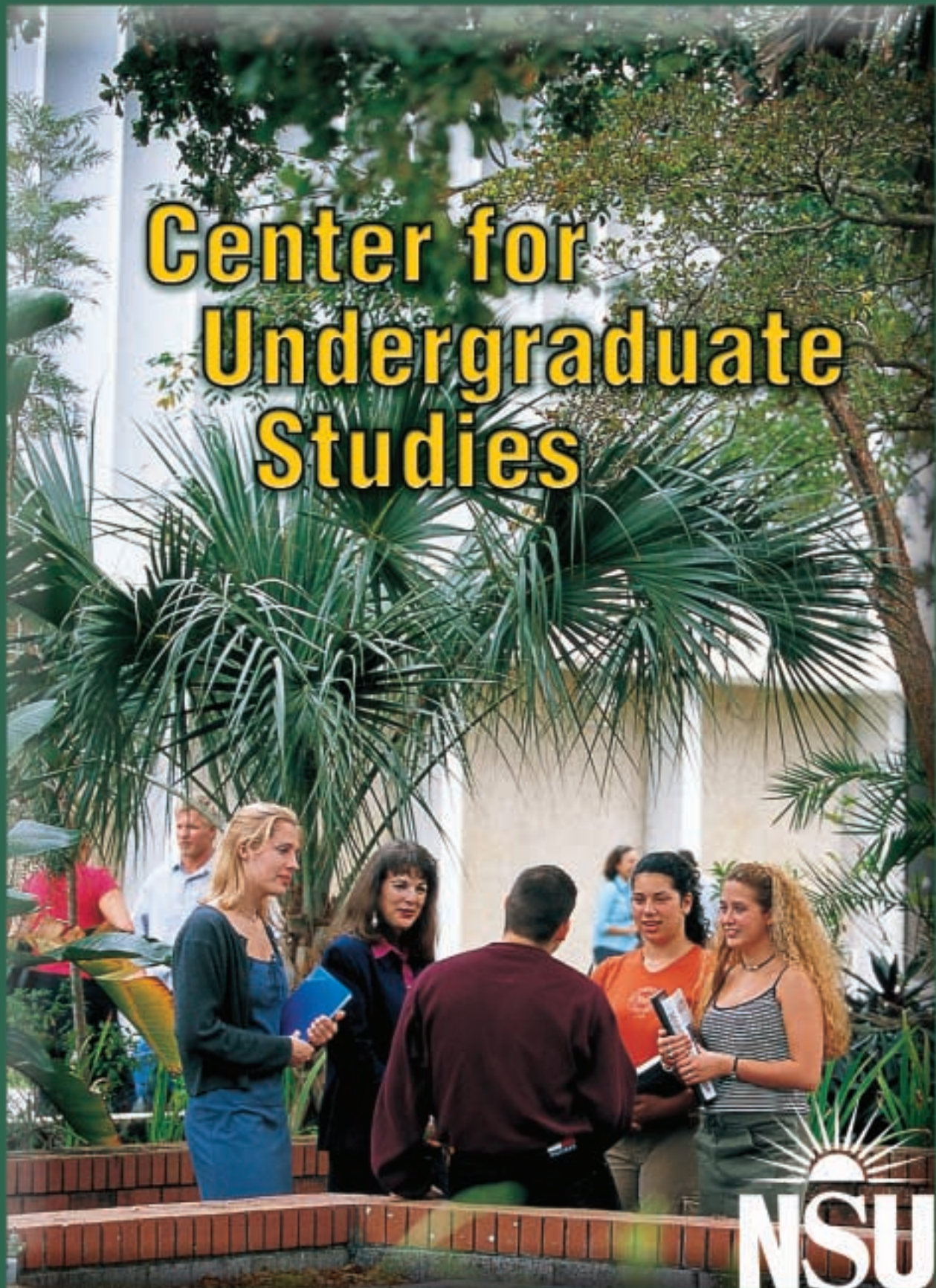


NOVA SOUTHEASTERN UNIVERSITY

# Center for Undergraduate Studies



**NSU**

Catalog 2001-2002

# NOVA SOUTHEASTERN UNIVERSITY

## Farquhar Center for Undergraduate Studies

2001–2002 Catalog  
Published May 2001

Policies and programs in this catalog are effective through August 2002. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration.

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

Nova Southeastern University is a member of the American Association of Colleges for Teacher Education.

This catalog is printed on recycled paper.



# CONTENTS

<b>PRESIDENT'S MESSAGE</b> .....	<b>x</b>
<b>DEAN'S MESSAGE</b> .....	<b>xi</b>
<b>ACADEMIC CALENDARS</b> .....	<b>xii–xv</b>
<b>CORRESPONDENCE DIRECTORY</b> .....	<b>xvi</b>
<b>NOVA SOUTHEASTERN UNIVERSITY</b> .....	<b>1</b>
Mission Statement .....	1
Overview .....	1
Accreditation Statement .....	1
Membership .....	1
Notice of Nondiscrimination .....	1
<b>FARQUHAR CENTER FOR UNDERGRADUATE STUDIES</b> .....	<b>2</b>
Mission Statement .....	2
College of Professional and Liberal Studies .....	2
College of Career Development .....	2
Online Programs .....	2
Institute for Learning in Retirement .....	2
<b>STUDENT LIFE</b> .....	<b>4</b>
Student Union .....	4
Extracurricular Programs .....	4
Alpha Chi Honor Society .....	5
Office of Recreation and Wellness .....	5
Intercollegiate Athletics .....	5
<b>STUDENT SERVICES</b> .....	<b>6</b>
Housing .....	6
Food Services .....	6
Student ID Cards .....	6
MicroLab Computer Facilities .....	6
UNIX Accounts .....	6
Student Information System .....	7
Libraries .....	7
Bookstore .....	7
Academic Services .....	8
Tutoring .....	8
Courses .....	9
Assessment Center .....	9
Disability Services .....	9
Experiential Learning .....	9

Intensive Studies Program .....	10
Career Services .....	10
Study Abroad .....	11
Travel Information .....	11
Campus Public Safety .....	11
University Parking Permit .....	11
Code of Student Conduct and Academic Responsibility .....	11
Grievance Procedures .....	11
Honor Court .....	11
<b>TUITION, FEES, AND REGISTRATION .....</b>	<b>12</b>
Tuition and Fee Schedule for 2001–2002 .....	12
Flat-Rate Tuition: College of Professional and Liberal Studies .....	12
Registration .....	12
Drop/Add Period .....	12
Payment Policy .....	12
Employer Tuition Reimbursement Programs .....	12
Three-Month Installment Plan .....	13
Tuition Payment Options .....	13
Refund Policy .....	13
Drop Period with a Refund .....	13
College of Professional and Liberal Studies Students .....	13
College of Career Development Students .....	13
Refund Policy for Online Courses .....	13
Exceptional Circumstances .....	13
<b>FINANCIAL AID .....</b>	<b>14</b>
General Eligibility Requirements .....	14
Applying for Financial Aid .....	14
Deadlines .....	14
Notification of Awards .....	15
Federal Programs .....	15
Federal Pell Grant .....	15
Federal Supplemental Educational Opportunity Grant (FSEOG) .....	15
Federal Perkins Loan .....	15
Federal Subsidized Stafford Loan (FSL) .....	15
Unsubsidized Federal Stafford Loan Program .....	15
Federal Parent Loan for Undergraduate Students (PLUS) .....	16
State Programs .....	16
Florida Resident Access Grant (FRAG) .....	16
Florida Student Assistance Grant (FSAG) .....	16
Florida Bright Futures .....	16
Financial Aid Standards of Academic Progress .....	16
Contact Information .....	16

