAJOR	42			<b>SPED MINOR</b>	<b>18</b>		
MINOR	18			SPE 101 Intro to Spec. Ed	3		
SUPPORTING COURSES	21			SPE 220 Nat. & Effects of Mild Mod.	3		
<b>TOTAL</b>	<b>128</b>			SPE 240 Guid. & Clasrm. Mgmt.	3		
				SPE 330 Inclusion in EC Classrm	3		
				SPE 372 Pract: Inclusive ECE Classroom	3		
				SPE 430 Diagnosis & Eval. Of Reading	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## Education (EDU)

The teacher education program develops competencies for prospective teachers through a sequence of professional courses. The professional courses emphasize the acquisition of knowledge, skills, competencies and values. The experiences offered within the educational program enhance and complement the knowledge and values encompassed in the liberal arts component offered at College of Saint Mary. This program is designed to provide a setting for lifelong learning, scholarly activity, understanding of relationships with others of all cultures, and career opportunities that are appropriate to individual desires and needs. The department provides for individual differences, interests and needs within specific curriculum experiences while providing a broad overall theoretical and philosophical background in education. Professional course work, labs, and field-based experiences (at least 100 hours) provide students with practical knowledge regarding learners, learning processes, and teaching competencies relevant to identified careers. All methods courses provide opportunities for students to plan and conduct lessons consistent with Nebraska K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Intensive reading and writing experiences are integrated into all Teacher Education courses.

Teacher Education students select from:

1. Bachelor of science with an elementary education major and an early childhood major.
2. Bachelor of science with early childhood education major and a special education minor.  
Bachelor of science with an early childhood education major and an ESL minor  
Bachelor of science with an early childhood education major and a Child Life Supporting Field.
3. Bachelor of science with an elementary education major and a special education major.  
Bachelor of science with an elementary education major and an ESL minor.
4. Bachelor of science with an elementary education major and a minor in a subject area, for example, art, English, English as a second language, math, music, physical education, science, social science, Spanish, or a related area, such as computer science or psychology.
5. Bachelor of science/arts with specialization in a field or subject area.

Students may seek certification in the following areas:

Early Childhood Education (B-3).	Supplementary Endorsements
Elementary Education (K-6).	English as a Second Language K-12
Middle School Education (4-9).	undergraduate and graduate
Secondary Education (7-12).	Information Technology (K-12)
Special Education (K-9).	Physical Education (K-12)
Unified ECE (B-3),	
Theology (K-12)	
Art (K-12)	

## **Admission**

Students are introduced to early childhood, primary, middle grades, and secondary school programs through introductory courses in education and special education. These courses explore the nature of teaching at varied levels and identify specific needs of exceptional students. Students participate in guided experiences in varied classrooms in schools in Omaha or surrounding areas. Students complete psychology course work and selected methodology courses within the second year.

During the spring semester of the sophomore year students are evaluated and considered for formal acceptance in the teacher education program. Prior to or during the first semester, sophomore year students take the Praxis Test that is required for admission into the teacher education program. Praxis scores, academic performance, evidence of professional dispositions for successful teaching, practicum evaluations, and command of oral and written language are factors considered in determining acceptance into the teacher education program. Students must provide evidence of academic competence and professional aptitudes by having attained a cumulative GPA of C or 2.5 in course work, providing a digital portfolio of work that demonstrates professional and scholarly growth, and completing an interview with the Education Committee.

An official legal clearance form must be submitted each term a student is enrolled in a practicum course. Application for formal action must be submitted to the Teacher Education Committee by March 1. This committee is composed of a student's advisor, all members of the education department, and other faculty members. Evaluation procedures result in acceptance, provisional status, or non-acceptance.

Acceptance is granted to students who meet the requirements. Provisional status or non-acceptance is granted at the discretion of the committee.

## **Student Teaching**

Applicants for certification with a **single endorsement student teach for sixteen weeks** in one or two settings. Those seeking **multiple endorsements student teach for ten weeks** in each field for which they are seeking certification. Student teaching placements are planned in regard to students' specific needs and certification requirements. Placements are intended to enhance prospective teachers' exposure to various teaching styles, philosophies, and cultural settings. Applications for student teaching must be presented to the Teacher Education Committee on October 1 or March 1 during the semester immediately preceding assignments.

Students applying for student teaching are expected to evidence cumulative scholastic achievement (C+ or 2.50), and 2.75 in the major, admission to the Teacher Education Program, appropriate methodological background, proficiency in spoken and written language, and dispositions for successful teaching. An official criminal background check must be completed. Transportation to student teaching sites are the responsibility of the student. The Teacher Education Committee reviews applications. After consideration of the above factors, the committee may accept or defer a candidate's application. Deferred candidates may appeal and request a hearing before the Teacher Education Committee.

## **Certification**

Students who successfully meet state required competencies qualify for a Nebraska Teaching Certificate and the Iowa Provisional Certificate. Completion of the education

program does not guarantee certification. Continuous growth in knowledge, pedagogy and professionalism, as well as satisfactory performance during student teaching, and completion of Praxis is required in the recommendation for certification.

Since certification requirements of various states are not uniform, a student planning to teach in a state other than Nebraska or Iowa should inquire about specific requirements for that state.

### **In-Service Education**

The education department recognizes its obligation to the community to provide leadership in the field of education and to act as an educational center for schools within the surrounding area. It recognizes the importance of requirements for certification and the multiplicity of changes in techniques, technology and needs of individual students and teachers. Therefore, some professional education courses are offered during summer sessions and late afternoons or evenings. Graduate credit is available for selected courses.

#### **Elementary and Middle School Major Sequences:**

Academic preparation for elementary education majors may include a minor in a subject area and/or supporting field useful in elementary and/or middle grades.

The professional courses that are required include: EDU101, 200, 201, 240, 312, 315, 342, 350, 353, 355, 372, 375, 427, 430, 470 or 471, 495, and 496. Supporting courses include PED 357 and SPE 101.

#### **Secondary Education Minor Sequence:**

College of Saint Mary offers endorsement in these areas in secondary education:

Biology	Language Arts	Reading
Basic Bus	Mathematics	Religion
Chemistry	Natural Science	Social Science
English	Physical Educ	Spanish

During registration, students in secondary education are required to obtain signatures for education courses in the education department.

The professional courses that are required include: EDU 101, 201, PSY 203, EDU 240, EDU 312, 315, 351, 360, 375, 427, 471, 472 and 495 and ENG 262.

#### **K-12 Endorsements**

College of Saint Mary offers K-12 endorsement in these areas:

- Theology
- Art
- Physical Education and Health

K-12 endorsements in art require methods and student teaching in K-6 and 7-12.

#### **Supplementary Endorsements**

College of Saint Mary offers supplementary K-12 endorsements in these areas:

- English as a Second Language
- Information Technology

Tremendous growth in numbers of immigrant children in the United States, particularly in Nebraska, has created a need for teachers trained to teach English as a Second Language. Undergrad students at College of Saint Mary may earn a supplementary ESL endorsement with a 15-credit-hour program (ENG 320; EDU 415; EDU 425; COM 306; and EDU 473). The graduate level ESL endorsement program is available for certified teachers (ENG 520; EDU 525; EDU 515; and EDU 573). When combined with EDU 375, teaching in a Multicultural Society, students achieve a minor in ESL.

**Bachelor of Science**

**– Elementary Education –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>57</b>	COMP	GRD
Tier I				EDU 101 Introduction to Education	3		
ENG 101 Composition	3			PSY 200 Child Psychology	3		
FYS First Year Seminar (any #)	1			EDU 201 Tech. & Inst. Mat in Classroom	3		
COM 200 Spch for El Tchrs	3			EDU 312 Educ. Psych. & Measurement	3		
PED activity class (varsity sport does not meet requirement)	1			EDU 315 Assessment of Learners	2		
Tier II				EDU 342 Children's Literature	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			EDU 350 Teaching Reading: El. & Mid.	4		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			EDU 353 Teach. Nat&Soc.Sci.:El. & Mid.	3		
ELA Exp the Liberal Arts (any number)	3			EDU 355 Teaching Math: El. & Mid.	3		
ETH 200 Ethics	3			PED 357 Health & Phys. Educ. Methods	3		
ENG Literature	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
Fine Arts (any Art, Music or Theater)	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
HPS (any history course)	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
PSY 101 General Psychology	3			SPE 430 Diag. & Evaluation of Reading	3		
Tier III				EDU 470 Student Teaching: Primary	5		
Physical/Earth Science	3			EDU 471 Student Teaching: El. & Mid.	5		
PHL (any Philosophy course)	3			EDU 495 Student Teaching Seminar	2		
THL (any Theology course)	6			EDU 496 Research Seminar	3		
HPS (any history course)	3						
<b>ELECTIVES</b>							
<b>SUMMARY</b>				<b>SUPPORTING COURSES</b>	<b>9</b>		
CORE CURRICULUM	47			MTH 112 Inter Algebra or above	3		
MAJOR	57			SPE 101 Intro to Special Ed.	3		
MINOR	18			SPE 240 Guid. & Clasrm Mngment	3		
SUPPORTING COURSES	9						
<b>TOTAL</b>	<b>131</b>			<b>MINOR OR SUPPORTING FIELD</b>	<b>18</b>		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Science – Elementary Education/Middle End. – 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>54</b>	COMP	GRD
Tier I				EDU 101 Introduction to Education	3		
ENG 101 Composition	3			PSY 200 Child Psychology	3		
FYS First Year Seminar (any #)	1			EDU 201 Tech. & Inst. Mat in Classroom	3		
COM 200 Spch for El Tchrs	3			EDU 312 Educ. Psych. & Measurement	3		
PED activity class (varsity sport does not meet requirement)	1			EDU 315 Assessment of Learners	2		
Tier II				EDU 342 Children's Literature	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			EDU 350 Teaching Reading: El. & Mid.	4		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			EDU 353 Teach. Nat&Soc.Sci.:El. & Mid.	3		
ELA Exp the Liberal Arts (any number)	3			EDU 355 Teaching Math: El. & Mid.	3		
ETH 200 Ethics	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
ENG Literature	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
Fine Arts (any Art, Music or Theater)	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
HPS (any history course)	3			SPE 430 Diag. & Evaluation of Reading	3		
PSY 101 General Psychology	3			EDU 470 Student Teaching: Primary	5		
Tier III				EDU 471 Student Teaching: El. & Mid.	5		
Physical/Earth Science	3			EDU 495 Student Teaching Seminar	2		
PHL (any Philosophy course)	3			EDU 496 Research Seminar	3		
THL (any Theology course)	6			<b>SUPPORTING COURSES</b>	<b>18</b>		
HPS (any history course)	3			ENG 252 Lit. for Young Adults	3		
<b>ELECTIVES</b>				PED 357 Physical & Health Ed	3		
<b>SUMMARY</b>				PSY 203 Adolescent Psych	3		
CORE CURRICULUM	47			MTH 112 Inter Algebra or above	3		
MAJOR	54			SPE 101 Intro to Special Ed.	3		
MINOR	18			SPE 240 Guid. & Clasrm Mngment	3		
SUPPORTING COURSES	18						
<b>TOTAL</b>	<b>137</b>			<b>MINOR OR SUPPORTING FIELD</b>	<b>18</b>		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Science – Elementary Education/Special Education – 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>47</b>	COMP	GRD
Tier I				EDU 101 Introduction to Education	3		
ENG 101 Composition	3			PSY 200 Child Psychology	3		
FYS First Year Seminar (any #)	1			EDU 201 Tech. & Inst. Mat in Classroom	3		
COM 200 Spch for El Tchrs	3			EDU 312 Educ. Psych. & Measurement	3		
PED activity class (varsity sport does not meet requirement)	1			EDU 315 Assessment of Learners	2		
Tier II				EDU 342 Children's Literature	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			EDU 350 Teaching Reading: El. & Mid.	4		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			EDU 353 Teach. Nat&Soc.Sci.:El. & Mid.	3		
ELA Exp the Liberal Arts (any number)	3			EDU 355 Teaching Math: El. & Mid.	3		
ETH 200 Ethics	3			PED 357 Physical & Health Ed	3		
ENG Literature	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
Fine Arts (any Art, Music or Theater)	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
HPS (any history course)	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
PSY 101 General Psychology	3			SPE 430 Diag. & Evaluation of Reading	3		
Tier III				EDU 470 Student Teaching: Primary OR	5		
Physical/Earth Science	3			EDU 471 Student Teaching: El. & Mid.	5		
PHL (any Philosophy course)	3			<b>SPECIAL EDUCATION MAJOR</b>	<b>31</b>		
THL (any Theology course)	6			SPE 101 Introduction to Spec. Ed.	3		
HPS (any history course)	3			SPE 220 Nat. &Eff.Mild.&Mod.Hand. Con.	3		
<b>ELECTIVES</b>				SPE 222 Assess. of Diverse Learners	3		
<b>SUPPORTING COURSE</b>	3			SPE 240 Guid. & Class Management	3		
MTH 112 Inter. Algebra or higher	3			SPE 331 Instr. Strat. For Diverse Learners	3		
<b>SUMMARY</b>				SPE 333 Spec. Ed. Law & Ethics	3		
CORE CURRICULUM	47			SPE 373 Critical Issues in Spec. Education	3		
ELEMENTARY MAJOR	47			SPE 470 Student Teaching: Primary -or-	5		
SPECIAL EDUCATION MAJOR	31			SPE 471 Student Teaching: El.&Mid.	5		
SUPPORTING COURSE	3			SPE 495 Student Teaching Seminar	2		
<b>TOTAL</b>	<b>128</b>			SPE 496 Research Seminar	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Science**

**– ECE/ELD/Special Education –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>34</b>	COMP	GRD
Tier I				PSY 200 Child Psychology	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 200 Spch for EI Tchrs	3			ECE 233 Health, Safety and Nutrition	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	3			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 343 His. Trends in ECE	3		
ENG Literature	3			SPE/ECE 470 Student Teaching:	5		
Fine Arts (any Art, Music or Theater)	3			SPE/ECE 495 Student Teaching: Seminar	2		
HPS (any history course)	3			SPE/ECE 496 Research Sem	2		
PSY 101 General Psychology	3			<b>ELEMENTARY EDUCATION MAJOR</b>	<b>44</b>		
Tier III				EDU 101 Introduction to Ed.	3		
Physical/Earth Science	3			EDU 201 Tech. & Inst. Mat in Classroom	3		
PHL (any Philosophy course)	3			EDU 312 Educ. Psych. & Msrmt	3		
THL (any Theology course)	6			EDU 315 Assessment of Lrnrs	3		
HPS (any history course)	3			EDU 342 Children's Literature	3		
<b>ELECTIVES</b>				EDU 350 Teaching Reading: El. & Mid.	3		
<b>SPECIAL EDUCATION END.</b>	<b>21</b>			EDU 353 Teach. Nat&Soc.Sci.:El. & Mid.	3		
SPE 101 Introduction to Spec. Education	3			EDU 355 Teaching Math: El. & Mid.	3		
SPE 220 Nat. & Eff. Mid/Mod Han.	3			PED 357 Health & Phys. Educ. Methods	3		
SPE 222 Inter. Mat. & Assess	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
SPE 240 Guid. & Class Mgmnt	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
SPE 331 Instr. Strat/Rem. Main	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
SPE 333 Pol./Prog. For Except.	3			SPE 430 Diag. & Eval of Reading	3		
SPE 373 Critical Issues in SPED	3			EDU 470 Student Teaching: Primary -or-	5		
<b>SUMMARY</b>				EDU 471 Student Teaching: El. & Mid.	5		
<b>CORE CURRICULUM</b>	<b>47</b>			<b>SUPPORTING COURSES</b>	<b>3</b>		
<b>DOUBLE MAJOR</b>	<b>78</b>			MTH 112 Inter Algebra or above	3		
<b>SPEC ED ENDORSEMENT</b>	<b>21</b>						
<b>SUPPORTING COURSES</b>	<b>3</b>						
<b>TOTAL</b>	<b>149</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements*



## **Engineering**

In 2005, College of Saint Mary and the College of Engineering and Technology of the University of Nebraska entered into a memorandum of understanding that established five cooperative programs between the two institutions and permitted students enrolled at both institutions to pursue simultaneous degrees in engineering, and science or mathematics. The five degree programs are architectural engineering, civil engineering, computer engineering, construction engineering technology and electrical engineering. It is expected that women enrolled at College of Saint Mary will complete their liberal arts and mathematics and sciences courses at the College and then complete the course of their studies at the Peter Kiewit Institute of the University of Nebraska (the degree in civil engineering is offered only at the Lincoln campus.) At the successful completion of the course of studies a student will receive a bachelor's in engineering from the University of Nebraska and a bachelor's in mathematics or general studies from College of Saint Mary.

## English (ENG)

The study of literature is a thought-provoking journey into the intellectual and spiritual world of ideas. Fiction, poetry, drama, and essays from many historical periods and world cultures expose students to the great range and depth of human experience.

The English writing program is fully integrated with computer technology. Both analytical and creative approaches to writing are offered. Classes are small and discussion-centered. The most important part of our jobs is teaching, and we professors work closely with students. Through a variety of writing assignments, oral presentations, and self-generated class projects, including online publication, students develop the analytical skills of critical thinking, the ability to make creative connections between ideas, and the expertise of translating these skills into their writing.

Training in English is a valuable preparation for futures in many professional areas, such as education, communications, publishing, advertising, business, marketing, computer information services, library sciences, law, and pre-med. The English and Education programs work closely together to train prospective teachers. The English program prepares students for a rapidly changing world where communication skills, combined with knowledge of technology, are in high demand.

Recent graduates have found jobs in teaching, desktop publishing, public relations, technical writing, employee recruitment, or have gone on to graduate school in various areas: English, American studies, Library Sciences, Education Administration, and Business Finance.

Program Requirements: All English Majors (teaching and non-teaching) and Minors: The student working toward a major or minor in English is subject to a reevaluation each year. A grade of C or above is required in all English courses used toward a major or minor in English. A minimum of 15 credit hours in English must be taken at College of Saint Mary for a major or an endorsement in secondary education.

**English Major:** The English major is divided into **three areas of concentration:**

- Writing and Literature: a traditional English major, preparation for graduate or professional school.
- Communication: combining English and Communication courses, preparation for the communication industry or graduate school.
- Education: English Endorsement as preparation for teaching English and Language Arts in middle and secondary schools.

Language Arts Field Endorsement: This is a separate Academic Program, administered by the English and Education Programs:

### English Minor

18 hours including 6 hours of American literature, 3 hours of British literature, 3 hours of world literature, 3 hours of advanced composition, and 3 hours of an English elective.

**Bachelor of Art**

**– English -**

**2010-2011**

**Writing and English Literature**

<b>CORE CURRICULUM</b>	<b>41</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>33</b>	COMP	GRD
Tier I							
ENG 101 English Composition	0			ENG 101 English Composition	3		
FYS First Year Seminar (any number)	1			ENG Advanced Composition OR	3		
Communications (COM 101, 212, Or 225)*	3			ENG 210/310 or 212/312			
PED activity class (varsity sport does not meet requirement)	1				3		
Tier II							
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ENG British Literature	3		
MTH 114 College Algebra	3			ENG American Literature	3		
ETH 200 Ethics	3			ENG American Literature	3		
English	0			ENG World Literature	3		
Fine Arts (any Art, Music or Theater)	3			ENG World Literature	3		
HPS (any history course)	3			ENG electives	6		
Psych or Soc or Economics choice	3			ENG 495 Coordinating Seminar	3		
Tier III							
				<b>MINOR OR SUPPORTING FIELD</b>	<b>18</b>		
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			Choice of minor or supporting field.			
PHL (any Philosophy course)	3			<b>ELECTIVES</b>	<b>36</b>		
THL (any Theology course)	6			Elective credit or second major.			
ELA Exp the Liberal Arts (any number)	3						
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			<b>SECOND MAJOR (optional)</b>			
Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.							
<b>SUMMARY</b>							
CORE CURRICULUM	41						
MAJOR	33						
MINOR	18						
ELECTIVES	36						
<b>TOTAL</b>	<b>128</b>						

**English Communications Double Major  
(Core Curriculum is same, no minor is required)**

<b>ENGLISH MAJOR</b>	<b>27</b>	COMP	GRD	<b>COMMUNICATIONS MAJOR</b>	<b>24</b>	COMP	GRD
ENG 101 Composition	3			COM 100 Survey Communication*	3		
ENG Advanced Composition or	3			COM 150 News Writing	3		
ENG 210/310 or 212/312				COM 210 Interpersonal Communication	3		
	3			COM 330 Gender & Communication	3		
ENG 322 The English Language	3			COM 365 Mass Media	3		
ENG British Literature	3			COM Internship	3		
ENG American Literature	3			COM electives	6		
ENG American Literature	3						
ENG World Literature	3						
ENG Film/Literature	3			<b>ELECTIVES</b>	<b>39</b>		
ENG/COM 495 Coordinating Seminar	3						

**K-12 Teaching Endorsement in English – Additional Coursework**

<b>MAJOR</b>		COMP	GRD	<b>SECONDARY EDUCATION MINOR</b>	<b>41</b>	COMP	GRD
ENG 262 Literature for Young Adults	3			EDU 101 Introduction to Education	3		
ENG Linguistics(Eng Lang or Teach)	3			EDU 201 Tech. & Inst.Mat. In Classroom	3		
Delete one British and World Literature	-6			PSY 203 Adolescent Psychology	3		
<b>SUPPORTING COURSE</b>	3			EDU 312 Educ. Psych.& Measurement	3		
COM 212 Speech for Professionals*	3			EDU 315 Assessment for Learners	2		
<b>SUMMARY</b>				EDU 351 Teaching Reading: Mid.&Sec	3		
CORE CURRICULUM	38			EDU 360 Teaching MID/SEC Students	3		
MAJOR	33			EDU 375 Human Rel. in Multi-Cult.Soc.	3		
MINOR OR SECOND SUBJ TEACH ENDORSEMENT	18			EDU 427 Hist., Phil. & Trends in Educ.	3		
SUPPORTING COURSE	3			EDU 472 Student Teaching: Secondary	10		
<b>TOTAL</b>	<b>133</b>			EDU 495 Student Teaching Seminar	2		
				SPE 101 Introduction to Special Educ.	3		

**Bachelor of Art – Language Arts Secondary Education – 2010-2011**

<b>CORE CURRICULUM</b>	<b>35</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>65</b>	COMP	GRD
Tier I				ENG 101 Composition	3		
ENG 101 Composition	0			ENG ___ Adv Comp (Cr. Or Exp.)	3		
FYS First Year Seminar (any #)	1			ENG 495 Coordinating Seminar	3		
COM 212 Speech for Prof	0			ENG ___ Linguistics(Eng Lang or Teach)	3		
PED activity class (varsity sport does not meet requirement)	1			COM 365 Mass Media & Society	3		
Tier II				COM 202 Spch for Lang.Arts Teachers	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			COM ___ Dramatic Arts	3		
MTH 114 College Algebra	3			COM ___ Journalism	3		
ELA Exp the Liberal Arts (any number)	3			<b>LITERATURE</b>			
ETH 200 Ethics	3			ENG ___ British Literature	3		
ENG (any except for 262, 320, 322, 363, and 495	0			ENG ___ British Literature	3		
Fine Arts (any Art, Music or Theater)	3			ENG ___ American Literature	3		
HPS (any history course)	3			ENG ___ American Literature	3		
PSY/SOC/ECO	3			ENG ___ World Literature	3		
Tier III				ENG 262 Literature for Young Adults	3		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	3			ENG ___ (choice)	9		
PHL (any Philosophy course)	3			COM Public Speaking	3		
THL (any Theology course)	6			<i>Choice (Writing, drama, speech, literature or language)</i>	11		
ENG (any except for 262, 320, 322, 363, and 495	0			<b>SECONDARY EDUCATION MINOR</b>	<b>41</b>		
				EDU 101 Introduction to Ed.	3		
<b>ELECTIVES</b>				EDU 201 Tech.&Inst.Mat. In Classroom	3		
<b>SUMMARY</b>				<i>PSY 203 Adolescent Psychology</i>	3		
CORE CURRICULUM	35			<i>EDU 312 Educ. Psych. &amp; Measurement</i>	3		
MAJOR	65			EDU 315 Assessment of Learners	2		
MINOR	41			<i>EDU 351 Teaching Reading Mid/Sec.</i>	3		
<b>TOTAL</b>	141			EDU 360 Teaching Mid/Sec. Methods	3		
<b>Reading &amp; Writing Subject Endorsement</b>				EDU 375 Human Rel. In Multi-Cult.Soc.	3		
<i>Required courses are italic</i>				EDU 427 Hist., Phil & Trends in Educ	3		
<i>EDU 430 Diag.&amp;Remed. In Read</i>	<b>3</b>			EDU 472 Student Teaching: Sec	10		
<i>EDU 490 Directed Rdgs on Read.</i>	<b>3</b>			EDU 495 Student Teaching Sem	2		
				SPE 101 Intro to Spec.Educ.	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Experiencing the Liberal Arts (ELA)**

The goals of the Experiencing the Liberal Arts (ELA) courses are to foster creativity and stimulate critical thinking, problem-solving and decision-making skills, and to encourage reflection on one's personal philosophy, spiritual, and ethical values. These courses also offer the opportunity for students to interact with faculty from various disciplines as they demonstrate the relationship of the liberal arts to a topic of current interest. In keeping with the mission of College of Saint Mary, the courses attempt to build an awareness of and respect for others regardless of race, religion, ethnicity, or gender; to examine topics from a world community perspective, to include women's roles in and scholarly contributions to the topic, and to foster an attitude of responsibility toward service to others. Students will have the opportunity to develop their competencies in oral and written communication.

## **Fine Arts (FNA)**

The Fine Arts minor will allow students to pursue a broad course of study in the visual and performing arts. Students will begin the minor sequence with three required survey courses focusing on the history and basic principles of art, music and theatre. Students will then choose additional courses selected from any of the three departments, customizing the minor to coordinate with their interests, skills, and career plans.

### **Fine Arts Minor**

Art 200, MUS 206, THR 101, and choice of 9 hours of any other art, music or theatre courses.

## **First Year Seminar (FYS)**

The CSM First Year Seminar is designed to encourage the development of a small group interactive learning community. In this class, students will develop connections with other first year students while learning to participate in and substantially contribute to a group exploration of a particular topic in the liberal arts. Although the topics will vary, all sections will be related to the mission of the university and will focus on discussion-based critical inquiry.

First Year Seminar is to be taken during the first semester a student is enrolled at College of Saint Mary.



## General Studies (BGS)

The Bachelor of General Studies is specifically designed for non-traditional students who seek a bachelor's degree for career advancement and self-improvement. This degree completion program allows students who have an associate's degree or have accumulated a minimum of 64 semester hours with a GPA of 2.50 or above to earn their bachelor's degrees in a timely manner.

The Bachelor of General Studies program provides a curriculum of study which focuses on the development of oral and written communication skills and analytical and ethical thinking, combined with a liberal arts component to balance the technical knowledge previously acquired. Students have the option of adding an Area of Focus.

The Bachelor of General Studies curriculum also allows students the flexibility to earn a degree while using their acquired academic and professional training. The format, unlike a traditional full-time schedule, allows students to move through the curriculum at their own pace, either one course at a time or several courses each semester.

Students must meet Computer, Math, and English competency requirements. English composition must be taken in addition to the above if not included in the associate's degree or transfer hours earned.

### HUM 495 Seminar (3)

The senior seminar is the culminating learning experience for the individual's academic program. It requires the student to synthesize several of the major elements of the student's degree program and design a senior project that reflects professional and academic competence. The final form of the senior project will be negotiated between the student and senior seminar instructor and may include other faculty for technical assistance as necessary. If the student selects the "Area of Focus" option, the student will participate in the regularly offered Senior Seminar with students of that major.

Students may choose a 24 credit hour Area of Focus in a specific program. Up to six hours of this area can be obtained by portfolio. At least 12 hours must be taken at College of Saint Mary. Hours included in the associate's degree or 64-semester hour requirement cannot be applied to the Area of Focus. If an Area of Focus is selected, the seminar course offered in the focus area may be substituted for the BGS seminar requirement. Only the following programs are appropriate for fulfilling the Area of Focus component.

**Art:** One Art History (3 hours), ART 211, 213, 215, plus 12 additional hours selected from among the following ART courses: 217, 223, 225, 227, 250, and 333.

**History:** Any 24 hours of HPS are acceptable; however, the following courses are recommended: HPS 110, 131, 132, 251, 349, 375, 376.

**Music:** Choose 24 hours from the following: MUS 118, 119, 204, 206, 208, 346, 347, 348, six credits in applied music, six credits in chorus.

**Philosophy:** PHL 105, 206, 220, 310, ETH 200, plus six additional hours of Philosophy.

**Communication:** Any 24 credit hours in COM courses.

**Business Administration:** Any 24 credit hours in BUS courses.

**English:** English Minor plus six additional credit hours in ENG courses.

**Social Sciences:** Choose 24 hours from the following: SOC 101, 231, 242, PSY 101, 220; ECO 131; HPS 132, 160.

**Business Information Systems** BIS 140, 211, 212, 331, 350, 360, 380.

**Bachelor of General Studies**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>39</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>		COMP	GRD
ENG 101 English Composition	3			<b>COMPONENT I</b> (Associate Degree or Transfer Credits or CSM credits.	64		
Communications COM 101 or 212	3						
ETH 200 Ethics	3						
English Literature	3						
Fine Arts (any Art, Music or Theater)	3			<b>COMPONENT II</b> (28 additional hours—examination, portfolio, or additional courses)	28		
HPS (any history course)	3						
Social Science	3						
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3						
				<b>SUMMARY</b>			
PHL (any Philosophy course)	3			CORE CURRICULUM	39		
THL (any Theology course)	6			COMPONENT I	64		
ELA Exp the Liberal Arts (any number)	3			COMPONENT II	25		
HUM 495 Seminar	3			<b>TOTAL</b>	<b>128</b>		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***

## **General Studies (GNS)**

The Associate of Arts in General Studies program of study is intended for students who are unsure of the area in which they want to major. This associate degree formalizes each student's course work so that all Core Curriculum requirements for a bachelor's degree are completed by the end of the Associate of Arts in General Studies. In addition, the student is offered a selection of courses to help her sample a variety of fields and possible majors.

The Associate of Arts in General Studies allows the student to articulate into any bachelor's degree at College of Saint Mary (except the Bachelor of Science in Nursing) and to complete the bachelor's degree in two years beyond the Associate of Arts in General Studies.

**Associate of Science – General Studies - 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>REQUIRED ELECTIVES</b>	<b>17</b>	COMP	GRD
Tier I				<i>(17 hrs. from following)</i>			
ENG 101 English Composition	3			ACC 161 Prin of Accounting I	3		
FYS First Year Seminar (any number)	1			ACC 162 Prin of Accounting II	3		
Communications (COM 101, 212, Or 225)	3			ACC 163 Accounting software	1		
PED activity class (varsity sport does not meet requirement)	1			BIO 100 Survey of Biology	3		
Tier II				BIO 101 Survey of Biology - LAB	1		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			BUS 101 Introduction to Business	3		
MTH 112 Intermediate Algebra	3			BUS 323 Management Concepts	3		
ETH 200 Ethics	3			COM 100 Survey of Communications	3		
English	3			CHM 100 & Lab Fundamentals of Chemistry	4		
Fine Arts (any Art, Music or Theater)	3			BIS 140 Intro to Programming: BASIC -or-	6		
HPS (any history course)	3			BIS 143 Intro to Programming: C++	3		
PSY 101 Introduction to Psych.	3			EDU 101 Intro to Education	3		
Tier III				LAW 101 Intro to Paralegal	3		
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			LAW 110 Legal Environment	3		
PHL (any Philosophy course)	3			MTH 114 College Algebra	3		
THL (any Theology course)	3			MTH 115 College Trigonometry	3		
ELA Exp the Liberal Arts (any number)	3			PSY 200 Child Psychology	3		
SOC 101 Introduction to Sociology	3			PSY 203 Adolescent Psychology	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC, THL, WST)	3			PSY 235 Social Psychology	3		
<b>SUMMARY</b>				SOC 231 Social Problems	3		
CORE CURRICULUM	47						
MAJOR	17						
<b>TOTAL</b>	<b>64</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements.***

## **History and Political Science (HPS)**

The history program stresses the value of studying the past in order to better understand human beings and the institutions they have created. One of the best ways to learn about ourselves is to examine how people have behaved over an extended period of time.

History courses are also intended to provide students with an awareness of their social and cultural roots and an appreciation of the variety in human thought and action.

Students are encouraged to study the past with a critical eye, concentrating upon explanation, understanding, and evaluation, rather than simple memorization.

### **History Minor**

18 hours of HPS courses. Courses must include HPS 131, 132, and either 375 or 376.

## Human Services (HSV)

*See Psychology for complete degree information.* As part of the Applied Psychology degree, the Human Services program prepares women to provide services to individuals and families in need of assistance. Through participation in supervised fieldwork, graduates will also have direct hands-on experience, which provides them with the knowledge and skills necessary for a successful human services career.

### Human Services Minor

(23 semester hours) HSV 377/378, plus PSY 230, PSY 233, PSY 332, and PSY 410.

## **Humanities (HUM)**

Students wishing to major in the general area of humanities may receive a bachelor's degree in this area. The Bachelor of Arts in Humanities includes an interdisciplinary major and minor and supporting courses that cover seven academic areas in the humanities. These are: Communications (COM), English (ENG), History and Political Science (HPS), Philosophy (PHL), Theology (THL), Visual Art (ART), and Performing Art (MUS and THR). Also required is an interdisciplinary project designed to integrate knowledge and insights from two or more humanities areas (HUM 495).

A graduate in humanities can bring to a variety of professions a broad background in the liberal arts, an awareness of a person as an intellectual, emotional, physical, ethical, and aesthetic whole; and an understanding of, and a sensitivity to, the human condition. These are qualities essential in interpersonal relationships in all professions.

### **Humanities Minor**

18 hours with 9 from each of two additional humanities disciplines.

**Bachelor of Arts  
2011**

**- Humanities -**

**2010-**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR COURSES</b>	<b>48</b>	COMP	GRD
Tier I				<i>Arts, Music, English, History, Theology, Philosophy, Communications</i>			
ENG 101 English Composition	3			1 <sup>st</sup> Emphasis MAJOR (choose 2 of above)			
FYS First Year Seminar (any number)	1				15		
Communications (COM 101, 212, Or 225)	3				15		
PED activity class (varsity sport does not meet requirement)	1			2 <sup>nd</sup> Emphasis MINOR (choose 2 of above)			
Tier II					9		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3				9		
MTH 114 College Algebra	3			<b>SUPPORTING COURSES</b>	<b>12</b>		
ETH 200 Ethics	3			Choose 1 course in each remaining area			
English	3			HUM 495 Coordinating Seminar	3		
Fine Arts (any Art, Music or Theater)	3						
HPS (any history course)	3			<b>ELECTIVES</b>	<b>21</b>		
PSY or SOC or ECO	3						
Tier III				<b>SUMMARY</b>			
MTH/SCI (Math class higher than MTH 114 or any biology, chemistry, or physical science)	3			Core Curriculum	47		
PHL (any Philosophy course)	3			Hum. Major	30		
THL (any Theology course)	6			Hum Minor	18		
ELA Exp the Liberal Arts (any number)	3			Supporting courses	12		
Choice (ELA, ENG, HPS, PHL, PSY, SOC, THL, WST)	3			Electives	21		
				<b>TOTAL</b>	<b>128</b>		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***



## **Mathematics (MTH)**

The mathematics program at College of Saint Mary is designed to meet the needs of prospective teachers of mathematics, of those who require mathematics as a necessary foundation for their work in other departments, of those who are studying mathematics as a cultural element of a liberal education, and of those whose major interest is in the field of mathematics. College of Saint Mary currently offers a structured four-year course sequence leading to a Bachelor of Science Degree in Mathematics. See Education Program for information on admission, testing, student teaching and certification requirements. See Secondary Minor in Education Sequence for professional education course requirements.

### **Math Minor**

12 hours beyond MTH 202 selected under direction of the program director.
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**Bachelor of Science**

**– Math –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>38</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>35</b>	COMP	GRD
Tier I				MTH 201 Calculus I	4		
ENG 101 Composition	3			MTH 202 Calculus II	4		
FYS First Year Seminar (any #)	1			MTH 203 Calculus III	5		
COM 212 Speech for Prof	0			MTH 242 Statistics	3		
PED activity class (varsity sport does not meet requirement)	1			MTH 266 College Geometry	3		
Tier II				MTH 342 Statistics, Calculus based	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			MTH 350 Abstract Algebra	3		
MTH (Requirement fulfilled by Math courses in Major)	0			MTH 360 Linear Algebra	3		
ELA Exp the Liberal Arts (any number)	3			MTH 450 Differential Equations	3		
ETH 200 Ethics	3			MTH 495 Senior Seminar	1		
ENG (any except for 262, 320, 322, 363, and 495)	3			MTH ___ elective	3		
Fine Arts (any Art, Music or Theater)	3			<b>SUPPORTING COURSES</b>	<b>9</b>		
HPS (any history course)	3			COM 212 Speech for Professionals	3		
PSY 101 General Psychology	3			BIS 140 Programming Concepts	3		
Tier III				BIS 143 Intro to Programming: C++	3		
MTH/SCI (Requirement fulfilled by Math courses in Major)	0						
PHL (any Philosophy course)	3			<b>ELECTIVES</b>	<b>28</b>		
THL (any Theology course)	6						
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			<b>MINOR</b>	<b>18</b>		
				Choose any minor in catalog			
<b>SUMMARY</b>				<b>SECOND MAJOR (optional)</b>			
CORE CURRICULUM	38			Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major			
MAJOR	35						
MINOR	18						
SUPPORTING COURSES	9						
ELECTIVES	28						
<b>TOTAL</b>	<b>128</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***

**K-12 Teaching Endorsement in Math – Additional Coursework**

<b>MAJOR</b>	<b>35</b>	COMP	GRD	<b>SECONDARY EDUCATION MINOR</b>	<b>41</b>	COMP	GRD
MTH 201 Calculus I	4			EDU 101 Intro to Education	3		
MTH 202 Calculus II	4			EDU 201 Tech. & Inst.Mat. In Classroom	3		
MTH 203 Calculus III	5			PSY 203 Adolescent Psychology	3		
MTH 242 Statistics	3			EDU 312 Ed. Psych.& Measurement	3		
MTH 266 College Geometry	3			EDU 315 Assessment for Learners	2		
MTH 342 Statistics, Calculus based	3			EDU 351 Teaching Reading: Mid.&Sec	3		
MTH 350 Abstract Algebra	3			EDU 360 Teaching MID/SEC Students	3		
MTH 360 Linear Algebra	3			EDU 375 Human Rel. in Multi-Cult.Soc.	3		
MTH 450 Differential Equations	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
MTH 495 Senior Seminar	1			EDU 472 Student Teaching: Sec	10		
MTH elective	3			EDU 495 Student Teaching Sem	2		
<b>SUPPORTING COURSES</b>	<b>9</b>			SPE 101 Intro to Special Educ.	3		
COM 212 Speech for Professionals	3			<b>SUMMARY</b>			
BIS 143 Intro to Programming: C++	3			MATH MAJOR	35		
BIS 211 Intro to Programming: COBOL I	3			SUPPORTING COURSES	9		
				CORE CURRICULUM	38		
<b>ELECTIVES</b>	<b>5</b>			SECONDARY EDUCATION	41		
				ELECTIVES	5		
				<b>TOTAL</b>	<b>128</b>		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements.  
Student may be required to complete prerequisite courses.***

## Medical Technology (MDT)

The medical technology curriculum offers preparation to those who wish to do professional diagnostic laboratory work. These professionals may find challenging opportunities in hospitals, clinics, doctors' offices, research, industry, and educational institutions. College of Saint Mary offers two degree programs in this area:

1. Bachelor of Science in Medical Technology (3 + 1).
2. Bachelor of Science in Chemistry or Biology (4 + 1).

Upon completion of the college course work, both programs require one year (12 months) of professional education in an approved medical technology school.

The major characteristics desired in an applicant include high moral standards, scientific curiosity, manual dexterity, academic ability, and a genuine interest in people. In addition to completing the academic college program, students must make application, meet the designated entrance requirements, gain acceptance, and satisfactorily complete the professional year of study before she can receive the baccalaureate degree in medical technology from College of Saint Mary. The process and standards by which applicants are selected for admission to the professional year vary slightly with each clinical institution. The medical technology advisor will assist the student in the application and registration procedures for entrance to the clinical facility during the fall semester prior to the professional year of study. A minimum GPA of 2.5, reference letters, college transcripts, and a personal interview are required for entrance to the clinical facility. Specific admission information can be obtained directly from the clinical institution and/or the medical technology director at College of Saint Mary. Enrollment in the clinical facilities is limited and competitive. Therefore, those students who do not meet the professional admissions requirements during the academic portion of the program are encouraged to pursue other programs. A student in the '3 + 1' program who is not accepted into a professional program or who chooses not to continue may complete a biology degree at College of Saint Mary by completing a 4<sup>th</sup> year of study. Upon graduation, students are eligible to take national certifying examinations.

Fees for the professional year vary with each clinical institution. These fees are paid directly to the institution. A nominal fee rather than the regular tuition is paid to College of Saint Mary during the professional year to cover the administrative and academic work involved with the student and affiliating institution.

Graduate students with a bachelor's in chemistry and/or biology may be eligible for a degree in medical technology by the satisfactory completion of MDT 364 and a year of professional education in an approved school of medical technology.

MDT 364 is taken on campus at College of Saint Mary during the first three years. Medical technology courses offered during the professional clinical rotation may vary slightly depending upon the institution but generally the contents of the courses and credit hours are similar to those given below.

**Bachelor of Science**

**– Medical Technology –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>38</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>40</b>	COMP	GRD
Tier I				BIO 110 General Biology	3		
ENG 101 Composition	3			BIO 111 General Biology Lab	1		
FYS First Year Seminar (any #)	1			BIO 230 Microbiology	3		
COM 212 Speech for Prof	3			BIO 231 Microbiology Lab	1		
PED activity class (varsity sport does not meet requirement)	1			BIO 250 Zoology or BIO 266 Botany	3		
Tier II				BIO 251 Zoo Lab or BIO 267 Bot Lab	1		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	0			BIO 330 Genetics	3		
MTH (Requirement fulfilled by Math courses in Major)	0			BIO 331 Genetics Lab	1		
ELA Exp the Liberal Arts (any number)	3			BIO 491 Advanced Topics in Biology	4		
ETH 200 Ethics	3			CHM 110 General Chemistry	4		
ENG 102 English Comp II	3			CHM 111 General Chemistry Lab	1		
Fine Arts (any Art, Music or Theater)	3			CHM 112 General Chemistry	4		
HPS (any history course)	3			CHM 113 General Chemistry Lab	1		
PSY 101 General Psychology	3			CHM 230 Organic Chemistry I	4		
Tier III				CHM 231 Organic Chem Lab I	1		
MTH/SCI (Requirement fulfilled by Math courses in Major)	0			CHM 232 Organic Chemistry II	4		
PHL (any Philosophy course)	3			CHM 233 Organic Chem Lab II	1		
THL (any Theology course)	6						
				<b>SUPPORTING COURSES</b>	<b>20</b>		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			MDT 364 Immunology	3		
				MTH 114 College Algebra	3		
<b>SUMMARY</b>				MTH 115 College Trig	3		
CORE CURRICULUM	38			MTH 242 Statistics	3		
MAJOR	40			PHY 202/203 Gen Physics I/Lab	4		
PROFESSIONAL STUDY	29			PHY 204/205 Gen Physics II/Lab	4		
SUPPORTING COURSES	20						
ELECTIVES	1			<b>PROFESSIONAL YEAR OF STUDY</b>	<b>29</b>		
<b>TOTAL</b>	<b>128</b>			HOSPITAL:			
				<b>CITY:</b>	<b>STATE:</b>		
				ENROLLED:			
				EDUCATIONAL COORDINATOR:			

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements. Student may be required to complete prerequisite courses.***

## **Military Science**

### **Army Reserve Officers' Training Corps (MIL)**

The Army Reserve Officer's Training Corps (ROTC) program was established at College of Saint Mary in February 1975, when the College concluded an agreement to provide the program of instruction with the military science department of Creighton University. This makes College of Saint Mary the first women's college in the western United States to offer Army ROTC to its students.