<b>UNDERGRADUATE SCHOLARSHIPS AND GRANTS</b> .....	<b>17</b>
Independent Colleges and Universities of Florida (ICUF) Scholarships .....	17
College of Professional and Liberal Studies Scholarships .....	17
Nova Southeastern University Honor Awards .....	17
Nova Southeastern University Financial Aid Grant .....	17
Athletic Scholarships .....	17
International Women’s Club of Broward County Scholarships .....	17
Professional and Liberal Studies Scholarship .....	17
International Student Scholarship .....	17
Book Award .....	17
PTK Award .....	17
Horatio Alger Collegiate Partners .....	17
College of Career Development Scholarships .....	18
The Joseph W. Fordyce Scholarship .....	18
International Women’s Club of Broward County Scholarships .....	18
Horatio Alger Collegiate Partners .....	18
Renewal of Awards .....	18
Other Sources of Assistance .....	18
<b>ADMISSIONS AND ACADEMIC POLICIES</b> .....	<b>19</b>
Admission Information and Admission Counseling .....	19
Applying for Admission .....	19
Application Procedures: College of Professional and Liberal Studies .....	19
Application Procedures: College of Career Development .....	19
Reapplying for Admission .....	20
International Students .....	20
International Student Application Procedures .....	20
Acceptance .....	20
Academic Advising .....	21
Day vs. Evening Classes .....	21
Requirements for Continued Enrollment .....	21
Requirements for First-Time College Students .....	21
Requirements for Transfer Students with Credits from Other Colleges/Universities .....	21
Concurrent Enrollment .....	21
Special Student Status .....	22
College of Professional and Liberal Studies Intensive Studies Program .....	22
Dual Admission Program .....	22
Majors .....	22
College of Professional and Liberal Studies .....	22
College of Career Development .....	22
Double Majors .....	23
Minors .....	23
Degrees Conferred .....	23
Second Bachelor’s Degree .....	23

Change of Degree Program .....	23
Transfer Credits .....	23
Academic Requirements .....	24
New Student Skill Requirements .....	24
Written Communication and Mathematics Requirements .....	24
Writing Across the Curriculum .....	24
College of Career Development Pre-Course Assignments .....	24
Grading System .....	24
Grade Point Average and Quality Points .....	24
Grade Reports .....	25
Dean's List .....	25
Incomplete .....	25
Optional Pass/Fail .....	25
Withdrawal Policy .....	25
Withdrawal from the University .....	25
Repeated Courses .....	25
Summer Enrollment Policy .....	25
Satisfactory Academic Progress .....	26
Minimum Requirements .....	26
Minimum Graduation Requirements .....	26
Academic Jeopardy .....	26
Academic Warning .....	26
Academic Probation .....	26
Continued Probation .....	26
Off Probation .....	26
Suspension .....	26
Dismissal for Failure to Complete Developmental Math, Reading, or Writing Requirements Successfully . . . .	26
Dismissal Following Suspension .....	26
Notification and Appeals .....	26
Readmission Following Suspension or Dismissal for Failure to Complete Developmental Math, Reading, or Writing Requirements Successfully .....	26
Independent Study and Tutorial .....	27
Online Course Delivery .....	27
Auditing a Course .....	27
Class Attendance .....	27
Course Evaluations .....	27
Requirements for Graduation .....	27
Graduation with Honors .....	27
Commencement .....	28
Interruption of Studies .....	28
Veterans' Benefits .....	28
Standards of Progress for VA Students .....	28
Address and Name Changes .....	28

<b>GENERAL EDUCATION PROGRAM</b> .....	<b>29</b>
Mission Statement for General Education .....	29
General Education Requirements .....	29
Communication .....	29
Mathematics .....	29
Humanities .....	29
Social and Behavioral Sciences .....	30
Natural and Physical Sciences .....	30
<b>PROGRAMS OF STUDY</b> .....	<b>31</b>
<b>Interdisciplinary Programs</b> .....	<b>31</b>
Applied Professional Studies Major .....	31
<b>Department of Behavioral Sciences Major</b> .....	<b>32</b>
Paralegal Studies Major .....	32
Psychology Major .....	33
Minors in Behavioral Sciences .....	34
Criminal Justice Minor .....	34
Forensic Psychology Minor .....	34
Paralegal Studies Minor .....	35
Psychology Minor .....	35
Speech-Language Pathology Minor .....	35
Substance Abuse Studies Minor .....	35
Certificate Programs in Behavioral Sciences .....	36
Paralegal Studies Certificate Program .....	36
Substance Abuse Studies Certificate Program .....	36
<b>Department of Business and Administrative Studies</b> .....	<b>36</b>
Mission of the Department of Business and Administrative Studies .....	36
Program Delivery .....	36
Learning Outcomes .....	37
Ethics Across the Curriculum Policy .....	37
Accounting Major .....	37
Business Administration Major .....	37
Sport and Wellness Studies Major .....	38
Concentrations in Business and Administrative Studies .....	38
Guidelines .....	38
Accounting Concentration .....	38
Banking and Finance Concentration .....	38
Hospitality Management Concentration .....	39
Human Resource Management Concentration .....	39
International Business Concentration .....	39
Marketing Concentration .....	39
Minors in Business and Administrative Studies .....	39
Accounting Minor .....	39
Banking and Finance Minor .....	39

Hospitality Management Minor .....	39
Human Resource Management Minor .....	39
International Business Minor .....	40
Marketing Minor .....	40
Business and Professional Management (BPM) Program .....	40
Policy on Failure of Courses .....	40
Policy for BPM Replacement Electives .....	40
Reentry into a Cluster .....	40
Majors Offered in the BPM Program .....	40
<b>Department of Education .....</b>	<b>41</b>
Mission of the Undergraduate Department of Education .....	41
Matriculation Requirements for Education Majors .....	41
Degree-Completion Requirements .....	42
CLAST .....	42
CLAST Remediation .....	42
Course Load Policy for the College of Career Development .....	42
Background Check for Clinical Field Experiences .....	42
Internship .....	42
Internship Application .....	43
Program Completion .....	43
Certification .....	43
Certification-Only Program .....	43
Certification Information .....	43
Early Childhood Education Major .....	44
Program Benchmarks and Major Requirements .....	45
Elementary Education Major .....	45
Program Benchmarks and Major Requirements .....	46
Exceptional Education Major .....	47
Program Benchmarks and Major Requirements .....	47
English for Speakers of Other Languages (ESOL) K–12 Add-On Endorsement .....	48
<b>Department of Liberal Arts .....</b>	<b>48</b>
Humanities Major .....	48
Legal Studies Major .....	49
Paralegal Studies Minor .....	49
Minors in Liberal Arts .....	49
Communications Minor .....	49
Gender Studies Minor .....	50
Global Studies Minor .....	50
Humanities Minor .....	50
Latin American and Caribbean Studies Minor .....	51
Legal Studies Minor .....	52
<b>Department of Math, Science, and Technology .....</b>	<b>52</b>
Learning Outcomes .....	52
Biology Major .....	52



Computer Information Systems Major .....	53
Computer Science Major .....	53
Environmental Science/Studies Major .....	54
Marine Biology Major .....	55
Minors in Math, Science, and Technology .....	55
Chemistry Minor .....	55
Computer Information Systems Minor .....	55
Information Technology Minor .....	56

**COURSE DESCRIPTIONS ..... 57**

Accounting (ACCT) .....	57
Alternative Dispute Resolution (ADRB) .....	57
The Arts (ARTS) .....	57
Biology (BIOL) .....	58
Business (BUSS) .....	60
Chemistry (CHEM) .....	61
Communications (COMM) .....	62
Cooperative Education (COOP) .....	63
Criminal Justice (CRJU) .....	63
Communication Sciences and Disorders (CSAD) .....	63
Computer and Information Sciences (CSIS) .....	63
Economics (ECON) .....	65
Early Childhood Education (EDEC) .....	65
Education (EDUC) .....	66
Early Childhood Education (0–4) (EECB) .....	68
Early Childhood Education Primary (EECP) .....	68
Elementary Education (ELEM) .....	69
Middle School Science Education (EMDS) .....	70
Environmental Science/Studies (ENVS) .....	70
Exceptional Student Education (ESED) .....	71
English for Speakers of Other Languages (ESOL) .....	72
Finance (FINC) .....	72
Geography (GEOG) .....	73
Gender Studies (GEST) .....	73
Global Studies (GLBS) .....	73
History (HIST) .....	73
Hospitality Management (HMGT) .....	74
Humanities (HUMN) .....	75
Internship (INTN) .....	75
Latin American and Caribbean Studies (LACS) .....	75
Legal Studies (LGST) .....	76
Literature (LITR) .....	76
Management (MGMT) .....	77
Marine Biology (MBIO) .....	78

Marketing (MRKT) .....	79
Mathematics (MATH) .....	80
Paralegal Studies (LEGS) .....	80
Philosophy (PHIL) .....	82
Physical Sciences (PHYS) .....	82
Politics and Public Affairs (POLS) .....	83
Psychology (PSYC) .....	83
College Reading (READ) .....	85
Science (SCIE) .....	85
Service Learning (SERV) .....	86
Sociology (SOCL) .....	86
Spanish (SPAN) .....	86
Sport and Wellness (SPWS) .....	87
Study Skills (STDY) .....	87
Information Technology (TECH) .....	87
Writing (WRIT) .....	88
<b>FACULTY, ADMINISTRATION, AND PROFESSIONAL STAFF .....</b>	<b>89</b>
Full-Time Faculty .....	89
Administration .....	93
Professional Staff .....	94
<b>NSU OVERVIEW, ADMINISTRATION, AND POLICIES .....</b>	<b>99</b>
About Nova Southeastern University .....	99
NSU Board of Trustees .....	99
NSU Administration .....	100
NSU Degree Offerings .....	100
Provisions .....	102
NSU Policies Governing Student Relations .....	102
Code of Student Conduct and Academic Responsibility .....	104
Problem-Resolution Procedures .....	107
Student Action Forms .....	108
Honor Court .....	108
Communicable Diseases Policy .....	111
Policy on Sexual Harassment .....	112
Policy on the Acceptable Use of Computing Resources .....	113
Drug-Free Campus Policy .....	114
Smoking .....	116
Parent/Legal Guardian Notification Policy .....	116
Emergency Evacuation Procedures .....	116
Hurricane Policy .....	117

# PRESIDENT'S MESSAGE



Nova Southeastern University is Florida's largest independent university based on enrollment, and one of the top 20 independent institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 36 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 18,000 students enrolled in 16 academic centers, with programs offered in 24 states and nine foreign countries. The university boasts more than 68,000 alumni in 53 foreign countries.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students.

The Farquhar Center for Undergraduate Studies offers a unique learning environment in a university setting. The essence of NSU is collaboration at all levels and with diverse partners.

As you continue your studies at Nova Southeastern University, you will assume leadership roles in your community and find innovative avenues to advance them.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your leadership role in the new millennium.

A handwritten signature in black ink that reads "Ray Ferrero, Jr." The signature is written in a cursive, flowing style.

Ray Ferrero, Jr.  
President

# DEAN'S MESSAGE



Welcome to the Farquhar Center for Undergraduate Studies at Nova Southeastern University. It is our mission to serve our students with high-quality educational programs that are not bound by time or place. To address this mission, we offer numerous learning opportunities for our students.

About one-fourth of the more than 4,000 undergraduates we serve attend a traditional day program on campus in Fort Lauderdale. Dual admission programs with the graduate schools of law, education, business, behavioral sciences, and medicine have proved particularly attractive to these learners. The majority of our students, however, are connected to us via a cluster format at sites throughout Florida, in other states, and in locations in the Caribbean. Recently, the introduction of undergraduate online courses and programs provided yet another learning opportunity for many of our adult learners.

Whatever your goal—a professional career, job enhancement, or lifelong learning—you will discover the Farquhar Center provides a variety of options and an exceptional educational experience. It is an exciting place to be. I hope you will find that to be true as well, as you pursue your academic goals. I join all of our colleagues in the center and at the university in wishing you the best in your professional and personal future.

Sincerely,

A handwritten signature in cursive script that reads "Norma M. Goonen".

Norma M. Goonen  
Dean

# ACADEMIC CALENDAR FALL 2001

	<b>COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES</b>	<b>COLLEGE OF CAREER DEVELOPMENT</b>
New Freshman Orientation	6/14–6/15, 7/10–7/11, 7/17–7/18, 7/31–8/2	
New Transfer Student Orientation	7/20, 8/10, 8/14	
Registration	3/19–4/27	3/19–4/27
Registration–New Students	After Orientation	
Career Development Orientation		8/21
Convocation/Welcome Night	8/26	
<b>Classes Begin</b>	<b>8/27</b>	<b>8/27</b>
Drop/Add Period (before second week)	8/27–9/1	8/27–9/1
<b>LABOR DAY–No Classes</b>	<b>9/3</b>	<b>9/3</b>
<b>ROSH HASHANAH–No Classes</b>	<b>9/18</b>	<b>9/17–9/18</b>
<b>YOM KIPPUR–No Classes</b>	<b>9/27</b>	<b>9/26–9/27</b>
<b>Make-up class for 9/27</b>		<b>9/28</b>
End of Withdrawal Period (before seventh week)	10/4	10/10
<b>Classes End (first eight weeks)</b>	<b>10/18</b>	<b>10/24</b>
<b>TERM BREAK–No Classes</b>	<b>10/19</b>	
<b>Classes Begin (second eight weeks)</b>	<b>10/22</b>	<b>10/25</b>
Drop/Add Period (before second week)	10/22–10/27	10/25–10/31
<b>Make-up class for 9/17</b>		<b>11/2</b>
<b>THANKSGIVING VACATION–No Classes</b>	<b>11/21–11/24</b>	<b>11/22–11/24</b>
End of Withdrawal Period (before seventh and 15th weeks)	12/1	12/8
<b>Classes End</b>	<b>12/14</b>	<b>12/22</b>

# ACADEMIC CALENDAR WINTER 2002

(Note: Please consult the schedule of classes for registration dates.)

	<b>COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES</b>	<b>COLLEGE OF CAREER DEVELOPMENT</b>
Classes Begin	1/7	1/7
Drop/Add Period (before second week)	1/7–1/12	1/7–1/12
MARTIN LUTHER KING, JR. DAY–No Classes	1/21	1/21
End of Withdrawal Period (before seventh week)	2/13	2/18
Classes End (first eight weeks)	2/27	3/4
SPRING BREAK–No Classes	2/28–3/8	3/5–3/7
Classes Begin (second eight weeks)	3/11	3/8
Drop/Add Period (before second week)	3/11–3/15	3/8–3/14
GOOD FRIDAY–No Classes	3/29	3/29
End of Withdrawal Period (before seventh and 15th weeks)	4/17	4/20
Classes End	5/1	5/4

# ACADEMIC CALENDAR SUMMER 2002

(NOTE: Please consult the schedule of classes for registration dates.)

	<b>COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES</b>	<b>COLLEGE OF CAREER DEVELOPMENT</b>
Classes Begin	5/6	5/6
Drop/Add Period (before second week)	5/6–5/11	5/6–5/11
<b>MEMORIAL DAY–No Classes</b>	5/27	5/27
End of Withdrawal Period (before seventh week)	6/12	6/15
Classes End (first eight weeks)	6/26	6/29
Classes Begin (second eight weeks)		7/1
Drop/Add Period (before second week)		7/1–7/6
<b>INDEPENDENCE DAY–No Classes</b>		7/4
End of Withdrawal Period (before seventh and 15th weeks)		8/10
Classes End		8/24

# CALENDAR 2001

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# CALENDAR 2002

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



# CORRESPONDENCE DIRECTORY

Farquhar Center for Undergraduate Studies ■ [undergrad.nova.edu](http://undergrad.nova.edu)

## Office of the Dean

Nova Southeastern University  
Mailman-Hollywood Second Floor  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8092

## Department of Behavioral Sciences

Nova Southeastern University  
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Fort Lauderdale, FL 33314-7796  
(954) 262-8421

## Department of Business and Administrative Studies

Nova Southeastern University  
Parker Room 226  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8100

## Department of Education

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Mailman-Hollywood Third Floor  
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(954) 262-7900

## Department of Liberal Arts

Nova Southeastern University  
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(954) 262-8200

## Department of Math, Science, and Technology

Nova Southeastern University  
Parker Room 300  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8300

## Academic Services

Nova Southeastern University  
Academic Services Annex (adjacent to Parker Building)  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8350

## Office of Admissions

Nova Southeastern University  
Mailman-Hollywood Second Floor  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8000

## Athletics

Nova Southeastern University  
Athletics Annex  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8250