The ROTC program is prepared and presented by the military science department of Creighton University and the U.S. Army under an independent contract with College of Saint Mary.

### **Program Objectives**

The program provides training designed to qualify students for an Army Commission while also preparing them for civilian executive and management positions. Hence, the student may earn a commission while earning an academic degree in a discipline of her choice. Leadership training is the core of the Military Science program and is required each semester. It is accomplished, in part, through a leadership laboratory conducted each week and field exercises held each semester. The Basic Course develops an understanding of teamwork and leadership techniques. Leadership is enhanced through practical application in drill, leader reaction exercises and tactical exercises in field situations. Additionally, there are opportunities for optional adventure training in Helicopter Rappelling and Air Assault, Airborne and Mountain Survival Training. Advanced course students plan, organize and conduct the Basic Course leadership program, thereby enhancing their management and supervisory skills. Further growth is achieved through field exercises and enrichment activities, Ranger Training, Physical Training, and Cadet Troop Leadership Training.

### **Advanced Course**

Although Military Science Courses may be taken for credit by any student, only those students formally enrolling in and successfully completing the Advanced Course will receive a commission. If selected for and enrolled in the Advanced Course, the student must agree to complete the remaining two years of ROTC and to accept a commission, if offered, upon completion of the course.

Each Advanced Course student must attend a 32-day Advanced Camp, normally during the summer between their junior and senior year. Advanced Camp consists of the practical application of the instruction and skills learned at Creighton, with emphasis on leadership and physical fitness. Students are paid travel expenses to and from camp as well as a daily working salary. All accommodations, clothing, equipment, and food are provided.

### **Army Reserve/Army National Guard Simultaneous Membership Program (SMP)**

The ROTC Program is normally a four-year program; however, under the Simultaneous Membership Program (SMP), qualified juniors (those who are veterans or those who have successfully completed three years of Junior ROTC or Basic Training with a reserve or national guard unit) may, upon the approval of the Profession of Military Science (PMS), enter the Advanced Course and earn a commission. The student may apply for Active Duty with the U.S. Army upon graduation.

Qualified SMP students may apply for scholarships under the Guaranteed Reserve Forces Duty Scholarship program. This is a two-year scholarship that could be worth nearly \$38,400. Other scholarships may also be available. In addition to the \$350 per month and the Reserve unit pay, SMP students are still eligible for selected Montgomery GI Bill college assistance programs. Total monetary entitlements for even a non-scholarship SMP student during the two-year program could exceed \$28,000

### **Special Opportunities**

Students who have completed 12 months of service in one of the U.S. Armed Services and have achieved junior standing may, upon approval of the PMS, be granted credit for the Basic Course and enroll in the Advanced Course. ROTC credit earned at other universities is transferable to Creighton.

Numerous associated and allied programs and extracurricular activities are available to ROTC students. CTLT (Cadet Leadership Training) and NSTP (Nurse Summer Training Program) are great examples of opportunities available to ROTC students. During the summer after junior year, ROTC students are given the opportunity to travel to various Army Posts throughout the world. These are designed to broaden their knowledge and understanding of the military profession and to allow them to acquire and develop new skills.

### **ROTC Scholarships**

Four- and three-year scholarships are available to all high school seniors who apply and are selected to receive these scholarships while they attend an institution offering a four-year Army ROTC program.

ROTC students who gain acceptance to a professional school in the medical field are eligible to apply for the Uniformed Services Health Professions Scholarship Program, which pays the recipient a monthly stipend plus tuition and other academic expenses. These scholarships are offered in medicine, osteopathy, and psychology (Ph.D., clinical or counseling). Students desiring graduate and professional education are permitted to apply for deferment of service obligation resulting from their ROTC enrollment until the completion of such additional studies. This educational delay is open to those pursuing advanced medical, legal, and seminary professions. Feel free to call if there are any questions at (402) 280-1155/2828.

### **Air Force Reserve Officers' Training Corps (AES)**

The Air Force Reserve Officer Training Corps (ROTC) program was established at College of Saint Mary in 1976. The Air Force ROTC program is prepared and presented by the aerospace studies department at the University of Nebraska at Omaha and the United States Air Force under an independent contract with College of Saint Mary.

The department of aerospace studies is a regular instructional department of the University of Nebraska at Omaha and functions according to the rules and policies of the University and those of the U.S. Air Force. The Air Force ROTC program is open to both men and women and is designed to develop the skills and attitudes vital to the professional Air Force officer. Upon successful completion of the Air Force ROTC program and graduation from the College of Saint Mary, cadets are commissioned second lieutenants, U.S. Air Force. Instruction includes a two-year basic course (General Military Course — GMC) and a two-year advanced course (Professional Officer Course — POC). Students already in college may qualify to join ROTC without completing all four years. Call the detachment for more information.

A number of Air Force ROTC College Scholarships, covering tuition, books, and fees, are available to outstanding cadets. For complete information on the Air Force ROTC program, contact the Department of Aerospace Studies at (402) 554-2318.

### **Aerospace Studies**

Aerospace Studies on all levels are presented to Air Force ROTC students as professional courses designed to enrich their overall academic experience. The academic curriculum of Air Force ROTC consists of two distinct courses. The General Military Course (GMC) covers the freshman-sophomore academic years and is designed to introduce the student to the Air Force. The Professional Officer Corps (POC) covers the junior-senior academic years, and provides opportunities to hone leadership skills in preparation for active duty.

The courses are open to all full-time students. Textbooks and uniforms are furnished at government expense. All students are provided leadership experience through participation in an accompanying leadership laboratory. All courses also include voluntary trips to various Air Force installations throughout the United States. Students enrolled in GMC courses are not in the military service and assume no military obligation. Students with prior military service or high school ROTC experience may receive credit for portions of the GMC program. Entering freshmen should register for AES 131 and AES 001 during registration.



## **Music (MUS)**

The music department offers courses that develop vocal and/or instrumental performance abilities as well as knowledge of music history and theory. Ensemble experience is gained by participation in the College of Saint Mary Chorus.

Individual applied music instruction is available for any student from the complete beginner to the accomplished performer. A student wishing to minor in music is required to take a preliminary examination in music theory and perform an audition in her chosen applied music area. The exam and audition will allow the Director of Music to effectively advise each student regarding her course of study. A student should declare a music minor no later than her sophomore year in order to complete the required courses.

All MUS courses are approved for Fine arts credit in Tiers II and III of the core curriculum.

### **Music Minor**

A minimum of 18 hours including MUS 118, 119, 346, 347, two semesters of MUS 247 and 4 semesters of applied music, attaining at least intermediate level (MUS 210-229)
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### **MUSIC COURSES TAKEN FOR NO CREDIT**

Select music courses, to be determined by Fine Arts Director, may be taken as no credit, instead of as a graded course. The following process should be followed: 1) Fill out add/drop form (Express Center), 2) Obtain signature of Fine Arts Director, and 3) Return form to Express Center with payment of \$50. Registrar Office enters course on student schedule with zero credits and grade of NC. Course may be changed to no credit any time during the semester by a written request to the Registrar's Office with no additional charge. Courses may not be changed from NC to credit after the add/drop period.

### **Applied Music**

Any student may register for beginning level applied music courses. Intermediate or advanced level courses require permission of the instructor and necessary prerequisites. Private lessons will be 30 minutes in length. Daily practice is expected of all students enrolled in applied music courses. Practice requirements are outlined in each instructor's syllabus. Any applied music course number may be repeated for credit. Instruction in additional instruments may be offered. Contact the Director of Music for information.

## **Natural Science (SCI)**

Major and Field Endorsement, Grades 7-12

The natural science field endorsement qualifies the student to teach general science, physical science, chemistry, biology, physics and earth science in grades 7-12. The endorsement requires 50 credit hours of course work in natural sciences and students may choose between a chemistry emphasis or a biology emphasis.

**Bachelor of Science – Natural Science Sec Ed Endorsement – 2010-2011  
Chemistry Emphasis**

<b>CORE CURRICULUM</b>	<b>44</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>51</b>	COMP	GRD
Tier I				<b>BIOLOGY FIELD</b>	<b>12</b>		
ENG 101 Composition	3			BIO 110 General Biology	3		
FYS First Year Seminar (any #)	1			BIO 111 General Biology Lab	1		
COM 212 Speech for Prof	3			BIO 330 Genetics	3		
PED activity class (varsity sport does not meet requirement)	1			BIO 331 Genetics Lab	1		
Tier II				BIO 250/251 Zoology/Zool Lab <b>OR</b>	3		
Science Life/Environmental	0			BIO 266/267 Botany/Botany Lab	1		
MTH 114 College Algebra	3			<b>CHEMISTRY FIELD</b>	<b>25</b>		
ELA Exp the Liberal Arts (any number)	3			CHM 110 General Chemistry	4		
ETH 200 Ethics	3			CHM 111 General Chemistry Lab	1		
ENG (any except for 262, 320, 322, 363, and 495)	3			CHM 112 General Chemistry II	4		
Fine Arts (any Art, Music or Theater)	3			CHM 113 General Chemistry II Lab	1		
HPS (any history course)	3			CHM 232 Organic Chem II	4		
PSY or SOC	3			CHM 233 Organic Chem II Lab	1		
Tier III				CHM 230 Organic Chemistry I	4		
MTH 115 Trigonometry	3			CHM 231 Organic Chemistry I Lab	1		
PHL (any Philosophy course)	3			CHM 340 Biochemistry	4		
THL (any Theology course)	6			CHM 341 Biochemistry Lab	1		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			<b>PHYSICS FIELD</b>	<b>4</b>		
<b>SECONDARY EDUC MINOR</b>	<b>41</b>			PHY 100 Intro to the Physical Sciences	3		
EDU 101 Intro to Education	3			PHY 101 Intro to the Physical Sciences Lab	1		
EDU 201 Integ. Comp. In Classroom	3			<b>EARTH SCIENCE FIELD</b>	<b>10</b>		
PSY 203 Adolescent Psychology	3			BIO 268 Environmental Biology	3		
EDU 312 Educ. Psychology & Meas.	3			BIO 269 Environmental Biology Lab	1		
EDU 315 Assessment of Learners	2			PHY 160 Physical Geology	3		
EDU 351 Teaching Reading: Mid/Sec	3			PHY 164 Introduction to Meteorology	3		
EDU 360 Teaching Mid/Sec. Methods	3			<b>SUMMARY</b>			
EDU 375 Hum. Relations in Multit-Cult.	3			CORE CURRICULUM	44		
EDU 427 Hist., Phil., & Trends in Educ.	3			MAJOR	51		
EDU 472 Student Teaching: Sec	10			SECONDARY EDUC MINOR	41		
EDU 495 Student Teaching Sem	2			<b>TOTAL</b>	<b>136</b>		
SPE 101 Intro to Special Educ	3						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements.***

**Bachelor of Science – Natural Science Sec Ed Endorsement – 2010-2011  
Biology Emphasis**

<b>CORE CURRICULUM</b>	<b>44</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>50</b>	COMP	GRD
Tier I				<b>BIOLOGY FIELD</b>	<b>25</b>		
ENG 101 Composition	3			BIO 110 General Biology	3		
FYS First Year Seminar (any #)	1			BIO 111 General Biology Lab	1		
COM 212 Speech for Prof	3			BIO 330 Genetics	3		
PED activity class (varsity sport does not meet requirement)	1			BIO 331 Genetics Lab	1		
Tier II				BIO 250/251 Zoology/Zool Lab	4		
Science Life/Environmental	0			BIO 266/267 Botany/Botany Lab	4		
MTH 114 College Algebra	3			BIO 340/341 Biochemistry/Lab	5		
ELA Exp the Liberal Arts (any number)	3			BIO 473 Capstone Project	4		
ETH 200 Ethics	3			<b>CHEMISTRY FIELD</b>	<b>15</b>		
ENG (any except for 262, 320, 322, 363, and 495)	3			CHM 110 General Chemistry	4		
Fine Arts (any Art, Music or Theater)	3			CHM 111 General Chemistry Lab	1		
HPS (any history course)	3			CHM 112 General Chemistry II	4		
PSY or SOC	3			CHM 113 General Chemistry II Lab	1		
Tier III				CHM 230 Organic Chemistry I	4		
MTH 115 Trigonometry	3			CHM 231 Organic Chemistry I Lab	1		
PHL (any Philosophy course)	3			<b>PHYSIC FIELD</b>	<b>4</b>		
THL (any Theology course)	6			PHY 100 Intro to the Physical Sciences	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			PHY 101 Intro to the Physical Sciences Lab	1		
<b>SECONDARY EDUC MINOR</b>	<b>41</b>			<b>EARTH SCIENCE FIELD</b>	<b>10</b>		
EDU 101 Intro to Education	3			BIO 268 Environmental Biology	3		
EDU 201 Integ. Comp. In Classroom	3			BIO 269 Environmental Biology Lab	1		
PSY 203 Adolescent Psychology	3			PHY 160 Physical Geology	3		
EDU 312 Educ. Psychology & Meas.	3			PHY 164 Introduction to Meteorology	3		
EDU 315 Assessment of Learners	2			<b>SUMMARY</b>			
EDU 351 Teaching Reading: Mid/Sec	3			CORE CURRICULUM	44		
EDU 360 Teaching Mid/Sec. Methods	3			MAJOR	50		
EDU 375 Hum. Relations in Mult-Cult.	3			SECONDARY EDUC MINOR	41		
EDU 427 Hist., Phil., & Trends in Educ.	3			<b>TOTAL</b>	<b>135</b>		
EDU 472 Student Teaching: Sec	10						
EDU 495 Student Teaching Sem	2						
SPE 101 Intro to Special Educ	3						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Nursing (NUR)**

Nursing education at College of Saint Mary began in 1969 with the establishment of the Associate of Science in Nursing (ASN) Program. In 1979, a plan was implemented to enable licensed practical nurses to earn an Associate of Science Degree in Nursing. In 1983, the Bachelor of Science in Nursing (BSN) Program was added. The Associate of Science in Nursing Program is approved by the Nebraska State Board of Nursing. The BSN Program is designed for registered nurses (RN) who have completed the ASN Program or transferred in after completion of another basic program in nursing that leads to RN licensure. Both the ASN and BSN Programs are fully accredited by the National League for Nursing Accrediting Commission (NLNAC) located at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Telephone: 404-975-5000. The Practical Nursing Program (PN) was started in 2004.

All students in the nursing program are subject to the general policies and procedures described in the appropriate sections of this catalog and in the Nursing Student Policies Handbook.

## **The Programs**

### **Practical Nurse Program (PNC)**

College of Saint Mary has a program for the preparation of practical nurses. The practical nurse program is a full-time, 12-month calendar year program leading to a certificate. Students will take general education support courses that will enhance the understanding of the practical nursing courses in the classroom and the clinical setting. Graduates of the practical nurse program will be able to provide direct nursing care to individuals with common health needs within a structured health care setting under the direction and supervision of a registered nurse or physician. Upon completion of the program, graduates are qualified to write the National Council of State Board of Nursing (NCLEX-PN) examination for practical nursing.

#### Practical Nurse Program Outcomes

Upon completion of the PN Program, the student will:

- recognize abnormal client alterations in human beings across the life span;
- demonstrate the steps of the nursing process and the steps of a client's psychosocial and physical assessment across the life span;
- utilize nursing care plans as they relate to selected alterations in care of the client;
- apply therapeutic communication skills in interactions with the client and health care team;
- apply the legal, ethical and professional responsibilities related to the role of a practical nurse;
- apply the principles of human growth and development in client care across the life span;
- apply principles of teaching learning;
- provide care to clients that recognizes cultural and spiritual diversity;
- implement basic management principles in the care of individuals.
- 

#### Criteria for Admission

1. High school graduate with GPA of 2.0 or GED with appropriate signatures.
2. Official transcripts from all colleges attended.
3. Satisfactory completion of TEAS.

4. Satisfactory completion of basic skills testing in mathematics and English competency. If not, all developmental courses must be completed with a minimum of a GPA of 2.0 prior to enrolling in practical nursing courses.
5. Prior to program start: :
  - a. Completed health record, including immunizations and laboratory results; investigative consumer report and drug screen
  - b. Current CPR card

**Practical Nursing Certificate**

**2010-2011**

<b>SUPPORTING COURSES</b>	<b>7</b>	<b>COMP</b>	<b>GRD</b>	<b>MAJOR PROGRAM COURSES</b>	<b>34</b>	<b>COMP</b>	<b>GRD</b>
BIO 120 Prin. Of Anat & Phy	3			PNC 101 Practical Nursing I	4		
BIO 121 A&P lab <b>OR</b>	1			PNC 102 Practical Nursing II	4		
BIO 200 Anat & Phy I	3			PNC 103 Practical Nursing III	5		
BIO 201 Anat & Phy I Lab	1			PNC 113 Pharm. App. & Med. Admin.	2		
ENG 101 English Composition	3			PNC 123 Trends and Concepts	1		
ENG 099 Dev English (if needed)	(3)			PNC 133 Mental Health Concepts	1		
				PNC 142 Nutrition	2		
				PNC 171 Practical Nurs Clin I	3		
				PNC 172 Practical Nurs Clin II	4		
<b>SUMMARY</b>				PNC 173 Practical Nurs Clin III	4		
MAJOR	34						
SUPPORTING COURSES	7/10			PNC 124 Essentials of Pharmacology <b>OR</b> NUR 224	2		
<b>TOTAL</b>	41/44			PNC 164 Cultural & Spiritual Care	2		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***

## **Associate Degree in Nursing**

Students complete a curriculum that includes a combination of nursing, Core Education and supporting courses. Clinical practice, which is a part of the curriculum, begins in the first semester and extends throughout the program. A variety of health care agencies in the community are used for clinical experience. Clinical practice courses require a 3:1 ratio of contact hours per credit hour earned. Transportation to the clinical facilities is the responsibility of the student.

### **ASN Program Outcomes**

Upon completion of the ASN program, the student will:

1. Incorporate an understanding of the identified categories of human functioning into the planned nursing care of individuals with multi-system alterations.
2. Use the nursing process when providing care for individuals with multi-system alterations in human functioning.
3. Use effective communication skills and principles when interacting with the individual client and significant others and in collaboration with other health team members.
4. Apply knowledge of human development when caring for clients and when interacting as a member of the health care team.
5. Use teaching/learning principles as related to self in the educational process, as a member of the health care team and as a provider of client care.
6. Examine the role of the associate degree nurse as a member of the discipline of nursing.
7. Incorporate selected management principles and skills while functioning within the role of the associate degree nurse.
8. Incorporate concepts of family in the provision of nursing care to individual clients.
9. Identify community resources when appropriate for clients.

The associate degree program is designed to be completed in either one of two tracks: Nursing 2 or Nursing 3. The plan of study is determined by admission criteria that may be full or part-time study. See admission criteria.

The associate degree in nursing plan for the LPN is designed as a day program. Credit for prior nursing education may be achieved through successful passing of the NLN-ACE PN to RN Exams.

Graduates are required to complete a minimum of 72 hours, at least 30 of which must be completed at College of Saint Mary. Graduates of the associate degree program are eligible to apply to take the licensure examination to practice as registered nurses as described in Nebraska statutes relating to nursing, 71-1, 132.14.

The Associate Degree program is designed to be completed in one of two tracks: Nursing 2 or Nursing 3. The Nursing 2 track allows the student to complete the ASN degree in two years. The Nursing 3 track allows the student to complete the ASN degree in three years. The plan of study is determined by admission criteria.

### **High School Applicants:** Criteria for Admission to the Nursing Program

**ASN Two – Year Track Criteria** – Applicant from high school, the following criteria will be used:

Criteria	Data Required
1. High school graduate with cumulative GPA of at least 3.0 (B)	1. Official high school transcript
2. Composite of 23 or better. No other sub score lower than 21.	2. ACT report form recorded on official high school transcript.
3. Complete minimum one semester high school biology and one year high school chemistry.	3. Official high school transcript
4. Evidence of positive references for nursing	4. Two references from employers or school officials

#### **ASN Three-Year Track - Criteria**

Criteria	Data Required
1. High School graduate with grade point average of at least 2.75 (C+)	1. Official high school transcript
2. Composite ACT score of 21 or above. No subscore below 19.	2. ACT report form
3. Evidence of positive references for nursing	3. Two references from employers or school officials

**FOR PROGRESSION TO NURSING CLASSES:** the student must have a CSM college cumulative GPA of 2.5 and have completed a minimum of one science requirement and math elective by the end of Spring semester. A second science requirement must be completed prior to beginning nursing classes. (See Policy 2.6, Progression and Graduation)

The nursing program reserves the right of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and personal suitability for nursing.

#### **ASN Applicant with College Transfer Credit:**

Criteria	Data Required
1. Cumulative grade point average of at least 2.75 with a minimum of C in all natural and biological sciences	1. official college transcript
2. Completion of at least 18 semester hours which must include at least two science courses in nursing curriculum. No development classes will be included in the 18 hour requirement.	2. College transcript
3. Successful completion of English and Math requirement	3. College transcript, ACT, and/or placement test score
4. All students take the TEAS when applying to the nursing program. TEAS scores less than five years old (taken at other schools) will be accepted with proper documentation	
5. Evidence of positive references for	5. Two references from employers or



nursing	school officials
6. The Director of the Nursing Program will consider requests for exceptions and admissions committee will make final decisions on admission exceptions.	

**Prerequisite Requirements for Clinical/Practicum Courses**

1. **Performance Standards:** Successful completion of clinical nursing courses depends on the ability to think critically and to use the nursing process, which includes communication, motor, and interpersonal abilities (Nursing Student Policy 1:3). Technological adaptations can be made for some disabilities; however, a student must perform in a safe and reasonably independent manner. It is not acceptable to use a trained intermediary, as a student's judgment may be influenced by someone else's observations.
2. **CPR Certification:** Prerequisite to and concurrent with all clinical and practicum courses. (Nursing Student Policy 1:3).
3. **Investigative Background Report:** Prerequisite to all clinical and practicum courses. A background check is required of all students prior to beginning clinical or practicum courses to meet clinical agency requirements. (Nursing Student Policy 1:3).
4. **Health Record Requirements:** Prerequisite to and concurrent with all clinical and practicum courses. (Nursing Student Policy 1:3). The Nursing Program may require additional immunizations, drug screening or health screening as needed to meet clinical agency requirements. The student is responsible for any expense incurred in completing this process. The student may be stopped out of nursing courses at any time if not in compliance with this health policy.

**FOR PROGRESSION TO NURSING CLASSES:** the student must have a CSM college cumulative GPA of 2.5 and have completed a minimum of one science requirement and math elective by the end of Spring semester. A second science requirement must be completed prior to beginning nursing classes. (See Policy 2.6, Progression and Graduation)

The nursing program reserves the right of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and personal suitability for nursing.

Undeclared Students must complete a total of eighteen credit hours (these eighteen hours must include two required science courses and math course and will exclude all developmental courses: MTH 098 and ENG 099). Students must maintain a 2.75 CSM GPA (transfer course from other colleges will not count towards GPA) and will then be eligible to complete application process for ASN program.

**Licensed Practical Nurse To ASN applicant:**

Criteria	Data Required
1. Graduate of a Practical Nursing Program with a GPA of 2.75	1. Official transcript from practical nursing school, and high school transcript of GED

2. License Practical Nurse	2. Unencumbered current license
3. Evidence of positive references for nursing	3. Two references (one should be employment related) from individuals able to report on variables of the Nursing Applicant Evaluation Form

**For progression of LPN applicant to nursing classes,** the student must meet the requirements indicated in the “Licensed Practical Nurse to ASN Applicant Criteria” found in the College’s Academic Catalog and meet an accepted score in the Mobility I test, if nursing transfer credit is desired. (See Policy 1.7.) In addition, NUR 222 must be taken in the same semester as NUR 270.

LPN to ASN: LPNs can earn credit equivalent to the first semester of nursing curriculum through successful completion of Advance Challenge Exam. LPN-ASN students must also meet Test of Essential Academic Skills (TEAS) test score requirements and have a cumulative GPA of 2.75 for admission consideration.

## **Graduation**

### **Associate Degree**

The Associate of Science in Nursing degree is granted by College of Saint Mary to those candidates who have been recommended by the faculty of the nursing program and who have completed the following requirements:

1. A minimum of 72 hours as prescribed in the curriculum including math and English competency requirements.
2. A minimum of 30 of the last 45 hours at College of Saint Mary.

Associate of Science		- Nursing -			2010-2011		
CORE CURRICULUM	23-24	COMP	GRD	MAJOR PROGRAM COURSES	34	COMP	GRD
ENG 101 Composition	3			NUR 110 Nursing Concepts	1		
FYS First Year Seminar (any #)	1			NUR 211 Nursing Concepts	1		
COM (Public Speaking)	3			NUR 212 Nursing Concepts	1		
CHM 100 Fund. of Chemistry	3			NUR 213 Nursing Concepts	1		
CHM 100L Lab	1			NUR 100 Intro to Nurs Theory	4		
CHM 101 Recitation (optional)	1			NUR 170 Intro to Nurs. Clin.	4		
ETH 200 Ethics	3			NUR 201 Nurs Lifespan Theory	4		
PSY 101 General Psychology	3			NUR 271 Nurs Lifespan – Clin.	3		
SOC 101 Introduction to Sociology	3			NUR 202 Nurs Lifespan Theory	4		
THL (any theology class)	3			NUR 272 Nurs Lifespan - ClinI	3		
MTH 112 is prerequisite for CHM and MTH 242 (BSN course) if <ACT of 21	(3)						
				NUR 253 Complex Nurs Theory	4		
				NUR 273 Complex Nurs - Cllin	4		
<b>SUMMARY</b>							
CORE CURRICULUM	23-24			<b>ASN SUPPORTING COURSES</b>	<b>14</b>		
MAJOR	34			BIO 200 Anat & Phy I	3		
SUPPORTING COURSES	14			BIO 201 Anat & Phy I Lab	1		
(need an elective credit if do not				BIO 202 Anat & Phy II	3		
Take CHM 101)				BIO 203 Anat & Phy II Lab	1		
<b>TOTAL</b>	<b>72</b>			BIO 230 Microbiology	3		
<b>CHALLENGE OPTIONS</b>				BIO 231 Microbiology Lab	1		
ACE Book One	6			NUR 224 Pharmacology	2		
NUR 144 (LPN-ASN)	3						

Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements.**

Associate of Science		- LPN to ASN -			2010-2011		
CORE CURRICULUM	22-23	COMP	GRD	MAJOR PROGRAM COURSES	34	COMP	GRD
ENG 101 Composition	3			1 <sup>st</sup> year credit through ACE	9		
COM (Public Speaking)	3			NUR 211 Nursing Concepts	1		
CHM 100 Fund. of Chemistry	3			NUR 212 Nursing Concepts	1		
CHM 100L Lab	1			NUR 213 Nursing Concepts	1		
CHM 101 Recitation (optional)	1			NUR 201 Nurs Lifespan Theory	4		
ETH 200 Ethics	3			NUR 271 Nurs Lifespan – Clin.	3		
PSY 101 General Psychology	3			NUR 202 Nurs Lifespan Theory	4		
SOC 101 Introduction to Sociology	3			NUR 272 Nurs Lifespan - ClinI	3		
THL (any theology class)	3			NUR 253 Complex Nurs Theory	4		
MTH 112 is prerequisite for CHM and MTH 242 (BSN course) if <ACT of 21	(3)						
				NUR 273 Complex Nurs - Cllin	4		
<b>SUMMARY</b>				<b>ASN SUPPORTING COURSES</b>	<b>14</b>		
CORE CURRICULUM	22-23			BIO 200 Anat & Phy I	3		
MAJOR	34			BIO 201 Anat & Phy I Lab	1		
SUPPORTING COURSES	14			BIO 202 Anat & Phy II	3		
ELECTIVE	1-2			BIO 203 Anat & Phy II Lab	1		
<b>TOTAL</b>	<b>72</b>			BIO 230 Microbiology	3		
				BIO 231 Microbiology Lab	1		
				NUR 224 Pharmacology	2		
<b>CHALLENGE OPTIONS</b>							
ACE Book One	6			<b>ELECTIVE</b>	<b>2</b>		
NUR 144 (LPN-ASN)	3						

Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements.**

## **Bachelor's Degree in Nursing**

The BSN nursing curriculum is known in nursing as a ladder program. This means the student will complete the associate degree at CSM, take the licensing examination (NCLEX-RN) and become a licensed RN before continuing to the bachelor's degree level. Transfer students will meet admission criteria for the bachelor's degree listed on the following page.

The nursing course sequence for RN's is designed to be completed either in 12 months or by pursuing part-time study over a longer period of time.

Students complete a curriculum that includes upper-division nursing, Core Education and support courses. Independent and facilitated clinical practicums are an integral part of the curriculum. Clinical practicum courses require a 3:1 ratio of contact hours per credit hour earned.

## **BSN Program Outcomes**

Upon completion of the BSN program, the student will:

1. Use nursing process when providing care for clients (individuals, families, groups, and communities).
2. Use communication principles and skills that demonstrate critical thinking, reflection, and problem-solving skills.
3. Assist clients to achieve optimal level of development.
4. Facilitate optimal transitions with emphasis on wellness and prevention of illness.
5. Incorporate learning theories, teaching principles, and principles of life long learning into professional practice.
6. Participate actively in the changing dimensions of nursing.
7. Apply research to practice at the baccalaureate level.
8. Apply concepts of leadership and management in nursing practice.
9. Utilize the concept of family in a variety of health care settings with major emphasis on preventive health care.
10. Apply principles of community in nursing practice.

## **Admission to Nursing Programs Policies:**

1. Students desiring admission to the ASN or BSN Program apply through Enrollment Services and must meet the CSM admissions criteria, which is articulated in the current Academic Catalog.
2. In addition the general high school course requirements, the ASN nursing applicants are required to have satisfactory completion of one year of high school chemistry and one semester of high school biology.
3. Application materials for the nursing program are processed by Enrollment Services and then submitted to the Nursing Program Directors for review.
4. Applications are review by the appropriate Program Director upon receipt of all of the following:
  - a) Application form
  - b) Official copy of high school transcript or GED with appropriate signatures
  - c) Official school transcripts from all colleges attended
  - d) Official school of nursing transcripts, if student has attended a nursing program
  - e) Results of ACT scores and/ or TEAS scores
  - f) Two completed "Nursing Applicant Evaluation Forms" references

5. All students who have graduated from high school within a year of applying for the nursing program will be assessed for entrance into the nursing program based on their GPA from high school and their ACT scores per the policy in the undergraduate catalog.
6. If the applicant meets the criteria for nursing. Enrollment Services will notify the applicant of her acceptance in writing.
7. A personal interview may be requested by the appropriate Program Director.
8. The nursing program reserves the right of admitting only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and person suitability for nursing.
9. To participate in clinical/practicum courses, the student must have the following on file: a) CPR certificate, b) Clinical Agency Requirements, c) Health Record, and be able to meet Performance Standards (See policy 1.2.).

**CSM'S ASN GRADUATES PROGRESSION DIRECTLY ON TO BSN PROGRAM:**

General Criteria	Data Required
1. Graduate with a GPA of 2.5	CSM transcript
2. Registered nurse license in good standing in the state of Nebraska or compact state	2. Verification of unencumbered RN license to ASN/BSN secretary before starting semester

**REGISTERED NURSE TRANSFER OR READMIT APPLICANT (GRADUATE OF NLNAC NURSING PROGRAM)**

General Criteria	Data Required
1. Graduate of an NLNAC accredited AND program with a GPA of 2.5	1. Official transcripts from high school, nursing program, and any other colleges attended
2. Registered nurse license in good standing in the state of Nebraska or compact state	2. Verification of unencumbered RN license
3. Evidence of positive references for baccalaureate nursing	3. Two letters of reference – one employment related and one from nursing program, if graduated in last five (5) years; otherwise, two nursing employment related
4. Successful completion of Math and English requirements, ACT Math and English scores of 21 or higher, or completion of college Math and English courses (non-developmental)	4. College transcripts, ACT and/or placement test score
5. Students without an ACT score or an ACT older than five (5) years will be required to take the TEAS.	

**BSN PROVISIONAL APPLICANT (GRADUATES OF DIPLOMA OR NON – NLNAC NURSING PROGRAM)**

Criteria	Data Required
1. Graduate of a diploma or non-NLNAC	1. Official transcript from high school,

accredited ADN program	nursing program, and any other colleges attended
2. Composite college GPA of 2.5*	2. Official transcripts from Nursing Program and any other colleges attended
3. Validation of prior credit through successful completion of NUR 372	3. Validation of nursing credit by successful completion of NUR 372
4. Registered nurse license in good standing in the state of Nebraska or compact state	4. Verification of unencumbered RN license
5. Evidence of positive references for baccalaureate nursing	5. Two letters of reference – one work related and one from nursing program, if graduated in last five (5) years; otherwise, two work related
6. Successful completion of English and Math requirement	6. College transcripts, ACT and/or placement test scores

\* Provisional and seeks admission to the BSN program with a GPA below 2.5:

a. Admitted as provisional student

b. Must achieve 2.5 GPA for minimum of 15 hours, included in those 15 hours must be NUR 372, MTH 242, and BIO 366.

c. If the fifteen (15) hours are achieved with a 2.5 GPA or greater, the student is accepted into the BSN program unconditionally and then must meet criteria as previously established to continue.

#### **Prerequisite Requirements for Clinical/Practicum Courses**

1. **Performance Standards:** Successful completion of clinical nursing courses depends on the ability to think critically and to use the nursing process, which includes communication, motor, and interpersonal abilities (Nursing Student Policy 1:3). Technological adaptations can be made for some disabilities; however, a student must perform in a safe and reasonably independent manner. It is not acceptable to use a trained intermediary, as a student's judgment may be influenced by someone else's observations.
2. **CPR Certification:** Prerequisite to and concurrent with all clinical and practicum courses. (Nursing Student Policy 1:3).
3. **Investigative Background Report:** Prerequisite to all clinical and practicum courses. A background check is required of all students prior to beginning clinical or practicum courses to meet clinical agency requirements. (Nursing Student Policy 1:3).
4. **Health Record Requirements:** Prerequisite to and concurrent with all clinical and practicum courses. (Nursing Student Policy 1:3). The Nursing Program may require additional immunizations, drug screening or health screening as needed to meet clinical agency requirements. The student is responsible for any expense incurred in completing this process. The student may be stopped out of nursing courses at any time if not in compliance with this health policy.

#### **Progression in the Program**

In order to progress from one semester to the next, the student must complete the program of study in the prescribed sequence. A student who fails a nursing course will be required to repeat that course before progression to the next level of the nursing curriculum. The student must maintain an overall cumulative grade point average of 2.5, earn a minimum grade of C in all natural and biological science courses, math, general psychology and general ethics, and earn a C or SA in each nursing course. A grade below C or an UN in a nursing course is considered failing. When a student is not successful in one component of the nursing course, both components are repeated. The student must comply with the nursing program policies and the ethical standards of the nursing profession.

The nursing program reserves the right of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health, and personal suitability for nursing.

## **Graduation**

### **Bachelor's Degree**

The Bachelor of Science in Nursing degree is granted by College of Saint Mary to those candidates who have been recommended by the faculty of the nursing program and have completed the following requirements:

1. A minimum of 128 hours as prescribed in the curriculum.
2. A minimum of 30 of the last 45 hours at College of Saint Mary.

BSN core requirements may be exempt for those students who transfer at least 15 hours or more from another institution into College of Saint Mary, have successfully completed the course of study for the Associate Degree in Nursing at College of Saint Mary; and have been licensed as a registered nurse by the State Board of Nursing. Students must have a philosophy and theology elective. Any remaining hours to meet the 128-hour BSN degree are to be selected in consultation with the program director.

## **Program of Study**

**The nursing program reserves the right to change the curriculum as deemed necessary for the continuation of high quality education.**

Bachelor of Science		– Nursing –			2010-2011		
CORE CURRICULUM	45-46	COMP	GRD	MAJOR PROGRAM COURSES	59	COMP	GRD
Tier I				<b>ASN Major</b>	<b>34</b>		
ENG 101 Composition	3			NUR 110 Nursing Concepts	1		
FYS First Year Seminar (any number)	1			NUR 211 Nursing Concepts	1		
Communications (Public Speaking)	3			NUR 212 Nursing Concepts	1		
<i>PED activity class (varsity sport does not meet requirement)</i>	1			NUR 213 Nursing Concepts	1		
Tier II				NUR 100 Intro to Nurs Theory	4		
CHM 100 Fundamentals of Chem.	3			NUR 170 Intro to Nurs. Clin.	4		
CHM 100L Lab	1			NUR 201 Nurs Lifespan Theory	4		
CHM 101 Recitation (optional)	1			NUR 271 Nurs Lifespan – Clin.	3		
MTH 242 Statistics*	3			NUR 202 Nurs Lifespan Theory	4		
ETH 200 Ethics	3			NUR 272 Nurs Lifespan - ClinI	3		
<i>ENG (any except for 262, 320, 322, 363, and 495)</i>	3			NUR 253 Complex Nurs Theory	4		
<i>Fine Arts (any Art, Music or Theater)</i>	3			NUR 273 Complex Nurs - CIIin	4		
<i>HPS (any history course)</i>	3			<b>Upper Division Major</b>	<b>25</b>		
PSY 101 General Psychology	3			NUR 372 Health Assessment	3		
Tier III				NUR 438 Nrsng Theories & Resch	4		
PHL (any Philosophy course)	3			NUR 452 Pop. Based Comm. Hlth	3		
THL (any Theology course)	6			NUR 453 Lead&Mgmt in Hlth Care	3		
<i>ELA Exp the Liberal Arts (any #)</i>	3			NUR 455 Prof. Roles Issues in Nrs	3		
SOC 101 Introduction to Sociology	3			NUR 463 Nursing Mgt & Leadership	2		
*MTH 112 is a prerequisite for CHM and MTH 242	(3)			NUR 472 Pr: Pop.Based CommHlth	3		
<b>SUPPORTING FIELD/MINOR</b>	<b>18</b>			NUR 494 Capstone Seminar	4		
Natural Sciences met with supporting courses				<b>ASN SUPPORTING COURSES</b>	<b>14</b>		
<b>ELECTIVES</b>	<b>3-4</b>			BIO 200 Anat & Phy I	3		
<b>SUMMARY</b>				BIO 201 Anat & Phy I Lab	1		
CORE CURRICULUM	45-46			BIO 202 Anat & Phy II	3		
MAJOR	59			BIO 203 Anat & Phy II Lab	1		
SUPPORTING COURSES	20			BIO 230 Microbiology	3		
Electives	3-4			BIO 231 Microbiology Lab	1		
<b>TOTAL</b>	<b>128</b>			NUR 224 Pharmacology	2		
				<b>BSN SUPPORTING COURSES</b>	<b>6</b>		
<b>CHALLENGE OPTIONS</b>				BIO 366 Pathophysiology	3		
ACE Book One	6			Interdiscip.Cultural elective	3		
NUR 144 (LPN-ASN)	3						

**Students transferring in with 15 or more credits may substitute general education transfer courses for the core curriculum courses identified in italics.**

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*  
**Developmental courses cannot be counted toward graduation requirements.**



## **Occupational Therapy (OTH)**

Occupational therapists are essential team members in today's health care continuum. They assist persons of all ages who experience problems in their occupational performance of self-care, home management, work, education, or leisure. Such services are provided to individuals through medical, health, and social service community programs. The occupational therapist provides services of assessment, intervention, case management, education, advocacy, research and consultation in a variety of health care, school, and community settings.

### **The Program**

The combined Bachelor/Master in Occupational Therapy (OT) is a five-year program. Students must pass through a timeline for professional progress review during their studies in the OT program. This review consists of minimum grade point average, portfolio review, and professional behaviors' checklist. The process involves the student evaluating her strengths and areas of concern, under the guidance of a faculty advisor, with the student's success potential based on objective criteria reflective of characteristics deemed important for success in the OT curriculum and the profession. The details of the professional progress review are contained in the OT program student handbook and discussed with the student during the first semester of study.

College of Saint Mary's program requires courses from different areas: biological science, behavioral science, core/general education, and occupational therapy. Each lab course requires 2 hours per credit/week. Clinical/Fieldwork experiences require 4 hours per credit/week. Fieldwork experiences play a vital role in the curriculum by providing opportunities for experiential learning. Level I fieldwork opportunities are initiated in the third year to begin synthesis of academic concepts into practical application. Level II fieldwork/clinical take place in the spring and summer of the graduate year and are arranged by College of Saint Mary's Academic Fieldwork Coordinator. All OT students must *complete* their Level II Fieldwork within 18 months following completion of academic course work. Students should prepare to be in the clinic full time and possibly away from Omaha during most of their fieldwork. All travel and living expenses incurred are the responsibility of the students.

### **Program Objectives**

Educational outcomes of the OT Program upon graduation include: (1) the preparation of competent entry-level occupational therapists; (2) the fostering of attitudes supportive of professionalism, lifelong learning, service, and respect for others that will continue post-graduation; (3) the provision of a balanced curriculum of general education and professional course work, with campus co-curricular activities for the enhancement of mind, body, and spirit; and (4) the development of interpersonal and professional communication skills.

### **Accreditation**

The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, phone (301) 652-AOTA ([www.aota.org](http://www.aota.org)). Graduates of the program will be eligible to sit for the national certification examination for the Occupational Therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to

practice. State licenses are typically based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination, attain state licensure, or complete fieldwork.

### **Admission to Occupational Therapy**

Students applying to the occupational therapy program must first meet the entrance requirements set for College of Saint Mary as set forth in the "Admissions" section of this catalog. Admission to the occupational therapy program requires additional requirements to those of regular college admission.

**High school graduates with no college credits must meet the following criteria:**

1. High school grade point average of 3.0 or above on 4.0 scale.
2. ACT composite score of 21 or above.
3. Successful completion of high school chemistry and biology and three years high school math.
4. Exemption from or successful completion of the Mathematics Competency Examination and the English Competency Examination.

**College transfer students must meet the following criteria:**

1. Completion of 12 credits required in the occupational therapy program. Developmental courses cannot be counted toward fulfillment of this 12-hour requirement. A minimum grade of C is required for successful transfer.
2. One required science course must be included in the above mentioned 12 hours.
3. A cumulative college GPA of 3.0.