## Office of Community Service

Nova Southeastern University  
Mailman-Hollywood Room 222  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8093

## Office of Residential Life

Nova Southeastern University  
Leo Goodwin Sr. Residence Hall  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-7052

## Office of Student Financial Assistance

Nova Southeastern University  
Horvitz Administration Building  
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Fort Lauderdale, FL 33314-7796  
(954) 262-3380

## Institute for Learning in Retirement

Nova Southeastern University  
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3424 South University Drive  
Davie, FL 33328  
(954) 262-8471

## Women's Resource Institute

Nova Southeastern University  
House 4  
3301 College Avenue  
Fort Lauderdale, FL 33314-7796  
(954) 262-8451

# NOVA SOUTHEASTERN UNIVERSITY

## MISSION STATEMENT

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

## OVERVIEW

Nova Southeastern University provides a high-quality education leading to the bachelor of science or bachelor of arts degree. Undergraduate studies at NSU are designed to produce students who think clearly, communicate effectively, understand new technology and ideas, and analyze and solve problems. Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts, economics, science, mathematics, and technology. Moreover, students will specialize in a preferred area of concentration, preparing them to enter or advance in careers or continue with graduate studies. The members of the faculty and administration are sensitive and responsive to the needs of the individual. They are available to students throughout the day. Faculty members are chosen because of their commitment to teaching and learning. They challenge students to excel in their studies and maintain openness to new information. Students receive thoughtful academic and personal guidance by professional advisers. Classes are small and interactive. At NSU, students have the advantage of studying at a major university with nationally recognized graduate programs and research. Eligible undergraduates who complete their bachelor's degree will have the opportunity to move directly into NSU's graduate degree programs, which include an array of master's, educational specialist, and doctoral programs. Graduates will enter their chosen career or graduate program highly qualified; they will have acquired the skills, knowledge, and understanding necessary to excel in a rapidly changing international, multicultural, and technological society.

## ACCREDITATION STATEMENT

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

## MEMBERSHIP

Nova Southeastern University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

## NOTICE OF NONDISCRIMINATION

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

# FARQUHAR CENTER FOR UNDERGRADUATE STUDIES

The administrative offices of the Farquhar Center for Undergraduate Studies are located on the main campus in Fort Lauderdale in the Mailman-Hollywood Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. The telephone number for the main campus is (954) 262-7300 or 800-338-4723.

### MISSION STATEMENT

The Farquhar Center for Undergraduate Studies acknowledges and supports the diversity of its student population. We recognize that the social and economic challenges facing our community call for thoughtful and compassionate responses. Therefore, we commit the resources of this institution to the development of courses of study that encourage students to establish socially and ecologically sound value systems and relationships. We believe that a responsible educational institution appreciates that learning is neither time bound nor attached to specific locations. Through the innovative use of technology and creative classroom formats, we will provide students with flexible and alternative contexts for learning. We believe that a thorough, intelligent, and open exchange of ideas among members of our community, coupled with responsible interpersonal communication, is the best preparation for graduate and professional schools, and for considerate and reasonable behavior in the private and public spheres.

### COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES

The College of Professional and Liberal Studies provides recent high-school graduates a high-quality education leading to either the bachelor of science or the bachelor of arts degree. Students enroll in a general education program that emphasizes effective writing, communication, and critical analysis, with a required distribution of courses in the areas of the humanities (including literature, the arts, history, foreign language, and ethics), mathematics, natural and physical sciences, and social and behavioral sciences. The general education program is intended to help students think clearly, communicate effectively, solve problems effectively, and appreciate the connections that bind us as individuals into a community and that enhance the quality of life. Equally important, students study and work in major fields that prepare them to enter careers or to continue with graduate studies. Students have the additional opportunity for instruction and guidance from faculty members in graduate centers of NSU in the areas of business, education, behavioral sciences, law, marine biology, science, and computer science. This unique programming is made possible through individualized attention by a professional advising staff committed to academic achievement.

### COLLEGE OF CAREER DEVELOPMENT

The College of Career Development is designed for working and professional adults. Courses are offered in the evenings and on weekends on campus and at institutional, industrial, and other off-campus locations convenient to students. Although course content meets traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught by university professors as well as knowledgeable professionals in the community. Most of the students currently enrolled in the College of Career Development are employed and have families. They bring with them a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills. They have considerable practical experience and a desire to play an active role in their education. A diverse population of individuals, College of Career Development students establish support networks and help each other succeed, despite conflicting time demands and outside responsibilities. Collectively, their rich backgrounds bring an added source of knowledge and excitement to the educational environment.

### ONLINE PROGRAMS

Online delivery adds flexibility for students enrolled in the College of Career Development by providing complete courses on the Internet. The online format is designed to meet the needs of today's high-tech and ever-mobile society. NSU allows students to earn a bachelor's degree, complete a minor, or receive a certification irrespective of where they are in the world. Classes use asynchronous delivery, which means course work can be completed at any time anywhere. There are no required meetings; however, each course is conducted with weekly assignments and due dates. This convenient format does require a level of commitment and time management. In the online environment, students must be self-disciplined and motivated to succeed. For additional information, visit the Office of Online Programs on the Web at [undergrad.nova.edu/online](http://undergrad.nova.edu/online).

### INSTITUTE FOR LEARNING IN RETIREMENT

In order to serve the special needs of the growing retirement community in South Florida, the Farquhar Center has established the Institute for Learning in Retirement (ILR). The program focuses on how men and women can continue their pursuit of knowledge, now that they have the time to discover the joys of learning again.

Now in its 24th year, the program is modeled after the highly successful program at the New School for Social Research in New York City. NSU's ILR offers lecture courses as well as

workshops and discussion groups conducted by NSU faculty members, visiting expert lecturers, and experienced peer presenters. Subjects covered, to name a few, include health, government, literature, foreign policy, music appreciation, self-awareness, writing, and philosophy. ILR members also have the opportunity to audit up to two undergraduate courses per year at no charge.

The institute meets from mid-October through April, with two different class sessions scheduled on Mondays, Wednesdays, and Thursdays, from 10:00 a.m. to 11:30 a.m.,

and from 12:30 p.m. to 2:00 p.m. Participants bring their lunch—coffee, tea, and cocoa are available—giving further opportunity to socialize.

For further information on the ILR, please call (954) 262-8471 or 262-8472, email [wannemac@nova.edu](mailto:wannemac@nova.edu), or fax (954) 262-3933.



# STUDENT LIFE

## STUDENT UNION

The Rosenthal Student Center (RSC) is home to many departments, meeting areas, and recreational and programming spaces for student organizations and serves as the university's student union.

The Flight Deck, the university "rathskeller," has eight televisions, two pool tables, a Ping-Pong table, and various magazines and board games for students to use. The Flight Deck also provides additional space for dining or meeting friends. The Flight Deck is open from 10:00 a.m. until midnight, Monday through Friday, and is open from 10:00 a.m. to 8:00 p.m. on Saturday and Sunday. Every Wednesday night is Bingo night, with students attempting to win "Novabucks," an NSU currency that can be used for various NSU paraphernalia, student trips, and snacks and beverages at the Flight Deck. Every Friday night the Flight Deck hosts a "TGIF," which includes a free buffet and entertainment provided by student clubs and organizations. The Flight Deck can be reserved by student clubs and organizations for various programs and can be reserved on Saturday nights for private parties.

The Up All Knight Program offers late night food service on campus. The menu is minimal but diverse enough for everyone's tastes. The food service runs Monday through Friday, 7:30 p.m. to 11:00 p.m., and from 1:00 p.m. to 5:00 p.m. on Saturday and Sunday. Currently, this service is cash only.

"Student Union Sports" usually takes place in the RSC on Tuesday nights. Featured sports include bowling, darts, pool, Ping-Pong, dominoes, and card games. Students participating in these tournaments are competing for the right to call themselves All-Campus Champs while earning points for the coveted President's Cup. The President's Cup is awarded to the dean with the most students successfully placing and participating in these tournaments.

The RSC also houses NSU's Office of the Dean of Student Affairs, Aramark Dining Services, Nova Books, the Nova Southeastern University Student Government Association (NSUSGA), WNSU radio station, two small meeting rooms, and a 53-seat movie theater.