Transfer students accepted into the OT Program may transfer credits that satisfy program requirements according to criteria available in the Registrar's office. Students who have graduated from high school more than five years prior to application to the program must meet transfer criteria.

### **Progression in the Program**

In order to progress from one semester to the next, the student must complete the curriculum in the prescribed sequence. A student who fails an occupational therapy course will be required to repeat the course before progressing to the next sequence. The student may repeat only one occupational therapy and one non OT course. The student must maintain an overall cumulative GPA of 3.0, earn a minimum grade of C in all natural and biological science courses, and earn a grade of C or P in each occupational therapy course. A grade below C is considered failing. The student must comply with the occupational therapy program policies and ethical standards of the profession. The occupational therapy program reserves the privilege of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, health and personal suitability for occupational therapy.

Options at College of Saint Mary for students who are unable to progress in the MOT Program are addressed in the OT Student Handbook.

### **Requirements for Clinicals/Fieldwork Practicums**

1. Performance Standards:  
Successful completion of fieldwork courses depends on the ability to think critically and to use the occupational therapy process, which includes communication, motor and interpersonal abilities.  
Technological adaptations can be made for some disabilities; however, a

student must perform in a safe and reasonably independent manner. It is not acceptable to use a trained intermediary, as a student's judgment may be influenced by someone else's observations.

2. CPR Certification:  
Prerequisite to and concurrent with all fieldwork courses.
3. Investigative Background Report:  
Prerequisite upon admission to O.T. Program. A background check is required of all students during the junior year.
4. Health Record Requirements:  
Prerequisite to and concurrent with all fieldwork courses. The O.T. Program requires additional immunizations, drug, or health screenings as needed to meet clinical agency requirements. In addition, the student must show proof of personal medical insurance prior to clinical assignment. The student is responsible for any expense incurred in completing this process. The student may be stopped out of fieldwork courses at any time if not in compliance with this policy.
5. After 128 hours of coursework has been completed and before graduate level classes, students will receive a Bachelor in Rehabilitation Studies. The MOT Degree will be awarded after successful completion of all coursework.

**Combined Bachelor/Master in Occupational Therapy Degree.** Second degree seeking students who already have a bachelor degree can receive the Bachelor in Rehabilitation Studies degree, if and only if they complete the major sequence, graduate courses and core curriculum.

**Master in Occupational Therapy/ Bachelor in Rehabilitation Studies 2010-2011**

<b>CORE CURRICULUM*</b>	<b>41</b>	<b>COMP</b>	<b>GRD</b>	<b>MAJOR PROGRAM COURSES</b>		<b>COMP</b>	<b>GRD</b>
Tier I				<b>Undergraduate Courses</b>	<b>56</b>		
ENG 101 Composition	3			OTH 101 Introduction to OT	3		
FYS First Year Seminar (any #)	1			OTH 201 Found of Health Care	3		
COM 212 Speech for Professionals	3			OTH 303 Found of Therapeutic	3		
PED activity class (varsity sport does not meet requirement)	1			OTH 315 Life Span-Early	3		
Tier II				OTH 325 Life Span-Adoles.(2+1)	3		
SCI Life/Environment	0			OTH 326 Occup Performance Cap.&Media	2		
MTH 242 Statistics	3			OTH 336 Occ Performance Cap.&Media Lab	1		
ETH 200 Ethics	3			OTH 327 Psychosocial Issues in OT	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			OTH 337 Psychosocial Issues in OT Lab	1		
Fine Arts (any Art, Music or Theater)	3			OTH 363 Movement Lab	1		
HPS (any history course)	3			OTH 364 Cognition Perception Lab	1		
PSY 101 General Psychology	3			OTH 373 Fieldwork Seminar	1		
Tier III				OTH 375 Level 1A Fieldwork	1		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Crs)	0			OTH 475 Level 1B Fieldwork	1		
PHL 350 Healthcare Ethics	3			OTH 415 Life Span-Adult	3		
THL (any Theology course)	6			OTH 435 Life Span - Adult - Lab	1		
ELA Exp the Liberal Arts (any number)	3			OTH 416 Occ Explor and Intervention	3		
SOC (any Sociology class)	3			OTH 446 Occ. Exploration & Intervention Lab	1		
<b>SUPPORTING COURSES</b>	<b>14</b>			OTH 417 Health Promotion	3		
BUS 323 Mgmt Concepts:Thry&Appl.	3			OTH 438 Assessment of Performance	2		
OTH 233 Psychosocial Group Dynamics	2			OTH 425 Life Span-Elderly	3		
PSY 220 Lifespan Dev.	3			OTH 445 Life Span - Elderly Lab	1		
PSY 240 Research Methods	3			OTH 437 Educational Principles	3		
PSY 410 Abnormal Psychology	3			OTH 428 Splinting Princ & Prac Lab	2		
				OTH 448 Assistive Tech Princ & Prac	2		
<b>SUPPORTING FIELD</b>	<b>18</b>			OTH 450 Occupation Seminar	1		
BIO 200 Anatomy & Physiology I	3			OTH 476 Level 1C Fieldwork	1		
BIO 201 Anatomy & Physiology Lab	1			OTH 490 Principles of OT Research	3		
BIO 202 Anatomy & Physiology II	3			<b>Graduate Courses</b>	<b>35</b>		
BIO 203 Anatomy & Physiology Lab	1			OTH 526 Life Span Patterns	3		
OTH 362 Kinesiology	3			OTH 576 fieldwork Level 1D	1		
OTH 365 Neuroscience	3			OTH 591 Selected Studies in OT	3		
CHM 100 Fundamental of Chem	3			OTH 651 Advd Theory-Clinical Reasoning	3		
CHM 101 Fund. Of Chem Lab	1			OTH 652 OT Mgmt & Ldrship	4		
<b>ELECTIVES</b>				OTH 673 Fieldword Seminar	1		
<b>SUMMARY</b>				OTH 693 OT Research Capstone	5		
CORE CURRICULUM	41			OTH 674 Fieldwork IIA(Jan-Mar)	6		
UNDERGRAD MAJOR	56			OTH 675 Fieldwork IIB(April-June)	6		
GRADUATE MAJOR	35			OTH 676 Fieldwork IIB (Optional)	3-6		
SUPPORTING COURSES	14			OTH 690 OT Research	3		
SUPPORTING FIELD	18						
<b>TOTAL</b>	<b>164</b>						
<b>BACHELOR IN REHABILITATION STUDIES</b>	<b>129</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***

**2<sup>nd</sup> Degree - Master in Occupational Therapy/Bach in Rehabilitation Studies 2010/11**

<b>CORE CURRICULUM*</b>	<b>15</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>		COMP	GRD
MTH 242 Statistics	3			<b>Undergraduate Courses</b>	<b>56</b>		
PSY 101 General Psychology	3			OTH 101 Introduction to OT	3		
PHL 350 Healthcare Ethics	3			OTH 201 Found of Health Care	3		
THL (any Theology course)	6			OTH 303 Found of Therapeutic Reasng	3		
Theology required if student seeks BRS degree—not required if only pursuing master's degree					3		
<b>SUPPORTING COURSES</b>	<b>14</b>			OTH 315 Life Span-Early			
BUS 323 Mgmnt Concepts:Thry&Appl.	3			OTH 325 Life Span-Adoles.(2+1)	3		
OTH 233 Psychosocial Group Dynamics	2			OTH 326 Occup Performance Cap.&Media	2		
				OTH 336 Occ Performance Cap.&Media Lab	1		
PSY 220 Lifespan Dev.	3			OTH 327 Psychosocial Issues in OT	3		
PSY 240 Research Methods	3			OTH 337 Psychosocial Issues in OT Lab	1		
PSY 410 Abnormal Psychology	3			OTH 363 Movement Lab	1		
				OTH 364 Cognition Perception Lab	1		
<b>SUPPORTING FIELD</b>	<b>18</b>			OTH 373 Fieldwork Seminar	1		
BIO 200 Anatomy & Physiology I	3			OTH 375 Level 1A Fieldwork	1		
BIO 201 Anatomy & Physiology Lab	1			OTH 475 Level 1B Fieldwork	1		
BIO 202 Anatomy & Physiology II	3			OTH 415 Life Span-Adult	3		
BIO 203 Anatomy & Physiology Lab	1						
OTH 362 Kinesiology	3			OTH 435 Life Span - Adult - Lab	1		
OTH 365 Neuroscience	3			OTH 416 Occ Explor and Intervention	3		
CHM 100 Fundamental of Chem	3			OTH 446 Occ. Exploration & Intervention Lab	1		
CHM 101 Fund. Of Chem Lab	1			OTH 417 Health Promotion	3		
				OTH 438 Assessment of Performance	2		
<b>ELECTIVES</b>				OTH 425 Life Span-Elderly	3		
<b>SUMMARY</b>				OTH 445 Life Span - Elderly Lab	1		
CORE CURRICULUM	15			OTH 437 Educational Principles	3		
UNDERGRAD MAJOR	56			OTH 428 Splinting Princ & Prac Lab	2		
GRADUATE MAJOR	35			OTH 448 Assistive Tech Princ & Prac	2		
SUPPORTING COURSES	14			OTH 450 Occupation Seminar	1		
SUPPORTING FIELD	18			OTH 476 Level 1C Fieldwork	1		
<b>TOTAL</b>	<b>138</b>			OTH 490 Principles of OT Research	3		
<b>BACHELOR IN REHABILITATION STUDIES</b>	<b>103</b>			<b>Graduate Courses</b>	<b>35</b>		
				OTH 526 Life Span Patterns	3		
				OTH 576 fieldwork Level 1D	1		
				OTH 591 Selected Studies in OT	3		
				OTH 651 Advd Theory-Clinical Reasoning	3		
				OTH 652 OT Management & Ldrship	4		
				OTH 673 Fieldword Seminar	1		
				OTH 693 OT Research Capstone	5		
				OTH 674 Fieldwork IIA(Jan-Mar)	6		
				OTH 675 Fieldwork IIB(April-June)	6		
				OTH 676 Fieldwork IIB (Optional)	3-6		
				OTH 690 OT Research	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements.***

## Paralegal Studies (LAW)

Upon completion of the Paralegal Studies program majors will:

- Demonstrate comprehensive understanding of selected areas of substantive and procedural law.
- Demonstrate an understanding of the paralegal profession and its ethical dimensions
- Demonstrate effective legal research and writing skills

The Paralegal Studies Program will be recognized as a center of excellence for paralegal education.

The CSM Paralegal Program is approved by the American Bar Association. The paralegal generally works as part of a legal team in a law office, in government, or in a corporate or business setting. The paralegal functions as a case coordinator, researcher, one who interviews clients and witnesses, accumulates evidence, and prepares legal documents. The paralegal is involved in virtually all aspects of the legal process but they work under the supervision of an attorney. According to the American Bar Association, law offices of all sizes and in all practice categories are employing more paralegals than ever before.

The student is introduced to the various topics in law and to the culture of the legal profession. In fact, the student receives instruction in many of the same areas that are required in most law schools, although paralegals are not attorneys and are not authorized to practice law.

Transfer students are expected to take the majority of their credit hours of their major courses at College of Saint Mary. Transfer credits will be evaluated carefully to assure comparability in nature, content and level of credit. Transfer credits in the student's major will be limited to fourteen hours for bachelor students, nine hours for associate students and six hours for Certificate students. The College only accepts transfer credits in law courses from American Bar Association approved schools.

CLEP and challenge examinations will not be given for paralegal courses.

College of Saint Mary offers three routes to a career in the paralegal field: bachelor's degree program, associate degree program, and a certificate program for individuals who hold a bachelor's degree in another field and want to earn a certificate in paralegal studies.

Paralegal studies majors may not complete more than 6 hours of required course work in their major, supporting courses or CORE curriculum requirements by independent study.

Students graduating with a degree or certificate in paralegal studies must have at least in C in all LAW courses.

Note: Some courses will have a service-learning component.

### **Minors also available for nursing majors.**

A paralegal studies major may obtain a minor in any of several fields, including medical science. See the Director of the Paralegal Studies Program for information.

Students in this major may not apply more than six (6) hours of independent study credit or more than nine (9) hours of a combination of independent study, directed readings, or internship credit toward degree completion.

### **Pre-Law Studies**

A number of our CSM graduates wish to continue their education by attending law school. We have designed the following courses of study that will assist a student in that endeavor.

Students who elect to follow a "Pre-Law Studies" curriculum will choose among four majors: Paralegal, Humanities, English or Business. Students will complete courses totaling 30 or more credit hours in the chosen major. The Pre-Law curriculum is completed in addition to the required courses in the student's major and minor. The Pre-Law courses cannot be used as a concentration area for Business Administration majors or as credit for a paralegal certificate. Students will be required to take 17 hours in LAW courses: LAW 110, 200, 210, 220, 300 and 310.

**Associate of Arts**

**- Paralegal Studies -**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>26</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>29</b>	COMP	GRD
Tier I				LAW 101 Intro to Paralegal	3		
ENG 101 Composition	3			LAW 110 The Legal Environment	3		
FYS First Year Seminar (any number)	1			LAW 200 Legal Research & Writing I	3		
COM 101 Oral Communication Skills	3			LAW 210 Legal Research & Writing II	3		
PED activity class (varsity sport does not meet requirement)	1			LAW 220 Law Office Administration	3		
Tier II				LAW 230 Litigation I	3		
MTH 112 Intermediate Algebra	3			<b>ANY 3 OF FOLLOWING</b>	<b>9</b>		
ETH 200 Ethics	3			LAW 300 Torts	3		
SOC 101 Introduction to Sociology	3			LAW 310 Advanced Bus Law	3		
Tier III				LAW 320 Estates, Trust, Tax Law & Prob	3		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	3			LAW 330 Real Estate Law	3		
ELA	3			LAW 340 Contracts	3		
THL (any Theology course)	3			LAW 350 Family Law	3		
				<b>ANY 2 OF THE FOLLOWING</b>	<b>2</b>		
<b>ELECTIVES</b>				LAW 410, 430, 440, or 450	1		
				<b>SUPPORTING COURSES</b>	<b>12</b>		
<b>SUMMARY</b>				ACC 161 Principles of Acctting I	3		
CORE CURRICULUM	26			COM 210 Interpersonal Comm.	3		
MAJOR	29			HSV 231 Interviewing Skills	3		
SUPPORTING COURSES	12			<b>ONE OF THE FOLLOWING</b>			
				PHL 105 Principles of Reasoning	3		
<b>TOTAL</b>	<b>67</b>			PHL 220 Business Ethics	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements***



**Bachelor of Arts**

**- Paralegal Studies -**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>44</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>44</b>	COMP	GRD
Tier I				LAW 101 Introduction to Paralegal	3		
ENG 101 Composition	3			LAW 110 The Legal Environment	3		
FYS First Year Seminar (any number)	1			LAW 200 Legal Research & Writing I	3		
COM 101 Oral Communication Skills	3			LAW 210 Legal Research & Writing II	3		
PED activity class (varsity sport does not meet requirement)	1			LAW 220 Law Office Administration	3		
Tier II				LAW 230 Litigation I	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			LAW 231 Litigation II	3		
MTH 242 Statistics	3			LAW 300 Torts	3		
ELA Exp the Liberal Arts (any number)	3			LAW 310 Advanced Business Law	3		
ETH 200 Ethics	3			LAW 320 Estates, Trust, Tax Law & Prob	3		
ENG Literature	3			LAW 330 Real Estate Law	3		
Fine Arts (any Art, Music or Theater)	3			LAW 340 Contracts	3		
HPS (any history course)	3			LAW 350 Family Law	3		
SOC 101 Introduction to Sociology	3			LAW 490 Legal Seminar	3		
Tier III				LAW ELECTIVE (OPTIONAL)			
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	3			LAW 470 Paralegal Internship (May be substituted for LAW 490)	3		
PHL (any Philosophy course)	0			LAW 410, 430, 440, or 450 (choice of 2)	2		
THL (any Theology course)	6			<b>SUPPORTING COURSES</b>	<b>18</b>		
PSY/SOC 235 Social Psychology	3			ACC 161 Principles of Accounting I	3		
<b>ELECTIVES</b>	<b>4</b>			BIS 220 Adv. Computer Applications	3		
<b>SUMMARY</b>				COM 210 Interpersonal Comm.	3		
CORE CURRICULUM	44			HSV 231 Interviewing Skills	3		
MAJOR	44			PHL 105 Principles of Reasoning	3		
MINOR	18			PHL 220 Business Ethics	3		
SUPPORTING COURSES	18			<b>MINOR</b>	<b>18</b>		
ELECTIVES	4			Choose any minor in catalog			
<b>TOTAL</b>	<b>128</b>			<b>SECOND MAJOR (optional)</b>			
				Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.			

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.  
**Developmental courses cannot be counted toward graduation requirements***

**Post Baccalaureate Certificate**

**– Paralegal Studies -**

**2010-2011**

<b>CORE CURRICULUM SUPPORTING COURSES</b>	<b>9</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>27</b>	COMP	GRD
BIS 101 Introduction to Computers OR BIS 220 Adv. Bus. Applications	3			LAW 101 Introduction to Paralegal	3		
<b>ANY ONE OF THE FOLLOWING</b>				LAW 110 The Legal Environment	3		
COM 210 Interpersonal Comm	3			LAW 200 Legal Research & Writing I	3		
HSV 231 Interviewing Skills	3			LAW 210 Legal Research & Writing II	3		
PHL 105 Principles of Reasoning	3			LAW 220 Law Office Administration	3		
<b>ANY ONE OF THE FOLLOWING</b>				LAW 230 Litigation I	3		
ACC 161 Princ. Of Accounting	3			<b>AND 2 OF THE FOLLOWING</b>	<b>6</b>		
PHL 220 Business Ethics	3			LAW 300 Torts	3		
<b>SUMMARY</b>				LAW 310 Advanced Business Law	3		
MAJOR	27			LAW 320 Estates, Trust, Tax Law & Prob	3		
SUPPORTING COURSES	9			LAW 330 Real Estate Law	3		
<b>TOTAL</b>	<b>36</b>			LAW 340 Contracts	3		
				LAW 350 Family Law	3		
				<b>ANY 3 OF THE FOLLOWING</b>	<b>3</b>		
				LAW 410, 430, 440, or 450	2		

A person pursuing a Certificate in Paralegal Studies who already holds a Bachelor Degree, as stated below, is eligible for LAW 470 Paralegal Internship as a law elective.

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.*

***Developmental courses cannot be counted toward graduation requirements***

## **Philosophy (PHL)**

The philosophy program, inspired by Socrates and guided by the mission of College of Saint Mary, seeks to encourage learning, self-reflection, and personal growth by challenging students to explore their most basic assumptions and emphasizing the importance of seeking the truth rather than accepting the status quo. Philosophy forces students to see things from unfamiliar perspectives, and thus opens their minds to new ways of understanding the world.

Upon graduation, students who have taken philosophy courses will be able to:

1. Think critically about philosophical issues and express such thoughts clearly and in writing.
2. Read diverse philosophical works with an analytic eye.
3. Demonstrate knowledge of some of the varying issues, terminology, and figures in philosophy.
4. Formulate reasonable arguments for their own beliefs and defend those arguments against criticism.
5. Continue the philosophical examination of their beliefs and incorporate this examination into their quest for lifelong learning.

The Core requirement is met by taking ETH 200 (Tier II Ethics) and any other core approved philosophy course.

### **Philosophy Minor**

18 hours to be approved by the philosophy program director and the Arts and Sciences division chairperson.

## **Physical Education (PED)**

Physical Education: Non-Teaching

### **Physical Education Minor**

18 hours including 6 hours from PED 123-155, 208, 308, and 12 additional hours approved by the program director.

## **Psychology (PSY)**

Psychology is the scientific study of human mental processes and behavior. Psychology professionals fit into two broad categories. Applied psychologists are dedicated to helping people with psychological or social problems. These psychologists spend the majority of their time interacting with clients, and work mainly in private practice, schools, hospitals, and clinics. Research psychologists are dedicated to understanding all facets of behavior, including cognitive processes, social interactions, human development, the influence of biology on psychology, and even the study of animals. All of these areas contribute to a complete understanding of the psychology of the human being.

### **The Program**

Students can pursue a Bachelor of Arts degree in Applied Psychology and Human Services, or a Bachelor of Arts degree in Psychology. Either of the two degrees prepares the student well for graduate school, and the Applied Psychology and Human Services degree is specifically designed for the student interested in starting her career in the helping professions immediately upon graduation.

### **Program Requirements**

The student must maintain good academic standing, which means that the student must maintain a GPA of 2.0 or better. In addition, Psychology majors must receive a grade of "C" or better in all psychology courses and an overall GPA of 3.0 or better in all psychology courses to remain in the program. Should a student attain a grade below "C" in any psychology course, the student will have one opportunity to repeat the course at College of Saint Mary in order to raise her grade.

A significant component of successful work in the field of applied psychology is the ability to work effectively with others on an interpersonal level. Prior to beginning HSV 377, each student will be assessed as to whether or not she possesses the appropriate personal attributes required for the field.

### **Minor in Marketing Research and Analysis**

(19 semester hours): BUS 323, BUS 325, BUS 334, BUS 453, BUS 497, BUS 499, and one BUS elective.

### **Minor in Psychology**

(18 semester hours): PSY 101 and 15 semester hours of additional psychology courses approved by both the student's advisor and the Psychology Program Director.

**Bachelor of Art - Applied Psychology and Human Services - 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>51</b>	COMP	GRD
Tier I				<b>Psychology Courses</b>	<b>33</b>		
ENG 101 Composition	3			PSY 101 General Psychology	core		
FYS First Year Seminar (any number)	1			PSY 200 or 220 Developmental PSY	3		
Communications (COM 101, 212, or 225)	3			PSY 233 Group Process and Theory	3		
PED activity class (varsity sport does not meet requirement)	1			PSY 240 Research Methods	3		
Tier II				PSY 242 Statistics	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			PSY 332 Counseling Theory	3		
MTH 114 College Algebra*	3			PSY 350 Cultural Psychology	3		
ETH 200 Ethics	3			PSY 410 Abnormal Psychology	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			PSY 440 An Integrative Approach to Psychology	3		
Fine Arts (any Art, Music or Theatre)	3			PSY elective	3		
HPS (any History course)	3			PSY elective	3		
PSY 101 General Psychology	3			PSY 492 Senior Seminar	3		
Tier III				<b>Human Services Courses</b>	<b>18</b>		
MTH/SCI (Math class higher than MTH 114 or any Biology, Chemistry, or Physical Science)	3			HSV 101 Intro to Human Services	3		
PHL (any Philosophy course)	3			HSV 230 Attitudes and Values	3		
THL (any Theology course)	6			HSV 231 Interviewing Skills	3		
ELA Exp the Liberal Arts (any number)	3			HSV 377 Fieldwork Experience I	3		
SOC 101 Introduction to Sociology	3			HSV 378 Fieldwork Seminar I	2		
<b>ELECTIVES</b>	<b>21</b>			HSV 477 Fieldwork Experience II	3		
				HSV 478 Fieldwork Seminar II	1		
<b>SUMMARY</b>				<b>SUPPORTING COURSES</b>	<b>9</b>		
CORE CURRICULUM	47			BUS 323 Management Concepts	3		
MAJOR	33			SOC OR PSY OR HSV elective	3		
MINOR	18			SOC OR PSY OR HSV elective	3		
SUPPORTING COURSES	9						
ELECTIVES	21			<b>SECOND MAJOR (optional)</b>			
<b>TOTAL</b>	<b>128</b>			Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.			
*Students at Lincoln Campus may count PSY 242 as math requirement and add 3 more credits to electives.	47						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Art - Psychology - 2010-2011**

CORE CURRICULUM	47	COMP	GRD	MAJOR PROGRAM COURSES	34	COMP	GRD
Tier I							
ENG 101 Composition	3			PSY 101 General Psychology	core		
FYS First Year Seminar (any number)	1			PSY 200 or 220 Developmental PSY	3		
Communications (COM 101, 212, or 225)	3			PSY 240 Research Methods	3		
PED activity class (varsity sport does not meet requirement)	1			PSY 242 Statistics	3		
Tier II				PSY 235 Social Psychology	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			PSY elective (200 level)	3		
MTH 114 College Algebra	3			PSY 301 Experimental Research	3		
ETH 200 Ethics	3			PSY 302 Experimental Research Lab	1		
ENG (any except for 262, 320, 322, 363, and 495)	3			PSY elective (300 or 400 level)	3		
Fine Arts (any Art, Music or Theater)	3			PSY elective (300 or 400 level)	3		
HPS (any History course)	3			PSY 410 Abnormal Psychology	3		
PSY 101 General Psychology	3			PSY 440 An Integrative Approach to Psychology	3		
Tier III				PSY 492 Senior Seminar	3		
MTH/SCI (Math class higher than MTH 114 or any Biology, Chemistry, or Physical Science)	3						
PHL (any Philosophy course)	3			<b>MINOR</b>	<b>18</b>		
THL (any Theology course)	6			Choose any minor in catalog			
ELA Exp the Liberal Arts (any number)	3						
SOC 101 Introduction to Sociology	3			<b>SUPPORTING COURSES</b>	<b>9</b>		
<b>ELECTIVES</b>	<b>20</b>			(6 hours from SOC, 6 hours from HSV, PSY, or SOC)			
<b>SUMMARY</b>				SOC OR PSY OR HSV elective	3		
CORE CURRICULUM	47			SOC OR PSY OR HSV elective	3		
MAJOR	34			SOC 101 Introduction to Sociology	core		
MINOR	18			SOC (any # except for 101)	3		
SUPPORTING COURSES	9						
ELECTIVES	20			<b>SECOND MAJOR (optional)</b>			
<b>TOTAL</b>	<b>128</b>			Minimum of 30 credits beyond first major —must complete all major courses and supporting courses specified for second major.			

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Sociology (SOC)**

Sociology is the scientific study of groups, institutions, and societies with a focus on how they are organized and how they change. Sociologists attempt to build theories and discover uniformities about societies, communities, institutions, organizations, small groups, interpersonal relations, social movements, social classes, and social conflicts. A knowledge of these social forms and processes provides both an enriched liberal arts education and preparation for various professions.

The sociology department, in cooperation with other departments, offers a social science major for teaching endorsement. The department also offers a minor in sociology.

### **Minor in Sociology**

(18 semester hours): SOC 101 and 15 semester hours of additional sociology courses approved by both the student's advisor and the Behavioral Sciences Program Director.



**Bachelor of Art – Social Science Secondary Education – 2010-2011**

<b>CORE CURRICULUM</b>	<b>38</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>60</b>	COMP	GRD
Tier I				HPS 110 American Government	3		
ENG 101 Composition	3			HPS 131 History of U.S. to 1865	3		
FYS First Year Seminar (any #)	1			HPS 132 History of U.S. Since 1865	3		
COM 212 Speech for Prof	3			HPS 160 World Geography	3		
PED activity class (varsity sport does not meet requirement)	1			HPS 210 American Foreign Policy	3		
Tier II				HPS 260 Regional Geography	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			HPS 349 Nazi Germany	3		
MTH 114 College Algebra	3			HPS 375 Western Civ. To 1500	3		
ELA Exp the Liberal Arts (any number)	3			HPS 376 Western Civ. Since 1500	3		
ETH 200 Ethics	3			HPS History Elective	6		
ENG (any except for 262, 320, 322, 363, and 495)	3			HPS/SOC/PSY/ECO/Anthro.	6		
Fine Arts (any Art, Music or Theater)	3			ECO 131 Macroeconomics	3		
HPS (any history course)	0			ECO 133 Microeconomics	3		
PSY 101 General Psychology	0			PSY 101 General Psychology	3		
Tier III				PSY elective	3		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	3			SOC 101 Introduction to Sociology	3		
PHL (any Philosophy course)	3			SOC/Anthro Elective	6		
THL (any Theology course)	6			<b>SECONDARY EDUCATION MINOR</b>	<b>41</b>		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	0			EDU 101 Introduction to Education	3		
				EDU 201 Tech.&Inst.Mat. In Classroom	3		
<b>ELECTIVES</b>				PSY 203 Adolescent Psychology	3		
<b>SUMMARY</b>				EDU 312 Educ. Psych. & Measurement	3		
CORE CURRICULUM	38			EDU 315 Assessment of Learners	2		
MAJOR	60			EDU 351 Teaching Reading Mid/Sec.	3		
MINOR	41			EDU 360 Teaching Mid/Sec. Methods	3		
<b>TOTAL</b>	<b>139</b>			EDU 375 Human Rel. In Multi-Cult. Soc.	3		
				EDU 427 Hist., Phil & Trends in Educ	3		
				EDU 472 Student Teaching: Sec	10		
				EDU 495 Student Teaching Sem	2		
				SPE 101 Intro to Spec.Educ.	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***

## **Spanish (SPN)**

### **Spanish Minor**

The Spanish program offers students the opportunity to learn and improve language proficiency, as well as cultural awareness. Courses with an emphasis in medicine and business are offered to meet the needs of professional programs that have a need for bi-lingual graduates.

### **Minor Sequence:**

### **Courses**

A minimum grade of C is required for every course that is a prerequisite for another course.

### **Spanish Minor**

The Spanish minor has a prerequisite of first year Spanish language (111 & 112). After completing first year the student will take 18 hours to include: second year Spanish language, (6 credits); conversation and grammar/composition (6 credits); and 6 credits of choice with an emphasis on medicine or business or civilization and culture and literature.

### ***Spanish Placement Exam***

*In order to be placed in the correct Spanish class, students must take the Spanish placement exam. The placement exam is administered by the Spanish Program Director. The placement exam can be taken during the school year. During the summer the student will need to make an appointment with the Spanish Program Director*

**Bachelor of Art**

**– Spanish Secondary Education –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>44</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>36</b>	COMP	GRD
Tier I				SPN 211 Intermediate Spanish I	3		
ENG 101 Composition	3			SPN 212 Intermediate Span II	3		
FYS First Year Seminar (any #)	1			SPN 321 Conversation	3		
COM 212 Speech for Prof	3			SPN 421 Advanced Conversation	3		
PED activity class (varsity sport does not meet requirement)	1			SPN 322 Grammar and Composition	3		
Tier II				SPN 333 Literature for Child & Youth	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			SPN 495 Research Seminar	3		
MTH 114 Algebra or MTH 242 Statistics	3			SPN 499 Independent Study	3		
ELA Exp the Liberal Arts (any number)	3			<b>12 HOURS FROM THE FOLLOWING:</b>			
ETH 200 Ethics	3			SPN 351 Civilization & Culture I	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			SPN 352 Civilization & Culture II	3		
Fine Arts (any Art, Music or Theater)	3			SPN 411 Survey Literature I	3		
HPS (any history course)	3			SPN 412 Survey Literature II	3		
PSY 101 General Psychology	3			SPN 444 Study Abroad	3		
Tier III				<b>SUPPORTING COURSE</b>	<b>3</b>		
MTH/SCI (Requirement fulfilled by Math courses in Supporting Courses)	3			ENG 320 Linguistics for Teachers	3		
PHL (any Philosophy course)	3			<b>SECONDARY EDU MINOR</b>	<b>41</b>		
THL (any Theology course)	6			EDU 101 Intro to Education	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	0			EDU 201 Tech.&Inst.Mat. In Classroom	3		
				PSY 203 Adolescent Psychology	3		
<b>ELECTIVES</b>	<b>1</b>			EDU 312 Educ. Psych. & Measurement	3		
<b>SUMMARY</b>				EDU 315 Assessment of Learners	2		
CORE CURRICULUM	44			EDU 351 Teaching Reading Mid/Sec.	3		
MAJOR	36			EDU 360 Teaching Mid/Sec. Methods	3		
MINOR	44			EDU 375 Human Rel. In Multi-Cult.Soc.	3		
SUPPORTING COURSE	3			EDU 427 Hist., Phil & Trends in Educ	3		
ELECTIVES	1			EDU 472 Student Teaching: Sec	10		
<b>TOTAL</b>	<b>128</b>			EDU 495 Student Teaching Sem	2		
				SPE 101 Intro to Spec.Educ.	3		
				SPE 240 Classroom Management	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. **Developmental courses cannot be counted toward graduation requirements.***

## Special Education (SPE)

Persons with this endorsement may teach children and youth who are mildly and/or moderately disabled who are verified as per 92 NAC 51 as students with specific learning disabilities, speech language impairments (language verification only), mental handicap: mild, mental handicap: moderate behavior disorders, orthopedic impairments, autism, other health impairments, and traumatic brain injury. Persons with this endorsement may also teach verified children and youth who are placed in multi-categorical programs.

Requirements for the Mildly/Moderately Handicapped Endorsement are the following: SPE 101/501, 220/520, 222/522, 240/EDU 540, 331/531, 333/533, 373/573 430/530, 470 or 471/571, 495/595, and 496. These hours are taken in addition to required hours for obtaining elementary education or middle/secondary school certification.

Students who successfully meet state required competencies qualify for a Nebraska Teaching Certificate and the Iowa Provisional Certificate. Completion of the Special Education program does not guarantee certification. Continuous growth in knowledge, pedagogy and professionalism as well as satisfactory performance during student teaching is required in the recommendation for certification. Transportation during student teaching is the responsibility of the student.

Since certification requirements of various states are not uniform, a student planning to teach in a state other than Nebraska or Iowa should inquire about specific requirements for that state.

Intensive reading and writing experiences are integrated into all Teacher Education courses.

**Minor:** A minor in special education is available upon completion of 18 hours in special education course work as assigned by the special education advisor. Program admission criteria and requirements are identical to that of the elementary education major (refer to elementary education admission, student teaching and certification requirements).

Appropriate use of instructional technology is modeled and integrated into content and pedagogy of all education courses.

**Bachelor of Science**

**– ECE/ELD/Special Education –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>34</b>	COMP	GRD
Tier I				PSY 200 Child Psychology	3		
ENG 101 Composition	3			ECE 231 Play, Creat & Artis.Dev. In ECE	2		
FYS First Year Seminar (any #)	1			ECE 232 Language Arts in ECE	2		
COM 200 Spch for El Tchrs	3			ECE 233 Health, Safety and Nutrition	2		
PED activity class (varsity sport does not meet requirement)	1			ECE 234 Mth, Sci & Soc Stud. In ECE	2		
Tier II				ECE 235 Observ. & Assess. In ECE	2		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			ECE 236 Phys. Dev. & Creat. Movement	2		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			ECE 242 Admin. ECE Programs	3		
ELA Exp the Liberal Arts (any number)	3			ECE 334 Curr. Planning in ECE	3		
ETH 200 Ethics	3			ECE 343 His. Trends in ECE	3		
ENG Literature	3			SPE/ECE 470 Student Teaching:	5		
Fine Arts (any Art, Music or Theater)	3			SPE/ECE 495 Student Teaching: Seminar	2		
HPS (any history course)	3			SPE/ECE 496 Research Sem	2		
PSY 101 General Psychology	3			<b>ELEMENTARY EDUCATION MAJOR</b>	<b>44</b>		
Tier III				EDU 101 Introduction to Ed.	3		
Physical/Earth Science	3			EDU 201 Tech. & Inst. Mat in Classroom	3		
PHL (any Philosophy course)	3			EDU 312 Educ. Psych. & Msrmt	3		
THL (any Theology course)	6			EDU 315 Assessment of Lrnrs	3		
HPS (any history course)	3			EDU 342 Children's Literature	3		
<b>ELECTIVES</b>				EDU 350 Teaching Reading: El. & Mid.	3		
<b>SPECIAL EDUCATION END.</b>	<b>21</b>			EDU 353 Teach. Nat&Soc.Sci.: El. & Mid.	3		
SPE 101 Introduction to Spec. Education	3			EDU 355 Teaching Math: El. & Mid.	3		
SPE 220 Nat. & Eff. Mid/Mod Han.	3			PED 357 Health & Phys. Educ. Methods	3		
SPE 222 Inter. Mat. & Assess	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
SPE 240 Guid. & Class Mgmnt	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
SPE 331 Instr. Strat/Rem. Main	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
SPE 333 Pol./Prog. For Except.	3			SPE 430 Diag. & Eval of Reading	3		
SPE 373 Critical Issues in SPED	3			EDU 470 Student Teaching: Primary -or-	5		
<b>SUMMARY</b>				EDU 471 Student Teaching: El. & Mid.	5		
CORE CURRICULUM	47			<b>SUPPORTING COURSES</b>	<b>3</b>		
DOUBLE MAJOR	78			MTH 112 Inter Algebra or above	3		
SPEC ED ENDORSEMENT	21						
SUPPORTING COURSES	3						
<b>TOTAL</b>	<b>149</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements*

**Bachelor of Science – Elementary Education/Special Education – 2010-2011**

<b>CORE CURRICULUM</b>	<b>47</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>47</b>	COMP	GRD
Tier I				EDU 101 Introduction to Education	3		
ENG 101 Composition	3			PSY 200 Child Psychology	3		
FYS First Year Seminar (any #)	1			EDU 201 Tech. & Inst. Mat in Classroom	3		
COM 200 Spch for El Tchrs	3			EDU 312 Educ. Psych. & Measurement	3		
PED activity class (varsity sport does not meet requirement)	1			EDU 315 Assessment of Learners	3		
Tier II				EDU 342 Children's Literature	3		
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			EDU 350 Teaching Reading: El. & Mid.	3		
MTH 114 College Algebra or MTH 262 Numbers & Geometry	3			EDU 353 Teach. Nat&Soc.Sci.:El. & Mid.	3		
ELA Exp the Liberal Arts (any number)	3			EDU 355 Teaching Math: El. & Mid.	3		
ETH 200 Ethics	3			PED 357 Physical & Health Ed	3		
ENG Literature	3			EDU 372 Integ.Fine Arts Inst.in Classrm	3		
Fine Arts (any Art, Music or Theater)	3			EDU 375 Human Rel. in Multi-Cultural Society	3		
HPS (any history course)	3			EDU 427 Hist., Phil. & Trends in Educ.	3		
PSY 101 General Psychology	3			SPE 430 Diag. & Evaluation of Reading	3		
Tier III				EDU 470 Student Teaching: Primary OR	5		
Physical/Earth Science	3			EDU 471 Student Teaching: El. & Mid.	5		
PHL (any Philosophy course)	3			<b>SPECIAL EDUCATION MAJOR</b>	<b>31</b>		
THL (any Theology course)	6			SPE 101 Introduction to Spec. Ed.	3		
HPS (any history course)	3			SPE 220 Nat. &Eff.Mild.&Mod.Hand. Con.	3		
<b>ELECTIVES</b>				SPE 222 Assess. of Diverse Learners	3		
<b>SUPPORTING COURSE</b>	3			SPE 240 Guid. & Class Management	3		
MTH 112 Inter. Algebra or higher	3			SPE 331 Instr. Strat. For Diverse Learners	3		
<b>SUMMARY</b>				SPE 333 Spec. Ed. Law & Ethics	3		
CORE CURRICULUM	47			SPE 373 Critical Issues in Spec. Education	3		
ELEMENTARY MAJOR	47			SPE 470 Student Teaching: Primary -or-	5		
SPECIAL EDUCATION MAJOR	31			SPE 471 Student Teaching: El.&Mid.	5		
SUPPORTING COURSE	3			SPE 495 Student Teaching Seminar	2		
<b>TOTAL</b>	<b>128</b>			SPE 496 Research Seminar	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Theology (THL)**

The Theology Program approaches the study of theology as an academic discipline with its own methodology, and it challenges students to apply critical analysis and reflection to the events, people, and issues that have shaped our world in the past and in the present. The Theology Program integrates religious experience, meaning, openness to truth, and the search for God into the students' personal lives as well as their professional/career paths.

A major in theology can provide the student with theological background helpful to the following professions: CCD/Sunday school instructor, Director of Religious Education, campus ministry, youth ministry, theology/religion instructor in a parochial/private school system, parish/Church work, Catholic journalism, etc. In addition, a major provides the academic background for graduate studies in theology.

Study in theology is both rewarding and fascinating for students because of contemporary cultural interest in both spirituality and religion. In addition, theology addresses the central questions regarding human existence, God, meaning and purpose, suffering, sin/evil and so complements any current or later study in other disciplines.

### **Religious Identity:**

While College of Saint Mary affirms its Roman Catholic and Mercy tradition and identity, students need not be Catholic in order to take or succeed in a theology course and/or pursue a major or minor in theology. The Theology Program seeks to honor and engage other religious traditions in conversation with the Catholic tradition. A spirit of respect and interfaith openness characterize each course in the Theology Program.

### **Theology Requirements**

Bachelor degree-seeking students are required to take 6 hours of theology to satisfy Core Curriculum requirements. Students should verify that a particular course fulfills the Core Curriculum requirement and that they have taken any required prerequisites.

Associate degree-seeking students are required to take 3 hours of theology to satisfy Core Curriculum requirements. Students should verify that a particular course fulfills the Core Curriculum requirement and that they have taken any required prerequisites.

### **Major Sequence:**

Students seeking a major in theology are required to maintain a GPA of 2.5 or above in all theology and supporting courses as well as successfully complete 36 credit hours of theology, as approved by the Program Director. These 36 credit hours include the senior theology research project that is completed under the supervision and guidance of an assigned member of the Theology Program. Students with a double major will be required to successfully complete a senior research project under the direction of assigned faculty from each program. Unless they are double majors, all theology majors are required to obtain a minor in another discipline.

### **Major Sequence (teaching, K-12):**

Theology majors seeking a teaching endorsement are required to maintain a GPA of 2.5 or above in all theology and supporting courses as well as successfully complete 36 credit hours of theology, as approved by the Program Director. These 36 credit hours

include the senior theology research project that is completed under the supervision and guidance of an assigned member of the Theology Program.

These theology majors seeking a teaching endorsement are also subject to all the requirements of the Education Program. During registration such students are required to also consult with the Education Program in addition to consultation with the Theology Program. The supporting course for theology students seeking a teaching endorsement is PSY 203.

#### **Theology Minor**

18 credit hours. Students are encouraged to consult with a member of the Theology Program so as to most effectively choose courses that pertain to their interests and purposes.



**Bachelor of Art**

**– Theology –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>41</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>36</b>	COMP	GRD
Tier I							
ENG 101 Composition	3			THL 201 Intro Hebrew Script	3		
FYS First Year Seminar (any #)	1			THL 202 Intro New Testament	3		
COM (Public Speaking)	3			THL 223 Jesus: Yesterday and Today	3		
PED activity class (varsity sport does not meet requirement)	1			THL 495 Research Seminar	3		
Tier II				<b>Choice w/approval from Program Director (24 Cred.)</b>			
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			THL 203 Found. of Catholicism	3		
MTH 114 or 242 (College Algebra or Statistics)	3			THL 209 Ways of Faith	3		
ELA Exp the Liberal Arts (any number)	3			THL 215 Christian Life & Ser.	3		
ETH 200 Ethics	3			THL 227 Christian Signs & Symbols	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			THL 310 Approaches to God	3		
Fine Arts (any Art, Music or Theater)	3			THL 320 Church & Social Jus.	3		
HPS (any history course)	3			THL 325 Hist Dev Amer Christianity	3		
PSY/SOC/ECO (any number)	3			THL 354 Christian Spirituality	3		
Tier III				THL 360 Women in Christian Tradition	3		
MTH/SCI (any BIO, CHM or MTH numbered over 114 course)	3			Special Topics	3		
PHL (any Philosophy course)	3			<b>MINOR AND/OR 2<sup>ND</sup> MAJOR AND ELECTIVES</b>	<b>51</b>		
THL (see major)	0						
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			2 <sup>ND</sup> Major: Minimum of 30 credits beyond first major — must complete all major courses and supporting courses specified for second major			
<b>SUMMARY</b>							
CORE CURRICULUM	41						
MAJOR	36						
MINOR	18						
Electives or Second Major	33						
<b>TOTAL</b>	<b>128</b>						

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

**Bachelor of Art**

**– Theology Secondary Education –**

**2010-2011**

<b>CORE CURRICULUM</b>	<b>41</b>	COMP	GRD	<b>MAJOR PROGRAM COURSES</b>	<b>36</b>	COMP	GRD
Tier I							
ENG 101 Composition	3			THL 201 Intro Hebrew Script	3		
FYS First Year Seminar (any #)	1			THL 202 Intro New Testament	3		
COM (Public Speaking)	3			THL 223 Jesus: Yesterday and Today	3		
PED activity class (varsity sport does not meet requirement)	1			THL 495 Research Seminar	3		
Tier II				<b>Choice w/approval from Program Director (24 Cred.)</b>			
Science Life/Environmental (BIO 100, 110, 120, 164, 250, 266, 268, 300, 345, 400)	3			THL 203 Found. of Catholicism	3		
MTH 114 or 242 (College Algebra or Statistics)	3			THL 209 Ways of Faith	3		
ELA Exp the Liberal Arts (any number)	3			THL 215 Christian Life & Ser.	3		
ETH 200 Ethics	3			THL 227 Christian Signs & Sym	3		
ENG (any except for 262, 320, 322, 363, and 495)	3			THL 310 Approaches to God	3		
Fine Arts (any Art, Music or Theater)	3			THL 320 Church & Social Jus.	3		
HPS (any history course)	3			THL 325 Hist Dev Amer Christ	3		
PSY/SOC/ECO (any number)	3			THL 354 Christian Spirituality	3		
Tier III				THL 360 Women in Christian Tradition	3		
MTH/SCI (any BIO, CHM or MTH numbered over 114 course)	3			Special Topics	3		
PHL (any Philosophy course)	3			<b>EDUCATION MINOR K-12</b>	<b>51</b>		
THL (see major)	0			EDU 101 Intro to Education	3		
Choice (ELA, ENG, HPS, PHL, PSY, SOC THL, WST) (any course)	3			EDU 201 Tech in Classroom	3		
<b>ELECTIVES</b>	<b>3</b>			PSY 200 Child Psychology	3		
				PSY 203 Adoles. Psychology	3		
<b>SUMMARY</b>				EDU 312 Educ. Psych.& Measurement	3		
CORE CURRICULUM	41			EDU 315 Assessment of Learners	2		
MAJOR	36			EDU 350 TeachRead: EI & Mid	4		
MINOR	51			<b>or</b> EDU 351 TeachReadMid/Sec			
Electives or Second Major	3			EDU 342 Children's Literature	3		
<b>TOTAL</b>	<b>131</b>			<b>OR</b> ENG 262 Young Adult Lit re			
				EDU 360 Teaching Middle/Sec School	3		
				EDU 375 Human Rel. in Mul/Cult.Soc.	3		
				EDU 427 Hist/ Phil & Trends/ Ed	3		
				EDU 470 Stud Teach: Primary	5		
				<b>OR</b> EDU 471 StdTeach: Intermed			
				EDU 472 Stud Teach:Sec	5		
				EDU 495 Stud Teach Sem	2		
				SPE 101 Intro to Special Educ.	3		
				SPE 240 Guid.&Class Management	3		

*Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives. Developmental courses cannot be counted toward graduation requirements.*

## **Theatre (THR)**

The theatre curriculum is designed to give students a broad introduction to various aspects of the theatrical arts. All THR courses are approved for fine arts credit in Tiers II and III of the Core Curriculum.

Theatre courses develop communication, presentation, and interpersonal skills that are useful in many careers.

## **Women's Studies (WST)**

Women's Studies is an interdisciplinary program that provides opportunities to examine the experiences and movements of women's lives. In Women's Studies courses, students will study feminist methodology and theory and learn how to apply these to past and present situations. Students may choose from a variety of courses that focus on women's contributions in the arts and literature, women's history, and women's philosophy and spirituality. Other courses study women in the professions and their position in current culture. Some courses incorporate a service-learning project at one of the many women's centers or services in the Omaha area.

A minor in Women's Studies complements any major chosen by the student and provides an interesting and often neglected perspective in education. A student choosing to minor in Women's Studies will have the opportunity to explore past and current trends that affect the lives of women in their careers and in their personal lives. This minor is excellent preparation for future experiences in the work force and in graduate school.

### **Women's Studies Minor**

Eighteen credit hours of courses designated WST must be completed. Of these 18 credit hours, at least 12 must be beyond General Education requirements.

## Course Descriptions

### Accounting

#### **ACC 161 Principles of Accounting I (3)**

Introduces the principles, concepts and applications of accounting as a business decision-making tool. Focus is on the understanding and completion of the accounting cycle and producing and analyzing basic financial statements. An introduction to a computerized accounting program is also included. Prerequisite: MTH 098

#### **ACC 162 Principles of Accounting II (3)**

Continues the development of the concept that accounting is a decision-making tool. Emphasis is on basic cost accounting and managerial decision techniques. Additional work with a computerized accounting program is pursued. Prerequisites: ACC 161 or permission of program director. Recommended: MTH 112.

#### **ACC 163 Software for Accounting I (1)**

As a supporting course in business administration, this course is designed to familiarize students with an accounting software program. Students will complete an accounting cycle by inputting transactions, creating financial statements, and evaluating the results. Choice of software program may vary by semester. Prerequisite: ACC 161

#### **ACC 321 Financial Management (3)**

A study of the principles governing the financial operations of business, the tools of financial analysis, the methods of financing an organization, capital budgeting, mergers, reorganizations and bankruptcy. The role of accounting information in the financial management process is emphasized. Prerequisites: ACC162, MTH 112. Recommended: MTH 242. (Also listed as BUS 321.)

#### **ACC 361 Intermediate Accounting Theory I (3)**

Study of the theories and concepts of financial accounting. Focus is on revenue and expense recognition concepts, financial statement preparation and on understanding and applying accounting theories to the asset section of the balance sheet. Quantitative business application and decision-making tools are used extensively in the course. Prerequisites: ACC 162, ENG 101, BIS 101 and MTH 112. Recommended: MTH 242.

#### **ACC 362 Intermediate Accounting Theory II (3)**

Continues the study of the theories and concepts of financial accounting. Focus is on understanding and applying the theories to the liability and equity sections of the balance sheet, and to special financial accounting problems. Quantitative business application and decision-making tools are used extensively in the course. Prerequisites: ACC 361, ENG 101, and MTH 112. Recommended: MTH 242.

#### **ACC 365 Income Tax Accounting I (3)**

A study of the Federal income taxes as they apply to individuals. Prerequisite: ACC 362 or permission of program director.

#### **ACC 366 Income Tax Accounting II (3)**

A study of Federal income taxes as they apply to businesses and fiduciary entities. Prerequisite: ACC 365 or permission of program director.

**ACC 369 Cost Accounting (3)**

Cost accounting records, principles, and practices used in accounting for production management, job order and process cost accumulation methods. Quantitative business application and decision-making tools are used extensively in the course. Prerequisites: ACC 361, MTH 242, and BIS 220 or permission of program director.

**ACC 388 Experimental Course (1-3)**

A course not regularly scheduled but may be offered according to the needs of the student. Subject matter will vary accordingly. Prerequisites vary with the offerings.

**ACC 391 Independent Study (1-3)**

Special interest project undertaken and developed by the student. Prerequisite: departmental approval.

**Art****ART 200 Introduction to Art (3)**

A non-studio course designed to acquaint the student with basic components of the visual arts and architecture.

**ART 202 Survey of Art History (3)**

A survey of the development of the visual arts from prehistoric period to the 15th century.

**ART 204 Survey of Art History (3)**

A survey of the development of the visual arts from the 15th century to the early 20th century.

**ART 206 American Art History (3)**

A study of the evolution of American art within a historical context. Artistic movements as well as the work of individual artists are presented in light of historical and cultural trends.

**ART 208 Women in Art (3)**

A study of the role and work of women artists from the Middle Ages to the present in an effort to foster an appreciation for the contributions of women to art which have been largely overlooked. (Also listed as WST 208.)

**ART 211 Color and Design (3)**

Basic introduction to the elements and principles of visual expression both for the design student and for the individual who wishes to develop an understanding of art. Studio six hours per week.

**ART 213 Basic Drawing (3)**

Designed to expand the student's conceptual range and capacity for critical and personal vision. Basic problems are designed to experiment with a wide range of materials and techniques. Studio six hours per week.

**ART 215 Beginning Painting (3)**

An introduction to basic techniques of painting with acrylic. Emphasis on representational subject matter, primarily landscapes and still life. Studio six hours per week.

**ART 217 Ceramics (3)**

Techniques in hand building, wheel throwing, glazing and decoration. Emphasis on functional and aesthetic design. Studio six hours per week.

**ART 223 Printmaking (3)**

A study of materials and techniques involved in the fundamental processes of silk-screening and relief printmaking. Studio six hours per week.

**ART 225 Jewelry (3)**

Techniques of metal work adapted to three-dimensional design. Cutting, soldering and casting techniques are explored. Students work with silver, bronze, and copper metals. Studio six hours per week.

**ART 227 Sculpture (3)**

An exploration of different materials, such as wood, clay, plaster, and plastics. Emphasis is placed on learning various casting techniques and use of tools. Studio six hours per week.

**ART 250 Production Art (3)**

This course will touch briefly on the various aspects of preparing art for reproduction (primarily lithoprinting). This would include layout, design, typography, and actual production (keyline, paste-up). Also included will be problem solving with photography and illustration as it pertains to production.

**ART 287 Experimental Course (3)**

Media and techniques of this course will vary from semester to semester in line with current trends.

**ART 313 Advanced Drawing (3)**

Advanced students will work out problems with the instructor that will use sound drawing skills with thought-provoking problems in composition and individual expression. Studio six hours per week. Prerequisite: department approval.

**ART 315 Advanced Painting (3)**

This course serves as an opportunity for the serious painter to study in-depth. Students will work closely with the instructor in developing a structured experience, balanced with an opportunity for personal exploration. Studio six hours per week. Prerequisite: departmental approval.

**ART 333 Photography (3)**

Introduction to basic concepts, processes and techniques of black and white photography including camera use, exposure, darkroom procedures, lighting and its controlled application. Studio six hours per week.

**ART 360 Teaching of Art (3)**

See Education 360.

**ART 391 Independent Project (1-2-3)**

Individual projects carried out by the student under faculty direction. Prerequisite: departmental approval.

### **ART 495 Senior Thesis (3)**

Directed study in a major area, culminating with an art exhibit in the Hillmer Art Gallery. The College reserves the right to keep for its permanent collection one piece of student work completed under its direction. An exhibition in the Hillmer Art Gallery is a privilege reserved for those students whose works meet standards established by the art department. Studio six hours per week. Prerequisite: departmental approval.

## **BIOLOGY**

### **BIO 100 Survey Biology (3)**

Survey of fundamental concepts of biology relating how those concepts influence or may influence the student's life. Designed primarily for non-science majors. Lecture three hours per week.

### **BIO 101 Survey Biology Laboratory (1)**

An introduction to biological methods using microscopic and gross investigations of plants and animals. Lab three hours per week.

### **BIO 110 General Cellular Biology (3)**

A study of the basic principles of biology. Course topics will focus on cellular principles, metabolism, and genetics. Lecture three hours per week. No prerequisites.

### **BIO 111 General Cellular Biology Laboratory (1)**

A hands-on investigation of cellular principles, metabolism, and genetics. Lab three hours per week.

### **BIO 120 Principles of Anatomy and Physiology (3)**

An introductory study of the cells, tissue and organ systems of the human organism. Muscle, nervous, digestive, cardiovascular, respiratory, and excretory physiology will be emphasized.

### **BIO 121 Principles of Anatomy and Physiology Lab (1)**

Using a hands-on approach, students will explore major anatomical and physiological concepts. Cytological and anatomical concepts will be investigated through models, preserved minks, and the dissection of preserved tissues. Physiological concepts will be examined though in-class experiments.

### **BIO 164 Human Genetics and Disease States (3)**

An introduction to cell structure with a discussion of mitosis and meiosis leading to a study of genetics. This course aims to provide a basic introduction to the mechanics of human heredity and to the ways in which these mechanics may fail, leading to disease. No prerequisites.

### **BIO 188 Experimental Course (3)**

The subject matter and method of this course will vary in keeping with current trends.

### **BIO 200 Anatomy and Physiology I (3)**

This course will cover structure and function of cells, tissues, body organization, integumentary, skeletal, muscular, nervous and endocrine systems. Prerequisite: CHM 100 or concurrent enrollment. Concurrent enrollment in BIO 201.

### **BIO 201 Anatomy and Physiology I Lab (1)**



Application of anatomical and physiological concepts in a laboratory setting. Microscopic analysis of select tissues will be coupled with models, dissections, and laboratory exercises to develop a better understanding of the body systems covered in BIO 201. Lab meets three hours per week. Concurrent enrollment in BIO 200 is required.

**BIO 202 Anatomy and Physiology II (3)**

This course will cover structure and function of cardiovascular, immune, respiratory, digestive, renal, and reproductive systems. Prerequisite: BIO 200/201 and CHM 100. Concurrent enrollment in BIO 203.

**BIO 203 Anatomy and Physiology II Lab (1)**

Application of anatomical and physiological concepts in a laboratory setting. Microscopic analysis of select tissues will be coupled with models, dissections, and laboratory exercises to develop a better understanding of the body systems covered in BIO 201. Lab meets three hours per week. Concurrent enrollment in BIO 202 is required.

**BIO 220 Human Anatomy (3)**

A detailed analysis of cytological, historical and anatomical structure of the body based on a systemic approach. Gross anatomy, microanatomy, and anatomical terminology will be stressed. Lecture three hours per week. To be taken concurrently with BIO 221.

**BIO 221 Human Anatomy Laboratory (1)**

Application of historical, cytological, and anatomical concepts using models, fetal pig, cat, and preserved specimens. Microscopic analysis of select tissues and organs will also be stressed. Lab three hours per week. To be taken concurrently with BIO 220.

**BIO 222 Human Physiology (3)**

A detailed analysis of the functioning of the human organism, stressing a biochemical basis. Important concepts in cell physiology, nerve and muscle physiology, cardiovascular physiology, excretory physiology, and respiratory physiology will be developed. Lecture three hours per week. Prerequisites: BIO 220 and 221 or permission of instructor. Prerequisite or concurrent enrollment in CHM 100 or higher.

**BIO 223 Physiology Lab (1)**

Application of physiological concepts in a laboratory setting. Cell, muscle, nerve, respiratory, and cardiovascular physiology will be stressed. Analysis of physiological chemistry, organ physiology, and organismal physiology will be carried out. Lab three hours per week. When required, the course is taken concurrently with BIO 222. Prerequisite or concurrent enrollment in CHM 100 or higher.

**BIO 230 Microbiology (3)**

A study of the general and medical bacteriology, immunology, virology, mycology, and parasitology. Lecture three hours per week. Prerequisite or concurrent enrollment in CHM 100 or equivalent, or higher.

**BIO 231 Microbiology Laboratory (1)**

An introduction to microbiological techniques. Investigations of bacterial anatomy and physiology. Lab three hours per week.

**BIO 245 Introduction to Field Biology (3)**

An introduction to the basic techniques and methods used to study biology in an outdoor environment. A brief survey of botany, zoology, and ecology concepts will be included. Multiple outdoor experiments, collections, and field trips will be performed. Students may not receive credit for both BIO 245 and BIO 345.

**BIO 250 Zoology (3)**

An introduction to the morphological behavioral and ecological diversity of vertebrate and invertebrate animals.

**BIO 251 Zoology Laboratory (1)**

A hands-on laboratory investigation of the morphological, behavioral, and ecological diversity of vertebrate and invertebrate animals. Special attention will be given to animals that are parasites of humans. Lab three hours per week.

**BIO 265 Forensic Science (4)**

This course will survey the major principles and techniques used in forensic science. Topics will include study of human and skeletal remains, trauma to the human body, facial reconstruction, forensic entomology and botany, hair and fiber analysis, fingerprinting, pathology used in identification, and toxicology. This course will also include an examination of the techniques used in recovery, replication, and analysis of DNA. Lecture three hours and Lab three hours per week.

**BIO 266 Botany (3)**

An introductory study of plants, their classification, identification, structure, and life cycle.

**BIO 267 Botany Laboratory (1)**

A hands-on laboratory investigation of the classification, morphological, life cycles, and ecological diversity of plants. Lab three hours per week.

**BIO 268 Environmental Biology(3)**

Study of the basic principles and concepts of the biology of populations, communities, and ecosystems as they relate to environmental sustainability and biodiversity. Environmental threats to biodiversity and environmental sustainability including use of water, mineral, and energy resources and threats from pollution and climate change will be explored.

**BIO 269 Environmental Biology Laboratory (1)**

A hands-on laboratory investigation of the principles and concepts of environmental science laboratory techniques. Lab three hours per week.

**BIO 271 Practicum (1-4)**

A supervised program in which the student may gain practical experience by participating in an off-campus program in conjunction with a hospital, school system or community agency. Prerequisite: permission of the instructor.

**BIO 300 General Microbiology (3)**

A study of the basic principles of microbiology. Topics covered will include the history of microbiology including classic experiments, microbial structure and function, nutrition, growth, control, metabolism, and genetics of microbes. Diverse microbial organisms will be covered and include viruses, bacteria, archaea, fungi, algae, and protozoa. Microbial roles in symbiotic relationships, the environment, and the food industry will be discussed. Biotechnology involving microbes will also be covered. This

course is designed for upper level biology majors and minors but is appropriate as a Tier III core science course as well. Concurrent enrollment in the associated laboratory, BIO301, is required. Prerequisite: BIO 110/111.

**BIO 301 General Microbiology Lab (1)**

An introduction to microbiological techniques. Investigations of bacterial anatomy and physiology, growth conditions, genetics, and basic biotechnology will be conducted.

**BIO 330 Genetics (3)**

An introduction to the basis of inheritance from molecular to organismal level with emphasis on the role of genetics in evolution and adaptation to the environment, as well as considerable human application. Lecture three hours per week. Prerequisite: BIO 110, 111, MTH 114.

**BIO 331 Genetics Laboratory (1)**

A study of basic genetic principles with the aid of a variety of organisms and online lab exercises. The laboratory requires considerable independent work. Prerequisite: concurrent enrollment in BIO 330 or permission.

**BIO 340 Biochemistry (4)**

Structure and function of proteins (and enzymes), lipids and carbohydrates are discussed. Energetics of biochemical reactions and enzyme kinetics are included. Lecture four hours per week. Prerequisite: Advanced standing in chemistry curriculum including successful completion of the following courses or equivalent or permission: CHM 232/233 or permission of the instructor. (Also listed as CHM 340.)

**BIO 341 Biochemistry Laboratory (1)**

Application of basic methods and techniques in biochemistry. Chemical and enzymatic analyses are performed by colorimetric, electrophoretic and chromatographic techniques. Lab is three hours per week. Prerequisite: concurrent enrollment in BIO 340 or permission of the instructor. (Also listed as CHM 341.)

**BIO 345 Field Biology (3)**

An introduction to the basic techniques and methods used to study biology in an outdoor environment. A brief survey of botany, zoology, and ecology concepts will be included. Multiple outdoor experiments, collections, and field trips will be performed. Students enrolled in BIO 345 should be able to apply the knowledge and techniques learned to design and implement a field research project that demonstrates an understanding of the scientific method as well as mastery of the field techniques covered in the class. Students may not receive credit for both BIO 245 and BIO 345.

**BIO 355 Natural History and Culture of Costa Rica (3)**

After a period of intense study and preparation at College of Saint Mary, students will travel to Costa Rica, where they will be directly exposed to the sights, sounds, and sensations of the rainforest. They will see and interact with a wide diversity of plants, animals, and wonders of nature. Students will improve the earth by planting trees in a protected rainforest. They will also explore the Hispanic culture and traditions of Costa Rica by directly interacting with native Costa Ricans and even participate in an authentic Fiesta.

**BIO 361 Teaching of Biology (3)**

See Education 360.

**BIO 364 Immunology (3)**

A study of the nature and theory of antigen-antibody interaction, mechanisms of immunity, principles and procedures of serodiagnosis. Prerequisites: BIO 110/111 or permission of the instructor. (Also listed as MDT 364.)

**BIO 366 Pathophysiology (3)**

Deals with the disruption of normal physiology with the alterations, derangements, and mechanisms involved in disruption and how they manifest themselves as signs, symptoms, physical and laboratory findings. General methods of treatment will also be covered. Prerequisites: BIO 202 and 203 or permission of the instructor.

**BIO 370 Embryology (3)**

An in-depth analysis of the embryological development of the human organism. Histogenesis and organogenesis will be discussed in terms of genetic control, cell migrations, cell differentiation, and the effects of inducers. Lecture three hours per week. Prerequisites: BIO 110/111, 202, and 203, or permission of the instructor.

**BIO 371 Embryology Laboratory (1)**

An investigation of the stages of development of the chick, fetal pig, and human. Concepts of meiosis, implantation, gastrulation, and organogenesis will be developed. Lab three hours per week. To be taken concurrently with BIO 370.

**BIO 390 Molecular Biology (3)**

Structure, function and regulation of genes and gene products are discussed extensively using both eucaryotic and procaryotic systems. Cell structural/functional relationships are stressed. Special emphasis is placed on biotechnology as it is employed in understanding cell structure and regulation of cellular physiology. Lecture three hours per week. Prerequisite or concurrent enrollment in BIO 110/111, 250/251, 266/267 or departmental approval.

**BIO 391 Molecular Biology Lab (1)**

Application of basic methods and techniques of biotechnology. Gene cloning, identification, and mutagenesis techniques are emphasized. Methods employed are southern blots, northern blots, western blots, DNA isolation, RNA isolation, plasmid and viral cloning vectors, and chromatography. Lab three hours per week. Concurrent enrollment in BIO 390, or departmental approval.

**BIO 400 Introduction to Toxicology (3)**

The basic principles of toxicology covered will include measuring toxicity and assessing risk, how toxins are absorbed, distributed, metabolized and excreted by the human body, carcinogenesis and teratogenesis, response of different organ system to toxins, ecological and environmental issues. Specific toxins or classes of toxins will be covered as appropriate for each topic. A list of specific toxins that might be discussed includes but is not limited to heavy metals, benzene, pesticides, nitrates, tetrodotxin, mustard gas, nerve gases, venoms, ricin or other compounds that appear in the news. Lecture three hours per week. Prerequisite: BIO100/101 or BIO110/111.

**BIO 420 Directed Readings in Biology and Medicine (1-3)**

An overview of selected readings in biology and/or medicine designed to give the student a general knowledge of the topics at the level of present day research. Prerequisite: permission of the instructor.

**BIO 465 Advanced Forensic Science (4)**

This course will examine advanced topics and lab techniques used in forensic science. Topics will include study of human and skeletal remains, facial reconstruction, forensic entomology and botany, hair and fiber analysis, fingerprinting, toxicology and DNA analysis & profiling. Students will cap the course off by giving oral and poster presentations on a real forensic case they researched. Lecture three hours and Lab three hours per week. Prerequisite: BIO 265.

#### **BIO 473 Capstone Project (1-4)**

Under the guidance of a faculty mentor, the student designs an independent project to be completed before graduation. The final report must be written in scientific style as a thesis and approved by two faculty members. A seminar presentation of the student's project at Scholar's Day and possibly the Nebraska Academy of Sciences is required before graduation. Prerequisite: departmental approval.

#### **BIO 491 Advanced Topics in Biology (1-4)**

An independent project enabling a student to gain some expertise in an area of interest. Prerequisite: permission of the program director.

### **Business Administration**

#### **BUS 101 Introduction to Business (3)**

Students are introduced to business from a multitude of perspectives ranging from the contributions made by free enterprise to the U.S. economy to an examination of the interaction and interdependence among the discrete functions within a company. This course also provides an overview of careers in business.

#### **BUS 110 The Legal Environment (3)**

This survey course considers the different substantive areas of the law: the history of the American legal system; a general overview of the type of law applicable to the legal assistant (corporate law, litigation, estate administration, real estate, bankruptcy, torts, contracts, family law, and the like); an introduction to basic legal principles, including the judicial system; a discussion of the court system and the role of the courts-trial and appellate; Federal and state limitations in seeking judicial relief; judicial decision-making; judicial remedies; criminal procedures and legislation; administrative and government law; the sources of the law; and an overview of the elements of a trial. (Also listed as LAW 110.)

#### **BUS 150 Personal Finance (3)**

An elective within the business program, personal finance is a study of the principles of sound financial decision making in the context of the U.S. Economic structure. Students will be guided through goal setting, techniques and guidelines for choosing between financial alternatives, and processes for monitoring and evaluating financial performance. Major topics are goal setting, budgeting, consumer credit, insurance, taxes, retirement and estate planning. This course is a survey course. In-depth investment, tax, retirement and estate concepts are presented in other courses.

#### **BUS 212 Employment Law (3)**

This course will provide students with an overview of the legal aspects under Federal and state law of employment discrimination, including Title VII, the Equal Pay Act, disability statutes, and sexual harassment. This course will also address employment issues found in worker's compensation law, the Americans with Disabilities Act, the Fair Labor Standards Act, OSHA, family leave acts, and the legal issues involved in

interviewing, hiring, discipline, and firing. Prerequisite: BUS/LAW 110 and sophomore standing.)

**BUS 226 Personnel Supervision (3)**

Study of the principles of authority and responsibility, delegation and communication; organization charts, job descriptions, policies and procedures; employee motivation, discipline and performance evaluation.

**BUS 230 Principles of Electronic Commerce (3)**

This course provides an overview of E-commerce as it impacts business functions such as accounting, economics, finance, management and marketing as well as addresses topics such as security and safety when doing business in the Internet environment. Prerequisite: None. (Also listed as BIS 230)

**BUS 231 Interviewing Skills and Case Management (3)**

Methods of obtaining relevant information in a variety of settings are discussed and practiced. The documentation, reporting and use of information are presented for selection of personnel or case planning. Methods of designing and implementing programs for clients are practiced. (Also listed as COM and HSV 231.)

**BUS 233 Group Process: Theory and Practice (3)**

Theoretical and practical approaches to conducting and participating in task- and experience-oriented groups are presented. Students practice various process skills in a simulated group setting. A major focus is on assisting group members in working toward and achieving group goals in a variety of settings. (Also listed as COM, PSY and HSV 233.)

**BUS 242 Statistics (3)**

Collection and tabulation of data, averages and measures of dispersion, correlational and regression analysis, probability and sampling, hypothesis testing, performing Chi Square, t, f, and some non-parametric tests. Prerequisites: C or better in MTH 112 or 3 years of high school mathematics including advanced algebra or permission of program director. (Also listed as MTH and PSY 242.)

**BUS 300 Business Writing (3)**

Being successful in business requires an ability to communicate effectively in writing. This course focuses on appropriate techniques for framing and communicating various types of information. Prerequisite: ENG 101.

**BUS 310 Advanced Business Law (3)**

This course emphasizes the practice related to formation and operation of sole proprietorships, partnerships, limited partnerships, limited liability partnerships, limited liability corporations, and corporations. It includes partnership agreements and corporate documents, the formation of corporations, corporate financial structures, dividends and liquidations, changes in corporate structure and the dissolution of corporations. This course also includes incorporation procedures in Nebraska and the preparation and drafting of documents. (Listed as LAW 310)

**BUS 321 Financial Management (3)**

A study of the principles governing the financial operations of business, the tools of financial analysis, the methods of financing an organization, capital budgeting, mergers, reorganizations, and bankruptcy. The role of accounting information in the

financial management process is emphasized. Prerequisites: ACC 161, 162, and MTH 112. Recommended: MTH 242. (Also listed as ACC 321.)

### **BUS 322 Investments (3)**

The purpose of this course is to enable the student to gain an understanding of various financial investments from an individual and, to a lesser degree, an institutional viewpoint. Techniques of analysis of stocks, bonds, and other investments will be studied. The student will also develop an appreciation of the importance of different financial models and markets of the American free enterprise system.

### **BUS 323 Management Concepts: Theory and Application (3)**

The study of the fundamental principles and techniques employed in the administration and management of organizations. Management functions, including planning, organizing, staffing, directing, coordinating, reporting and budgeting, are covered as well as leadership, interpersonal relations and decision-making. A discipline-specific research project ties application to theory. Prerequisite: 30 semester hours

### **BUS 325 Organizational Behavior (3)**

This course is designed to provide an understanding of human behavior within organizational environment and includes topics such as group dynamics, effective communications, potential impact of organizational structure on communications and processes, and change management.. (Also listed as PSY and SOC 325.)

### **BUS 327 Human Resources Management (3)**

Contemporary theory and practices relating to the management of people together with the theory and applications of behavioral science as a part of the total management system.

### **BUS 330 Project Management (3)**

This course will provide the student with an understanding of methods and practices in the field of project management. Project and program management is one of the fastest growing professions in today's business world. This course will study the functions involved in project and program management and allow the student to develop a full understanding of every aspect needed to become a competent project management professional. Students will use project management software for an assigned project during the semester. Prerequisite: BUS 323 or permission of the program director. (Also listed as BIS 330).

### **BUS 331 Money and Banking (3)**

A descriptive and analytical study of the basic principles of money, banking, and finance as they are related to business and public policy. A study of the creation of the nation's money supply and the impact of monetary policies on the performance of the economy. Prerequisites: ECO 131. Recommended: MTH 112. (Also listed as ECO 331.)

### **BUS 334 Principles of Marketing (3)**

A study of modern methods of marketing goods and services. Buying and selling behavior and the marketing environment are related to promotion, pricing, distribution, and product design decisions. Prerequisite: 30 semester hours.

### **BUS 335 Consumer Behavior (3)**

A study of the economic, anthropological, political, psychological, and social aspects of the consumer as they relate to the consumer decision-making process. Prerequisite: BUS 334.

**BUS 336 Principles of Advertising (3)**

A study of fundamental aspects of advertising, including media selection, test markets, targeting strategies, market positioning, and government regulations in the field of advertising. Prerequisite: BUS 334.

**BUS 338 Public Relations (3)**

This broad-based course provides an introduction to the field of public relations. Areas covered are the communications process; publicity; media relations and selection; promotion; community relations and planning; tools used in developing public relations and publicity, and improving customer satisfaction; relationship-building strategies; and ethics. PR strategies and tactics, theories, processes, and techniques involved in researching, planning, scheduling, implementing, and measuring programs designed to influence public opinion and human behavior are used. Prerequisites: ENG 101 and BUS 334.

**BUS 339 Sales (3)**

This course offers a study of the fundamental techniques of selling. It examines the profession including ethical considerations in sales relationships, preparation for relationship selling and the psychology of selling: why people buy, communication and sales knowledge. Strategies analyzed are prospecting, planning, presentation methods, customer retention, and time/territory management. Prerequisite: BUS 334.

**BUS 340 Employee Training and Development (3)**

Students are introduced to the methods of assessing employee training needs, designing curriculum and training materials, techniques for delivering training in an appropriate fashion and evaluating results of training efforts in terms of subsequent contributions to an organization.

**BUS 345 Employee Relations (3)**

The goal of this course is to help develop the knowledge, skills, and understanding needed in a productive work environment. The course will also include the study of unionization and collective bargaining in the public and private sectors, the mediation and arbitration process, and current issues in labor relations.

**BUS 348 Risk Management (3)**

An introduction and analysis of various aspects of risk management, where risk is encountered in individual life, as well as in business. Risks from operations, investment, credit, liquidity, and capital are discussed. A significant focus is on risk reduction and transfer mechanisms, including insurance and how it is applied in the individual, public, and private organizational environments. Prerequisites: BUS 321.

**BUS 391 Independent Study (1-3)**

Special interest project undertaken and developed by the student. Prerequisite: departmental approval.

**BUS 410 International Business (3)**

This course will study the world of international business and gain insight on global thinking. It will focus on seven main concepts; globalization, cultural differences,



global politics, international trade and investment, international management and strategic management. Prerequisites: BUS 101, BUS 334, and ECO 131 or the equivalents.

### **BUS 450 Retirement Planning (3)**

For students interested in financial planning, this course is designed to provide preparation on financial issues of retirement: income planning, Social Security, Medicare, long-term care insurance, distributions from retirement plans, guardianships, conservatorships, durable powers of attorney and living trusts. The implications of employee benefits related to retirement will also be covered. Prerequisite: BUS 322.

### **BUS 452 Estate Planning (3)**

This course provides finance students with a comprehensive review of estate planning topics such as estate and gift taxes, various issues related to trust planning and administration, property ownership issues, life insurance, private annuities, postmortem tax planning and charitable giving. Prerequisite: BUS 322.

### **BUS 453 Marketing Research (3)**

A study of the fundamental techniques of marketing research, including questionnaire construction, determination of market potentials, sampling theory, interpretation of results and report presentation. Prerequisite: BUS 334 and MTH/PSY/BUS 242 or permission. (Also listed as PSY 453)

### **BUS 454 Production/Operations Management (3)**

The myriad of decisions made at all levels of a service or manufacturing organization should foster its long-term goals. This integrative course focuses on strategic, tactical and operational decision-making techniques. Decision-making areas covered include: service design, facility location, inventory, procurement, just-in-time, MRP I and II, project planning, and total quality management. Prerequisites: ACC 162, and MTH 242.

### **BUS 455 Financial Strategy Simulation (3)**

Decisions in the finance department affect every level of an organization. This comprehensive simulation course provides students the opportunity to analyze the impact of various financial decisions. Prerequisites: BUS 321, BUS 322, MTH 242

### **BUS 460 HR strategy (3)**

A key element of an organization's success is its human capital. This course will cover the role HR management plays in establishing business policies and in fulfilling competitive strategies. Students will develop a strategic HR plan as one outcome of the course. Prerequisites: BUS 212, BUS 327, BUS 340, and BUS 345 or permission of the program director.

### **BUS 492 Directed Readings (1-3)**

An individual study course designed to allow a student to pursue special interests within the field of business. Prerequisite: departmental approval.

### **BUS 496 Business Policies Seminar (3)**

A study of business problems from a top management perspective. Actual business situations are studied via the case study method. Students are involved in preparation of an industry study that is related to cases being studied. Prerequisites: 21 hours BUS and senior standing or permission.

### **BUS 497 Internship (3-4)**

The internship is an actual work experience in a business organization, giving students an opportunity to incorporate classroom learning with practical experience. Prerequisite: permission of the program director. **Requirements for permission:**

1. Enrollment in the bachelor of science in business administration program;
2. Enrollment in the last year of course work, or permission of the BSA program director;
3. GPA of 3.0 in business administration major and specialization coursework and a cumulative GPA of 2.5;
4. Completion and submission of application one semester before the desired start date of the internship.

#### **Application process:**

1. Two letters of recommendation from CSM faculty—preferably one written by a BUS professor and one by outside source knowledgeable of work abilities;
2. Current resume;
3. Written statement of the applicant's qualifications, goals and objectives for the internship program;
4. Interview with the business administration program director and advisor.

## **Business Information Systems**

### **BIS 101 Introduction to Computers (3)**

This is an introductory course in the theory and use of computers. Students will learn how hardware, software, and people work together in an information society. Students with minimal skills will learn to enhance their personal productivity and problem solving skills by applying information technologies to problem situations and by designing and using small information systems for individuals and groups. This prerequisite course enables students to improve their skills as knowledge workers. The emphasis is on personal productivity concepts using functions and features in computer software such as spreadsheets, presentation graphics, and word processing. Topics explored will include the difference between system software and application software, computer files and data storage, computer architecture, local area networks, and the Internet. Labs, both in class and self-directed, provide hands-on experience with the Internet, word processing, spreadsheet, and presentation applications. Computer lab work outside of class is required. Prerequisite: None.

### **BIS 104 Computers in Education (3)**

This is an introductory course in the theory and application of computers in education. Students will learn how hardware, software, and people work together in an information society. Labs, both in class and self-directed, provide hands-on experiences with the Internet, word processing, spreadsheet, and presentation applications. Computer lab work outside of class is required. Prerequisites: None.

### **BIS 140 Programming Concepts (3)**

This course provides an introduction to elementary computer programming. It lays a foundation for subsequent language specific programming languages that are taught in later courses. The course presents object oriented and procedural software engineering methodologies in data definition and measurement, abstract data type construction and use in developing screen editors, reports and other IS applications using data structures including indexed files. It includes the use of logical and physical

structures for both programs and data. Programming in traditional and visual development environments that incorporate event-driven, object-oriented design is explored. Language independent topics include variables, expressions, statements, sequential execution, selection, iteration, subroutines, simple data structures, structured programming, algorithm development, and debugging. Prerequisite: BIS 101 or BIS 220.

### **BIS 143 Application Programming using C++ (3)**

This course provides an introduction to elementary computer programming using the C++ language. Topics covered include variables, expressions, statements, sequential execution, selection, iteration, subroutines, simple data structures, structured programming, algorithm development, and debugging. Prerequisite: BIS 140 or a programming language.

### **BIS 190 Special Topics in Information Systems (3)**

This course is designed to teach students about current industry driven technologies and new technologies as they appear. Prerequisite: None

### **BIS 211 Structured Programming I - COBOL (3)**

This is an introductory course in the application of COBOL. The course presents the student with generalized techniques for analyzing, designing and developing computer programs using COBOL. This course emphasizes structured design and modularization. Students are introduced to design aides such as pseudo code, structured flow charts and hierarchical charts. Prerequisite: BIS 140 or BIS 143 or a programming language.

### **BIS 212 Structured Programming II – COBOL (3)**

This is an advanced course in the application of COBOL programming language. The course builds on the information presented in BIS 211 and focuses on called modules, copy libs, file handling, table processing, validation techniques and interactive processing. Analytical and problem-solving skills are reinforced in this course. Prerequisite: BIS 211.

### **BIS 214 Visual BASIC and GUI Design (3)**

This course will introduce students to two related topics. The course will discuss interfaces for GUI applications and strategies for building a GUI interface. Students will learn how to apply Visual BASIC in a GUI environment. Prerequisite: BIS 140 or BIS 143 or a programming language.

### **BIS 215 HTML and Web Page Design (3)**

This is an introductory course in the design and development of HTML-based web pages. Since creating web pages involves both an understanding of good design principles and a strong knowledge of the tools used to create pages, the class has a dual focus. First, the course provides coverage of the Hypertext Markup Language (HTML) and how it can be directly used to create simple and advanced pages. Second, students will learn what constitutes good page design. The course also includes extensive coverage of computer imaging. Prerequisite: BIS 101 or BIS 220 or a programming language.

### **BIS 220 Advanced Business Applications (3)**

This is a course in the theory and use of information systems as a tool for organizing, analyzing, and presenting information in a variety of modern professional environments, such as accounting, marketing, productions, sales, etc. Topics include data and information flow throughout the information system: data management using database creation and manipulation, data analysis using spreadsheets, data presentation using multimedia presentation graphics software and desktop publishing, and the integration of Internet resources into each area. Prerequisite: BIS 101 or basic computer literacy skills as determined by CSM self-evaluation form.

### **BIS 221 Fundamentals of Information Systems (3)**

This course focuses on the overview of systems theory, quality, decision making, and the organizational role of information systems are introduced. Concepts of organizations, information systems growth, and process improvement are introduced. Topics covered include systems concepts; system components and relationships; cost/value and quality of information; competitive advantage of information; specification, design, and re-engineering of information systems; application versus system software; package software solutions; procedural versus non-procedural programming languages; object oriented design; database features, functions, and architecture; networks and telecommunication systems and applications; characteristics of IS professionals and IS career paths; information security, crime, and ethics. Prerequisite: BIS 101 or BIS 220.

### **BIS 230 Principles of Electronic Commerce (3)**

This course provides an overview of E-commerce as it impacts business functions such as accounting, economics, finance, management and marketing as well as addresses topics such as security and safety when doing business in the Internet environment. Prerequisite: None. (Also listed as BUS 230.)

### **BIS 243 Object-Oriented Programming: C++ (3)**

This course presents a continuation of the computer programming topics introduced in BIS 143. The purpose of this course is to develop sound object-oriented programming styles and techniques. Coverage includes data types (built-in and user-defined), structures, data abstraction, classes, arrays (single and multidimensional), array processing techniques, object-oriented software development, pointers, dynamics data, reference types, linked structures, recursion, and file handling. Prerequisite: BIS 143.

### **BIS 244 Advanced Visual Basic (3)**

Advanced Visual Basic is an advanced programming course with an emphasis on the Visual BASIC language. It will enhance skills acquired in the introductory course and includes accessing and updating ADO databases, developing multi-tier client/server applications, creating active X .dll and .exe code components, authoring action X controls, developing web-based database applications, creating DHTML and IIS internet applications, building HTML Help files for user assistance, and incorporating Windows API methods into applications. Prerequisite: BIS 214.

### **BIS 330 Project Management (3)**

This course will provide the student with an understanding of methods and practices in the field of project management. Project and program management is one of the fastest growing professions in today's business world. This course will study the functions involved in project and program management and allow the student to

develop a full understanding of every aspect needed to become a competent project management professional. Students will use project management software for an assigned project during the semester. Prerequisite: 20 credit hours or permission of the BIS Program Director. (also listed as BUS 330).

### **BIS 331 Database Systems (3)**

This course presents theoretical and practical aspects of database management systems. Students will gain experience with a relational Database Management System (DBMS). Course work includes analyzing database requirements, designing a relational database using the normalization process, and implementing the design using a relational database application. This course covers information systems design and implementation within a database management system environment. Conceptual, logical, and physical data models, and modeling tools; models for databases: relational; design tools; data dictionaries, repositories, warehousing, and data mining; database implementation including user interface and reports; multi-tier planning and implementation; data conversion and post implementation review. Prerequisite: BIS 140 or programming language.

### **BIS 332 Advanced Database Concepts (3)**

This course provides in-depth study, investigation and application of advanced database administration, database technology and the comparative evaluation, selection and acquisition of Database Management Systems (DBMS). Prerequisite: BIS 331.

### **BIS 350 Hardware and Software Architecture (3)**

This course provides technical topics related to computer systems with emphasis on the components, functions, and relationships between hardware architecture, systems software, applications software, and their implementation in the business setting. Principles and application of computer hardware and software will be presented through lecture of the theoretical underpinnings, installation, configuration, and operational laboratory experiences. Prerequisite: BIS 101 or BIS 220.

### **BIS 355 Application Programming: C (3)**

This course provides instruction in the use and correct style for the computer language C. Students are introduced to object-oriented concepts. Prerequisite: BIS 140.

### **BIS 360 Computer Networks (3)**

The focus of the course is on the technological and managerial implications of hardware, software, and communications as they relate to information systems networking. Students will gain in-depth experience of networking and telecommunications fundamentals including LANs, MANs, WANs, intranets, the Internet, and the WWW. Data communication and telecommunication concepts, models, standards, and protocols will be studied. Installation, configuration, systems integration and management of infrastructure technologies will be practiced in the laboratory. This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. The students study the ISO OSI Reference Model in-depth. Prerequisite: BIS 350 .