## EXTRACURRICULAR PROGRAMS

NSU students have an excellent opportunity to become involved in extracurricular programs. Student Life encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students, the faculty and staff, and gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, Greeks, religious groups,

service clubs, and special-interest groups. Our current organizations are

### Councils

- Interorganizational Council (IOC)
- Interfraternity Council (IFC)
- National Panhellenic Conference (NPC)

### Chartered Clubs

- Best Buddies (volunteer/community service)
- NATURE (NSU's Adventure Toward Understanding and Researching Earth)
- Alternative Break Organization (community service)
- ISA (Indian Student Association)
- PASA (Pan African Student Association)
- SALSA (Spanish and Latin Student Association)
- Hillel (Jewish culture organization)
- IVCF (Intervarsity Christian Fellowship)
- IMAN (International Muslim Association)
- Alpha Phi Omega (service fraternity)
- Phi Alpha Delta (legal fraternity)
- Kappa Delta Pi (education fraternity)
- Premed Society
- Pre-Dental Society
- Psychology Club
- NSUAC (NSU Accounting Club)
- NUTS (NSU Theatrical Society)
- SRA (Students Reappraising AIDS)
- Alpha Chi (honor society)
- Lambda Epsilon Chi (legal assistant/paralegal studies honor society)
- Order of Omega (Greek leadership honorary)

### Recognized Groups (Farquhar Center for Undergraduate Studies)

- Circle of Excellence
- NSU Mock Trial Association
- Resident Student Association (RSA)
- Spanish Women Acting Together (SWAT)
- Logos International Club

### Registered Organizations

- Beta Theta Pi Fraternity
- Lambda Theta Phi Latin Fraternity, Inc.
- Sigma Alpha Epsilon Fraternity
- Sigma Alpha Mu Fraternity
- Theta Delta Chi Fraternity
- Alpha Kappa Alpha Sorority, Inc.
- Delta Phi Epsilon Sorority
- Phi Sigma Sigma Sorority
- Zeta Pi Sorority

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter.

### ALPHA CHI HONOR SOCIETY

Alpha Chi is an academic honor society with more than 289 chapters in the United States. In order to qualify for Alpha Chi, students must be juniors or seniors, complete a minimum of 24 credits at NSU, and be in the top 10 percent of their major. Qualifying students are invited to join twice per year: once in February and once in June. A lifetime membership in this academic honor society holds many rewards, including recognition at graduation and eligibility to compete for local and national scholarships.

### OFFICE OF RECREATION AND WELLNESS

The Office of Recreation and Wellness provides programs and services that foster the education and development of the mind, body, and spirit for the NSU community. This includes students, faculty members, staff members, alumni, and affiliates.

The Office of Recreation and Wellness is located in the university recreational sports complex known as the RecPlex. This facility boasts a 2,600-square-foot swimming pool, two tennis courts, three basketball courts, cardiovascular fitness equipment, free-weight strength training equipment, a multi-purpose recreation area, and a covered patio area.

The Office of Recreation and Wellness also offers intramurals, sports, fitness programs, outdoor recreation trips, and instructional recreation opportunities.

To contact the Office of Recreation and Wellness, call (954) 262-7301.

### The Wellness Center

The Wellness Center, located in the Farquhar Center Annex, promotes wellness and advocates healthy lifestyle choices for the NSU community. The Wellness Center offers the following services:

- A Health Information Resource Center
- Student health and dental insurance
- A Self-Care Center that provides free condoms, over-the-counter medications, and basic first-aid supplies
- Free and confidential student counseling services
- A free physician-referral network
- Campus-wide health promotion programs

### Student Health Insurance

NSU students can elect to enroll in a low-cost, basic health and accident insurance program. This optional program is strongly recommended for students who are not already covered under another program. Proof of insurance is required for all students living on campus.

### Intramural Sports

- Basketball
- Golf
- Softball
- Volleyball
- Football
- Soccer
- Tennis

### Fitness and Wellness

- Aerobic Fitness Classes
- Employee Wellness Program
- Health and Fitness Screenings
- Health and Wellness Lecture Series
- Martial Arts
- Ongoing health promotions
- Personal Training
- Power Walk Club
- Yoga Classes

### Outdoor Recreation Trips

- Airboat Ride
- Deep-Sea Fishing
- Kayaking
- Scuba
- Camping
- Horseback Riding
- Rock Climbing

### Instructional Classes

- Aerobics Certification
- Golf
- Swimming
- Fishing Clinics
- Lifeguard Certification
- Tennis

### INTERCOLLEGIATE ATHLETICS

The Athletics Program at NSU has NCAA Division II/NAIA status and consists of the following sports:

#### Men

- Baseball
- Basketball
- Golf
- Soccer

#### Women

- Basketball
- Cross-country
- Golf
- Soccer
- Softball
- Volleyball



# STUDENT SERVICES

## HOUSING

At NSU, undergraduate students are housed in a new, state-of-the-art, four-story residence hall. This 296-bed facility offers double accommodations (two students) with a private bathroom. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and closets. Rooms are cable-TV-ready and are wired for computer hookup. Air conditioning, heating, and local phone service also are included.

The residence hall includes these amenities: a spacious lobby area, a TV lounge, the Office of Residential Life, laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor. All undergraduate students with 0–48 credits are required to live on campus and purchase a meal plan, unless one or both of the following criteria apply:

1. The student is married.
2. The student resides with his or her immediate family within the tri-county area (Broward, Miami-Dade, and Palm Beach). Verification must be provided.

Apartment-style housing is also available for married students.

For further information about housing and residential life, contact the Office of Residential Life at (954) 262-7052 or 800-541-6682, ext. 7052.

## FOOD SERVICES

The university dining hall is located in the Rosenthal Student Center. Students, faculty, and staff members may pay cash for each meal, purchase a meal plan, or purchase a declining balance card. Students residing in Goodwin Hall are required to purchase a meal plan. For additional meal plan information, write or call the Office of Residential Life, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, (954) 262-7052. Also, the Jamaican Me Crazy Cafe, adjacent to the Parker Building, serves sandwiches, pizza, snacks, and beverages.

## STUDENT ID CARDS

The Office of the University Registrar issues NSU students identification cards, which are needed to use the computer labs and the library and to gain admission to residence halls and campus events.

On-campus students who do not receive their ID cards at orientation can obtain them at the Office of the University Registrar in the Horvitz Administration Building (call extension 7200 for hours and for more information).

Off-campus students should contact their program office or academic program manager for information about obtaining an NSU ID card.

## MICROLAB COMPUTER FACILITIES

The MicroLab offers and delivers high-quality and appropriate computer technology support to the university community. The MicroLab is composed of 24 academic computing laboratories and electronic classrooms. All laboratories are networked to the university's online computer systems. Online connectivity provides access to the campus-wide information system, the Electronic Library, and the World Wide Web.

## UNIX ACCOUNTS

Students who are enrolled in the Farquhar Center for Undergraduate Studies are assigned computer accounts that provide access to email, online courses, the Internet, and library resources. Each student enrolled in the center is required to apply for this account by filling out the application, available at [pegasus.ncs.nova.edu/polarisapp.cfm](http://pegasus.ncs.nova.edu/polarisapp.cfm). Usernames and passwords are assigned and mailed to students. Once obtained, the account must be actively used.

Students are expected to use their UNIX accounts for intra-campus communication and for submission of class assignments as required by faculty members. In addition, students participating in online course work need their UNIX account username and password to access the electronic classroom.

Each term, the center provides computer training for undergraduate students. Training is free and strongly recommended for students wishing to upgrade their skills and use their computer account more efficiently. For further information about computer training, please contact the Office of Computer Support at (954) 262-8099 or 800-338-4723, ext. 8099, or visit the office on the main campus, Parker Building, room 202.

Student email accounts are deleted upon notification of academic dismissal, suspension, withdrawal, and conferral from various offices of the university. Students who reenroll at NSU must reapply for an email account.

## STUDENT INFORMATION SYSTEM

The NSU Student Information System (SIS) allows students to view grades, transcripts, and holds; apply for financial aid and review the status of financial aid applications and loans; check registration status; view personal class schedules and register for classes; and check and change personal contact information.