### **BIS 365 Information Systems Security (3)**

The course encompasses all areas of security including: personnel security, security regulations, physical security, transmission security, risk analysis, emission security, and cryptographic security. Prerequisite: BIS 350.

**BIS 380 Information Systems Theory and Practice (3)**

Students who have constructed personal information systems will be exposed to the theory of the Information Systems discipline. Application of these theories to the success of organizations and to the roles of management, users, and IS professionals are presented. This course provides an understanding of organizational systems, planning, and decision process, and how information is used for decision support in organizations. It covers quality and decision theory, information theory, and practice essential for providing viable information to the organization and outlines the concepts of IS for competitive advantage. Prerequisite: BIS 143 or BIS 211 or BIS 331.

**BIS 391 Independent Study (Optional) (3)**

Individualized projects designed and completed by the student under faculty supervision. Prerequisite: permission of the program director.

**BIS 461 Systems Analysis and Design (3)**

Students with information technology skills will learn to analyze and design information systems. Students will practice project management during team oriented analysis and design of a departmental level system. This course examines the system development and modification process. It emphasizes the factors for effective communication and integration with users and user systems. It encourages interpersonal skill development with clients, users, team members, and others associated with development, operation, and maintenance of the system. Structured and object oriented analysis and design, use of modeling tools, adherence to methodological life cycle and project management standards. Life cycle phases, group-based approaches, structured versus object oriented methodologies, RAD, prototyping, database design, and professional code of ethics. Prerequisite: BIS 380

**BIS 470 Internship (3-6)**

The internship is an actual work experience in a business organization, using information systems management techniques. The intern is provided the opportunity to incorporate classroom learning with practical experience at the worksite. Prerequisite: permission of the program director.

Requirements for acceptance to BIS 470:

1. Enrollment in the Bachelor of Science in Business Information Systems program.
2. Enrollment in the last year of course work, or permission of the BIS program director.
3. GPA of 3.0 in business information systems course work and a GPA of 2.5 overall.
4. Grade of C or better in all business information systems courses.
5. Completion and submission of application two months before the desired start date of the internship.

Application includes the following:

1. Two letters of recommendation from College of Saint Mary faculty, preferably one written by a business information systems professor and one by the general education professor. Recommendation forms are available from BIS program director.
2. Current resume.
3. Written statement of the applicant's qualifications, goals and objectives for the internship program.
4. Interview with the BIS program director.

**BIS 480 Information Resources Management (3)**

This course lays the foundation for the Capstone course. Students will extend their knowledge by evaluating cases, implementing an information system in an emerging systems environment. A wide variety of case studies are used to provide students with the skills to evaluate and provide solutions to a variety of problems in different situations. This course covers physical design and implementation of information systems applications in response to business problems. Prerequisites: BIS 230 and BIS 331.

**BIS 490 Capstone: Information Systems Policy and Strategy (3)**

This is a seminar course emphasizing corporate and departmental-level planning, directing and evaluating the information technology activities of a firm. The primary goal of this course is to help future managers develop frameworks for thinking about the introduction, evolution and assimilation of information technology into an organization. Advanced IS majors operating as a high-performance team will engage in and complete the business evaluation, business planning, recommendation of strategic options and implementation of a real-life business organization in a cross-functional setting. This course provides an opportunity for BIS majors to align the IS function with other business functions. Project management, management of the IS function, and systems integration will be components of the project experience. Prerequisite: BIS 480.

**BIS 493 Current Topics in Business Information Systems (3)**

This course is designed to teach students about new technologies as they are developed and introduced in the industry. Prerequisite: As determined by course topic.

**Business Leadership****BLD 310 Leadership Through Administration (16)**

Provides the opportunity to address problems in the organization using a broad range of current conceptual material. Work is divided into four basic areas: Organizational Structures and Strategic Objectives; Outcomes Assessment/Corrective Action; Leadership and Effective Work Teams; and Successful Change Management.

**BLD 320 Leadership Through Decision Making (15)**

Provides learners with a comprehensive examination of the external environment of business, including values, responsibility, social, economic, and regulatory issues that influence business decision making. Students are exposed to a broadly based set of cases and pragmatic situations where the implications of decisions are considered as the interface between the organization and its stakeholders, as well as basic concepts from Marketing Research, Intercultural Communication, and Macroeconomics.

**BLD 399 Special Research Project**

Students design, implement, and analyze the results of an original field research project. A detailed written report is prepared containing separate chapters that: explain their choice of topics, present their analysis of the work others have done that relates to the topic area, describe and justify their approach to the field study in the topic area, present the results of their field study and the analysis they have made of those results, their summary of conclusions based on the research of others, and their

contribution to the topic area and recommendations based on their conclusions. This project is completed outside of class, but acts as an integrating framework throughout the program, beginning with the first course, BLD 310 and continuing through BLD 320.

### **BLD 430 Leadership Through Basic Organizational Functions (15)**

Learners become familiar with the basic concepts of product and service creation, customer satisfaction, and financial enabling from the perspective of their interactive role in a firm. Material is provided by: Concepts of Operations and Project Management, Business Policies, Marketing Principles, Microeconomics, and Financial and Accounting Concepts.

### **BLD 440 Leadership Through Organizational Communications and Information Systems (16)**

Learners participate in activities that require them to view the development of information and the communication of that information to facilitate successful decision-making from a total organizational perspective. Course content includes Leadership Strategies, Legal Environment, Organizational Behavior, and Business Ethics.

### **BLD 499 Special Research Project**

During BLD 430 and BLD 440, students work with selected business clients to develop a research based comprehensive business plan. Elements of the plan include the environmental scan and competitor analysis, marketing plan, and financials. Final group presentations are given to classmates, family, friends, and clients during the BLD Graduation celebration in December.

## **Chemistry**

### **CHM 100 Fundamentals of Chemistry (3)**

Principles of inorganic, organic and biochemistry that is relevant to health care professions. Lecture three hours per week and lab two hours a week. Prerequisites: MTH 112 or an ACT of 22 as well as concurrent enrollment in CHM 100L.

### **CHM 100L Fundamentals of Chemistry Lab (1)**

Prerequisite: Co-enrollment in CHM 100.

### **CHM 101 Fundamentals of Chemistry Recitation (1)**

Students will be allowed to work on difficult concepts under the direction of a faculty member. No new material will be covered. Prerequisites: Co-enrollment in CHM 100.

### **CHM 102 General Chemistry Survey (3)**

A survey of essential fundamental concepts of general chemistry for non-chemistry majors. Lecture three hours per week. Prerequisite: Successful completion of math competency or permission of the instructor.

### **CHM 104 Organic Biochemistry Survey (3)**

A survey of fundamental concepts of organic and biochemistry for non-chemistry majors. Lecture three hours per week. Prerequisite: CHM 102 or equivalent.



**CHM 110 General Chemistry (4)**

A detailed, problem-oriented study of the fundamental principles that govern chemical processes and reactions. Topics include (but are not limited to): Stoichiometry, redox reactions, thermodynamics, atomic structure and chemical bonding, properties of gases, reactions in aqueous solution and intermolecular attractions. Lecture 4 hours per week. Prerequisites: Concurrent enrollment in MTH 114 or permission of the instructor.

**CHM 111 General Chemistry I Laboratory (1)**

A series of experiments designed to demonstrate some of the theoretical principles discussed in CHM 110, through the employment of a variety of laboratory techniques. Lab 3 hours per week. Prerequisite: Taken concurrently with CHM 110

**CHM 112 General Chemistry II (4)**

A continuation of the problem-oriented study of chemical principles, theory and phenomena begun in CHM 110. Topics include (but are not limited to): electrochemistry, kinetics and equilibrium, spontaneity and entropy, orbital hybridization and molecular structure, solution chemistry, acids, bases and buffers. Lecture 4 hours per week. Prerequisites: Successful completion of CHM 110/111

**CHM 113 General Chemistry II Laboratory (1)**

A series of experiments designed to complement the material covered in CHM 112, through the use of a variety of laboratory techniques. Lab 3 hours per week. Prerequisite: Taken concurrently with CHM 112

**CHM 220 Analytical Chemistry (4)**

The theory of modern methods of quantitative analysis. Lecture four hours per week. Prerequisites: CHM 232/233

**CHM 221 Analytical Chemistry Laboratory (1)**

Application of the theory of quantitative analysis. Lab will include volumetric, gravimetric, and instrumental methods. Lab: 3-hour session per week. Prerequisites: CHM 232/233.

**CHM 230 Organic Chemistry I (4)**

An introduction to the language of organic chemistry, and the theoretical principles that govern organic reactions. Structures and nomenclature of organic compounds, mechanisms of organic reactions, and many types of different organic reactions will be introduced. Lecture 4 hours per week. Prerequisites: CHM 112/113

**CHM 231 Organic Chemistry Laboratory I (1)**

An introduction to the techniques of separation, isolation and purification of organic compounds. Use of various techniques for identification of organic compounds will be introduced. Techniques applied through the preparation of various organic compounds. Lab 3 hours per week. Prerequisite: Taken concurrently with CHM 230

**CHM 232 Organic Chemistry II (4)**

A continuation of the study of organic reactions and their mechanisms. The theory of organic compound synthesis will be introduced, as will the use of spectroscopy as an analytical tool. Lecture 4 hours per week. Prerequisites: CHM 230/231

**CHM 233 Organic Chemistry Laboratory II (1)**

A continuation of the study of organic reactions, isolation and purification of organic compounds, and identification of those compounds through use of chemical and spectroscopic techniques. Lab 3 hours per week. Prerequisite: Taken concurrently with CHM 232

**CHM 340 Biochemistry (4)**

Structure and function of proteins (and enzymes), lipids and carbohydrates are discussed. Energetics of biochemical reactions and enzyme kinetics are included. Lecture four hours per week. Prerequisites: CHM 232/233 (also listed as BIO 340).

**CHM 341 Biochemistry Laboratory (1)**

Application of basic methods and techniques in biochemistry. Chemical and enzymatic analyses are performed by colorimetric, electrophoretic and chromatographic techniques. Lab three hours per week. Prerequisite: Taken concurrently with CHM 341. (Also listed as BIO 341.)

**CHM 342 Special Topics in Biochemistry (2)**

Advanced topics in biochemistry are discussed including hormonal action, organ interrelationships in metabolism in mammals, and the major principles of molecular biology. Format: primarily a discussion/seminar course for advanced students. Prerequisite: CHM 340

**CHM 361 Instrumental Analysis (3)**

This course explores the physicochemical basis and operation of instrumentation used in qualitative and quantitative analysis. Sampling considerations, data processing and analysis, and instrumental configuration will be discussed for atomic and molecular spectroscopies (UV-Vis, FTIR, and fluorescence), chromatography, electrophoresis, and mass spectrometry. Prerequisites: CHM 232/233 or permission of the instructor.

**CHM 362 Instrumental Analysis Lab (1)**

A hands-on course aimed at training students in the use and maintenance of modern scientific instruments as well as interpretation of the data acquired. Prerequisites: CHM 232/233 or permission of the instructor.

**CHM 450 Physical Chemistry (4)**

An introduction to the scientific states and structure of matter, thermodynamics, thermochemistry, equilibrium, kinetics, and quantum theory. Lecture three hours per week. Prerequisites: CHM 232/233 or permission of the instructor.

**CHM 451 Physical Chemistry Laboratory (1)**

Laboratory experiments are selected to demonstrate physical chemistry principles by employing a variety of laboratory techniques. Lab: three hours per week.

Prerequisite:

Taken concurrently with CHM 450.

**CHM 473 Research in Chemistry (1-4)**

Under the guidance of a faculty member, the student will complete a research project. The results of the research must be written in scientific style as a thesis and approved by two faculty members. A seminar presentation of the student's thesis is required for graduation. Prerequisite: departmental approval.

**CHM 491 Independent Study (2-4)**

An independent project is selected under the direction of a faculty member. A research paper must be written in suitable scientific style reporting the results of the project. Offered each semester. Prerequisites: advanced standing and departmental approval.

**CHM 495 Chemistry Seminar (2)**

An integration of special topics that have been approached from different points of view in various courses. Required of seniors whose field of concentration is chemistry. Prerequisites: CHM 232/233.

**Communications****COM 100 Survey of Communication (3)**

A survey of human interaction on the levels of interpersonal, group, and mass communication. Areas of study include the nature of communication; the perceptions, attitudes, and strategies which influence interaction; the individual as an effective participant in the communication process.

**COM 101 Oral Communication Skills (3)**

This course focuses on the development of effective skills in oral presentations. It includes the preparation and delivery a variety of oral presentations.

**COM 150 News Writing and Reporting (3)**

Theory and practice of writing and reporting for print media, including the nature of news, forms, and techniques in gathering and writing news.

**COM 160 News Editing (3)**

Evaluation, editing, and production of news for print layout. Fundamentals of page design and headline writing, as well as elements of typography and printing.

**COM 200 Speech for Elementary Teachers (3)**

Theory and practice of communication in elementary education situations. Areas of study include planning and participation in interviews, conducting personal conferences, small group discussions, creative dramatics, public speaking, and other speech activities pertinent to the elementary school.

**COM 202 Speech for Language Arts Teachers (3)**

Theory and practice of communication in language arts education situations. Areas of study include planning and participation in interviews, conducting personal conferences, small group discussions, creative dramatics, public speaking, and other speech activities pertinent to the middle and secondary school Language Arts instruction.

**COM 210 Interpersonal Communication (3)**

Interpersonal communication is defined as the symbolic process of creating meaning between 2 persons who have an established relationship. In this course, students will examine both processes and theories of interpersonal communication, as well as critically reflect on their own interpersonal skill competencies. Students will be asked to explore interpersonal communication in their personal relationships, the media, and communication research.

**COM 212 Speech for Professionals (3)**

Theory and practice of communication in professional situations. Areas of study include communication theory, job-seeking skills, small group discussion, and public speaking.

**COM 225 Advanced Public Speaking (3)**

This course will focus on public speaking in its various forms and seek to polish skills in the preparation, delivery, and evaluation of public speeches. Prerequisite: COM 212 or permission of the instructor.

**COM 231 Interviewing Skills and Case Management (3)**

Methods of obtaining relevant information in a variety of settings are discussed and practiced. The documentation, reporting, and use of information are presented for selection of personnel or case planning. Methods of designing and implementing programs for clients are practiced. (Also listed as BUS 231 and HSV 231.)

**COM 233 Group Process Theory and Practice (3)**

Theoretical and practical approaches to conducting and participating in task- and experience-oriented groups are presented. Students practice various process skills in a simulated group setting. A major focus is on assisting group members in working toward and achieving group goals in a variety of settings. (Also listed as PSY and BUS 233.)

**COM 306 Intercultural Communication (3)**

This class will link the study of communication with the study of culture. It will seek to develop understanding of other cultures and insight on how to effectively communicate with others of cultural backgrounds different than our own Prerequisites: ENG 101 and sophomore standing. . (Also listed as ELA 306 and Graduate level of COM/ELA 506.)

**COM 330 Gender and Communication (3)**

This course is designed to examine the construction of gender through communication, grounded on the premise that *all* we create--including gender--is accomplished through communication. It examines how (and why) masculinity and femininity are socially constructed and maintained. (Also listed as WST 330.)

**COM 365 Mass Media and Society (3)**

An exploration of the role played by mass media in contemporary life. Examinations of the nature and function of the media through such topics as communicator and audience; content and control; patterns of influence; impact of media on information, entertainment, economics, and social and cultural values.

**COM 380 Experimental Course (3)**

The context and method of this course will vary in accord with current needs and interests. May be repeated for credit or non-credit.

**COM 390 Independent Study (3)**

Individualized projects carried out by a student under faculty direction. Prerequisite: departmental approval.

**COM 460 Communication Internship (3)**

This course will use opportunities for on-the-job experiences in the communication field. Prerequisite: permission of program director.

## **Early Childhood Education (ECE)**

### **ECE 101 Introduction to Education (3)**

See Education 101.

### **ECE 231 Play, Creativity, and Artistic Development in Early Childhood Ed (2)**

Students select, plan, organize, and evaluate art, music, and drama experiences for children. Students learn to plan and conduct lessons consistent with Nebraska Early Learning Guidelines and K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Play and creativity in the learning environment is emphasized. Includes one hour per week field placement requirement. Concurrent courses: ECE 233 and 235.

### **ECE 232 Language Arts in Early Childhood Education (2)**

Students select, plan, organize, and evaluate activities that facilitate language skills development in reading, writing, speaking, and listening. Students learn to plan and conduct lessons consistent with Nebraska Early Learning Guidelines and K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Theories in language acquisition are presented. Includes one hour per week field placement requirement. Concurrent courses: ECE 234 and 236.

### **ECE 233 Health, Safety, and Nutrition in Early Childhood Education (2)**

Students learn to plan programs that ensure the health, safety, and nutrition of young children. Students learn to plan and conduct lessons consistent with Nebraska Early Learning Guidelines and K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Basic information on managing accidents and injuries, identifying child abuse, and planning health, safety, and nutrition education are included. Includes one hour per week field placement requirement. Concurrent courses: ECE 231 and 235.

### **ECE 234 Teaching Math, Science, and Social Studies in Early Childhood Education (2)**

Students select, plan, organize, and evaluate activities that facilitate learning of mathematical and scientific concepts and social awareness in young children. Students learn to plan and conduct lessons consistent with Nebraska Early Learning Guidelines and K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Includes one hour per week field placement requirement. Concurrent courses: ECE 232 and 236.

### **ECE 235 Observation and Assessment In ECE (2)**

Students learn to observe and assess children objectively, analyze their learning habits, and provide for meeting the needs of children. Includes one hour per week field placement requirement. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Concurrent courses: ECE 231 and 233.

### **ECE 236 Physical Development and Creative Movement (2)**

Students select, plan, organize, and evaluate activities that facilitate physical development of young children through physical activity, creative movement, and dance. Students learn to plan and conduct lessons consistent with Nebraska Early Learning Guidelines and K-12 Academic Standards. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Includes discussion of both fine and gross motor development. Includes one hour per week field placement requirement. Concurrent courses: ECE 232 and 234.

**ECE 242 Administering Early Childhood Education Programs (3)**

Students learn the duties and responsibilities of administrators of early childhood programs. These include preparation, implementation, and evaluation of educational objectives, selection, supervision and evaluation of staff members, budgeting processes, food and health services, discussion of laws and regulations, and development of parent education and community participation. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**ECE 334 Curriculum Planning in Early Childhood Education (3)**

Students learn to plan, organize, and manage early childhood curriculum. Preparation of goal statements, objectives, schedules, and units are included. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**ECE 342 Children's Literature (3)**

See EDU 342.

**ECE 343 History and Trends in Early Childhood Education (3)**

Students evaluate history and philosophical theories and current trends in education and gain experience in applying theories. Discussion of current legislation, advocacy, and professional ethics is included. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**ECE 470 Student Teaching: Early Childhood Education (5)**

Supervised teaching experience under the direction of a college faculty member and a classroom teacher in the student's teaching area. Prerequisite: permission. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**ECE 495 Student Teaching Seminar (2)**

See EDU 495. (Also listed as SPE 495.)

**ECE 496 Research Seminar (3)**

Students evaluate educational research and analyze procedures, logic and strategies implemented by researchers. Students complete research projects demonstrating effective research designs. Presentation of papers to faculty members and the public is required. (Also listed as EDU and SPE 496.)

**Child Life Studies (CHL)****CHL 337 The Hospitalized Child (3)**

This course is designed to help students understand the procedures, illnesses and stress that are experienced by children and families during hospitalization. This course will emphasize both theory and practice in working with children and families for professionals in non-medical areas.

**CHL 472 Child Life Practicum Experience(3)**

The major purpose of this course is to provide students with a supervised practicum experience to gain clinical skills for working with pediatric patients and their families. Clinical experiences will be gained in the areas of child life programming, emotional responses to the healthcare experience, therapeutic interventions, family centered care, diagnostic and treatment information, documentation methods, and interdisciplinary communication.

## **Economics (ECO)**

### **ECO 131 Macroeconomics (3)**

Introduction to economic principles, problems, and policies with an emphasis on Gross National Product, income, and employment. Problem areas such as inflation and depression are discussed as well as the effect of government monetary and fiscal policies.

### **ECO 132 Microeconomics (3)**

This course investigates the process of production and distribution within the economy. The effects of different market structures upon product price and output as well as the determinants of the demand for labor and other resources are examined. Microeconomics deals with the problems faced by individual firms and households, including consumption, the distribution of wealth, and the price mechanism.

### **ECO 150 Personal Finance (3)**

This course is a study of the principles of sound financial decision making in the context of the United States economic structure. Students will be guided through goal setting, techniques and guidelines for choosing between financial alternatives and processes for monitoring and evaluating financial performance. Major topics are goal setting, budgeting, consumer credit, insurance, taxes, retirement and estate planning. This is a survey course. In-depth investment, tax, retirement, and estate concepts are presented in other courses. (Also listed as BUS 150)

### **ECO 331 Money and Banking (3)**

A descriptive and analytical study of the basic principles of money, banking and finance as they are related to business and public policy. A study of the creation of the nation's money supply and the impact of monetary policies on the performance of the economy. Prerequisites: ECO 131. Recommended: MTH 112. (Also listed as BUS 331.)

### **ECO 387 Experimental Course (1-3)**

A course not regularly scheduled but may be offered according to the needs of the student. Subject matter will vary accordingly.

### **ECO 391 Independent Study (1-3)**

Directed readings and an independent project allow the student to explore a specific area of economics. Prerequisite: departmental approval.

### **ECO 494 Directed Readings - Economics (1-3)**

An individual study course designed to allow a student to pursue special interests within the field of economics. Prerequisite: departmental approval.

## **Education (EDU)**

### **EDU 101 Introduction to Education (3)**

Students survey the historical development of education and analyze the role of personnel and career opportunities, problem areas and contemporary issues. Emphasis is placed on the cultural diversity of American schools today. Students complete observations in school settings. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as ECE 101.)

**EDU 201 Technology in the Classroom (3)**

Students learn strategies for integrating instructional technology in curriculum planning and implementation. After receiving instruction in their use, students plan learning activities that include instructional media, the Internet, web page construction, production and organizational software, and multimedia programs in classrooms. In addition to computers, students use video equipment, digital cameras, and scanners in preparing their lessons. Methods for managing classrooms with varying levels of equipment are addressed. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 240 Guidance and Classroom Management (3)**

Students learn techniques, models and psychological theories related to managing individual and small and large group learning activities. Practical methods are emphasized that enhance self-control and provide healthy classroom environments. Common behavior problems of pre-K through grade 12 students and exceptional children and assessment techniques are addressed. Effective collaboration in teams and communication skills with students, families and professionals are emphasized. A 20-hour service-learning component provides experience in implementation of the knowledge and skills learned in this course. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as ECE 240 and SPE 240)

**EDU 312 Educational Psychology and Measurement (3)**

This course involves the study of teaching/learning processes. Students learn the nature of educational psychology and applications of major learning theories. They identify specific relationships among learning and characteristics of learners, including cognitive, language, psychosocial, and moral development. Discussion centers on thinking skills, problem solving, and motivation in the classroom. Students learn strategies used in assessment and evaluation of learning. Field experiences include 20 hours in an environment that matches the level of learners of the anticipated certification. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as PSY 312.)

**EDU 315 Assessment of Learners (3)**

Assessments and tests are an essential part of the instructional process. When designed and used appropriately, they can effectively evaluate and enhance student learning and inform instruction. This course is designed to introduce students to key concepts and issues in classroom assessment and large-scale, standardized educational assessment.

**EDU 342 Children's Literature (3)**

Students interact with a wide variety of children's literature that is representative of ethnic and cultural diversity. Critical appraisal in light of significant authors and illustrators, quality of writing and appropriateness of topic to age and/or experience level are emphasized. Techniques and procedures for promoting lifelong reading habits are explored. A service-learning project is a requirement in this course. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as ECE 342.)

**EDU 350 Teaching Reading and Language Arts (4)**

Instruction centers on theoretical background, Nebraska and National Standards in Reading and Language Arts. Content emphasizes organization of programs, effective



teaching methodologies, and varied instructional materials for all students in elementary and middle school literacy settings. Techniques for enhancing literacy skills, verbal and written expression are emphasized. Directed practicum of 40 hours is provided in local schools. Appropriate technology is integrated into instruction of content and pedagogy.

**EDU 351 Teaching Reading: Middle and Secondary Schools (3)**

This course is designed to provide teachers with an understanding of developmental processes of reading and study techniques in middle grades and secondary education. Students identify Nebraska and National Standards and assessment techniques used in middle and secondary settings. Clinical activities focus on learners who struggle within the reading process. Reading behaviors necessary for successful reading and effective strategies used in reading applications in content areas are emphasized. Implementation of knowledge of this curriculum is achieved in a directed reading practicum of 40 hours. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 353 Teaching Natural and Social Sciences: Elementary and Middle (3)**

Study combines content methodology and appropriate materials for effectively presenting social studies and science in elementary and middle school settings. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Implementation of content and methodologies presented in "hands on" activities is achieved in practicum experiences of 32 hours and in planning and teaching units of study.

**EDU 355 Teaching Mathematics: Elementary and Middle (3)**

Students learn current trends and strategies in teaching elementary and middle level math, including content, methodology, and appropriate materials. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Implementation of teaching strategies is achieved in practicum experiences of 32 hours.

**EDU 357 Teaching Health and Physical Education (3)**

Students learn how to coordinate and implement an elementary school physical education program. They gain health education and wellness instructional procedures based on mental, emotional, physical, and social characteristics of elementary/middle school children. The health education curriculum includes nutrition, safety and first aid, family life, death, divorce, drugs, aging, dental health, disease control and prevention, environment, self-concept, the human body, and mental health. Contemporary fitness activities and skill development are presented in physical education segments. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 360 Teaching Middle School and Secondary Students (3)**

The course components emphasize middle school and secondary instruction for the changing early and later adolescent. Instruction provides an educational response to the development needs and characteristics of students between the ages of ten and fifteen and fifteen and nineteen. It is designed to address intellectual, physical, emotional, and social needs of these learners. It emphasizes skills and understandings that result in the provision of effective learning environments for these students. Instruction explores teaching methods, learning styles, motivation, teaming and classroom management, planning and presenting techniques, and student evaluation. Students complete a teaching practicum of 40 hours in a middle or secondary school.

**EDU 372 Integrating Fine Arts Instruction Into the Classroom (3)**

Designed to provide prospective teachers with practical implementation of integrating fine arts: art, music, drama and dance (visual and performing arts) into the classroom curriculum. Basic concepts and instructional techniques of each area will be examined with an emphasis of infusion into the academic curriculum. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 375 Human Relations in a Multicultural Society (3)**

Students identify characteristics of various ethnic groups that relate to learning, working, and living in our pluralistic society. Students develop strategies for assisting people in living jointly in our pluralistic society. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 415 Teaching ESL (3)**

A course focused on exploring instructional methods and materials to teach English as a Second Language (ESL). Methods and materials will be evaluated for age appropriateness and cultural sensitivity. (Graduate Level EDU 515)

**EDU 425 Assessment of ESL Learners (3)**

Designed to acquaint educators with assessment instruments and evaluation procedures including language proficiency testing, entry and placement procedures, theories of second language acquisition, and selection, development, and evaluation of curriculum based on language proficiency. (Graduate Level EDU 525)

**EDU 427 History, Philosophy and Trends in Education (3)**

Compare philosophical foundations of historical and contemporary education and consider current issues using an informed discussion centered approach. Assess political and social trends, laws, proper conduct and penalties for teachers, and shifts and technological changes related to contemporary and future educational planning. Discussions center on all levels of education from preschools to secondary schools. Students prepare a major research paper. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisites: EDU 350 or 351, or permission.

**EDU 430 Diagnosis and Evaluation of Reading (3)**

This course is designed to provide teachers with assessment procedures for students on an achievement spectrum from below grade level to above grade level and effective instructional and diagnostic techniques in reading. Instruction is provided in a self-directed portfolio mode featuring acquisition of theory, teaching strategies, and assessment procedures. Students participate in formal and informal testing including achievement, criterion references, observational, and portfolio strategies. Implementation of the teacher's knowledge of this curriculum is achieved within a directed reading practicum in a partnership school. 40 hours of clinical experiences focus on effective assessment and teaching procedures based on awareness of individual learners. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisites: EDU 350. (Also listed as SPE 430.)

**EDU 450 Content and Practice for Substitute Teachers (1)**

To provide prospective substitute teachers with information regarding procedures, classroom content and management, diversity issues, and expectations to help them achieve success within substituting. The subject matter and methods for this course vary from semester to semester in light of current trends. Appropriate use of

instructional technology is integrated into instruction of content and pedagogy.  
Prerequisite: 60 semester hours.

**EDU 470 Student Teaching: Primary (5 or 10)**

Supervised teaching experience under the direction of a college faculty member and a classroom teacher in the student's teaching area. (To be taken concurrently with EDU 495.) Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: permission.

**EDU 471 Student Teaching: Intermediate/Middle (5 or 10)**

See Education 470. Prerequisite: permission.

**EDU 472 Student Teaching: Secondary (5 or 10)**

See Education 470. Prerequisite: permission.

**EDU 473 ESL/K-12 Practicum (3)**

A practical experience teaching English as a Second Language in an age-appropriate setting under supervision. *Prerequisites:* ESL Methods, Assessment of ESL Learners and foreign language competency. (Graduate Level EDU 573)

**EDU 481 Experimental Course (3)**

The subject matter and methods for this course vary from semester to semester in light of current trends. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 482 Special Topics (3)**

The subject matter and methods for this course vary from semester to semester in light of current trends.

**EDU 490 Directed Readings: Reading and Writing (3)**

Students research current theories, strategies and evaluative techniques included in reading literature. Selected experiences direct students to explore individual needs and areas of interest. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: EDU 350 or 351 or permission.

**EDU 491 Independent Study (1-3)**

Individualized projects carried out by a student under faculty direction. Prerequisite: departmental approval.

**EDU 495 Student Teaching Seminar (2)**

The student teacher seminar is to provide an opportunity and environment for student teachers and college faculty to share and discuss problems, success, teaching methods, and innovations of mutual interest. Student teachers are encouraged to share their ideas, insights and observations, for the benefit of others in the seminar. Students will learn strategies for career planning and seeking professional employment. Emphasis will be placed on professionalism, organizational skills and ethical behaviors for successful employment in a teaching career. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

**EDU 496 Research Seminar (3)**

Students evaluate educational research and analyze procedures, logic, and strategies implemented by researchers. Students complete research projects demonstrating effective research designs. Presentation of papers to faculty members and the public is

required. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as ECE and SPE.)

#### **532 Storytelling (3)**

A creative arts course that teaches the history and skills of storytelling. Storytelling is basic to all cultures, underlies myth and values, is an important element of all faiths, and is an excellent communications skill.

#### **EDU 550 Content and Practice for Substitute Teachers (1)**

To provide prospective substitute teachers with information regarding procedures, classroom content and management, diversity issues, and expectations to help them achieve success within substituting. The subject matter and methods for this course vary from semester to semester in light of current trends. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

Prerequisite: 60 semester hours.

#### **EDU 575 Human Relations in a Multicultural Society (3)**

Students identify characteristics of various ethnic groups and which relate to learning, working, and living in our pluralistic society. Students develop strategies for assisting people in living jointly in our pluralistic society. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

#### **EDU 582 Special Topics (3)**

The subject matter and methods for this course vary from semester to semester in light of current trends.

#### **EDU 590 Directed Readings: Reading and Writing (3)**

Students research current theories, strategies and evaluative techniques included in reading literature. Selected experiences direct students to explore individual needs and areas of interest. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: EDU 350 or 351 or permission.

### **English (ENG)**

#### **ENG 099 Developmental English (3)**

English 099 is a basic writing course, designed to introduce students to college writing and prepare them for the similar, but more demanding, writing of English 101, the entry-level writing course. Students who pass the course are able to write a developed, unified, and cohesive expository essay. Placement in this course is determined by ACT scores or placement examination.

#### **ENG 101 Composition (3)**

Instruction and practice in the fundamentals of effective written composition, critical reading, and writing. Prerequisite: successful completion of English Placement Exam or ENG 099.

#### **ENG 102 Advanced Composition (3)**

Continued instruction and practice in critical reading and writing, and research techniques. Prerequisite: ENG 101. Can be substituted for Eng 101 if certain requirements are met: ACT scores of 26 in English, plus satisfactory writing sample during the first week of class.

#### **ENG 103 Research Paper (1)**

A course that will provide instruction and practice in the process of writing a research paper. Must have completed the equivalent of the rhetorical part of ENG 101 but lack the research paper experience.

**ENG 105 Introduction to Literature: Short Story and Drama (3)**

An introduction to the major forms of short story and drama. By a study and analysis of works, students will discover the characteristics of these two genres. Prerequisite: ENG 101.

**ENG 106 Introduction to Literature: Novel and Poetry (3)**

An introduction to the major forms of the novel and poetry. By the study and analysis of works, students will come to a better understanding of these two genres. Prerequisite: ENG 101.

**ENG 202 World Literature: Studies in the Novel (3)**

A selective study of significant novels by American, British, Asian, African, or European novelists. Study will include the characteristics of fiction. Prerequisite: ENG 101.

**ENG 203 World Literature: Studies in Poetry (3)**

A selective study of the structure, form, and meaning of poetry from a variety of world cultures. Prerequisite: ENG 101.

**ENG 204 World Literature: Studies in the Short Story (3)**

A study of the theory and practice of the short story as illustrated by works of 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> century writers from around the world. Prerequisite: ENG 101.

**ENG 210 Writing Literary Non-Fiction I (3)**

An intermediate reading and writing workshop in various kinds of personal narrative prose—memoir, essay, profile, journal, blog. Prerequisite: ENG 101

**ENG 212 Creative Writing I (3)**

An intermediate reading and writing workshop in poetry. Prerequisite: ENG 101

**ENG 231 American Literature I (3)**

A study of the major forms, works, themes, and writers in American literature from colonial times to 1865. Prerequisite: ENG 101.

**ENG 232 American Literature II (3)**

Selected readings from 20<sup>th</sup> and 21<sup>st</sup> century American writers, focusing on the diversity of modern American literature. Prerequisite: ENG 101.

**ENG 241 British Literature: Beowulf to the Neoclassic (3)**

Literary movements, genres, and works from Beowulf through the 18<sup>th</sup> century. Prerequisite: ENG 101.

**ENG 242 British Literature: Romantics Through Modern (3)**

A survey of the literature of 19<sup>th</sup> and 20<sup>th</sup> century England. Selections from a variety of genres will be analyzed. Prerequisite: ENG 101.

**ENG 251 World Literature I (3)**

Selected readings in ancient Greek literature and in the European literature of the Middle Ages. Prerequisite: ENG 101.

**ENG 252 World Literature II (3)**

Selected readings in European, African, South American, and Asian literature from the Renaissance to the present. Prerequisite: ENG 101.

**ENG 255 Contemporary Literature (3)**

A study of representative works from 1950 to the present. Includes a variety of genres and themes. Prerequisite: ENG 101.

**ENG 257 Women and Film (3)**

An exploration of the portrayal of women in film and a study of film as a narrative form. Prerequisite: ENG 101. Also listed as WST 257.

**ENG 258 Contemporary Drama (3)**

An exploration of contemporary drama: its structure, its ideas, and its direction. Plays by important playwrights from around the world will be analyzed for their relevance to modern issues and for their artistic merit. Prerequisite: ENG 101.

**ENG 262 Literature for Young Adults for Teachers (3)**

This course includes the study of some traditional and contemporary works written for or about young adults. The works studied will be evaluated for their artistic merit and for their insights into the adolescent stage of human development. Prerequisite: ENG 101. Does not fulfill Core curriculum requirement. For Education majors only.

**ENG 263 Science Fiction (3)**

An investigation of a genre of increasing importance in a technological world and how it relates to changing social structures and values. Prerequisite: ENG 101.

**ENG 266 Images of Women in Literature (3)**

Women have been stereotyped (and have played stereotypes) in life; these traditional images are reflected in literature. The study of these images of women is through writings from various places around the world and from different time periods. Prerequisite: ENG 101. (Also listed as WST 266.)

**ENG 310 Writing Literary Non-Fiction II (3)**

An advanced reading and writing workshop in contemporary prose forms. Prerequisite: ENG 210 or departmental approval.

**ENG 312 Creative Writing II (3)**

An advanced reading and writing workshop in poetry. Prerequisite: ENG 101 or departmental approval.

**ENG 320 Linguistics for Teachers (3)**

A study of the structure of the English language. Includes units on lexicography, semantics, and dialects. Prerequisite: ENG 101. Does not fulfill Core curriculum requirement. (Graduate Level ENG 520)

**ENG 322 The English Language (3)**

A survey of the stages of development of the English language from Anglo-Saxon to contemporary English. Prerequisite: ENG 101. Does not fulfill Core curriculum requirement.

**ENG 343 Shakespeare (3)**

Shakespeare as a dramatist and poet. A reading of representative plays, including comedy, tragedy, history, and romance. Prerequisite: ENG 101.

**ENG 344 British Romantic Literature (3)**

An exploration of the terms "Romanticism" and "romantic" through close readings of the poetry and prose of William and Dorothy Wordsworth, Percy Bysshe and Mary Shelley, John Keats, Lord Byron, William Blake, and Samuel Taylor Coleridge. Prerequisite: ENG 101.

**ENG 345 Victorian Literature (3)**

A study of the shorter fiction written by major British authors during the reign of Queen Victoria (1837-1901), and of its enduring claims on our attention today. Prerequisite: ENG 101.

**ENG 346 Women's Spiritual Journeys in Literature (3)**

A study of 20th century American narratives by women that explore the nature of women's spiritual experiences. Prerequisite ENG 101. (Also listed as WST 346.)

**ENG 355 Women/Novels/Film (3)**

A study of the respective narrative systems of film and novels, featuring modern American novels and films. Prerequisite ENG 101 (Also listed as WST 355.)

**ENG 356 American Memoir (online) (3)**

An intensive study of 20<sup>th</sup> century American memoir. Prerequisite: ENG 101.

**ENG 357 Studies in Authors: British (3)**

An intensive study of selected genres, themes, movements, or authors in modern and contemporary British literature. Prerequisite: ENG 101.

**ENG 358 Studies in Authors: World (3)**

An intensive study of several significant world authors grouped according to a common theme or genre. Prerequisite: ENG 101.

**ENG 365 World Literature: Myth and Fantasy (3)**

An investigation of myth and fantasy, both sacred and secular, as "equipment for living." Prerequisite: ENG 101.

**ENG 368 Women Writers (online) (3)**

A study of traditional and contemporary works written by American women. Emphasizes style and major themes in their literature. Prerequisite: ENG 101. (Also listed as WST 368.)

**ENG 381-389 Experimental Courses (3)**

The subject matter and method of these courses will vary from semester to semester in line with current trends.

**ENG 490 Honors Reading (1-3)**

Independent reading in an area of special interest carried out under faculty direction. Prerequisite: departmental approval.

**ENG 491, 492 Independent Study (1-3)**

Individualized projects carried out by a student under faculty direction. Prerequisite: departmental approval.

**ENG 493, 494 Independent Writing Project (1-3)**

Individualized writing projects supervised by the English faculty. Prerequisites: departmental approval, ENG 101 and 310 or 312.

**ENG 495 Coordinating Seminar (3)**

In-depth study on selected topic under the direction of an English faculty member and presentation of the seminar paper at the annual Symposium. Senior English majors only. Prerequisite: departmental approval.

**Experiencing the Liberal Arts (ELA)****ELA 203 The Detective Novel and Society (3)**

This course is designed to make students aware of the cultural richness and depth to be found in the detective novel. It will focus on the question of what can be learned about our culture and other cultures from the reading of these novels. The works to be studied and compared deal with broader issues than the traditional "whodunits." Some of those larger considerations are gender issues, historical situations, social commentary, ethnic differences, and religious customs. Prerequisites: ENG 101 and sophomore standing.

**ELA 204 Drugs and American Society (3)**

The course will explore both the attitudes and the practices of Americans regarding the use of intoxicating drugs. This phenomenon will be considered from a variety of perspectives; historical, biological, psychosocial and philosophical. Such study will provide perspective on many current drug-related issues. Prerequisites: ENG 101 and sophomore standing.

**ELA 205 Music Around the World (3)**

This class will combine the disciplines of anthropology and music to expose students to a broad understanding of people in various societies and cultures. Prerequisite: ENG101 and sophomore standing.

**ELA 207 Pulp Law (3)**

This course will examine the representation and misrepresentation of legal issues as presented in film and literature. Through the study of legal and moral theory, students will critically evaluate movie and literary portrayals of criminal and civil law. Students will explore the impact such films and books have on the knowledge, attitudes and moral reasoning of audiences and society as a whole. Prerequisite: ENG101 and sophomore standing.

**ELA 208 Breathtaking Decisions-Life and Death Issues in Bioethics (3)**

This course adjudicates selected contemporary issues in bioethics. Issues addressed in the course include cloning, stem cell research, contraception, abortion, Assisted Reproductive Technology (ART), and genetic engineering from the natural law, personal perspective that grounds the Catholic moral tradition. The procedural method of the course models for the student the integration of theory and practice that is essential to sound moral decision-making. Prerequisite: ENG 101 and sophomore standing.

**ELA 266 Finding Your Voice (3)**

In this course students will become acquainted with the way in which people respond to voice quality and tone, thus providing them with creative options for asserting



themselves or otherwise participating in all areas of verbal interaction. Students will explore voice physically, psychologically and socially and will study voice in the contexts of the dramatic arts, literature, psychology, and anthropology. Through written papers, monologues and interviews, students will learn the intricacies of vocal exchange, learning that the way a statement is made is just as important as the words that comprise it.

**ELA 302 A.B.U.S.E. - Awareness, Beliefs, Understanding, Strategies and Empowerment (3)**

This course will explore the concept of human abuse as it relates to women from a psychological and health perspective. It will assist students to understand how abuse has impacted men's, women's, and children's roles, relationships, self-esteem, and their ability to adapt to societal expectations. Content areas include an historical overview, media, and treatment. Prerequisites: ENG 101 and sophomore standing.

**ELA 303 Visiting the Past (3)**

This course will utilize the vehicles of imagination and scholarship to engage in a sort of time travel. The disciplines of history and anthropology will be combined to provide the information and insights necessary to understand the lives of human beings in other times and places. Three questions will be central to the course: What was it like to be alive? How did the people of that time and place make their lives meaningful? How does an understanding of people in another time and place affect the views of our own lives? Prerequisites: ENG 101 and sophomore standing. (Junior standing recommended.)

**ELA 304 American Cinema (3)**

This course is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. Formal analysis will be linked with historical research and cultural studies. Prerequisites: ENG 101 and sophomore standing.

**ELA 305 Women of the Americas: Freedom, Justice, Equality, Respect (3)**

The study of women in Canada, the United States, and Latin America. Issues of hierarchy and liberation, poverty and opportunity, gender and protest, and exploitation and justice in various ethnic groups will be discussed. Prerequisites: ENG 101 and sophomore standing. (Junior standing recommended.)

**ELA 306 Intercultural Communication (3)**

This class will link the study of communication with the study of culture. It will seek to develop skills leading to more understanding of other cultures and how to effectively communicate. Prerequisite: ENG101 and sophomore standing. (Also listed as COM 306 and Graduate Level COM/ELA 506.)