The SIS can be accessed at [webstar.nova.edu](http://webstar.nova.edu). Students log in to the secure area using their user ID and Personal Identification Number (PIN). Students will receive their PINs through the mail. The SIS homepage also has links to the class schedule, course catalog, financial aid Web site, and NSU homepage.

Students who lose or forget their PIN, or current NSU students who have not received a PIN, should contact the NSU PIN specialist by calling (954) 262-4850 between 8:30 a.m. and 5:00 p.m., or via email at [pinhelp@nova.edu](mailto:pinhelp@nova.edu). Help and log-in instructions are available via the SIS homepage or on the blue menu bar at the top of each page in the SIS secure area.

## LIBRARIES

The Albert and Birdie Einstein Library, located in the Parker Building, houses the university's major collection of books and journals in the humanities, the sciences, and business. More than 35 specialized indexes in CD-ROM format are available in-house, and an additional 70 databases, many full-text, are available via the Internet and campus network. The NSU libraries' online catalog (NovaCat) is accessible for remote searching, as well as for searching catalogs from other university libraries.

The Einstein Library is a member of SEFLIN and FLIN, cooperative library networks that provide quick access to library materials throughout Florida. The library also has lending agreements with large research libraries in the Midwest that provide priority document delivery services to distance students. The Einstein Library is a cooperating library of the Foundation Center in New York, which gives students access to collections for grants and foundation research. For further information, call (954) 262-4601, or visit our Web site at [www.nova.edu/library](http://www.nova.edu/library).

Distance education and online students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. Librarians travel to class sites to provide training to distance students. Distance students can request library materials using fax, mail, or email. To contact Distance Library Services (DLS) by phone call toll free 800-541-6682, ext. 4602, or on-campus extension 4602. Use the toll-free fax to order library materials at 888-DLS-DOCS or 888-357-3627, or in Broward, fax number (954) 262-3947. Contact DLS by email or the World Wide Web at [library@nova.edu](mailto:library@nova.edu) or [www.nova.edu/library](http://www.nova.edu/library).

The William Springer Richardson Library, at NSU's Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, and chemical oceanography.

The Health Professions Division Library contains catalogs of holdings of more than 20,000 books, 1,200 active journals, and more than 1,200 audiocassettes and videotapes. The library is a member of DOCLINE, the National Library of Medicine's online interlibrary loan service that coordinates with medical libraries across the United States. Call (954) 262-3106 for further information.

The University School Media Center maintains an integrated collection of print and nonprint materials designed for students from preschool through high school.

The Law Library of the Shepard Broad Law Center, with a collection of more than 275,000 volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It also serves as a depository for state and federal documents. For more information, call (954) 262-6200.

## BOOKSTORE

Course textbooks and other materials are sold through Nova Books adjacent to the Rosenthal Student Center. Textbooks should be purchased before the first day of classes. Along with textbooks, the bookstore carries school supplies and a wide range of software available at student prices (up to 75 percent off list prices). The bookstore is open Monday through Friday; call for information about regular hours as well as extended hours at the beginning of the semester.

Distance and online students may order textbooks by phone, fax, or email. The course number, section, and site location must be indicated when books are ordered or requested. Books are shipped via UPS, usually within 24 hours.

Nova Books may be contacted by:

- Telephone: (954) 262-4750 or 800-509-2665
- Fax: (954) 262-4759
- Email: [novabook@nova.edu](mailto:novabook@nova.edu)
- Correspondence: Nova Books, Rosenthal Student Center, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796
- Web site: [www.novabook.com](http://www.novabook.com)

## Returns Policy

1. Undergraduate books are returnable during the first two weeks of classes only. Books purchased more than two weeks before classes start are not returnable.
2. Graduate books (including law) are returnable during the first week of class only. Books purchased more than two weeks before classes start are not returnable.



3. Health Professions Division required books are returnable one week from the purchase date only.
4. Books purchased after the return deadline for each program are not returnable.
5. Only required textbooks are returnable. Optional or supplementary materials, trade reference books, supplies, and other nonbook items are not returnable.
6. All items must be returned in original condition.
7. All returns must be accompanied by a cash register receipt.

### ACADEMIC SERVICES

The Academic Services division includes a wide variety of services and support systems for Nova Southeastern University's undergraduate students. Tutoring and other academic assistance are provided. The Assessment Center offers placement and other standardized testing and coordinates other individualized tests as determined by faculty and administration. Disability support services facilitate students' reasonable accommodations based on their documented disabilities and university resources. Experiential learning assessment provides a means of considering academic credit for certain related life experiences. The Intensive Studies Program offers structured support for conditionally admitted freshman students.

All of these service areas are part of Academic Services, and all are located in the Academic Services Annex, a complex of modular buildings adjacent to the Parker Building.



### Tutoring

Academic Services provides tutoring from subject-area specialists, who provide professional guidance and support. Depending on the subject area, tutoring may also be provided by peer students who have excelled in specific academic subjects. Tutoring is conducted on an individualized basis and may be arranged with groups of students needing the same level and type of assistance. Academic Services has two computer labs with Internet access for student use in researching and writing papers and working on mathematics assignments.

In addition to the main campus location in the Academic Services Annex, undergraduate Academic Services locations are at the following off-campus sites: Jacksonville (904) 443-2885; Tampa (813) 740-2774; Orlando (407) 647-3389; and Miami-Dade (305) 485-8359. Students whose schedules may prevent regular visits to one of the locations may access the Academic Services' Web site for online tutorials and resources ([undergrad.nova.edu/AcademicServices](http://undergrad.nova.edu/AcademicServices)).

Students may benefit from writing assistance as well as assistance in the areas of spelling, grammar/punctuation, paper organization, and research techniques. Writing tutors, all subject-area professionals, may also work with students on reading skills, including vocabulary, comprehension, and critical thinking. General study-skill tutoring is also available, including goal setting, time management, note taking, and test-taking strategies. Software focusing on writing skills is available and may be required in certain courses.

Tutoring is also provided to students enrolled in undergraduate mathematics courses from pre-algebra to calculus. Additionally, Academic Services houses math videos and software for most math classes. Math tutors include both subject-area professionals and peer students.

In addition to these areas of academic assistance, computer literacy tutoring helps students in skills related to wordprocessing, spreadsheet programs, email, and Internet use. Science tutoring is also available for students who need assistance in biology, chemistry, or physics.

Main campus students are encouraged to stop by Academic Services or call (954) 262-8350 (or 800-338-4723, ext. 8350) for an appointment. Walk-in visits are also welcome, but appointments are recommended. Hours of operation are as follows:

- Monday–Thursday 8:30 a.m.–7:00 p.m.
- Friday 8:30 a.m.–5:00 p.m.
- Saturday 10:00 a.m.–3:00 p.m.

## Courses

Academic Services offers several courses for students to gain proficiency in college-level study. Students' NSU placement scores in reading, written English, and/or mathematics may guide their enrollment into one or more of these courses: WRIT 1000 Basic Writing, READ 1000 College Reading, STDY 1050 Study Skills, and/or MATH 1000 Essential Mathematics. In addition, students may need to enroll in one or more of the above-mentioned courses based on their SAT/ACT scores or if they have not successfully completed equivalent college-level writing or mathematics courses. These courses may be used for elective credit where applicable to students' academic majors.

Academic Services also offers two College-Level Academic Skills Test (CLAST) preparation courses to students majoring in education who have completed required reading, writing, and mathematics courses and whose CLAST scores indicate the need for academic skills review: STDY 1025 Reading and Writing Preparation for the CLAST and MATH 1025 CLAST Preparation Mathematics.

## Assessment Center

The Assessment Center, located in the Academic Services Annex, administers placement exams, standardized aptitude tests, experiential learning assessment, and faculty make-up exams, as well as quizzes and tests for students with disabilities who need certain testing accommodations.

Entering students sit for placement exams that assess current academic levels in written expression, reading, and/or mathematics, depending on students' standardized test (e.g., SAT/ACT) scores, intended major field of study, and equivalent courses transferred from other accredited institutions.