**ELA 307 Open-Eyed Justice: The Changing Face of Conflict Resolution in the USA (3)**

This course will examine the history of European, British and American law as well as the Nebraska Dispute Resolution Act and formal methods of conflict resolution. The hypothesis that interest-based conflict resolution is occurring because of the feminization of the work force and legal profession will be posed. Prerequisites: ENG 101 and sophomore standing.

**ELA 308 Stories We Live By: How Myth Shapes Our Lives (3)**

Explores the nature of myth and the role that these cultural stories play in literature, music, other disciplines, and in our own lives. Students will identify and examine women's roles in stories and women's scholarship in this field. Students will seek to discover their own cultural, family, and personal myths. Prerequisites: ENG 101 and sophomore standing. (Junior standing recommended.)

### **ELA 309 Narratives of the Holocaust (3)**

Personal narratives are used in this course to study the shattering impact that Nazi policies of extermination had upon the lives of individual human beings. By combining the study of history and literature, students are given the opportunity to examine both the historical context of the Holocaust and the ways in which particular women and men used writing in the service of both historical memory and personal survival. Prerequisites: ENG 101 and sophomore standing.

### **ELA 310 Utopia: From Women's Points of View (3)**

This course is designed to introduce students to the concept of utopian worlds, particularly ideal worlds from women's points of view. The course will deal with the following topics: Utopian worlds, patriarchy, concepts of God, desire for immortality, uses of power, and uses of language. Prerequisites: ENG 101 and sophomore standing. ( Also listed as WST 311.)

### **ELA 315 Self, Society, and Service (3)**

This course explores the concepts of volunteering and service as they relate to individuals and the community from health perspectives. The mental and physical health of members of our society is affected by their occupational and leisure activities. These activities should begin at a young age so patterns of positive health promotion are established throughout the lifespan. Involvement in community service provides meaning and purpose in people's lives. Such qualities may in turn have protective effects on health outcomes. Volunteering offers opportunities for persons to help solve critical community needs, develop new skills, and open alternative career paths. These opportunities, in turn, reinvigorate the health of the community and promote satisfaction among community members. The content areas will include but not be limited to a historical overview of service and volunteerism, the benefits to individuals and the community, current trends, life-span efforts, occupational opportunities, and the concept of service-learning. This is a web-enhanced course. Prerequisite: ENG 101 and sophomore standing.

### **ELA 320 Liberty and Justice (3)**

Examines the protection of individual freedoms through the Constitution and the Bill of Rights. Students will critically evaluate the legal and moral issues inherent in the personal rights embodied in the Bill of Rights. Students will be provided with a background in legal and moral theory and terminology and will use such knowledge to discuss the importance of protecting and promoting individual freedom in modern society.

### **First Year Seminar (FYS)**

The CSM First Year Seminar is designed to encourage the development of a small group interactive learning community. In this class, students will develop connections with other first year students while learning to participate in and substantially contribute to a group exploration of a particular topic in the liberal arts. Although the

topics will vary, all sections will be related to the mission of the university and will focus on discussion-based critical inquiry.

First Year Seminar is to be taken during the first semester a student is enrolled at College of Saint Mary.

**FYS 101 Science and Social Issues (1)**

This seminar will offer students the opportunity to explore the social issues presented by the implementation of scientific knowledge and advancements. Students will critically examine how science can benefit and/or harm societies and the environment.

**FYS 102 Earth Wisdom (1)**

This seminar will focus on the work of various writers and filmmakers that imparts "Earth Wisdom". The following question will be addressed: how can people live in a way that is nourishing and respectful to the land, to wildlife, to the well-being of the human community, and to the spiritual sustenance of all?

**FYS 103 Music and Poetry (1)**

This seminar explores the unique relationship between poetry and music and the ways in which these art forms complement and enrich each other.

**FYS 104 How Art Made the World (1)**

This seminar is an introduction to the history of art and its influence on the development of culture. Students will be exposed to the processes of art making through a historical look at human creativity.

**FYS 105 Historical Texts and the Movies (1)**

The seminar will study the benefits and hazards of using film as a primary source for the study of an historical period. Students will think critically about how movies can both enlighten and mislead us about the past.

**FYS 106 The Psychology of Prejudice (1)**

This seminar will involve the exploration and study of prejudice, including stereotyping and discrimination. Students will critically examine their own perspectives and biases, as well as those of diverse others. **(Available on-line)**

**FYS 107 Rhyme and Reason (1)**

This seminar will be a study of contrasts between the language of poetry (Rhyme) and scientific prose (Reason) or the relation between language and thought, one of the oldest mysteries we know of in every civilization and culture. The seminar will focus on ways of thinking that are so common that they are taken for granted, for example, the naming of things.

**FYS 108 Being a Global Citizen (1)**

This seminar will explore how to integrate cross-cultural experiences into a plan of study with the ultimate goal of becoming a global citizen. Today's students must prepare themselves for these activities by learning new languages, being open to exchange experiences and seeking to broaden their horizons. Women need to be encouraged to take advantage of these opportunities during their academic preparation so as to be open to life-changing events.

**FYS 109 Hear Me Roar (1)**

This seminar will explore the evolution of the legal protection and empowerment of women in the United States. Students will study current legal issues that directly affect the lives of women in American society. Students will become more aware of women's legal issues and will critically analyze whether such laws are applied in a fair and consistent manner. **(Available on-line)**

### **FYS 110 Science and Sustainability (1)**

This seminar will explore the current state of the global environment and the concept of sustainability in order to increase the students' understanding of the earth's limited capacity to support all forms of life and to provide for the needs of human society. Students will investigate opportunities to reduce negative environmental impacts and formulate innovative improvements.

### **FYS 111 The Mercy Mission (1)**

This seminar will discuss the historical reference of Catherine McAuley and the roots of the Mercy Mission in Ireland and how these factors influence and relate to College of Saint Mary today. The seminar will also include an in depth study of the Irish heritage of the Mercy Mission.

### **FYS 112 Women as Leaders (1)**

This seminar will focus on women's roles in leadership in the 21<sup>st</sup> century. Students will be introduced to the history and issues of women in leadership and the steps to becoming leaders. Students will also have the opportunity of determining their personal leadership styles.

## **History and Political Science (HPS)**

### **HPS 110 American Government (3)**

An overview of the Federal government, including the study of its executive, legislative and judicial branches and their relationships to each other. Current issues in foreign and domestic policy are also dealt with in the course.

### **HPS 131 History of the United States to 1865 (3)**

An inquiry into how, by studying the origins of the United States of America, we can better understand American society, culture, and politics today. Special attention is given to the topic of the witch trials in Salem, the role of key personalities in American politics, the American Revolution, slavery, and the Civil War. The course also seeks to shed light on our own day-to-day living by contrasting contemporary culture with that of Antebellum America.

### **HPS 132 History of the United States since 1865 (3)**

This course surveys the remarkable story of America's rise to becoming a world superpower and the consequences of this new role for both Americans and others throughout the globe. Emphasis is placed upon the following: Reconstruction and the post-Civil War industrial boom, America's becoming an imperial power with the Spanish American War; the decision to fight in World War I; our response to Japan's attack on Pearl Harbor in 1941 and Hitler's declaration of war on the U.S.; assessment of the origins and significance of the Cold War, including our involvement in Korea and Vietnam; and the development of what we recognize today as "modern" American life, including critical assessment of the civil rights and general cultural upheavals of the 1960's and their continued influence on our lives today. This course includes instruction in effective use of the Internet as a tool for historical study.

**HPS 160 World Geography (3)**

This is a course in cultural geography. In essence, it is an investigation into how we may better understand our own society by studying other nations and cultures.

**HPS 210 American Foreign Policy (3)**

Investigation into the origins, practice, and consequences of American foreign policy. Special attention is given to World War II, the Cold War, and Vietnam.

**HPS 236 History of the Sixties (3)**

To identify and to understand the political, social and cultural developments of the sixties in their historical context. After establishing this context, students are challenged to think through just how the legacies of the sixties have affected us for good or ill in the 21<sup>st</sup> century.

**HPS 240 History of Women in Europe (3)**

An exploration of the lives of outstanding women in the Western tradition. These women will be studied both as individuals and as reflections of their cultural context. (Also listed as WST 240.)

**HPS 251 History of Women in the United States (3)**

The role of women in American society from the colonial period to the present. Emphasis is placed upon the 20th century. (Also listed as WST 251.)

**HPS 260 Regional Geography (3)**

An in-depth study of the physical and cultural geography of one particular region of the world.

**HPS 280 Experimental Course (3)**

The subject matter of this course will vary from semester to semester.

**HPS 349 Nazi Germany (3)**

A study of the political, social, and cultural forces behind Hitler, Nazi Germany, and the murders of 11 million people.

**HPS 360 Teaching of Social Studies (3)**

See Education 360.

**HPS 375 Western Civilization to 1500 (3)**

Survey of the intellectual and cultural roots of Western civilization from the ancient Sumerians to the Renaissance. Major topics covered include the origins of several contemporary aspects of the origins of several contemporary aspects of our culture, including monotheism, democracy, Christianity and the nation-state.

**HPS 376 Western Civilization since 1500 (3)**

Survey of the major cultural, political, and social movements in the Western world since 1500. Major topics include the Reformation, Counter-Reformation, Scientific Revolution, the Enlightenment, the French Revolution, and the growth of industrialization and nationalism in the 19th and 20th centuries.

**Human Services (HSV)**

**HSV 101 Survey of Human Services (3)**

Involves the history, theories, ethical principles, and values of human services. Students will also explore specific areas of the human services field through experience in the community.

**HSV 230 Attitudes and Values (3)**

Requires the student to examine herself, her values and belief systems, and the effect of her belief system on the perception of and interaction with others. (Also listed as HSV 230.)

**HSV 231 Interviewing Skills (3)**

Methods of obtaining relevant information in a variety of settings are discussed and practiced. The documentation, reporting, and use of information are presented for selection of personnel or case planning. Methods of designing and implementing programs for clients are practiced. (Also listed as BUS and COM 231.)

**HSV 236 Alcohol and Substance Abuse (3)**

Examines the current research and findings on alcohol and substance abuse regarding causes and treatments. Physical and psychological effects of substance abuse on the person, in addition to the consequences for the family and society, are reviewed,. The major intervention and therapeutic models are discussed and evaluated. (Also listed as HSV 236.)

**HSV 377 Fieldwork Experience I (3)**

Introduces students to the knowledge, skills, and personal development that happen in the human services setting. Skills focus on understanding the human service organization and the various roles and functions of human service workers. Course requires completion of 175 Fieldwork Hours. Prerequisites: HSV 231 and PSY 233. To be taken concurrently with HSV 378.

**HSV 378 Fieldwork Seminar I (2)**

Problems, solutions, ethical issues, and other interesting situations experienced in HSV 377 will be discussed. To be taken concurrently with HSV 377.

**HSV 424 Marriage and Family Counseling (3)**

Explores the history of marriage and family therapy, prominent theorists, and major methodologies. Prerequisite: PSY 332 or permission of the instructor. (Also listed as HSV 424.)

**HSV 477 Fieldwork Experience II (3)**

Engages the student in addressing and solving more complex problems in service delivery. Greater autonomy and responsibility in the human services setting is expected of the student during this course. Course requires completion of 175 Fieldwork Hours. Prerequisites: HSV 377 and HSV 378. To be taken concurrently with HSV 478.

**HSV 478 Fieldwork Seminar II (1)**

Problems, solutions, ethical issues, and other interesting situations experienced in HSV 477 will be discussed. To be taken concurrently with HSV 477.

## **Humanities**

### **HUM 495 Coordinating Seminar (3)**

An advanced interdisciplinary research project under the direction of a faculty member from one of the student's areas of specialty. Prerequisite: departmental approval.

## **Mathematics (MTH)**

### **MTH 098 Developmental Math (3)**

Includes basic concepts of the real number system, polynomials, first-degree equations and inequalities, algebraic functions, exponents, radicals, graphing linear functions, and an introduction to quadratic functions. Placement in this course is determined by ACT scores or placement examination.

### **MTH 112 Intermediate Algebra (3)**

An extension of the basic algebraic concepts includes first- and second-degree equations and inequalities, and systems of linear equations. Prerequisite: satisfactory PSAT or ACT score, satisfactory score on Math Competency Exam, or C or better in MTH 098, or permission of program director.

### **MTH 114 College Algebra (3)**

A study of the ordinary topics of college algebra including functions, inequalities, and logarithms. Prerequisite: C or better in MTH 112, or three years of high school mathematics including advanced algebra, or permission of program director.

### **MTH 115 College Trigonometry (3)**

A study of the circular functions and their graphs, trigonometric functions, trigonometric identities and equations, and applications of trigonometry. Prerequisite: C or better in MTH 114 or equivalent.

### **MTH 201 Calculus I (4)**

A study of limits and continuity, differentiation of algebraic functions, and elementary integration with applications. Prerequisite: C or better in MTH 115 or equivalent.

### **MTH 202 Calculus II (4)**

A continuation of MTH 201 including the differentiation of transcendental functions and methods of formal integration with applications, and an introduction to sequences and series. Prerequisite: C or better in MTH 201 or equivalent.

### **MTH 203 Calculus III (5)**

The study of multivariate calculus. Topics include: vectors, partial derivatives, multiple integrals, Green's theorem, and Stoke's theorem. Prerequisite: MTH 202

### **MTH 242 Statistics (3)**

Collection and tabulation of data, averages and measures of dispersement, correlational and regression analysis, probability and sampling, hypothesis testing, performing Chi Square, t, f and some nonparametric tests. Prerequisites: C or better in MTH 112, or permission of program director. (Also listed as BUS and PSY 242.)

**MTH 262 Numbers and Geometry with Applications (3)**

Includes a study of the external meanings and the algorithms and mathematical systems of arithmetic.

**MTH 266 College Geometry (3)**

Axiomatic systems, introduction to non-Euclidean geometry, and projective geometry. Prerequisite: MTH 201.

**MTH 288 Experimental Course (1-3)**

The subject matter of this course will vary from semester to semester in line with current trends.

**MTH 342 Statistics, Calculus Based (3)**

The study of the theory and applications of statistics using a traditional Calculus based approach. Topics include finite and continuous distributions, inferences estimation, and regression. Prerequisite: MTH 202.

**MTH 350 Abstract Algebra (3)**

An introduction to modern algebra, including groups, rings, integral domains, and fields. Prerequisite: MTH 201.

**MTH 360 Linear Algebra (3)**

Finite dimensional vector spaces, linear transformations and matrices, quadratics forms, eigenvalues, and eigenvectors. Prerequisite: MTH 201.

**MTH 367 Teaching of Mathematics (3)**

Principles, objectives, methods, and functions of teaching mathematics are emphasized. (Also listed as EDU 360.)

**MTH 450 Differential Equations (3)**

Methods of solution and applications of common types of differential equations. Prerequisite: MTH 202.

**MTH 491 Advanced Topics in Mathematics (1-4)**

Allows students to pursue an in-depth study of an area of mathematics that they would not be exposed to otherwise.

**MTH 495 Mathematics Seminar (1)**

The student's present topics not included in the normal mathematics offerings. Prerequisites: MTH 202 and departmental approval.

**Medical Technology (MDT)****MDT 364 Immunology (3)**

A study of the nature and theory of antigen-antibody interaction, mechanisms of immunity, and principles and procedures of serodiagnosis. Prerequisites: two semesters of BIO (110, 112, 222 and 230), two semesters of CHM (110 and 112), or permission of the instructor. BIO 300 may be taken concurrently. (Also listed as BIO 364.)



The following courses, for which a student receives 39 college credit hours, are taken with minor variations in an approved school of medical technology during the professional year of study. These courses must be completed with a minimum passing grade of 70% (C) to meet requirements for graduation from the program.

**MDT 412 Clinical Laboratory Diagnosis And Management (6)**

The application, evaluation, and correlation of laboratory tests in the diagnosis and treatment of common disease states are emphasized in this course. Opportunities for building critical thinking, problem-solving, and leadership skills are provided in small group clinical case discussions.

**MDT 414 Clinical Chemistry (8)**

The theory, practical application, and technical performance of clinical chemistry laboratory procedures.

**MDT 416 Clinical Hematology (7)**

The theory, practical application, and technical performance of clinical chemistry laboratory procedures.

**MDT 418 Clinical Microbiology (7)**

The theory, practical application, and technical performance of procedures for isolation and identification of bacterial, mycotic, parasitic, and viral organisms infecting humans.

**MDT 420 Clinical Immunology (1)**

The theory, practical application, and technical performance of immunological and serological procedures used in diagnostic laboratory medicine.

**MDT 422 Clinical Immunochemistry (3)**

The theory, practical application, and technical performance of blood bank procedures required for transfusion of blood and blood components, and for handling and storage of blood and blood components.

**MDT 426 Clinical Microscopy (1)**

The theory, practical application, and technical performance of procedures utilized in the analysis of urine and other body fluids.

**MDT 430 Professional Topics (2)**

Selected topics relating to the practice of medical technology including the theory, practical application, and technical performance of collecting and handling blood specimens; introduction to theory and principles of management, supervision, and education; introduction to professional ethics; and theory and application of method evaluation.

**Military Science (Not offered on CSM campus)**

**MIL 100 Leadership Laboratory I (0)**

Leadership Laboratory provides initial and advanced military leadership instruction in military courtesy, first aid, and practical field training exercises. Functions and responsibilities of leadership positions are developed through cadet command and staff

positions. Required with enrollment in MIL 101, MIL 102, and MIL 103. May be repeated one time.

**MIL 101 Introduction to Officer Professionalism I (1)**

Examination of the role of the commissioned officer in the United States Army. Discussion focuses upon officer career opportunities, role of the officer, responsibilities of and basis for the armed forces, and sources of officer commissioning.

**MIL 102 Introduction to Officer Professionalism II (1)**

Continuation of MIL 101. Further examines the role of the commissioned officer in the U.S. Army. Focuses on customs of the service, role of the Army, Army Reserve, and Army National Guard; organization of the Army; branches of the Army; and leadership principles for the junior officer.

**MIL 103 Foundation of Officership and Basic Leadership (2)**

This course is an introduction for nursing students to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the semester addresses "life skills" including fitness and time management. This course is designed to give accurate insight into the Army Profession and the officer's role within the Army. Prerequisite: Nursing students only.

**MIL 200 Leadership Laboratory II (0)**

This second-year leadership laboratory parallels MIL 211/212 classroom instruction, reinforcing concepts learned in class with practical hands-on training exercises and activities. Training is focused on more advanced individual and collective small unit skills such as small unit leadership and tactics doctrine, land navigation, basic rifle marksmanship, and drill ceremonies. Required with enrollment in MIL 211, MIL 212, and MIL 213. May be repeated one time.

**MIL 202 United States Military History (3)**

A study of the theory and practice of war beginning in colonial times through the military engagements and peacekeeping operations of the 1990s. Emphasis is on United States participation in these military operations.

**MIL 205 ROTC Leadership Training Camp (3)**

Six weeks of preparatory training at Fort Knox, Kentucky. Travel pay and salary stipend provided through the Military Science Department. The student is not obligated to any military service as a result of attending Leadership Training Camp. Camp graduates are eligible to enroll in Advanced Military Science courses. Students are also eligible to compete for full tuition two-year scholarships. Prerequisite: Director Consent.

**MIL 207 Fundamentals of Army Ranger Training (2)**

Course designed to challenge the individual in leadership, physical endurance, special operations and small-unit tactics. Competitive area success would lead to regional championship participation at Fort Lewis, Washington.

### **MIL 208 Advanced Army Ranger Training (2)**

Continuation of MIL 207.

### **MIL 211 Basic Individual Leadership Techniques I (1)**

Course designed to develop student leadership and critical individual skills. Training is basic in nature and includes leadership techniques, written and oral communication, rifle marksmanship, fundamentals of land navigation, and physical fitness. Prerequisite: MIL 101, 102, or Director Consent.

### **MIL 212 Advanced Individual Leadership Techniques II (1)**

Continues the development of student leadership and critical individual military skills. Training focuses on advanced military skills and includes orienteering, field survival skills, operations, and training. Prerequisite: MIL 211.

### **MIL 213 Military Science and Leadership (2)**

Nurse cadet only. This course compresses Military Science II year into one semester. It is designed to develop students' knowledge of self, self-confidence, and individual leadership skills. Through experiential learning activities, students develop problem solving and critical thinking skills, and apply communication, feedback and conflict resolution skills. Prerequisite: MIL 103.

### **MIL 300 Leadership Laboratory III (0)**

This laboratory parallels MIL 301/302 classroom instruction and places the student in leadership positions within the cadet corps, providing greater challenges in order to build confidence and enhance mastery of individual skills. Activities focus on honing military skills and mastery of small unit leadership and tactics in preparation for MIL 351, ROTC National Advanced Leadership Camp in Fort Lewis, Washington. Required with enrollment in MIL 301 and 302. May be repeated one time.

### **MIL 301 Fundamentals of Small Unit Tactics and Leadership (3)**

Course designed to introduce the Advanced Course military science student to the technical skills required to become an effective small unit leader. Includes fundamentals of terrain navigation, oral and written communication skills, basic troop leading procedures, and an introduction to opposing forces capabilities, organization and equipment. Includes field training exercise. Prerequisite: MIL 211, 212, or Director Consent.

### **MIL 302 Advanced Small Unit Tactics & Leadership II (3)**

Course involves the study and application of small unit tactics with emphasis on planning and organizing principles learned in MIL 301. Designed to develop the self-confidence and leadership abilities as well as the technical competence needed by the Advanced Course student to complete Advanced Camp Training conducted at Ft. Lewis, Washington. Includes field training exercises. Prerequisite: MIL 301.

### **MIL 351 Leadership Development Assessment Course (3)**

The ROTC cadet attends five weeks of intensive leadership and management training. The training is conducted during the summer months between the junior and senior years at Fort Lewis, Washington. The student's ability to lead her unit and to plan and

conduct military small unit operations is thoroughly evaluated. Travel pay and salary stipend provided through the Department of Military Science. Prerequisite: MIL 301 and MIL 302.

**MIL 352 ROTC Nurse Summer Training (3)**

A three-week, 120-hour clinical assignment with an Army Nurse Corps preceptor at an Army hospital in the U.S. or overseas. Available to ROTC nursing students with at least one clinical nursing course, follows successful completion of MIL 351. The student receives travel pay and salary stipend through the Military Science Department. Improved clinical skills and self-confidence that comes with experience will enhance performance in nursing curriculum and Military Science. Prerequisite: MIL 301 and 302, Director Consent.

**MIL 400 Leadership Laboratory IV (1)**

Laboratory designed to allow senior cadets to demonstrate mastery of leadership and tactical skills developed throughout their cadet career in preparation for becoming commissioned Army officers. The cadet battalion staff plans, resources, and executes training for the MIL 100, 200, and 300 labs. Additionally charged with the leadership development and assessment of the underclassmen, with a focus on the junior class in preparation for Leadership Development Assessment Course at Fort Lewis, Washington in the summer. Required with enrollment in MIL 401 and MIL 402. May be repeated one time.

**MIL 401 Military Professionalism and Ethics I (2)**

Seminar on contemporary problems facing junior officers dealing with ethics and military professionalism. Standards of conduct are explained and applied to practical simulations utilizing the ethical decision-making process. Prerequisite: MIL 301 and 302 or Director Consent.

**MIL 402 Military Management Seminar II (2)**

Leadership and management problems involved in the operation of a small unit including personal affairs, military justice, moral and social duties and obligations of a military officer. Prerequisite: MIL 401.

**MIL 493 Directed Independent Readings I, II (2)**

Directed readings course designed to consider an issue or field of interest to society in general and the military in particular. Prerequisite: Director Consent.

**MIL 494 Directed Independent Study and Seminar I (2)**

Directed study course designed to consider an issue or field of interest to the society in general and the military in particular. Prerequisite: Director Consent.

**MIL 495 Directed Independent Study and Seminar II (2)**

Directed research in Military Science to meet the individual needs of the student. Course focuses on developing practical application of special interest subjects in a student-initiated project. Prerequisite: Director Consent.

**AES 001 Leadership Laboratory (0)**

Leadership Laboratory courses (LLABs) include a study of Air Force customs and courtesies, drill and ceremonies, and military commands. The LLAB also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers. During the junior and senior year, LLABs consist of activities classified as leadership and management experiences. They involve the planning and controlling of military activities of the cadet corps, and the preparation and presentation of briefings and other oral and written communications. LLABs also include interviews, guidance, and information that will increase the understanding, motivation, and performance of other cadets.

**AES 131, AES 132 Foundations of the United States Air Force I & II (1,1)**

Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AES 231, AES 232 The Evolution of USAF Air and Space Power I & II (1,1)**

These courses are designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the courses cover a time period from the first balloons and dirigibles to the space-age global positioning system of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Furthermore, the courses examine several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, these courses provide students with a knowledge level understanding for the general element and employment of air and space power, from an institutional, doctrinal, and historical perspective. In addition, the students will continue to discuss the importance of the Air Force Core Values with the use of operational examples and historical Air Force leaders and will continue to develop their communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

**AES 311, AES 312 Air Force Leadership Studies I & II (3)**

A study of leadership, management fundamentals, professional knowledge, Air Force personnel and evaluation systems, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course.

**AES 411, AES 412 National Security Affairs/Preparation for Active Duty I & II (3)**

These courses examine the national security process, regional studies, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military,

preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course.

*In addition to the above courses, Air Force ROTC awards credit through summer field training exercises:*

Two hours of credit are granted to students who complete four weeks of training at selected Air Force bases. Travel pay and salary stipend provided. The student is not obligated to any military service as a result of attending field training. Graduates of camp are eligible to enroll in the Professional Officer Course (POC) and compete for two-year Air Force ROTC scholarships.

Three hours of credit are granted to students who complete six weeks of training at selected Air Force bases. Training is designed for students with no military experience, training, or education. Travel pay and salary stipend provided. The student is not obligated to any military service as a result of attending field training. Graduates of camp are eligible to enroll in the Professional Office Course (POC).

## **Music (MUS)**

**MUS 100 Beginning Piano (1)**

**MUS 101 Beginning Organ (1)**

**MUS 102 Beginning Voice (1)**

**MUS 103 Beginning Violin (1)**

**MUS 104 Beginning Guitar (1)**

**MUS 105 Beginning Trumpet (1)**

**MUS 106 Beginning Flute (1)**

**MUS 117 Beginning Tuba (1)**

**MUS 126 Beginning Trombone (1)**

**MUS 127 Beginning Bassoon (1)**

**MUS 129 Beginning Clarinet (1)**

**MUS 108 Group Piano (1)**

Beginning level instruction in piano is offered in a classroom setting. This course is designed for students with no previous musical background. Daily practice is expected of all students.

**MUS 118 Musicianship I (3)**

A general introduction to the language of music intended to help the student gain fluency in reading and understanding conventional musical notation. Fundamental theoretical concepts (melodic and rhythmic notation, intervals, scales, meter, tonality)

are studied and rudimentary applied skills (ear training, sight singing, keyboard harmony) are developed.

**MUS 119 Musicianship II (3)**

An introduction to the harmonic theory of the common practice period. The course begins with a review of music fundamentals and then examines the nature of triads and seventh chords, basic principles of voice-leading and harmonic progression, chord inversion, and non-chord tones. Skills such as ear training, sight singing and keyboard harmony are simultaneously cultivated. Prerequisite: MUS 118 or its equivalent.

**MUS 204 Music of the People (3)**

A listening course which explores types of folk music, instruments and dances important to people of specific cultures and countries throughout the world.

**MUS 205 Women in Music (3)**

(Also listed as WST 205.)

**MUS 206 Music of Western Civilization (3)**

An introduction to the great music of Western civilization from the Middle Ages to the present. The course begins with a discussion of the elements of music and proceeds with a chronological overview of music history. Classical masterworks from all style periods are studied.

**MUS 208 History of Jazz and Rock (3)**

An historical survey of the development of jazz and rock from their beginning to the present.

**MUS 210 Intermediate Piano (1)**

Prerequisite: MUS 100 or its equivalent and permission of the instructor.

**MUS 211 Intermediate Organ (1)**

Prerequisite: MUS 101 or its equivalent and permission of the instructor.

**MUS 212 Intermediate Voice (1)**

Prerequisite: MUS 102 or its equivalent and permission of the instructor.

**MUS 213 Intermediate Violin (1)**

Prerequisite: MUS 103 or its equivalent and permission of the instructor.

**MUS 214 Intermediate Guitar (1)**

Prerequisite: MUS 104 or its equivalent and permission of the instructor.

**MUS 215 Intermediate Trumpet (1)**

Prerequisite: MUS 105 or its equivalent and permission of the instructor.

**MUS 216 Intermediate Flute (1)**

Prerequisite: MUS 106 or its equivalent and permission of the instructor.

**MUS 217 Intermediate Tuba (1)**

Prerequisite: MUS 117 or its equivalent and permission of the instructor.

**MUS 226 Intermediate Trombone (1)**

Prerequisite: MUS 126 or its equivalent and permission of the instructor.

**MUS 227 Intermediate Bassoon (1)**

Prerequisite: MUS 127 or its equivalent and permission of the instructor.

**MUS 229 Intermediate Clarinet (1)**

Prerequisite: Music 129 or its equivalent and permission of instructor.

**MUS 247 CSM Chorus (NC, 1)**

Sacred and secular choral literature in a variety of styles is learned and performed. The CSM Chorus performs for several liturgies, campus events, concerts, and off-campus events each semester. Participation in rehearsals and performances in addition to scheduled class time is required. Students may enroll in chorus for credit or on a non-credit basis. Students may re-elect this course every semester. Open to all students.

**MUS 310 Advanced Piano (1)**

Prerequisite: MUS 210 or its equivalent and permission of the instructor.

**MUS 311 Advanced Organ (1)**

Prerequisite: MUS 211 or its equivalent and permission of the instructor.

**MUS 312 Advanced Voice (1)**

Prerequisite: MUS 212 or its equivalent and permission of the instructor.

**MUS 313 Advanced Violin (1)**

Prerequisite: MUS 213 or its equivalent and permission of the instructor.

**MUS 314 Advanced Guitar (1)**

Prerequisite: MUS 214 or its equivalent and permission of the instructor.

**MUS 315 Advanced Trumpet (1)**

Prerequisite: MUS 215 or its equivalent and permission of the instructor.

**MUS 316 Advanced Flute (1)**

Prerequisite: MUS 216 or its equivalent and permission of the instructor.

**MUS 317 Advanced Tuba (1)**

Prerequisite: MUS 217 or its equivalent and permission of the instructor.

**MUS 326 Advanced Trombone (1)**

Prerequisite: MUS 226 or its equivalent and permission of the instructor.

**MUS 327 Advanced Bassoon (1)**

Prerequisite: MUS 227 or its equivalent and permission of the instructor.

**MUS 329 Advanced Clarinet (1)**

Prerequisite: MUS 229 or its equivalent and permission of the instructor.

**MUS 346 History of Music I (3)**

A survey of music and its development in Western civilization from earliest examples through the Baroque period. Emphasis is given to representative musical works and styles and to the understanding of musical concepts in relation to their historical and cultural background.



**MUS 347 History of Music II (3)**

A survey of music and its development in Western civilization from the Classical period through the present day. Emphasis is given to representative musical works and styles and the understanding of musical concepts in relation to their historical and cultural background. Prerequisite: MUS 346

**MUS 348 Twentieth Century Music (3)**

Study of the forms and styles of classical music from Debussy to the present, including impressionism, serialism, neo-classicism, minimalism, aleatoric music, electronic music, and music in traditional major-minor systems.

**MUS 349 Masterpieces of Sacred Music (3)**

A survey of compositions for chorus and orchestra that have achieved the status of musical and spiritual masterpieces. Musical examples from the Middle Ages through the present will be studied.

**MUS 357 CSM Singers (1)**

CSM Singers is a select choral ensemble whose members are chosen by audition from students enrolled in CSM Chorus. Students will have the opportunity to develop advanced choral skills, explore additional choral repertoires, and perform in concerts both on and off campus. In order to register for this course, a student must also register for MUS 247 (CSM Chorus) during the same semester.

Prerequisites: One previous semester of MUS 247 (or its equivalent) and permission of the instructor.

**MUS 375 The American Musical (3)**

A music appreciation course that also includes the dramatic and artistic elements of the musical. From an historical perspective, the students study the development of the American musical from 1866 to the present. Through readings, video viewing, and music listening, the students learn about this uniquely American style of performance that has derived from jazz, folk, and opera.

**MUS 380 Experimental Course (3)**

The subject matter and methods of this course will vary from semester to semester in line with current trends.

**MUS 391 Independent Study (1-2-3)**

Individual projects carried out by a student under faculty direction. Prerequisite: departmental approval.

**Nursing (NUR)****Practical Nursing (PNC)****PNC 101 Practical Nursing I (4)**

This theory course introduces nursing content that focuses on basic concepts and skills related to human functioning, nursing process, communication techniques, cultural and spiritual care, psychosocial and physical assessment, psychomotor skills and professional development related to the care of adult clients. Concurrent with: PNC 171, 164, BIO 120/121 or BIO 220/221, ENG 099 if required.

**PNC 102 Practical Nursing II (4)**

This theory course expands the knowledge of the health and illness of the middle and older adult experiencing normal developmental growth, as well as the adaptation by the client to acute and chronic illnesses. The student will be introduced to the use of the nursing process related to common disease conditions incorporating health assessment, basic abnormalities of bodily functions of the disease process, pharmacological management of diseases and utilization of spiritual and culturally sensitive nursing interventions to assist selected clients to adapt to alterations in human functioning and health. Prerequisites: PNC 101, 171, 164, BIO 120/121 OR BIO 220/221, ENG 099 if required.. Concurrent with PNC 172, PNC 142, PNC 124 or NUR 224, ENG 101.

**PNC 103 Practical Nursing III (5)**

This theory course expands knowledge of health during the normal pregnancy experience, care of the normal newborn, health and illness of children, and young adults when experiencing normal age-related developmental growth as well as adaptation to acute and chronic illnesses. This course will relate care of individuals across the life span. The student will expand the use of the nursing process related to common disease conditions using the nursing process to include health assessment, basic abnormalities of bodily functions of the disease process, pharmacological and nutritional management of diseases and utilization of spiritual and culturally sensitive nursing interventions to assist individuals and families to adapt to alterations in human functioning and health. Prerequisites: PNC 102, PNC 172, PNC 142, PNC 124 or NUR 224, ENG 101. Concurrent with: PNC 173, PNC 123, PNC 113 and PNC 133.

**PNC 113 Pharmacology Application and Medication Administration (2)**

This theory course involves the review of selected classes of medications, using physiological concepts. This course will address pharmacological and physiological considerations of acute and chronic diseases across the lifespan, with a focus on application of the nursing process and NCLEX-PN preparation. The course will review the principles of medication administration including age, psychosocial, gender, and cultural influences, dosage calculations, medication errors and risk reduction, herbal and alternative therapies. Prerequisites: PNC 102, 172, 142, PNC 124, ENG 101. Concurrent with: PNC 103, 173, 133, 123.

**PNC 123 Trends and Concepts (1)**

Content for this course will address issues that have broad implications in the practice of nursing as a licensed practical nurse. As manager of care for selected clients, the student will address ethical/legal issues evidence based practice and care delivery issues. Role transition from student to entry level of nursing practice will be discussed. Prerequisites: PNC 102, 172, 142, PNC 124 or NUR 224, ENG 101. Concurrent with: PNC 103, 173, 113, 133.

**PNC 124 Introduction to Pharmacology (2)**

This theory course involves the study of the classes of drugs, their uses, mechanism of actions, systemic effects, adverse effects and contraindications. Specific examples of drugs will be used as models to explain various classes. Specific analysis of sensory/perceptual functioning, oxygenation/perfusion, comfort/rest/activity/mobility/safety, digestion, endocrine, integumentary, neurological, alterations of sexuality, immune, and excretory/elimination drugs, using biochemical and physiological concepts will be discussed. Prerequisites: BIO 120/121 or BIO 220/221.

**PNC 133 Mental Health Concepts (1)**

Content of this course will address common psychiatric and behavioral conditions and therapeutic communication. The student will explore health care and nursing interventions to assist the individual to adapt to healthy functioning. This course will build on previously and currently acquired knowledge regarding human development and care of the adult. Prerequisites: PNC 102, 172, 142, PNC 124 or NUR 224, ENG 101. Concurrent with: PNC 103, 173, 113, 123.

**PNC 142 Nutrition (2)**

This theory course introduces the concepts of nutrition therapy and will help the student understand and apply nutrition therapy with nursing interventions to assist selected clients to adapt to alterations in human functioning and health. Prerequisites: PNC 101,171,164. Concurrent with: PNC 102, 172, PNC 124 or NUR 224, ENG 101.

**PNC 164 Cultural and Spiritual Care (2)**

This course is designed to examine the religious, cultural traditions and human development within the diverse human experiences. The student shall apply the cultural and religious beliefs as they impact on the behavior and life choices of the individuals seeking health care. The student shall learn the role of the health care provider in the application of physical and emotional care related to care of adults and children at birth, death, with dietary patterns and spiritual beliefs based upon culture and religion. Concurrent with: PNC 101, 171, BIO 120/121 or BIO 220/221, ENG 099 if required.

**PNC 171 Practical Nursing I Clinical (3)**

This beginning level clinical nursing course will focus on the initial skills needed to care for the client. The clinical laboratory and long-term care will be used as practice settings. (*16 hours per week plus prelab*). Concurrent with: PNC 101, 164, BIO 120/121 or BIO 220/221, ENG 099 if required.

**PNC 172 Practical Nursing II - Clinical (4)**

This clinical nursing course will focus on applying the skills needed to care for selected adult client. Acute-care hospital and long-term care will be used as practice settings. (*10-12 clinical hours per week plus prelab.*) Prerequisites PNC 101, 171, 164. Concurrent with: PNC 102, 142, PNC 124 or NUR 224, ENG 101.

**PNC 173 Practical Nursing III - Clinical (4)**

This clinical nursing course will focus on applying the skills needed to care for selected clients across life span. Acute-care, long-term care facilities and daycare will be used as practice settings. (*10-12 clinical hours per week plus prelab.*) Prerequisites: PNC 102, 172, 142, PNC 124 or NUR 224, ENG 101. Concurrent with: PNC 103, 113, 123, 133.

**Nursing (NUR)****NUR 100 Introduction to Nursing - Theory (4)**

This course will provide the theoretical framework upon which subsequent nursing courses will build. Concepts related to human functioning will be introduced. Nursing process, communication techniques, and physical assessment skills will be developed. Concurrent courses: NUR 110 and 170. Prerequisite or concurrent: BIO 200/201; CHM 100, 100L; Math elective < > MTH 098

**NUR 110 Nursing Concepts I (1)**

Nursing Concepts 110 is a beginning level course that introduces the student to nursing and the nursing curriculum. Topics include nursing as a profession and the role of the nurse on the health care team. The basic principles of growth and development, family, nursing process, communication, and legal/ethical concerns will be addressed as they relate to the beginning nursing student. Concurrent courses: NUR 100 and 170.

**NUR 144 Bridging LPN to ASN - Theory (3)**

A course designed for LPNs articulating into the ASN program. Concepts of human function and nursing process provide the integrating elements for this bridge course. The role of the nurse in the health care system and the role of the student as a self-directed learner are discussed. Prerequisite: Must complete 2 sciences before taking NUR 144. (CHM 100/100L/101 or BIO 200/201 or BIO 230/231 or BIO 202/203)

**NUR 170 Introduction to Nursing - Clinical (4)**

This beginning-level clinical nursing course will focus on the initial skills needed to care for the client. The clinical laboratory, nursing home facility, and acute care settings may be used as practice settings. (12 clinical hours per week.) Concurrent courses: NUR 100, 110.

**NUR 201 Nursing through the Lifespan - Theory (4)**

The focus of this intermediate level course is nursing care of the client from birth through middle adulthood. The nursing student will assist the client to maintain essential life functions and adapt to alterations in human functioning. This course builds upon knowledge and skills acquired in beginning level courses. Prerequisites: NUR 110, 100 and 170

**NUR 202 Nursing through the Lifespan - Theory (4)**

The focus of this intermediate level course includes both physical and psychosocial nursing care of clients from adulthood through the aging process. The nursing student will examine methods to assist the client to maintain essential life functions and to adapt to alterations in human functioning while building upon previous knowledge. Prerequisites: NUR 110, 100/170

**NUR 211 Nursing Concepts II (1)**

This course further develops content in Nursing Concepts 110 related to curriculum outcomes. Principles of human development across the lifespan are presented as related to communication and teaching learning styles, family and cultural issues, and community resources. Class content can be applied in concurrent nursing clinical courses. The Student Professional Portfolio continues to serve as a measurement of student development in the nursing curriculum. Concurrent courses: NUR 201 and 271, or 202 and 272. Prerequisites: NUR 110, 100, and 170.

**NUR 212 Nursing Concepts III (1)**

This course further develops content presented in previous Nursing Concepts courses. Ethical principles are discussed as they relate to professional growth and client care. Issues related to the scope of nursing practice will be presented and discussed from the perspective of legal, ethical, and personal responsibility. Class content is applied in concurrent clinical courses. The Student Professional Portfolio continues to serve as a measurement of student development in the nursing curriculum. Concurrent courses: NUR 201/271 or 202/272. Prerequisites: ETH 200, NUR 211

**NUR 213 Nursing Concepts IV (1)**

Content for this proficient level course will address issues that have broad implications in nursing. As manager of care for selected clients, the student will address ethical/legal issues related to changes in nursing care. Role transition from student to the entry level of nursing practice will be discussed. Concurrent courses: NUR 253 and 273. Prerequisites: NUR 110, 211, 212.

**NUR 222 Building Nursing Success (1)**

This course assists students to attain knowledge and skills necessary for nursing courses. It is individualized to meet the student's specific needs.

**NUR 224 Pharmacology (2)**

The study of the classes of drugs, their uses, mechanism of action, systematic effects, adverse effects, and contraindications. Specific examples of drugs will be used as models to explain various classes. Specific analysis of nervous, respiratory, cardiovascular, and excretory drugs, using biochemical and physiological concepts will be carried out.

**NUR 253 Complex Nursing - Theory (4)**

Complex Nursing is the proficient level ASN course. Multi-system alterations in human functioning will be explored with emphasis on prioritization of comprehensive nursing care. Independent functions of the nurse are explored to allow further development of the associate degree nurse's role, while building upon knowledge acquired in previous courses. Concurrent courses: NUR 213 and NUR 273. Prerequisites: All intermediate level nursing courses and all required sciences.

**NUR 271 Nursing through the Lifespan - Clinical (3)**

The focus of this clinical nursing course is on application of knowledge and expansion of the nursing process. Emphasis will be on human development of the individual and the nurse as a teacher. Opportunities for clinical experiences may include maternity environments, pediatric facilities, and other selected acute-care and outpatient settings. This course builds upon knowledge and skills acquired in beginning level theory and clinical courses. Students will be expected to draw on this knowledge and these skills to successfully complete this course. (Average 9 clinical hours per week.) Concurrent courses: NUR 211 or 212, 201. Prerequisites: NUR 110, 100 and 170.

**NUR 272 Nursing through the Lifespan - Clinical (3)**

The focus of this intermediate level clinical course is on application of knowledge and expansion of the nursing process. Emphasis will be on human development and communication with adults and the elderly. Opportunities for clinical experiences may include; mental health facilities, acute/extended care environments, and selected community settings. Students will be expected to draw upon knowledge and skills acquired in previous courses to successfully complete this course. (Average 9 clinical hours per week.) Concurrent courses: NUR 211 or 212, 202; Prerequisites: NUR 110, 100/170

**NUR 273 Complex Nursing - Clinical (4)**

The focus of this proficient level clinical nursing course is on comprehensive nursing care for selected clients with multi-system alterations in human functioning in a variety of settings. Clinical opportunities to use selected management skills are provided. This course builds upon knowledge and skills acquired in all previous courses. Students will be expected to draw upon previously acquired knowledge and skills to successfully complete this course. (Average 12 clinical hours per week.) Concurrent courses: NUR

213, 253. Prerequisites: all intermediate level nursing courses and all required sciences.

### **NUR 291/391 Independent Study in Nursing (1,2)**

Designed to develop a broader understanding of a problem related to nursing. The student will select a particular topic of interest. With input from the assigned instructor, the student will develop the objectives and goals of the course. Prerequisite: permission of Chair, Division of Health Care Professions, and Nursing Program Director.

### **NUR 355 Internship (1)**

This elective clinical course places intermediate students in a clinical setting under the direction of a Registered Nurse preceptor. Students will apply the nursing process to multiple clients with predictable outcomes. Sites and supervisions are individual arranged.

### **NUR 372 Nursing Assessment (3)**

The focus of this baccalaureate level nursing course is on history-taking, assessment of health and developmental factors (e.g. psychosocial, cultural, intellectual, spiritual/moral, transition, environment) and how each factor affects the individual at various ages. This course will also examine factors related to the nurse's own professional development. The student will develop skills in physical assessment. Prerequisites: satisfactory completion of one 200-level nursing courses or permission of program director.

### **NUR 438 Nursing Theories and Research (4)**

The focus of this baccalaureate-level nursing course is to provide an overview of nursing theories, prepare the RN to become a consumer of research, and apply nursing research at the baccalaureate level. There is an introduction to steps in the research process. The basic components of qualitative and quantitative research designs are examined. Theories of nursing are introduced as a basis for professional nursing practice. The purpose of nursing research is examined in relationship to theory development in nursing. This course fosters the practical application of the research, incorporating knowledge of statistics from a previous course. Ethical considerations in nursing research and the role of nursing research in health care are discussed. The critique process is introduced and used for the evaluation of nursing research from the consumer's perspective. Prerequisite: RN licensure (current). Prerequisite or concurrent: MTH 242 or equivalent, BIO 366, NUR 372.

### **NUR 452 Population Based Community Health (3)**

This upper-division course builds on creative learning in nursing, humanities, and natural and applied sciences. The content of the course focuses on health promotion, health maintenance, and prevention of illness and injury for individuals, families, other groups, and communities. Additionally, concepts related to public health organization, epidemiology, and vital statistics are integrated throughout the course. Prerequisite: RN licensure (current). Concurrent: NUR 472. Prerequisite or concurrent: MTH 242 or equivalent, BIO 366, NUR 438, NUR 372.

### **NUR 453 Leading and Managing in Health Care (3)**

This baccalaureate nursing course provides the student with an opportunity to apply select leadership and management principles to nursing. Students examine select social, political, legal, ethical, and communication factors that influence nursing and

the health care system. Prerequisite: RN licensure (current). Concurrent: NUR 463. Prerequisite or concurrent: BIO 366, NUR 372.

### **NUR 455 Professional Roles and Issues in Nursing (3)**

This upper-division nursing course examines the baccalaureate-prepared nurse role related to various health care roles, including licensed practical, associate-prepared, baccalaureate-prepared, and masters and doctorally-prepared nurses; and other health care professional roles. Students are also introduced to functions characteristic of the baccalaureate role, and are encouraged to discuss applications to the current health care arena. The course is intended to prepare students for a leadership role as well as for graduate school; consequently, a major paper is required, a presentation related to the paper is expected, and a literature search related to a topic in nursing serves as the foundation for both. Prerequisites: current RN license.

### **NUR 463 Practicum: Leading and Managing in Health Care (2)**

This baccalaureate-nursing practicum clinical course provides the student with an opportunity to apply objectives from NUR453. The RN student is assigned to a preceptor (nurse role model) who provides experiences to assist the student in processing information. The student independently arranges experiences with the preceptor. The faculty facilitates the learning experience. (On average 6 practicum hours per week.) Concurrent with: NUR 453. Prerequisite: RN licensure (current), MTH 242, NUR 438. Prerequisite or concurrent: BIO 366, NUR 372.

### **NUR 472 Practicum: Population Based Community Health (3)**

The practicum component of population-based community Health Nursing provides the R.N. student the opportunity to function with individuals, families, and other groups and communities to develop competency in recognizing and working with actual and potential health problems evolving from basic human needs. Concurrent with: NUR 452. Prerequisite: RN licensure (current). Prerequisite or concurrent: MTH 242, NUR 438, BIO 366, NUR 438/372.

### **NUR 494 Capstone Seminar (4)**

This upper-division nursing course provides an opportunity for the student to analyze and synthesize concepts obtained from previous courses and incorporates them into a final seminar quality improvement project. This project entails the evaluation of selected areas of nursing practice. The student presents the project at the annual nursing symposium. Students use the critique process for the evaluation of nursing research from the consumer's perspective. Prerequisite: All other nursing courses or concurrent with the last semester of 400 level courses. RN license (current)

## **Occupational Therapy (OTH)**

### **OTH 101 Introduction to Occupational Therapy (3)**

This introductory course is designed to assist students to develop an identity with the profession by providing a general description and history of the profession, knowledge of the philosophy of human occupation, awareness of professional and ethical behaviors, and an overview of the scope of occupational therapy practice. The roles and responsibilities of the occupational therapist in various practice areas, as well as the uniqueness of the profession are explored. Prerequisites: None.

**OTH 201 Foundations of Health Care (3)**

This course is designed to teach OT students basic knowledge of medical language, knowledge concerning health care system, delivery, and documentation of OT services. Students will learn the language of medicine, including basic roots, prefixes, suffixes, combining forms and abbreviations, definition of selected medical, surgical, and therapeutic terms. Students will also learn reimbursement mechanisms within health care related services, policy, advocacy and documentation of such services. Prerequisites: OTH 101

**OTH 233 Psychosocial Group Dynamics (2)**

This course focuses on group work in occupational therapy. This course is designed to provide basic understanding of groups through didactic and experimental learning. Development of group protocols and management of groups are practiced. Critical facets of group functioning are studied and experienced to apply key concepts that are relevant to in groups: boundaries, limit setting, empathy, development, cohesiveness, conflict management, and co-leadership. These concepts will be examined in a variety of groups to help students to understand critical events which occur in any type of large or small group. Theories of group work are also examined. Prerequisites: OTH 101

**OTH 303 Foundation of Therapeutic Reasoning (3)**

This course introduces select theories, models of practice, and frames of reference that have been developed and used in the practice of occupational therapy. The Occupational Therapy Practice Framework is used as the basis for teaching OT practice and process. This course establishes the foundation for occupational therapy practice and the application of critical thinking and clinical reasoning skills. Prerequisite: OTH 101

**OTH 315 Life Span - Early (3)**

This course will focus on the tangible (the child's performance capacity) and intangible (volition, multi-cultural considerations, legislation / systems) factors that influence development during infancy and early childhood. Commonly encountered diagnoses that affect children prenatally through early childhood will be discussed to gain an understanding of how these conditions affect occupational role performance at each stage of development. Conceptual models for prevention, intervention, and management are explored to assist in understanding client needs and team management of conditions. Prerequisites: OTH 101, PSY 220

**OTH 325 Life Span – Adolescence (3)**

This course continues the study of children from early childhood through adolescence. Normal and abnormal cognitive, psychosocial, and sensorimotor development patterns and characteristics are examined. Advanced evaluation, treatment techniques, and strategies for facilitating positive change emphasizing the role of human occupation for individuals up to age 21 is practiced. Students are given opportunities to directly observe pediatric clients and apply therapeutic strategies. Critical thinking/problem solving in real clinical environments is encouraged in a format that incorporates principles of cultural competence, knowledge of the law and its impact on school system vs. medical practice, and family centered care. Prerequisite: OTH 315

**OTH 326 Occupational Performance Capacity and Media (2)**

The course facilitates the exploration of the occupational nature of humans by analyzing the variety of performance skills and client factors necessary for task completion. Areas of study include motor, process and communication/ interaction



skills. Emphasis is placed on activity and task analysis as it relates to an individual's chosen roles and routines. Prerequisite: OTH 303

**OTH 327 Psychosocial Issues in OT (3)**

This is an opportunity to evaluate therapeutic approaches and strategies for the prevention, intervention, and management of psychosocial needs in a variety of contexts. Knowledge of DSM IV classifications, psychotropic medications, and multicultural issues are basic to the OT's interaction with other mental health providers. Standardized and non-standardized methods will be used to analyze the client's occupational performance, personal causation, values, and interests. Synthesis of programs for personal adjustment will include occupations, group approaches, and community integration efforts. Prerequisites: OTH 303, PSY 410, OTH 233

**OTH 336 Occupational Performance Capacity and Media Lab (1)**

Laboratory component of OTH 326 Occupational Performance Capacity; to be taken concurrently.

**OTH 337 Psychosocial Issues in OT Lab (1)**

Laboratory component of OTH 327 OT, Volition, and Psychosocial Adjustment Lab; to be taken concurrently.

**OTH 337 Psychosocial Issues in OT Lab (1)**

Concepts and theories of group formation, development, structure, and leadership introduced in earlier courses are expanded and practiced as they apply across the lifespan.

The use of groups in occupational therapy, with special emphasis on activity-based groups is

examined and demonstrated. Prerequisites: OTH 233; should be taking concurrently with

OTH 327.

**OTH 362 Kinesiology (3)**

This course is an in-depth study of the musculoskeletal system with emphasis on anatomical, biomechanical, and physiological components. Principles of functional human motion will be analyzed. Performance capacity will be assessed through muscle palpation, range of motion measurement and manual muscle testing. Prerequisites: BIO 200/201 and BIO 202/203.

**OTH 363 Movement Lab (1)**

This laboratory course is an in-depth study of the musculoskeletal system with emphasis on anatomical, biomechanical and physiological components. Principles of functional human motion will be analyzed. Performance capacity will be assessed through muscle palpation, range of motion measurement and manual muscle testing. Prerequisites: BIO 200/201 and BIO 202/203.

**OTH 364 Cognitive and Perceptual Lab (1)**

This experiential course is the 2<sup>nd</sup> of two courses that facilitates student exploration of occupational performance by analysis of its components including the areas of sensorimotor, cognition, cognitive integration, perception, and vision. These components will be examined along with their effects on context. Emphasis is on perceptual, cognitive, social and cultural components. Prerequisite: OTH 363

**OTH 365 Neuroscience (3)**

Course emphasis is the organization and function of the nervous system related to movement science. Course content will include the foundations of neuroscience, application of neuroanatomy and neurophysiology to clinical syndromes and behaviors typically seen in the practice of rehabilitation therapies. Prerequisites: BIO 200 and BIO 202.

### **OTH 373 Fieldwork I Seminar (1)**

This seminar course prepares the student for level I fieldwork experiences, orientates the student to the OT Fieldwork Manual, assists students in getting requirements for fieldwork completed and discusses professional issues. Note writing, interpersonal communication, portfolio development, professional behavior checklist and issues pertaining to fieldwork will also be covered. Prerequisite: Junior status.

### **OTH 375 Fieldwork Level IA (1)**

Practicum experience designed to place students in a clinical setting to enrich didactic course work. Students will have an opportunity to enhance skills in observation, interview, and task analysis. Focus will be on observational and documentation skills. Integrates a seminar format with clinical interaction. Discussion of student experiences will be fostered to maximize and compare information/observations gained. In addition, development of professional skills and behaviors will be addressed during seminar sessions. Concurrent with OTH 315. Prerequisite: OTH 373

### **OTH 415 Life Span - Adult (3)**

This course seeks to develop understanding and empathy of the subjective experience of adults caused by conditions resulting in physical/functional impairments in performance capacity. Evaluation methods, theoretical approaches, and OT interventions will be practiced and analyzed for appropriate application for remediation, compensation or adaptation of performance capacity. Prerequisites: OTH 326, OTH 365, OTH 362

### **OTH 416 Theories of Motor Learning (3)**

This course analyzes the theories and techniques utilized to enhance and facilitate human involvement in occupations. Strategies for assessment and intervention are evaluated across performance skills and contrasting various frames of reference used in the field. Emphasis is given to neurological conditions and motor control theories. Discussion and critique of neurologically based models including Rood, Brunnstrom, NDT, PNF, and Carr and Shepherd is also stressed. During laboratory time specific treatment approaches related to motor control will be demonstrated and practiced. Prerequisites: OTH 326, OTH 365, OTH 362

### **OTH 417 Health Promotion (3)**

This course examines the link between health, prevention of health problems, increased life satisfaction, and behavior patterns and lifestyles. The role of the occupational therapist as an educator is investigated and skills in patient education are developed. Emphasis is placed on the role of the occupational therapist in wellness prevention and healthy lifestyles. The OT's focus is purposeful and meaningful occupations; balance of rest, work, and play; and healthy interaction with the environment. Strategies and interventions include joint protection, ergonomics, work simplification, and well elderly programs.

Prerequisites: OTH 303, OTH 326

**OTH 425 Life Span - Elderly (3)**

Evaluation of the effect of aging, the impact of medical conditions and the adjustability of environmental factors are preliminary to enhancing the occupational performance of the elderly. The client's volitional thoughts and feelings must be recognized, habits identified, and performance capacity assessed. Relating occupational identity and competence will support a treatment plan leading to occupational adaptation for the elderly individual. Prerequisite: OTH 415

**OTH 428 Splinting Principles and Practice Lab (2)**

This laboratory course will integrate the use of biomechanical principles with the knowledge of occupational therapy practice. Emphasis is given to the development and refinement of OT skills for designing, selecting, and fabricating orthotic devices and to enhance work, self care and play. Prerequisites: OTH 415, OTH 362

**OTH 435 Life Span – Adult/Lab (1)**

Laboratory component of OTH 415 Life Span – Adult; to be taken concurrently.

**OTH 437 Educational Principles (3)**

This course provides the foundation for systematically designing, implementing, and evaluating learning experiences used in the education of clients, family and caregivers, students, colleagues, community members and self. Other major content areas of this course include instructional design, methods, skills, and media; evaluation; and education and supervision of students during experiential activities. Prerequisite: OTH 415, Senior Status.

**OTH 438 Assessment of Performance Lab (2)**

Laboratory course designed to facilitate knowledge and practical skills in the administration and interpretation of occupational therapy assessments used for obtaining in-depth knowledge of a client's performance skills and their relation to the performance areas of ADL, work, and play. Emphasis is given to correct documentation of assessment results and recommendations for intervention. This course is set up for active learning and clinical problem solving through interactions with clients, other students and case studies. Active comparison, discussion, and critique of assessment tools will be completed.

**OTH 445 Life Span – Elderly/Lab (1)**

Laboratory component of OTH 425 Life Span – Elderly; to be taken concurrently.

**OTH 446 Theories of Motor Learning Lab (1)**

Specific treatment approaches related to motor control will be demonstrated, practiced and assessed. To be taken concurrently with OTH 416. Prerequisite: OTH 362, OTH 362, OTH 365.

**OTH 448 Assistive Technology Principles and Practice (2)**

This course will integrate the use of biomechanical principles with the knowledge of occupational therapy practice. Emphasis is given to the development and refinement of OT skills for adapting tools, equipment, environments, low technology equipment, and activities for therapeutic use. Designing, selecting, and fabricating assistive technology devices to enhance work, self care and play. Prerequisites: OTH 415, OTH 362

**OTH 450 Occupation Seminar (1)**

This course is a reflection on the meaning and use of occupation in the discipline of occupational therapy. Student will take a historical and international look at occupation. Prerequisite: Senior Status.

**OTH 475 Fieldwork Level IB (1)**

The practicum experience allows for reinforcement of clinical skills, professional behaviors, and integration of occupational therapy theory into practice. Focus will be on continuing to develop observational and treatment, planning skills, as well as development of clinical reasoning skills. This course integrates a seminar format with clinical on experience. Seminars will focus on discussion of the students' experience with different settings and conditions.

**OTH 476 Fieldwork Level IC (1)**

Problem analysis and observations on assigned populations will require in depth integration of classroom concepts and actual hands on patient treatment under the strict guidance of assigned supervisor. This course incorporates a seminar format to discuss aspects of the experience, reinforce professional behaviors and instruct in documentation principles and methods. Prerequisite: OTH 376 Concurrent with OTH 415.

**OTH 490 Principles of Occupational Therapy Research (3)**

This course is the first in a two-part progression in enhancing skills as a consumer of research and in designing a research project. The emphasis is on the development of research skills, including critical analysis of professional literature. This course will examine the application of research to clinical practice and the feasibility of executing research in clinical settings. The development of the ability to design and implement beginning research studies that evaluate clinical practice and service delivery are taught.

**OTH 526 Life Span Patterns (3)**

This course examines how the dynamic process of occupation continues to change throughout life and how to facilitate positive adaptive change in an individual. Development and maintenance of organized patterns is studied, along with understanding of the change processes underlying development. Occupational therapy's role in the tasks of occupational adaptation, namely identity and competence, is studied in various contexts. Emphasis is on problem solving to guide the individual to explore new occupations, experience achievement, and seek competency in activities of daily living, work, and play. This course will correlate the tenets of occupational science with occupational therapy. Prerequisite: OTH 415

**OTH 576 Fieldwork Level ID (1)**

Practicum experience in selected community settings and nontraditional/ emerging areas of practice. Opportunity to design and provide client centered services to address unmet needs for underserved individuals, groups, populations or programs. Emphasis is placed on problem analysis and critical thinking. This course incorporates a seminar format to discuss aspects of students' experience. Prerequisites: OTH 417, OTH 475, Graduate Status

**OTH 591 Selected Studies in Occupational Therapy (3)**

Students will have an opportunity to evaluate, research, and analyze specialty areas of occupational therapy practice. This course allows the student to gain in-depth knowledge in a selected area of interest. Self directed learning is emphasized under the guidance of an OT advisor. Prerequisite: Graduate Status.

**OTH 595 Advance Study in OT (1-3)**

This graduate level course requires the student to research literature on a specific topic related to OT or to complete an additional level 1. Fieldwork assignment of their choice. Topics and/or projects will be selected in conjunction with the graduate faculty. This course will reinforce information learned throughout the curriculum. Prerequisite: Enrollment in the occupational therapy program

**OTH 651 Advanced Theory – Clinical Reasoning (3)**

This course incorporates the advanced application and evaluation of specific models of practice and frames of reference as related to Occupational Therapy practice. Critical thinking, clinical reasoning, and high level oral and written communication are emphasized. Application and synthesis of previously learned information in traditional and unique methods allows for the integration of knowledge and develops a high level of clinical reasoning. Prerequisite: OTH 303, OTH 476, Graduate Status

**OTH 652 Management and Leadership (4)**

This course studies the specialized management and leadership strategies, techniques, and skills utilized in occupational therapy practice. Emphasis is on development of a model for delivery of occupational therapy services in a new or expanding program, private practice, or emerging practice area. Other topics include marketing, leadership, supervision, documentation, reimbursement, advocacy, due process and appeals systems. Prerequisite: BUS 323, Graduate Status

**OTH 673 Fieldwork Seminar (1)**

This seminar course prepares the student for level II fieldwork experiences, NBCOT boards, and professional issues. Resume writing, interviewing skills, portfolio development, and licensure will also be covered. Prerequisite: Graduate Status.

**OTH 674 Fieldwork Level IIA (6) and 675 Fieldwork Level IIB (6)**

Nine hundred sixty (960) hours of supervised non-classroom experiences are required. The student therapist will provide client contact and practical application of occupational therapy intervention in a hospital, community agency, school system, or non-traditional setting. Recommended areas of practice include psychosocial dysfunction and physical dysfunction. Each student's experience will reflect current practice with clients across the lifespan with a variety of diagnoses. These courses facilitate learning the role of occupational therapist and development of clinical skills, clinical reasoning skills, and reflective practice at an entry level. Prerequisite: Completion of all didactic coursework.

**OTH 676 Fieldwork Level IIC (3-6)**

This optional fieldwork rotation will take place in an area of student interest or in a specialty area that the student had not experienced on their previous Level II Fieldwork rotations. The student therapist will provide client contact and practical application of OT intervention in a hospital, community agency, school system, or non-traditional setting. This experience will reflect current practice with clients across the lifespan with a variety of diagnosis and will facilitate learning the role of the OT and development of clinical skills, clinical reasoning skills and reflective practice at an entry level.

**OTH 690 OT Research (3)**

This is the second course in the three-part research progression. This course emphasizes the enhancement of research skills and includes the application of

research to OT practice. Emphasis is on consulting with an experienced researcher in relationship to the research design, problem solving and community involvement. Students will complete the practical portion of carrying out their research during this course. Prerequisite: OTH 490

### **OTH 693 Occupational Therapy Research Capstone (2)**

This is the third course in the three-part research progression. Emphasis is on consulting with an experienced researcher in relationship to the research design and analysis, writing skills required for publication or research reports, and securing grant funds. Through a capstone project demonstration of beginning competence in outcome studies or other research is exhibited. It culminates in presentation of the research projects. Prerequisites: OTH 690, Graduate Status.

## **Paralegal Studies (LAW)**

### **LAW 101 Introduction to Paralegal Studies (3)**

This survey course discusses the legal environment, law office procedures, legal ethics including confidentiality, avoiding unauthorized practice of law, professional responsibilities of the paralegal, interpreting statutes, employment opportunities, salary surveys, regulations and other sources of law, paralegal-client relations, and includes a general overview of the paralegal profession.

### **LAW 110 The Legal Environment (3)**

This survey course considers the different substantive areas of the law: the history of the American legal system; a general overview of the type of law applicable to the legal assistant (corporate law, litigation, estate administration, real estate, bankruptcy, torts, contracts, family law, and the like); an introduction to basic legal principles, including the judicial system; a discussion of the court system and the role of the courts-trial and appellate; Federal and state limitations in seeking judicial relief; judicial decision-making; judicial remedies; criminal procedures and legislation; administrative and government law; the sources of the law; and an overview of the elements of a trial. (Also listed as BUS 110.)

### **LAW 200 Legal Research and Writing I (3)**

This course emphasizes the basics of legal research methods and good written communication, with an emphasis on precise writing. The course uses a case-study approach for developing organizational, legal style and analytical skills. It is an introduction to the use of research materials in the law library, including WESTLAW, Lexis, Internet basics, and CD-Rom resources. The course also includes familiarization with the preparation of legal memoranda and briefs encountered in the general practice of law, with specific research problems to be completed and researched. Prerequisite: ENG 101. Prerequisite or departmental approval for concurrent enrollment in LAW 110.

### **LAW 210 Legal Research and Writing II (3)**

A continuation of LAW 200. Prerequisite: LAW200.

**LAW 220 Law Office Administration and Technology (3)**

This course includes a study of administrative systems, file management, docket control, retrieval, time keeping, billing, accounting, dictation, word processing, types of legal fees and their handling, and the role of the attorney, paralegal, legal administrator, and legal secretary in a law office. This course will also include practices in business, corporations, insurance companies and government offices that are relevant to paralegal employment. The use of the technology and software in the law office will be part of this course

**LAW 230 Litigation I (3)**

This course is an introduction to the civil litigation process, with emphasis on the practice associated with a civil action. Topics covered include: civil procedure, preparation and use of pleadings, discovery, evidence, client interviewing, and investigative techniques. It is recommended that this class be taken as soon as possible after completion of LAW 200. Prerequisites: LAW 110 and 200.

**LAW 231 Litigation II (3)**

This course is a continuation of LAW 230 with an emphasis on the functions of a paralegal in trial preparation and pretrial and trial procedures including the gathering and organizing of materials, investigating, interviewing, , appellate procedures, preparation of the trial notebook, and assisting during and after a trial. Prerequisite: LAW 230.

**LAW 300 Torts (3)**

This course is an introduction and overview of intentional torts, negligence, strict liability, product liability, professional negligence, worker's compensation, medical malpractice, and their defenses.

Prerequisite: LAW 200.

**LAW 310 Advanced Business Law (3)**

This course emphasizes the practice related to formation and operation of sole proprietorships, partnerships, limited partnerships, limited liability corporations, limited liability partnerships, and corporations. It includes partnership agreements and corporate documents, the formation of corporations, corporate financial structures, dividends and liquidations, changes in corporate structure, and the dissolution of corporations. This course also includes incorporation procedures in Nebraska and the preparation and drafting of documents. Prerequisite: LAW 110 and LAW 200. (Also listed as BUS 310.)

**LAW 320 Estates, Trusts, Tax Law, Probates (3)**

This course includes a study of intestate succession, wills, and trusts with an emphasis on the administration of an estate. It includes the preparation and drafting of wills, trust instruments, and documents related to the probate process. Prerequisite: LAW 200.

**LAW 330 Real Estate Law (3)**

This course deals with laws and regulations affecting real estate ownership and use, including ownership interests, conveyancing, mortgages, title assurance, landlord-tenant relationships, public and private land-use controls, foreclosures, and the preparation of real estate documents, such as leases, contracts and deeds. Prerequisite: LAW 200.

**LAW 340 Contracts (3)**

This course is an introduction to principles of contract law with an emphasis on contract interpretations and clear and effective contract drafting and editing. Topics covered include: contract formation, defenses to formation, excuses for performance, various types of contracts, applicable provisions of the Uniform Commercial Code, and remedies for breach of contracts. Prerequisite: LAW 200.

### **LAW 350 Family Law (3)**

This course is an introduction to family law, including the role of the lawyer as counselor. Emphasis is placed on the practical aspects related to divorce, separation, the scope of family law, custody, support, adoption, guardianship, tax consequences, legal rights of women, juvenile law, and interfamily torts. Prerequisite: LAW 200.

### **LAW 410 Bankruptcy Law (1)**

This course introduces the basics of bankruptcy, secured creditors, liquidation and transactions associated with bankruptcy acts, voluntary and involuntary petitions, liens, preferences, the powers of trustee, the rights of creditors and the discharge of bankruptcy. Prerequisite: LAW 200.

### **LAW 430 Federal Practice and Constitutional Law (1)**

This course includes an overview of the U.S. and Nebraska Constitutions and of the Federal court system, Federal rules, and local rules. Prerequisite: LAW 200.

### **LAW 440 Medical Terminology and Malpractice (1)**

This course introduces the relevant terminology and medical/legal questions in civil litigation. Prerequisite: LAW 200.

### **LAW 450 Special Topics in the Law (1)**

For example: Poverty Law, Criminal Law, Environmental Law, Labor Law, Administrative Law, Mediation Law, Worker's Compensation and Insurance Law. Prerequisite: LAW 200.

### **LAW 470 Paralegal Internship (3)**

Those students accepted into the Paralegal Internship Program are placed in a professional legal setting. The internship entails a minimum of 160 on-the-job hours providing the intern with the opportunity to incorporate classroom learning with practical experience at the worksite. Prerequisite: permission of the director. Students must demonstrate suitability for the paralegal profession based on the following factors: academic performance, character and personality, physical and emotional status, dependability, cooperation, and command of oral and written language skills.

Requirements for acceptance to LAW 470: \*

1. Enrollment in the certificate, bachelor's, or associate degree in paralegal studies program.
2. Enrollment in the last semester of coursework.
3. Completion of at least 75 percent (65 percent for certificate seekers) of LAW credit hours.
4. Recommended registration in no more than 12 hours in addition to LAW 470.
5. GPA of 2.5 in LAW coursework and a GPA of 2.5 overall.
6. A grade of C or better in all LAW courses.
7. Completion of interview with the director of paralegal studies.
8. Completion and submission of application by:
  - April 1 for fall semester.
  - November 1 for spring semester
  - March 1 for summer semester.



Application includes the following:

1. Two samples of legal writing.
2. Current resume.
3. Completion of program application.

\*NOTE: Director reserves the right to waive requirements in exceptional cases. LAW 470 may NOT be taken as an audit course or independent study course. A grade of Incomplete is not available for the paralegal internship.

### **LAW 490 Coordinating Seminar (3)**

This seminar is a capstone course designed to integrate all prior course work with real world experience and case studies. The course includes preparation of a senior project in which the student demonstrates the application of paralegal skills in a practical setting. Prerequisite: senior standing.

## **Philosophy (PHL)**

### **PHL 105 Principles of Reasoning (3)**

This course is designed to help students develop skills in recognizing, constructing, and evaluating arguments. The course covers basic concepts in logic and reasoning including: argument recognition; categorical and propositional logic; and informal reasoning and fallacies.

### **PHL 200 Moral Reasoning (3)**

Moral reasoning is a study structured around contemporary moral and ethical issues and the theoretical questions with which ethics is concerned. It is designed to help students think through moral problems more effectively. Prerequisite: ENG 101 recommended.

### **PHL 206 Introduction to Philosophy (3)**

(previously PHL 101)

This course is an introduction to some of the important problems that have arisen in the history of ideas. Attention is given to both philosophical problems and philosophical methods. Readings developing several philosophical problems are analyzed. Prerequisite: ENG 101 recommended.

### **PHL 220 Business Ethics (3)**

An examination of the most important moral issues that arise in the contemporary world of business. Prerequisite: ENG 101 recommended.

### **PHL 301 Issues and Trends in Philosophy (1-2-3)**

The subject matter and methods of this course will vary from semester to semester. The material will usually be handled in three one-hour modules. A student may elect to take one, two or three of the modules. Prerequisite: ENG 101 recommended.

### **PHL 310 Philosophy of Women (3)**

The question about what it is to be a woman will be the major topic of this study. Selected works of philosophy and related disciplines, both ancient and contemporary, will be critically examined. (Also listed as WST 310.) Prerequisite: ENG 101 recommended.

### **PHL 315 Ancient Philosophy (3)**

(previously PHL 201)

This course examines the beginnings of western philosophy in Ancient Greece. It focuses on the Presocratics and the Golden Age in Athens. Prerequisite: ENG 101 recommended.

### **PHL 320 Medieval Philosophy (3)**

(previously PHL 205)

This course will study the Medieval period in philosophy including at least some of the following: Augustine, Boethius, Anselm and Abelard; Islamic and Jewish philosophers; Maimonides; Scholastic philosophy; Aquinas; and Bonaventure. Prerequisite: ENG 101 recommended.

### **PHL 325 Early Modern Philosophy (3)**

(previously PHL 210)

A study of rationalism, empiricism, and critical philosophy from the 16th to 18th centuries, the influence of nationalism, and the age of epistemology. Prerequisite: ENG 101 recommended.

### **PHL 330 19th & 20th Century Philosophy (3)**

(previously PHL 215)

This course may include the study of Hegel and reactions to Hegelianism; Marx, Kierkegaard, Schopenhauer and Nietzsche; 20th century philosophy; logical positivism; linguistic analysis; existentialism and recent European developments; as well as American philosophy. Prerequisite: ENG 101 recommended.

### **PHL 350 Health Care Ethics (3)**

Health Care Ethics is an applied ethics course in which students critically apply moral theory to moral problems specifically related to the health care professions. The course includes a review of philosophical moral theories and focuses on the critical analysis of issues in health care ethics through the use of case studies. Prerequisite: ETH/PHL 200 or permission of instructor.

### **PHL 360 Theories of Knowledge and Reality (3)**

This class is focused on the in-depth examination of issues in metaphysics and epistemology. These issues include the nature of knowledge, the problem of perception, the problem of memory, the problem of other minds, the problem of free will, the nature of time, and personal identity. Prerequisite: PHL 101 or PHL 206 (Intro. to Philosophy) or permission of instructor.

### **PHL 380 Experimental Course (3)**

The subject matter of this course will vary from semester to semester in order to study current trends and issues. Prerequisite: ENG 101 recommended.

### **PHL 391 Directed Readings (2-3)**

Under PHL 391 an opportunity is offered the student to do philosophical studies and/or to consider in greater depth a particular problem, philosopher, or historical era on a non-classroom basis. Prerequisites: 3 hours in philosophy and departmental approval. Prerequisite: ENG 101 recommended.

## **Physical Education (PED)**

### **PED 101 Lifetime Health and Activity (3)**

This course is designed to provide students with knowledge and understanding of activities that will enable them to develop fitness programs appropriate to each state

of life. Activities will include individual sports, wellness programs, and exercise options. Leadership in developing and planning programs that support well-being will be emphasized.

**PED 104 Varsity Swimming (1)**

Advanced instruction in swimming. Varsity competition with other colleges and universities. Elective credit only. (No more than four hours may be applied towards a degree). Prerequisite: departmental approval.

**PED 105 Varsity Volleyball (1)**

Advanced instruction in volleyball. Varsity competition with other colleges and universities. Elective credit only (no more than four hours may be applied towards a degree). Prerequisite: departmental approval.

**PED 107 Varsity Softball (1)**

Advanced instruction in softball. Varsity competition with other colleges and universities. Elective credit only (no more than four hours may be applied towards a degree.) Prerequisite: departmental approval.

**PED 108 Varsity Soccer(1)**

Advanced instruction in soccer. Varsity competition with other colleges and universities. Elective credit only. (No more than four hours may be applied towards a degree.) Prerequisite: department approval.

**PED 109 Varsity Golf (1)**

Advanced instruction in golf. Varsity competition with other colleges and universities. Elective credit only (no more than four hours may be applied towards a degree.) Prerequisite: department approval.

**PED 110 Varsity Basketball (1)**

Advanced instruction in basketball. Varsity competition with other colleges and universities. Elective credit only. (No more than four hours may be applied towards a degree.) Prerequisite: department approval.

**PED 111 Varsity Cross Country (1)**

Advanced instruction in cross country. Varsity competition with other colleges and universities. Elective credit only. (No more than four hours may be applied towards a degree). Prerequisite: departmental approval.

**PED 112 First Aid and CPR (1)**

Emphasis on prevention, certification and care of common home and school injuries. Student will be certified upon successful completion of the course. This course does not count as a Core Curriculum credit.

**PED 123-159 Physical Education Activities (1)**

The purpose of these classes is to provide the opportunity for the student to experience the following; exercise and participation in an activity on a regular basis, development of physical fitness, development of recreational skills that can be pursued throughout life, knowledge of games, sports and activities, courteous participation in recreational activities and knowledge as a consumer in regard to selection and care of personal recreational equipment. Medical waivers are not automatically granted. See program director for modified programs.

- 123 Aerobics
- 124 Badminton/Archery
- 125 Basketball/Volleyball
- 126 Bicycling
- 127 Bowling
- 128 Canoeing
- 129 Dance
- 130 Golf
- 131 Racquetball/Badminton
- 132 Healthy Lifestyles
- 133 Hiking
- 134 Lifetime Sports
- 135 Personal Fitness/Weight Training
- 136 Sailing
- 137 Self Defense for Women
- 138 Soccer/Volleyball
- 139 Softball/Basketball
- 140 Square Dance/Folk Dance
- 141 Beginning/Intermediate Swimming/CPR
- 142 Tennis/Racquet Sports
- 143 Water Aerobics
- 144 Water Sports
- 145 Relaxation Techniques/Stress Management
- 146 Camping
- 147 Advanced Swimming
- 148 Weight Training
- 149 Racquetball/Tennis
- 150 Swimming for Fitness/Variety Aquatics
- 151 Water Safety Instructor/ Lifeguard Training
- 152 Advanced Aerobics
- 153 Fitness for Living
- 154 Outdoor Education/Recreation
- 155 Floor & Water Aerobics
- 157 Yoga
- 158 Pilates

**PED 160 Nutrition (3)**

A study of human nutrition and its relationship to human performance. Consideration is given to nutrients-function, food source, health concerns and implications, energy intake and expenditure. Special considerations: body composition, including weight gain and loss, ergogenic aids, competitive athletes, older adults, children and teens, pregnant women, disease risk, fluid and electrolyte balance and sport activities.

**PED 165 Safety, First Aid and CPR for Children and Youth (3)**

This course is designed to provide students with basic instruction in First Aid and CPR as well as evaluate and implement safety and prevention programs in and out of the classroom. Students will determine necessary actions for providing activities in a safe environment. Students will learn certification in First Aid and CPR upon completion of the course.

**PED 208 Lifeguard Training (1)**

Red Cross Certification. Prerequisite: Able to swim 500 yards, strong swimmer. This course does not count as Core Curriculum credit.

**PED 210 Individual and Group Sports (3)**

This course is designed to develop the skills and knowledge necessary to teach the sports of archery, badminton, golf, tennis, basketball, soccer, softball, flag football, and volleyball. With these skills the candidate will be able to orchestrate the learning environment for physical education students. Emphasis will be placed on both indoor and outdoor activities.

**PED 220 Sports Psychology & Theory (3)**

Examines the psychological characteristics and needs of athletes and applies the knowledge as it relates to coaching.

**PED 235 Aquatics (3)**

This course is designed to prepare students in assuming the duties and responsibilities of a water safety instructor. The main areas of focus will be accident prevention in and around the water, recognition of a person in distress and a drowning victim, development of an emergency plan and articulation with emergency rescue service. The purpose of this course is to teach those enrolled how to teach the various swimming skills and water aerobics. This would include teaching beginning swimming through emergency water safety as well as providing opportunities for students with special needs. (Students who satisfactorily complete the course will be issued a Water Safety Instructor Certificate.)

**PED 245 Mind, Body and Spirit Development (3)**

This course is designed to provide physical education majors with knowledge and skills necessary to provide a holistic approach to a physical fitness program that includes instruction in yoga, tai chi, pilates and meditation. Students will develop an understanding of the relationship between the cognitive, physical, emotional, and spiritual domain.

**PED 308 Water Safety Instructor (1)**

Red Cross certification for teaching swimming. Prerequisite: Strong swimming skills including ability to perform all strokes, dives, etc. This course does not count as Core Curriculum credit.

**PED 315 Health and Fitness Assessment (3)**

This course is designed to provide students with basic instruction in First Aid and CPR as well as evaluate and implement safety and prevention programs in and out of the classroom. Students will determine necessary actions for providing activities in a safe environment. Students will earn certification in First Aid and CPR upon completion of the course.

**PED 320 Coaching Athletics (1)**

Theory and technique of coaching. Prerequisite: departmental approval.

**PED 321 Coaching Theory-Volleyball (1)**

Theory and technique of coaching volleyball. Prerequisite: departmental approval.

**PED 323 Coaching Theory-Softball (1)**

Theory and technique of coaching softball. Prerequisite: departmental approval.

**PED 340 Exercise Physiology (2)**

This course will provide knowledge of the physiological principles applicable to training and conditioning. Prerequisite: PED 120.

**PED 357 Health and Physical Education Methods (3)**

Students learn how to coordinate and implement an elementary school physical education program. They gain health education and wellness instructional procedures based on mental, emotional, physical, and social characteristics of elementary/middle school children. The health education curriculum includes nutrition, safety and first aid, family life, death, divorce, drugs, aging, dental health, disease control and prevention, environment, self-concept, the human body, and mental health. Contemporary fitness activities and skill development are presented in physical education segments. (Also listed as EDU 357). Does not fulfill Core Curriculum PE activity requirements.

**PED 358 Teaching Secondary Health and PE (Practicum) (3)**

Similar to EDU 357. In this course students will learn to coordinate and implement a secondary school physical education program. They will gain health education and wellness instruction procedures based on mental, emotional, physical, and social characteristics of adolescents. Implementation of knowledge of this curriculum is achieved in a directed physical education practicum of 40 hours. Prerequisite: Adolescent Psychology.

**PED 360 Adapted (3)**

A study of the special physical activity and exercise needs, interests, and problems of the exceptional learner, with considerable emphasis on the development of methods and competencies in modifying physical activities. This course will enhance the skills of the teacher to orchestrate the learning environment for students with special needs. Prerequisite: SPE 101 Introduction to Special Education.

**PED 470 Physical Education Practicum (5)**

Application of knowledge and skills. Practical off-campus experience available in recreation and physical education. Prerequisite: permission of program director.

**PED 471 Coaching Practicum-Volleyball (2)**

Opportunity to work with a sports team implementing coaching techniques and strategies. Prerequisite: departmental approval.

**PED 473 Coaching Practicum-Softball (2)**

Opportunity to work with a sports team implementing coaching techniques and strategies. Prerequisite: departmental approval.

**PED 474 Coaching Practicum-Track and Field (2)**

Opportunity to work with a sports team implementing coaching techniques and strategies. Prerequisite: departmental approval.

**PED 475 Coaching Practicum-Basketball (2)**

Opportunity to work with a sports team implementing coaching techniques and strategies. Prerequisite: departmental approval.

**PED 496 Research Seminar (3)**

Students explore and evaluate research in physical education and strategies implemented by researchers. They complete research projects demonstrating effective research designs and present findings to faculty and the public in a symposium.

**Physical Science (PHY)**

A minimum grade of C is required for every course that is a prerequisite for another course.

**PHY 100, 101 Introduction to the Physical Sciences (3, 1)**

A correlated presentation of the fundamental principles of the physical sciences for non-science majors. Lecture three hours per week and lab three hours per week, to be taken concurrently.

**PHY 160 Physical Geology (3)**

A study of the structure and materials of the earth's crust, the development of topographic features by weathering, erosion, volcanism, plate tectonics, and the relationship of the earth to the cosmos. Lecture two hours per week, lab two hours per week.

**PHY 162 Descriptive Astronomy (3)**

General knowledge of the facts of astronomy, the methods by which they are obtained and the theories which account for them are integrated in light of recent information. Some aspects of space science will be treated in detail. Concepts of meteorology will also be considered. Lecture three hours per week.

**PHY 164 Introduction to Meteorology (3)**

A study of the basic processes occurring in the earth's atmosphere. Topics to be covered include the influence of temperature and pressure on atmospheric circulation and wind-related storms and humidity, precipitation and clouds, all of which result in earth's weather and climatic systems. Lecture three hours per week.

**PHY 202, 204 General Physics (3, 3)**

A study of the fundamental principles of mechanics, thermodynamics, waves, electricity and magnetism, optics and modern physics. Lecture three hours per week. Lecture and lab must be taken concurrently. Prerequisite: MTH 115. Successful completion of PHY 202 is a prerequisite for PHY 204.

**PHY 203, 205 General Physics Laboratory (1, 1)**

A variety of physics laboratory techniques are used to demonstrate the theoretical principles under discussion in the lecture. Lab three hours per week. Successful completion of PHY 203 is a prerequisite for PHY 205.

**PHY 360 Modern Atomic and Nuclear Physics (3)**

A study of the development and the theories of modern physics. Topics to be covered will include special relativity, atomic and nuclear structures, and forces and atomic and nuclear particles and their properties. Prerequisites: PHY 204; CHM 112 or equivalent. (Also listed as CHM 360.)

**PHY 388 Special Topics Course (3)**

The subject matter and method of this course will vary from semester to semester in line with current trends, and the needs and interests of students.

**PHY 491 Independent Study (1, 3)**

Library research project selected under the direction of an instructor. A research paper written in suitable scientific style will be required. Prerequisites: advanced standing and departmental approval.

**PHY 499 Directed Readings (1-2-3)**

Readings under faculty supervision. Prerequisite: departmental approval.