In addition, regularly scheduled standardized testing dates are published in the fall, winter, and spring/summer class schedules. The Assessment Center also administers other tests related to experiential learning assessment, such as College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), New York University Proficiency Testing in Foreign Languages, Michigan English Language Assessment Battery (MELAB), and TECH 1110 test-out.

To benefit from the Assessment Center's services, you must call (954) 262-8370 or 262-8374 (or 800-338-4723, ext. 8370 or 8374) for an appointment. Any person testing at the Assessment Center must provide a current photo ID. Online students can email the Assessment Center at [ramirezj@nova.edu](mailto:ramirezj@nova.edu).

The Assessment Center's hours are as follows:  
Monday–Thursday 8:30 a.m.–6:00 p.m.  
Friday 8:30 a.m.–5:00 p.m.

The Assessment Center is also open until 8:00 p.m. one weeknight each month and maintains Saturday hours (9:00 a.m.–noon) once each month. Contact the Assessment Center for specific dates.

## Disability Services

Nova Southeastern University provides accommodations for students with documented disabilities. Students who have disabilities for which they believe they require accommodations should contact the assistant director of academic services (email: [chaffinj@nova.edu](mailto:chaffinj@nova.edu); telephone: (954) 262-8405 or 800-338-4723, ext. 8405), whose office is located in the Academic Services Annex.

Students with disability-related needs are encouraged to contact the assistant director of academic services as early as possible and, preferably, at least four weeks before the beginning of the first term of enrollment for which disability-related services are sought. Certain accommodations may involve other professionals and specialists and therefore may require considerable time to implement.

To receive accommodations based on a disability, the student submits appropriate documentation, meets with the assistant director of academic services to discuss and determine appropriate accommodations, and authorizes the written release of appropriate disability-related information to instructors, administrators, and staff members with a need to know. In addition, the student agrees to follow the university's disability-related policies and procedures in giving course schedules and other important information to the assistant director in a timely manner before each term. The student also receives written policies and procedures related to disability services.

Disability-related records are kept in a confidential location and are not shared with others without the student's written consent. The student should seek disability-related accommodations by following these procedures.

## Experiential Learning

There are numerous opportunities to receive academic credit for experiential learning within local, national, and international settings. NSU assists students in locating paid or unpaid work experience within the community. Experience-based courses allow students to work closely with faculty members, employers, and community leaders.

### *Cooperative/Internship Program*

The Cooperative/Internship Program is administered jointly with NSU's Career Services. Students can obtain practical, paid work experience and academic credit in off-campus positions related to their academic majors or career choices through the Cooperative Program. Nonpaid work experience is also available through the Internship Program. These course opportunities are open to all degree-seeking students with a cumulative GPA of 2.5 or higher who have completed at least

36 credit hours. Co-op and internship placements are for a minimum of 10 hours per week for 16 weeks. Students are encouraged to apply at least two months before beginning course work.

#### *Assessment of Prior Experiences for Academic Credit*

Nova Southeastern University has established four different mechanisms for students to convert their prior experiences into academic credit. Students must initiate all requests for experiential learning credit before they complete 24 credits at NSU. Credits will be transcribed after 12 credits are successfully earned at NSU. The coordinator of experiential learning is located in the Academic Services Annex and can provide additional information to what is supplied below (email: [milet-sky@nova.edu](mailto:milet-sky@nova.edu); telephone: (954) 262-8414 or 800-338-4723, ext. 8414).

#### 1. CLEP/DANTES/ACT-PEP/Computer Test-Out

Students can demonstrate their knowledge in a variety of areas by taking objective tests. The coordinator of experiential learning can provide further information about these tests as can the Assessment Center.

#### 2. Nationally Accredited School Portfolios

Students who have attended nationally accredited institutions have the opportunity to write school portfolios. The coordinator of experiential learning works with each student in reviewing the student's nationally accredited institutional transcript to identify courses that may be applied toward his or her academic goal.

#### 3. Full Portfolio—Course Challenge

The full portfolio is the process for challenging a college-level course for credit. Through this mechanism, a student presents his or her knowledge on a topic and has it evaluated by a faculty member. A maximum of 25 percent of a student's credits may be earned through the full portfolio process.

#### 4. Standard Grant

Certain training courses, military experiences, or licenses may be converted into college credit. This can be done by supplying some very basic documentation.

Please contact the coordinator of experiential learning for further information.

#### **Intensive Studies Program**

The Intensive Studies Program (ISP) is located in Academic Services. Its goal is to encourage students who are conditionally admitted to the College of Professional and Liberal Studies to achieve academic success in their freshman year at NSU and continue their studies thereafter—as fully admitted students—within their major department.

The structured support provided through ISP assists students in making their educational journey successful. This support

includes a reduced full-time course load, regular meetings with an academic adviser and mentor, and tutoring as needed. Student progress is monitored closely, and tutoring and other academic interventions are recommended based on students' academic progress and faculty member feedback.



#### **CAREER SERVICES**

The purpose of Career Services is to assist students and alumni in all aspects of career decision making and planning and in the job-search process. Our goal is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans.

Through counseling and career-related resources, Career Services strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future.

For further information, please contact Career Services at (954) 262-7201, or visit the Career Services' Web site at [www.nova.edu/cwis/career](http://www.nova.edu/cwis/career).

### **STUDY ABROAD**

Students in the Farquhar Center for Undergraduate Studies have opportunities to study abroad with NSU faculty members in China, Peru, Ecuador, England, and Belize. For further information contact the associate dean for academic affairs at (954) 262-8073.

### **TRAVEL INFORMATION**

NSU has its own full-service travel agency in the Horvitz Administration Building. Staff members can make reservations, issue airline tickets, reserve rental cars, and help make all of the arrangements for trips and vacations. Personal checks and major credit cards are acceptable forms of payment. The travel staff can be reached at (954) 262-8888.

### **CAMPUS PUBLIC SAFETY**

The Public Safety Department is an independent unit that provides protection and service for all students 24 hours a day. Students can reach the office at (954) 262-8981, Monday–Friday, 8:00 a.m.–5:00 p.m., and after hours and weekends at (954) 262-8999. Public Safety should be called to report all emergencies, thefts, or suspicious persons or situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lock-outs and, when appropriate, giving NSU community members entry to locked buildings or offices. The “NOVALERT” emergency number is (954) 262-8999 (8999 on campus phones).

### **UNIVERSITY PARKING PERMIT**

All students who attend NSU must obtain a permit in order to park on campus. *The Parking and Traffic Handbook* will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the university's parking policy.

Please contact NSU's Public Safety Department at (954) 262-8981 for further information.

### **CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY**

All students should review and become familiar with the Code of Student Conduct and Academic Responsibility outlined in the “NSU Overview, Administration, and Policies” section of this catalog.

### **GRIEVANCE PROCEDURES**

When questions about procedures, decisions, or judgments arise, counseling is available for discussion and resolution of differences. Students also may have recourse to more formal avenues of appeal and redress. Students are urged to review the Problem-Resolution Procedures outlined in the “NSU Overview, Administration, and Policies” section of this catalog.

### **HONOR COURT**

The Honor Court is a body of faculty members, students, and administrators responsible for hearing cases through an educational peer-review process. This process determines a student's accountability for alleged violations of the Code of Student Conduct and Academic Responsibility. Students should review the Honor Court Procedures outlined in the “NSU Overview, Administration, and Policies” section of this catalog.

# TUITION, FEES, AND REGISTRATION

## TUITION AND FEE SCHEDULE FOR 2001–2002

(pending approval by the NSU Board of Trustees)

Application fee	
Professional and Liberal Studies (nonrefundable)	\$35
Career Development (nonrefundable)	\$35
Registration fee (nonrefundable) (per semester)	\$25
Tuition deferment fee (per semester)	\$50
Prof. and Lib. Studies tuition/semester (12–18 cr.)	\$6,660
Prof. and Lib. Studies tuition/credit (under 12 cr.)	\$444
Career Development tuition (per credit hour)	
on campus	\$345
off campus	(contact program office)
online	(contact program office)
Application for degree-processing fee	\$75
Laboratory fee (per credit)	\$20
Field trip fee (per credit)	\$5
PSYC 4810 practicum insurance	\$22
Materials fee	(variable where applicable)
Student activities fee (per semester)	\$75
Student services fee (per semester)	\$10
New student fee	\$100
Transcript fee	\$5
Cap and gown rental fee	(assessed at time of graduation)
Room (per semester)	\$1,832
Meal plans (per semester)	\$1,007–\$1,410

### FLAT-RATE TUITION:

#### COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES

All students in the College of Professional and Liberal Studies enrolling in 12–18 hours per semester will pay the flat-rate tuition in the winter and fall semesters. Summer enrollment is charged per credit, regardless of the number of credits for which a student is enrolled. Students will not be charged additional tuition for adding classes, as long as they do not go above the 18-hour limit. Withdrawals and drops do not count in this total. Students dropping below 12 credits during the first two weeks of the semester will be considered part-time students and will have their tuition recalculated on a per-credit basis. These students will also be considered part-time students for the purposes of financial aid/scholarship awards.