**Psychology (PSY)****PSY 101 General Psychology (3)**

The scientific exploration of human behavior and mental processes. The goal of this course is to survey the basic concepts and research in the field

**PSY 200 Child Psychology (3)**

The study of physical, cognitive, social, and emotional development from conception through adolescence. Prerequisite: PSY 101. Note: Students cannot get credit for both PSY 200 and PSY 220.

**PSY 203 Adolescent Psychology (3)**

The study of physical, cognitive, social, and emotional development of the normal adolescent from puberty to young adulthood. The goal of this course is to develop a meaningful workable concept regarding the adolescent period of development. Prerequisite: PSY 101.



**PSY 220 Lifespan Development (3)**

The study of physical, cognitive, social, and emotional development from conception through old age. Prerequisite: PSY 101. Note: Students cannot get credit for both PSY 200 and PSY 220.

**PSY 230 Attitudes and Values (3)**

Requires the student to examine herself, her values and belief systems, and the effect of her belief system on the perception of and interaction with others. (Also listed as HSV 230.)

**PSY 233 Group Process: Theory and Practice (3)**

Theoretical and practical approaches to conducting and participating in task- and experience-oriented groups are presented. Students practice various process skills in a simulated group setting. A major focus is on assisting group members in working toward and achieving group goals in a variety of settings. (Also listed as BUS 233 and COM 233.)

**PSY 235 Social Psychology (3)**

Examines the psychological forces such as social interaction and cognition underlying human behavior in social situations. The goal of this course is to develop an understanding of the interaction between self-directed behavior and the influence of the social situation. Prerequisite: PSY 101 or SOC 101. (Also listed as SOC 235.)

**PSY 236 Alcohol and Substance Abuse (3)**

Examines the current research and findings on alcohol and substance abuse regarding causes and treatments. Physical and psychological effects of substance abuse on the person, in addition to the consequences for the family and society, are reviewed. The major intervention and therapeutic models are discussed and evaluated. (Also listed as HSV 236.)

**PSY 240 Research Methods (3)**

Addresses the basic methods of designing, conducting, and evaluating psychological research. Research ethics and research writing in APA style are also emphasized. Prerequisite: PSY 101. Prerequisite or co-requisite: MTH/PSY 242

**PSY 242 Statistics (3)**

Collection and tabulation of data, averages and measurements of dispersements, correlational and regression analysis, probability and sampling, hypothesis testing, performing Chi Square, t, F, and some nonparametric tests. Prerequisites: C or better in MTH 112 or three years of high school mathematics including advanced algebra or permission of program director. (Also listed as MTH 242 and SOC 242.)

**PSY 301 Experimental Research (3)**

Involves the student in independent research with an emphasis on experimental design. To be taken concurrently with PSY 302. Prerequisites: PSY 240 and MTH/PSY 242.

**PSY 302 Experimental Research Lab (1)**

Lab course taken concurrently with PSY 301.

**PSY 312 Educational Psychology and Measurement (3)**

This course involves the study of teaching/learning processes. Students learn the nature of educational psychology and applications of major learning theories. They identify specific relationships among learning and characteristics of learners, including personality, intelligence, motivation, and transfer of learning. Students learn strategies used in measurement and evaluation of learning. (Also listed as EDU 312.)

**PSY 325 Organizational Behavior (3)**

This course is designed to provide an understanding of human behavior within the organizational environment and includes topics such as group dynamics, effective communications, potential impact of organizational structure on communications and processes, and change management. (Also listed as BUS 325 and SOC 325.)

**PSY 332 Counseling Theory and Practice (3)**

Essential skills for crisis intervention and other methods of short-term counseling are practiced. Students also study major theories of counseling and psychotherapy and major counseling intervention strategies. Skills involved in providing feedback to clients are developed and multicultural approaches to counseling are introduced. Prerequisite: HSV 231 or permission of the instructor.

**PSY 340 Cognitive Psychology (3)**

Explores the fundamental processes of the human mind, including memory, attention, problem solving, representation of information, reasoning, and language. Prerequisite: PSY 101.

**PSY 342 Psychology of Personality (3)**

Address the "whys" of human behavior. Toward this end, the student should develop competencies in addressing the "whys" of human behavior from six philosophical perspectives.

**PSY 344 Forensic Psychology (3)**

A major focus of this course will be the psychology of crime and how the system addresses criminal behavior. This course will not allow the student to perform the work of a Forensic Psychologist, but they will be familiar with many of the areas of Forensic Psychological practice.

**PSY 345 Psychology of Learning (3)**

Explores theories and research on human and animal learning. The focus of the course is on classical conditioning, operant conditioning, and observational learning. Prerequisite: PSY 101.

**PSY 350 Cultural Psychology (3)**

Examines the impact of culture on human behavior and mental processes. Students will explore theories and research in psychology from a cross-cultural perspective. Prerequisite: PSY 101.

**PSY 355 Human Sexuality (3)**

Discusses all aspects of human sexuality including the biological components of human sexuality, the psychological ramifications of sex and sexuality, and cultural influences on sexual behaviors. Frank discussion of sexual issues is necessary to a successful class and should be expected by the student. Prerequisite: PSY 101.

**PSY 360 Psychology and Women (3)**

Explores issues and life experiences that affect women. Prerequisite: PSY 101.

**PSY 365 Physiological Psychology (3)**

Explores the complex interaction between the physiological and psychological components of the human being, with an emphasis on brain function and the effects of the body's chemicals on our thoughts and behaviors. Prerequisite: PSY 101 and BIO 100 or higher.

**PSY 368 In Their Prime: Men and Women at Mid-life (3)**

Considers facets of the lives of adults in their middle years, including physical, cognitive, and emotional development. Prerequisite: SOC 101 or PSY 101. (Also listed as SOC 368.)

**PSY 380 Experimental Course (3)**

A course not regularly included in the curriculum will occasionally be offered for psychology credit. Subject matter of the course varies. Prerequisite: PSY 101 or permission of the instructor.

**PSY 391 Independent Study (1-3)**

Allows for an opportunity for students to explore individual interests within the field of psychology under the guidance of a psychology faculty member. Arrangements for independent study are made on an individual basis between the student and the faculty member. This course is offered as needed. Prerequisite: Departmental approval.

**PSY 393 Laboratory Research (1-3)**

Involves active, faculty-guided research in the field. Students will work under the direct supervision of faculty on a psychological research project and participate in the design, implementation, analysis, and reporting of the research. Students and faculty will agree on the scope and duration of the work at the beginning of the semester, as well as the amount of credit received. Prerequisite: PSY 240.

**PSY 410 Abnormal Psychology (3)**

Considers the etiology and dynamics of abnormal behavior in relation to normal behavior. Emphasis is placed upon the principles of learning, motivation, perception, and quantitative classification as related to deviant behavior. Prerequisites: PSY 101. Not open to freshmen without permission of the instructor.

**PSY 424 Marriage and Family Counseling (3)**

Explores the history of marriage and family therapy, prominent theorists, and major methodologies. Prerequisite: PSY 332 or permission of the instructor. (Also listed as HSV 424.)

**PSY 440 An Integrative Approach to Psychology (3)**

Encourages the student's integration of previous semesters of psychology courses into a coherent whole. The content is similar to PSY 101, but is examined at a more sophisticated level. Application of psychological concepts to one's life is emphasized. Successful completion of the comprehensive examination at the end of the course is required for graduation. Prerequisites: At least 30 semester hours in psychology.

**PSY 453 Marketing Research (3)**

A study of the fundamental techniques of marketing research, including questionnaire construction, determination of market potentials, sampling theory, interpretation of results, and report presentation. Prerequisite: BUS 334 or permission. (Also listed as BUS 453.)

**PSY 492 Senior Seminar (3)**

Involves completing an independent project of original thought. The student will design a research study and follow it through to completion. The results of the research will be both written and presented to the CSM community at the end of the semester. Prerequisites: 30 hours of psychology, including PSY 101 and PSY 440.

**PSY 493 Advanced Lab Research (1-3)**

Involves active, faculty-guided research in the field. Students will work under the direct supervision of faculty on a psychological research project and participate in the design, implementation, analysis, and reporting of the research. Students and faculty will agree on the scope and duration of the work at the beginning of the semester, as well as the amount of credit received. Prerequisite: PSY 393.

**Sociology (SOC)**

**SOC 101 Introduction to Sociology (3)**

Examines basic social relationships, the corresponding social structures, and the processes affecting society. Students will receive the basic framework and concepts necessary for a foundation in the upper-division courses.

**SOC 231 Social Problems (3)**

Survey of current social problems related to the needs of: minority groups; the aged; the abused child and spouse; the poor; the mentally, emotionally, learning, and physically disabled; the consumer, and; the unemployed. Prerequisite: SOC 101.

**SOC 235 Social Psychology (3)**

Examines the psychological forces such as social interaction and cognition underlying human behavior in social situations. The goal of this course is to develop an understanding of the interaction between self-directed behavior and the influence of the social situation. Prerequisite: PSY 101 or SOC 101. (Also listed as SOC 235.)

**SOC 252 Sociology of Leisure (3)**

Examines what is leisure time, the ways in which it is used, its function for society, and its consequences as a new institution of industrial society and as a social problem. Prerequisite: SOC 101.

**SOC 262 Deviance and Social Control (3)**

Discusses what constitutes deviant behavior in American society including the processes involved in defining and distinguishing deviant behavior from normal behavior, and the consequences of labeling particular behaviors and individuals as deviant. Prerequisite: SOC 101.

**SOC 263 Topics in Sociology (3)**

Topics of special interest will be considered. (Examples: women's issues, collective behavior, urban sociology, sociology of education, minority relations.) Subtitles will be

included in course schedules. Course may be repeated under different subtitles. Prerequisite: SOC 101 or permission of instructor.

### **SOC 305 The Family (3)**

Analyzes the family as a social institution by examining the basic history of and social adjustments to marriage, the relationships between family members, and the place of the family in social, economic, and religious institutions. Prerequisite: SOC 101 or permission of the instructor.

### **SOC 325 Organizational Behavior (3)**

This course is designed to provide an understanding of human behavior within the organizational environment and includes topics such as group dynamics, effective communications, potential impact of organizational structure on communicators and processes, and change management. (Also listed as BUS and PSY 325.)

### **SOC 368 In Their Prime: Women and Men at Mid-life (3)**

Considers facets of the lives of adults in their middle years, including physical, cognitive, and emotional development. Prerequisite: SOC 101 or PSY 101. (Also listed as PSY 368.)

### **SOC 491 Independent Advanced Research (3)**

Involves advanced research in a field of sociology carried out by the student under faculty direction. Prerequisite: A course in the methods of behavioral science research and departmental approval.

## **Spanish (SPN)**

### **SPN 111 Beginning Spanish I (3)**

Spanish 111 is a Beginning Spanish course part one. The student will work on the four language skills: speaking, listening, reading and writing. Multicultural elements are interwoven through the study of the Spanish Language which includes the diverse people that make up the Hispanic society worldwide. Prerequisite: None.

### **SPN 112 Beginning Spanish II (3)**

Spanish 112 is a Beginning Spanish course part two. The student will continue working on the four language skills: speaking, listening, reading and writing. More multicultural elements will be presented through the study of the Spanish Language. Prerequisite: SPN 111 or equivalent or satisfactory placement score.

### **SPN 141 Spanish for Health Care (3)**

This is a Beginning Spanish course with emphasis in Practical Medical Spanish for Quick and Confident Communication. This course is designed as an introduction to prepare Health Care and Nurse Students, as well as professionals to better serve and assist their Spanish-speaking patients. The student will build competence in interviewing, examining, and treating Spanish-speaking patients by learning vocabulary, dialogues, and linguistic forms related to Health Care issues. Prerequisite: SPN 111 or permission from instructor.

### **SPN 211 Intermediate Spanish I (3)**

Spanish 211 is designed as a continuation and extension of the materials introduced in the first year of Spanish. It offers a study of grammatical structures and an expansion of vocabulary through an introduction to cultural and literary readings. All skills

(reading, writing, listening, and speaking), as well as the three basic fields (grammar, literature, and culture) will be emphasized during the course. Prerequisite: SPN 112 or equivalent or satisfactory placement score.

### **SPN 212 Intermediate Spanish II (3)**

Spanish 212 is designed as a continuation and extension of the materials introduced in the first year of Spanish and in Spanish 211. It offers a further study of grammatical structures and an expansion of vocabulary through an introduction to cultural and literary readings. All skills (reading, writing, listening, and speaking), as well as the three basic fields (grammar, literature, and culture) will be emphasized during the course. Prerequisite: SPN 211 or equivalent or satisfactory placement score.

### **SPN 321 Spanish Conversation (3)**

The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in simple conversation and discussion of material read outside of class. Emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. Prerequisite: SPN 212 or equivalent.

### **SPN 322 Spanish Grammar and Composition (3)**

A systematic study of Spanish morphology, sentence structure, and usage applied to a variety of written discourse styles such as description, narration, and exposition. Prerequisite: SPN 212 or equivalent.

### **SPN 333 Children and Youth Literature (3)**

This course is a survey of traditional and contemporary children's and adolescent literature from Spain and Latin America written originally in Spanish. We will examine picture books, folktales, poetry, theater and novels from a literary/artistic point of view and for their value in education and cultural development. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

### **SPN 341 Emphasis on Medicine (3)**

This course is designed as a continuation and extension of the materials introduced in SPN 141 to prepare health care students and professionals to better serve and assist their Spanish-speaking patients. Specific cultural aspects and practices related to health care professionals and patient communication will be addressed. Emphasis on vocabulary building and linguistic forms related to health care issues. Prerequisite: SPN 212 or equivalent.

### **SPN 342 Emphasis on Business (3)**

Introduction to the terminology and etiquette of business practice in the Spanish-speaking world. Emphasis on appropriate terminology and structures for business letters and other forms of business communication. This course is highly recommended for students majoring/minoring in international business and for those who wish their Spanish major or minor emphasis to be in business. Prerequisite: SPN 212 or equivalent.

### **SPN 351 Civilization and Culture I (3)**

An introduction to the culture and civilizations of Latin America. A study of Latin American historical development and aspects and issues of its social, artistic, intellectual, and political life today. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

**SPN 352 Civilization and Culture II (3)**

An introduction to the culture and civilizations of Spain. A study of physical and human geography, historical development, and major aspects and issues of contemporary Spanish society. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

**SPN 360 Mid/Sec Methods (3)**

(See Education section for further information.)

**SPN 411 Survey Literature I (3)**

The principal objective of this course is to provide an introduction to the literatures of Spain and Spanish America produced during the last three centuries (XVIII-XX). It will emphasize both the major periods and movements in light of cultural, artistic, social and historical contexts and the methodology for reading those texts through literary analysis appropriate for a variety of genres. Significant literary works will be examined along with the historical context in which they were produced. A research/writing project requires a detailed examination of an author or theme during the periods covered. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

**SPN 412 Survey Literature II (3)**

A panoramic study of Spanish literature from the medieval period through the Spanish Golden Age, the eighteenth, nineteenth and twentieth centuries. Essay, narrative, poetry and drama of particularly prominent writers shall be discussed and read. A research/writing project requires a detailed examination of an author or theme during the periods covered. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

**SPN 421 Spanish Advanced Conversation (3)**

The primary objective of the course is to continue developing and expanding the student's competency in communicating through the spoken medium. This course covers different topics of interest in the areas of Cinema, Culture, History or Literature. Prerequisite: SPN 321 or equivalent.

**SPN 444 Study Abroad Program**

Number of courses taken will vary according to foreign institution attended and student preferences. Student may complete no more than 12 credit hours in any approved Study Abroad Program. Prerequisite: SPN 321 & 322 or equivalent or instructor permission.

**SPN 495 Research Seminar in Spanish (3)**

Students evaluate educational research in the Spanish Language Teaching and analyze procedures, logic, and strategies implemented by researchers. Students complete research projects demonstrating effective research designs. Presentation of papers to faculty members and the public is required. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Papers may be written in English or Spanish. Prerequisite: Senior standing and approval of the student's research project by the instructor.

**SPN 499 Independent Study in Spanish (3)**

This course provides an opportunity for students to engage in independent research and writing under the supervision of a faculty member. Prerequisite: Senior standing and approval in writing of the student's proposal by the instructor.

## **Special Education (SPE)**

### **SPE 101/501 Introduction to Special Education (3)**

Designed to provide a general survey of various areas of exceptionality: high ability learners, mental disability, behaviorally impaired, visually impaired, hearing impaired, learning disabled, orthopedically impaired, speech language impairments, autistic, ausbergers, traumatic brain injury, multiple and severely handicapped, physically disabled, and health impaired. History, philosophy and future trends of special education are discussed relevant to educational implications and inclusion/mainstreaming is emphasized for each area of exceptionality. Field trips and speakers are arranged. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

### **SPE 220/520 Learners with Mildly/Moderately Handicapping Conditions (3)**

Students examine learning and analyze strategies used in individual educational programs of mildly and moderately mentally handicapped specific learning disabled, behaviorally impaired, orthopedically impaired, autistic, other health impairments, speech language impaired and traumatic brain injured. Assisting learners in making healthy transitions between special education and regular classrooms along with inclusion is emphasized. Presents historical overview and current literature of mildly/moderately handicapped. Recent legislation and its impact on the regular classroom are emphasized. Individual work with para educators information and the best practices for classroom use. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

### **SPE 222/522 Assessment Techniques for Diverse Learners (3)**

Presents techniques and methods of administering formal and informal assessments. Students analyze learning tasks in visual, auditory, motor, language and behavioral areas. Students examine and practice tying I.E.P. /I.F.S.P. process to assessment. Writing appropriate instructional strategies, goals and materials to implement IEP/IEFP objectives or gifted program objectives based on analysis of learning tasks and instructional needs are presented. Current research regarding effective assessment and remediation strategies across a spectrum of needs is presented. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: SPE 220 &101/501.

### **SPE 240/540 Guidance and Classroom Management (3)**

Students learn techniques, models and psychological theories related to managing individual and small and large group learning activities. Practical methods are emphasized that enhance self-control and provide healthy classroom environments. Common behavior problems of pre-K through grade 12 students and exceptional children and assessment techniques are addressed. Effective collaboration in teams and communication skills with students, families and professionals are emphasized. A 20-hour service-learning component provides experience in implementation of the knowledge and skills learned in this course. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

### **SPE 330 Inclusion in early Childhood Classrooms (3)**

Adapting environments, equipment and materials to meet social, cognitive, nutritional, physical motor, communication and medical needs of children, birth through 8, with diverse learning needs and disabilities in inclusive settings for young children. Designing and evaluating Individual Education Plans (I.E.P.'s) and/or Individual Family Service Plans (I.F.S.P.'s), supervising paraprofessionals in educational settings.



**SPE 331/531 Instructional Strategies: Inclusive Practices (3)**

Students examine and practice tying I.E.P./I.F.S.P process to instruction through modification of curricula. Students practice designing curricula for various areas of exceptionality for special needs populations. Plan strategies for student transitions and training Para Educators. Emphasizes task analysis, individualized instructional strategies and interventions, and use of assistive technology. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: 101/501 & 220

**SPE 333/533 Legal and Ethical Issues in Special Education (3)**

Students examine processes and use skills necessary for identifying verifying special needs, the I.E.P. /I.F.S.P. process, transition planning, and organizing and maintaining student special education records. This course acquaints students with state and local resources for improving and strengthening educational programs for special populations. National, state, local laws and policies and procedures affecting special populations are emphasized. Discussion of current legislation, advocacy, and professional ethics is included. Appropriate use of instructional technology is integrated into instructions of content and pedagogy. Prerequisite: SPE 101/501 & 220

**SPE 372 Practicum in the Inclusive Early Childhood Classroom (3)**

Supervised classroom experience in inclusive early childhood education classrooms working with children who have a range of disabilities. Students work under the supervision of onsite cooperating teachers and college instructors. Emphasis will be on including children with disabilities in the general classroom environment. Students will complete a minimum of 3 hours per week at their practicum site for a total of 40 hours. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: SPE 330

**SPE 373/573 Critical Issues in Special Education (3)**

Students observe and implement effective approaches for remediation, through supervised practicum experiences in self-contained classrooms, resource rooms, or inclusive settings for a total of 40 hours. Critical issues in Special Education will be investigated, discussed and presented. Current research regarding each topic and appropriate remediation strategies will be discussed and presented. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: SPE 101/501 & 220

**SPE 401 Education for High Ability and Talented Learners (3)**

This course focuses on defining giftedness and identifying characteristics of talented and gifted children. Analyzing problems and needs of the high ability learners is discussed. This course acquaints students with appropriate methods and strategies for teaching high ability learners. Appropriate use of instructional technology is integrated into instructions of content and pedagogy.

**SPE 430/530 Diagnosis and Evaluation of Reading (3)**

This course is designed to provide teachers with assessment procedures and effective instructional and diagnostic techniques in reading. Instruction is provided in a self-directed portfolio mode featuring acquisition of theory, teaching strategies, and assessment procedures. Students participate in formal and informal testing including achievement, criterion references, observational, and portfolio strategies. Implementation of the teacher's knowledge of this curriculum is achieved within a

directed reading practicum in a partnership school. Forty hours of clinical experiences focus on effective assessment and teaching procedures based on awareness of individual learners. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: SPE 101/501 & EDU 350/551

#### **SPE 470 or 471/571 Student Teaching (4-5)**

The culminating experience for recommendation for Special Education Endorsement. Included are opportunities to observe, instruct, participate in teacher and parent conferences and the opportunity to develop individual educational plans (I.E.P.s) for specific students. Student teachers have the opportunity to become familiar with the team approach to diagnosis and to participate in diagnostic procedures used in schools. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: permission.

#### **SPE 495/595 Student Teaching Seminar (1)**

Provides opportunities to reflect on student teaching experiences, discuss specific topics of interest, share experiences, and receive professional assistance and feedback. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Seminar is taken concurrently with SPE 470 or 471. (Also listed as ECE and EDU.)

### **Theology (THL)**

#### **THL 201 Introduction to the Hebrew Scriptures (3)**

This course introduces students to the Hebrew Bible as well as the extra books found in the Catholic Old Testament. There will be emphasis on the content of the scriptures as well as on the study of the ancient world in which they were produced. Such a study will be done through modern methods of biblical interpretation. Prerequisite: ENG 101 recommended.

#### **THL 202 Introduction to the New Testament (3)**

This course will introduce the student to the content of the New Testament as well as the 1<sup>st</sup> century Middle East world which produced it. There will be historical analysis and an exploration of the text as a document of the Christian faith. Prerequisite: ENG 101 recommended.

#### **THL 203 Foundations of Catholicism (3)**

Beginning with a review of the history of the developing tradition of Catholicism, this course will review the creed (what Catholics believe), the code (to what Catholics are obligated), and the cult (how Catholics reinforce for one another the creed and the code). Prerequisite: ENG 101 recommended.

#### **THL 209 Ways of Faith (3)**

Intended as an introduction to religion, this course will explore topics such as the reality of God, universal forms of religious experience, the implications of evil, the nature of ritual and religious symbolism, and the goals of salvation as evidenced in a variety of different religious traditions in the world. Prerequisite: ENG 101 recommended.

#### **THL 215 Christian Life and Service (3)**

This course engages the student in active theological reflection on everyday Christian life and service in light of Christian scripture, human experience, church tradition, and

the contemporary expression of service in the church and the world. Focus will also include the application of these perspectives in light of students' current or vocational careers. Prerequisite: ENG 101 recommended. **Note: Students who have taken THL 381 are ineligible for this course.**

### **THL 223 Jesus: Yesterday and Today (3)**

This course will focus on the basic and traditional Christian beliefs about Jesus. Central to this endeavor will be the exploration of the person of Jesus as reflected in the early Christian Church as well as the examination of early heresies and the development of Christian doctrine. Select discussion will take place on contemporary perspectives. Prerequisite: ENG 101 recommended.

### **THL 227 Christian Signs & Symbols (3)**

Study of the nature of religious symbols and ritual, in particular Christian rituals and sacraments, in terms of their foundations in human experience and in their history within the Church. This course will also include a comparative study of Christian rituals with other multi-cultural rituals or those of other religions.

### **THL 310 Approaches to God (3)**

This course on prayer in the area of spirituality will be divided into three segments: various ways to approach God; the God who is approached; and the individual who approaches God. The first part of the course will examine different classical and contemporary types of prayer. Each class will provide an experiential dimension of these prayer forms. The second part will study the language, images and metaphors used to speak of God. The third part of the course will utilize a variety of ways that can indicate prayer forms best suited to an individual. Prerequisite: ENG 101

### **THL 320 Church and Social Justice (3)**

The social teachings of the Church have often been depicted as its best kept secret. Church and Social Justice explores the social teachings of the Church and their application to the concrete economic, social, and political problems of the contemporary world. The course focuses on social issues such as poverty, hunger, racism, immigration, war, the environment, and workers' and human rights. Prerequisite: ENG 101

### **THL 325 Historical Development of American Christianity (3)**

This course will examine selected theological issues and their historical context related to the growth, development, and experience of Christianity and Protestant Christianity in the United States from colonial times to the present. Such issues may include mission, immigration/ethnicity, inculturation, spirituality, and evangelization. Prerequisite: ENG 101 recommended.

### **THL 327 Women in the Bible (3)**

This course is about women *in* the Bible and women *and* the Bible. It will be based on the study of the rich heritage of the stories of women in the biblical narrative which range from the strong leadership of women to "terror-filled" stories about women. In addition, the course will explore the following questions: What were the general attitudes towards women based on the biblical texts that emerged in a patriarchal world? Through the use of biblical critical methods, what are the modern day attitudes towards women based on biblical texts? And finally, how do we explain the attitudes that women have towards the bible which range from complete rejection to unconditional acceptance?

**THL 354 Christian Spirituality (3)**

This course is an academic study of the nature of Christian spirituality as both religious and lived experience. The student will be exposed to the biblical and theological foundations of Christian spirituality, its overall origins and development, and the varieties of Christian spiritualities that have appeared throughout history in both groups and in specific individuals who have been viewed as exemplary of Christian spiritual life. Prerequisite: ENG 101 recommended.

**THL 360 Women in the Christian Tradition (3)**

The course examines some of the major doctrines of Christian theology in light of women's experiences and theological reflection. These major doctrines include Christology, creation, sin, redemption, theological anthropology, and the church. Prerequisite: ENG 101 recommended.

**THL 491 Independent Study (3)**

This course provides an opportunity to do advanced study in the field of theology. Prerequisite: approval of Program Director.

**THL 495 Theology Research Seminar (3)**

Through focused and extensive study on an approved topic of interest, students demonstrate their cumulative ability to research, reflect critically, and think theologically. Presentation of research to faculty members and the public is required. Prerequisite: approval of the Theology Program Director.

**Theatre (THR)****THR 101 The Art of the Theatre (3)**

This introduction to theatre will acquaint students with each element of the art and discipline of the theatre. The class will explore the development of live performance and touchstone plays. Students will learn about the techniques of acting, directing, and production. Students' examination of this area will be undertaken through attending lectures, play reading and study, reading aloud in class, and visiting a theatre or theatres in various states of production. No prerequisite.

**THR 201 Dramatic Literature (3)**

Students will study significant plays from the Greek classic through contemporary eras and the historical periods which fostered them. When possible, works discussed will be enhanced by live theatre or audiovisual productions. Prerequisite: ENG 101.

**THR 343 Shakespeare in Performance (3)**

A careful examination of several Shakespeare texts and the way in which they translate into live theatre. This course is designed to enable students to understand the words, the plots and the theatrical conventions which bring the plays to life. When possible, works discussed will be enhanced by live theatre or audiovisual productions. Prerequisite: ENG 101.

**THR 360 Theatrical Production (3)**

Theory and practice in the experience of theatre. Study in the philosophy of the form will provide a basis for play selection, casting, directing, and production techniques. Prerequisite: THR 101 or permission of the instructor.

## **Women's Studies (WST)**

### **WST 137 Self Defense for Women (1)**

This class is designed to teach the preventive techniques of defending oneself if attacked. (Also listed as PED 137.)

### **WST 205 Women in Music (3)**

This course, taught from an historical perspective, focuses on the accomplishments of women as composers and performers from the early days of the Christian church to the present. (Also listed as MUS 205.)

### **WST 208 Women in Art (3)**

A study of the role and work of women artists from the Middle Ages to the present in an effort to foster an appreciation for the contributions of women to art which have been largely overlooked. (Also listed as ART 208.)

### **WST 240 History of Women in Europe (3)**

An exploration of the lives of outstanding women in the Western tradition. These women will be studied both as individuals and as reflections of their cultural context. (Also listed as HPS 240.)

### **WST 251 History of Women in the United States (3)**

The role of women in American society from the colonial period to the present. Emphasis is placed upon the 20th century. (Also listed as HPS 251.)

### **WST 257 Women & Film (3)**

An exploration of the portrayal of women in film and a study of film as a narrative form. Prerequisite: ENG 101. (Also listed as ENG 257.)

### **WST 260 Women in Christian Tradition (3)**

This course will provide a survey of the message, significance, and impact of women from biblical times to the present. Emphasis will be on women in the Protestant and Catholic Christian traditions. Prerequisite: ENG 101 recommended. (Also listed as THL 360.)

### **WST 266 Images of Women in Literature (3)**

Women have been stereotyped (and have played stereotypes) in life; these traditional images are reflected in literature. The study of these images of women is through writings from various places around the world and from different time periods. Prerequisite: ENG 101. (Also listed as ENG 266.)

### **WST 310 Philosophy of Women (3)**

The question about what it is to be a woman will be the major topic of this study. Selected works of philosophy and related disciplines, both ancient and contemporary, will be critically examined. Prerequisite: ENG 101 recommended. (Also listed as PHL 310.)

**WST 311 Utopia: From Women's Points of View (3)**

This course is designed to introduce students to the concept of utopian worlds, particularly ideal worlds from women's points of view. The course will deal with the following topics: Utopian worlds, patriarchy, concepts of God, desire for immortality, uses of power, and uses of language. Prerequisites: ENG 101 and sophomore standing. (Also listed as ELA 310.)

**WST 330 Gender and Communication (3)**

This course is designed to examine the construction of gender through communication, grounded on the premise that *all* we create--including gender--is accomplished through communication. It examines how (and why) masculinity and femininity are socially constructed and maintained. (Also listed as COM 330.)

**WST 346 Women's Spiritual Journeys in Literature (3)**

A study of 20th century narratives that explore the nature of women's spiritual experiences. Prerequisite: ENG 101. (Also listed as ENG 346)

**WST 355 Women/Novels/Film (3)**

A study of the respective narrative systems of film and novels. Prerequisite: ENG 101. (Also listed as ENG 355.)

**WST 360 Psychology and Women (3)**

Issues and life experiences that are unique to women are explored, with an emphasis on how those issues affect today's women. Past and current contributions of women to the field of psychology will also be addressed. Prerequisite: PSY 101.

**WST 368 Women Writers (online) (3)**

A study of traditional and contemporary works written by women. Emphasizes style and major themes in women's literature. Prerequisite: ENG 101. (Also listed as ENG 368.)

**WST 382 Women and the Bible (3)**

This course is about women *in* the Bible and women *and* the Bible, based on the study of the rich heritage of stories of women in the biblical narrative. (Also listed as THL 382)

## Administration and Faculty

### *Senior Leadership Team*

---

**Maryanne Stevens, R.S.M., Ph.D.**  
President

**Tara Knudson Carl, Ph.D.**  
Vice President for Student  
Development/Special Assistant to the  
President

**Christine Pharr, Ph.D.**  
Vice President, Academic Affairs

**Joe Szejc**  
Vice President, Enrollment Services and  
Marketing

**Sarah Kottich, CPA**  
Vice President, Finance and  
Administration

**Jason Degn**  
Vice President, Institutional Technology

**Verlyn Schueler**  
Vice President, Institutional  
Advancement

### **Administration and Staff**

---

#### *President's Office*

---

**Maryanne Stevens, R.S.M., Ph.D.**  
President

**Shirley Gunderson**  
Executive Administrative Assistant to the  
President

**Rose Crowley**  
Volunteer

---

*Academic Affairs*

---

**Christine Pharr, Ph.D.**  
Vice President, Academic Affairs

**Kathy Sorrell**  
Administrative Assistant

**Registrar's Office**

**Debbie Nugen**  
Registrar and Assistant Dean

**Ann Hennen**  
Associate Registrar

**Jessica Bertschinger**  
Assistant Registrar for Academic Records

**Library**

**Sarah Williams**  
Library Director

**Danielle Mangano**  
Cataloger

**Pam Humphrey, Ph.D.**  
Associate Dean, Academic Affairs

**Faculty Support**

**Janice Pickering**  
Staff Assistant  
Health Care Professions

**Joyce Baltz**  
Secretary  
Health Care Professions

**Arleen Bailey**  
Secretary  
Health Care Professions

**Maggi Weitkam**  
Faculty Secretary  
Professional Studies  
Arts & Sciences

**Judith Patricia Healy, R.S.M., M.L.S.**  
Reference/Interlibrary Loan Librarian

**Melissa Tiemann**  
Serials Librarian

**Michael Steinbrink, M.L.S.**  
Reference Librarian

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*Financial Services*

---

**Sarah Kottich, C.P.A.**  
Vice President, Finance and  
Administration

**Carolyn Ziemann**  
Administrative Assistant

**Kathy Cepuran**  
Accounts Payable Coordinator

**Gizelle Chandran**  
Accountant

**Express Center**

**Beth Sisk**  
Director of Financial Aid

**Karen Brown**  
Student Accounts Director

**Marcia Rose**  
Associate Director of Financial Aid

**Sara Nordquist – Davis**  
Financial Aid Assistant

**Rachel Cullen**  
Student Accounts Assistant

**Jeremy Warren**  
Controller

**Sarah Marie Livingston**  
Director of Human Resources

**Kim Savicky**  
Chief Administration Officer

**Nicole Gibson**  
Support Staff

**Information Center**

**Judy Lyman**  
Campus Information Center Manager and  
Facilities Coordinator

**Campus Store**

**Steve Westenbroek**  
Campus Store Manager

**Copy Center**

**Teresa Morley**  
Copy Center Specialist

---

*Information Services*

---

**Jason Degn**  
Vice President, Institutional Technology

**Jon Henrichs**  
Network Administrator

**Mark Baumgartner**  
Help Desk Specialist/  
Computer Lab Manager

**Lisa Delair**  
Application Specialist

**Jason Schlesiger**  
Instructional Technology Specialist

**Benjamin Volden**  
Helpdesk/Web Technician

---

*Engineering/Maintenance*

---

**Dan Spargen**  
Director of Engineering

**Eric Rosen**  
Associate Director of Engineering

**Bob Charnley**  
Duty Engineer

**Thomas Beach**  
Groundskeeping

**Rich Kottich**  
Groundskeeping

**LeRoy Peters**  
General Maintenance/Painting

**Dwayne Berner**  
Plumbing

**Cherri Birth**  
Coordinator Custodial Service

**Jesse Arrellin**  
Custodian

**Ping Li**  
Custodian

**Sherri Shelton**  
Custodian

**Keith Fielding**  
Custodian

**Michael Gunn**  
Custodian

---

*Student Development*

---

**Tara Knudson Carl, Ph.D.**

Vice President for Student  
Development/Special Assistant to the  
President

**Rita Wiley**

Administrative Assistant

**Veronica "Katty" Petak**

Assistant Dean of Students

**Linda Varvel**

Director of Residence Life

**Sarah Watkins**

Director of Mothers Living & Learning and  
Single Parent Success

**Jennifer Wittstock**

Director of Student Leadership and  
Organizations

**Becky Chabot**

Director of Campus Ministry

**Angela Fernandez**

Director of the Achievement Center

**Lisa Johnson**

Assistant Director, Achievement Center,  
Advising and Career Services

**Mary Schlueter**

Assistant Director, Achievement Center  
Tutoring and Testing

**Pete Starr**

Director of Security

**Athletic Department**

**Jim Krueger**

Director of Athletics

**Amy Sauser**

Assistant Athletic Director, Head Cross  
Country Coach

**Sr. Corrine Connelly**

Administrative Assistant

**Search**

Campus Wellness Coordinator and  
Aquatics Director

**Chuck Brewer**

Head Basketball Coach  
Head Softball Coach

**Samantha Harvey**

Head Volleyball Coach

**James Homan**

Head Soccer Coach

**Rich Draper**

Head Swimming Coach

**Jeff Hume**

Athletic Trainer

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*Enrollment Services*

---

**Joe Szejc**

Vice President, Enrollment Services and Marketing

**Erica Eichhorst**

Office Manager

**Sarah Carse**

Coordinator of Enrollment Data

**Search**

Coordinator, Graduate and Special  
Studies Admissions

**Ginny Cook**

Director, High School Admissions

**Terra Moyers**

High School Admissions Counselor

**Maria Luisa Gaston**

Coordinator, Hispanic Recruitment

**Kristin Buscher**

Director, Transfer and Non-Traditional  
Admissions

**Jamie Hilz**

Transfer Admission Counselor

---

**Lincoln Campus**

**Denice Archer-Galusha**

Director, Lincoln Campus

**Farida Ebrahim**

Weekend Staff

**Shirlee L. Perry**

Admissions Counselor

---

*Institutional Advancement*

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**Verlyn Schueler**

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**Vanessa Dobles**

Office Manager

**Diane Proulx**

Assistant Vice President

Institutional Advancement/Special Events

**Susan Medina**

Major Gifts, Planned Giving Officer

**Colleen Heavican**

Coordinator of Grants and Research

**Jayne Conrad**

Alumnae Relations

**Search**

Development Officer

**Gail Thompson**

Support / Data Manager

**Kristen Veylupek**

Secretary / Data Entry Clerk

**Public Relations**

**Carmen Steele**

Director, Marketing and Public Relations

**Janelle Arthur**

Graphic Artist / Publications Coordinator

**Search**

Communications Specialist

## Faculty

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M.S., Edinburgh Business School  
M.S., Central Michigan University

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Ph.D., University of Nebraska, Lincoln

**Kathleen Zajic**

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M.S.N., University of Nebraska Medical  
Center

## COOPERATING AGENCIES

**Alegent Health: Behavioral Services**  
6828 N. 72 St., Ste 4300, Omaha, NE  
68122

**Alegent Health: Immanuel  
Fontenelle**  
6901 N. 72 Street, Omaha, NE 68122

**Alegent Health: Lakeside**  
17030 Lakeside Hills Plaza, Omaha, NE  
68130

**Alegent Health: Midlands Community  
Hospital**  
11111 S. 84 Street, Papillion, NE 68046

**Alegent Women's Health**  
7070 Spring Street, Omaha, NE 68106

**Bergan Mercy Child Development  
Center**  
1919 S. 74 Street, Omaha, NE 68124

**Central Iowa Health System**  
700 E. University Ave, Des Moines, IA  
50316

**Children's Respite Care Center**  
14245 Q Street, Omaha, NE 68137

**Council Bluffs – WIS**  
300 W. Broadway #9, Council Bluffs, IA  
51503

**Community Alliance North Star**  
3321 Fontenelle Blvd. Omaha, NE 68104

**Douglas County Correctional Center**  
710 S. 17th St., Omaha, NE 68102

**Educational Service Unit #145**  
PO Box 426, Waverly, NE 68462

**Fremont Area Medical Center**  
450 E. 23 Street, Fremont, NE 68025

**Glenwood Resource Center**  
711 S. Vine, Glenwood, IA 51534

**Handprints and Footsteps**  
5930 Vandervort Drive, Lincoln, NE  
68156

**Alegent Health: Bergan Mercy  
Medical Center**  
7500 Mercy Road, Omaha, NE 68124

**Alegent Health: Immanuel Medical  
Center**  
6901 N. 72 Street, Omaha, NE 68122

**Alegent Health: Mercy Hospital**  
800 Mercy Dr., Council Bluffs, IA 51503

**Alegent Health System**  
1207 S. 13<sup>th</sup> Street, Omaha, NE 68108

**The Ambassador**  
1540 N. 72<sup>nd</sup> Street, Omaha, NE 68114

**Bryant-LGH Hospital**  
1600 S. 48th Street, Lincoln, NE 68506-  
1299

**Children's Hospital**  
8301 Dodge Street, Omaha, NE 68114

**Clarkson Hospital**  
44<sup>th</sup> & Dewy, Omaha, NE 68106

**Community Alliance**  
4001 Leavenworth St., Omaha, NE  
68105

**Creighton University Medical Center**  
601 N. 30th Street, Omaha, NE 68131

**Douglas County Youth Center**  
710 S. 17 St., Omaha, NE 68105

**Filmore County Hospital**  
PO Box 193, Geneva, NE 68361

**Friendship Program**  
7315 Maple St. Ste. #1, Omaha, NE  
68134

**Grand Island Physical Therapy**  
3004 W. Faidley Ave., Grand Island, NE  
68803

**Home Access Solutions**  
1004 Lincoln Rd. Ste. 103, Bellevue, NE  
68005

**Jennie Edmundson Memorial Hospital**  
933 E. Pierce, Council Bluffs, IA 51501

**Lincoln Regional Center**  
PO Box 94949, Lincoln, NE 68509-4949

**Madonna Rehabilitation Hospital**  
5401 South Street, Lincoln, NE 68506

**Millard Good Samaritan**  
12856 Deauville Drive, Omaha, NE 68137

**Munroe Meyer Institute**  
985450 Nebraska Medical Center,  
Omaha, NE 68198-5450

**Nebraska Hospital Association**  
1640 L St. Suite D, Lincoln, NE 68508-2509

**Nebraska Medical Center/Clarkson West Medical Center**  
2727 S. 144th Street, Omaha, NE 68144

**Nye Wellness Center**  
655 W. 23 St., Fremont, NE 68025

**Physicians Clinic, Inc.**  
720 N. 87th St., Ste. 206, Omaha, NE 68114

**Project Harmony**  
7110 F St., Omaha, NE 68117-1014

**Risen Sun Christian Village**  
3000 Risen Son Blvd., Council Bluffs, IA 51503

**Sarpy County Cooperative Head Start**  
701 Olson Drive, Papillion, NE 68046

**St. Elizabeth Physician Network**  
5730 S. 57 St., Lincoln, NE 68516

**Kids on the Move**  
3823 N. 88th Street, Omaha, NE 68134

**Loess Hills AEA 13**  
2600 S. 9 St., Council Bluffs, IA 51501

**Mary Lanning Hospital**  
715 N. St. Joseph Ave., Hastings, NE 68901

**Mory's Haven**  
1112 5<sup>th</sup> Street, Columbus, NE 68601

**Munroe-Meyer Rehabilitation Institute**  
600 S. 42 Street, Omaha, NE 68198-5450

**Nebraska Medical Center**  
987537 Nebraska Medical Center,  
Omaha, NE 68198

**Nebraska Orthopedic Hospital**  
2808 S. 143 Plz., Omaha, NE 68144

**Open Door Mission**  
2828 N. 21 St. E., Omaha, NE 68110

**ProCare3**  
13336 Industrial Rd. #105, Omaha, NE 68137

**Rehab Visions**  
11623 Arbor Street, Omaha, NE 68144

**Rose Blumkin Home**  
323 S. 132nd Street, Omaha, NE 68154

**St. Elizabeth Community Hospital**  
555 S. 70 Street, Lincoln, NE 68510

**University of Nebraska Medical Center**  
Emile at 42 St., Omaha, NE