Full-time students who process drops or withdrawals after the first two weeks of the semester will not receive any refunds, even for classes that begin during the second half of the semester. Part-time students (1–11 credits) will be charged on a per-credit basis. Students who initially register for 1–11

credits, then add credits that increase their course load to 12–18 credits, will be charged the full flat-rate tuition.

### REGISTRATION

Each semester at NSU has a designated registration period listed in the schedule of classes. Students should schedule an appointment with their adviser, once the schedule of classes becomes available, in order to review their choice of classes.

Students may be eligible to register via the Web at [webstar.nova.edu](http://webstar.nova.edu). A valid NSU Personal Identification Number (PIN) is required to participate in Web registration.

Students who do not use Web registration must register for classes by meeting with their academic advisers and signing a student transaction form.

### DROP/ADD PERIOD

The drop/add period is the first week of each semester. A student may drop one course and add another course in its place during the first week of the semester without financial penalty. To add a course after the first class meeting, written permission must be obtained from the instructor and/or academic director.

Student athletes are required to carry at least 15 credit hours per semester to remain eligible. Please consult the *Student Athlete Handbook*, available from the Department of Athletics, for further information.

### PAYMENT POLICY

NSU requires that tuition for all courses be paid in full within the first 30 days of the term by one of the approved payment options. Approved payment options include check (payable to Nova Southeastern University), money order, credit cards (MasterCard, VISA, American Express, or Discover), third-party direct billing plans, and authorized financial aid. Students who wish to pay by credit card may download the credit card payment form at [www.nova.edu/cwis/bursar/ccauth-form.pdf](http://www.nova.edu/cwis/bursar/ccauth-form.pdf).

Students who do not meet their financial obligations to the university will have an appropriate hold placed on their record. A late fee of \$50 will be charged if a student has a balance remaining after 30 days. All questions about student billing and accounts should be directed to the Student Accounts Office (ext. 5200).

### Employer Tuition Reimbursement Programs

Students eligible for employer-sponsored tuition reimbursement benefits may defer tuition payment until five weeks after the end of each course; however, at the time of registration, students must submit postdated checks or credit card authorizations (for processing five weeks after the end of the course)

and furnish a statement of eligibility from the employer. There is a \$50 per-semester fee for this option; this fee and other charges (excluding tuition) must be paid at the time of registration.

### Three-Month Installment Plan

Full-time students may elect to pay their tuition in three installments. Fifty percent of tuition, plus all fees (including a \$50 fee for this option), is due at the time of registration; 25 percent is due 60 days after registration; and the remaining 25 percent is due 90 days after registration. Postdated checks or credit card authorizations for the two later payments must be provided at the time of registration.

Full-time students who are receiving financial aid may also elect the three-month installment plan to pay any remaining tuition balance due to the university.

## TUITION PAYMENT OPTIONS

Through our partnership with Key Education Resources, specialists in education planning and financing, we are pleased to offer students the following options for meeting college costs:

The **Key Education Resource Payment Plan** allows students to pay annual expenses in 10 interest-free installments with no finance charges. The only cost is a nonrefundable \$55 application fee.

The **Achiever Loan** offers credit-worthy families attractive, low-cost repayment terms, including 15 years to repay, low-interest rates, and the choice of three flexible financing options—the Multiple-Year Option, the Annual Option, or the Interest-Only Option. With the Achiever Loan’s new quick and easy application, borrowers can apply by mail, fax, or phone at no cost for conditional approval in as few as 24 hours.

For details of the Resource Payment Plan or the Achiever Loan, or for help deciding which option best meets a student’s particular needs, contact Key Education Resources at 800-KEY-LEND.

## REFUND POLICY

### Drop Period with a Refund

Students who wish to receive a refund of tuition must complete and process a student transaction form, available from academic advisers. All students, including those who paid with postdated checks (see “Payment Policy” on previous page), must follow this procedure. Refunds will be based on the postmark date or the Office of the Registrar’s stamped date of written notification. Portions of tuition may be refundable; general fees are not. To withdraw from a course after the drop period, see the “Withdrawal Policy” elsewhere in this catalog.

### College of Professional and Liberal Studies Students

Full-time students enrolled in 12–18 credits are charged a flat rate for tuition and are not eligible for partial refunds. Students completely withdrawing from the university receive refunds based on the following schedule:

- 100 percent refund: written notice of a complete withdrawal from the university before the start of the semester

- 75 percent refund: written notice of a complete withdrawal from the university during the first week of the semester
- 50 percent refund: written notice of a complete withdrawal from the university during the second week of the semester

No refunds will be made after the end of the second week. The \$200 deposit paid and all fees are nonrefundable.

Part-time students enrolled in fewer than 12 credits are charged tuition on a per-credit basis. The refund policy is based on the following schedule:

- 100 percent refund: written notice of drop before first class meeting
- 75 percent refund: written notice of drop by end of first week, regardless of attendance
- 50 percent refund: written notice of drop by end of second week, regardless of attendance

### College of Career Development Students

- 100 percent refund: written notice of drop before first class meeting
- 75 percent refund: written notice of drop before second class meeting, regardless of class attendance
- 50 percent refund: written notice of drop before third class meeting, regardless of class attendance

Refunds will be based on the last date of attendance. All monies will be refunded if the applicant cancels the enrollment agreement within three business days after signing. All monies will be refunded if the applicant is rejected as a student.

### Refund Policy for Online Courses

- 100 percent refund: written notice of drop before official class start date
- 75 percent refund: written notice of drop before the start of the second week of classes
- 50 percent refund: written notice of drop before the start of the third week of classes

### Exceptional Circumstances

Refunds or credits to student accounts may be considered after the drop/add period if proof of exceptional circumstances exists. Requests for refunds must be made during the semester the course or courses were taken.

It is the responsibility of students to fill out a student action form and to provide their academic advisers with the necessary documentation. The adviser will then forward the request to the Office of the Dean for consideration.

Students should contact their academic advisers with questions regarding exceptional circumstances.

To withdraw from a course after the refund period, see the “Withdrawal Policy” elsewhere in this catalog.

*Please note: Students who are expelled from NSU will not receive a refund of tuition and fees.*

# FINANCIAL AID

The Office of Student Financial Assistance administers the university's financial aid programs, which include grants, loans, scholarships, and student employment. In addition, professional financial aid counselors can help students plan the most efficient use of financial resources for their education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Assistance to provide qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards normally consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement students' resources.

## GENERAL ELIGIBILITY REQUIREMENTS

Students applying for most financial aid programs must meet the following eligibility criteria:

- be a U.S. citizen, national resident, or permanent resident
- be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at NSU
- have a valid Social Security number
- have a high-school diploma or GED
- make satisfactory academic progress toward a degree
- establish financial need
- register for Selective Service, if required
- sign a statement on the FAFSA certifying they will use federal student aid only for educational purposes
- not be in default on a federal student loan or owe a repayment on a federal student grant
- not be convicted of an illegal drug offense

## APPLYING FOR FINANCIAL AID

Prospective students who require financial aid in order to attend the university should apply for financial assistance early. Students do not have to be admitted to apply for financial aid; however, they must be registered in order for financial aid funds to be disbursed. Students must complete and submit the NSU Application for Student Aid to the Office of Student Financial Assistance. In addition, students must submit the Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Program.

There are several ways to submit the FAFSA. Students may apply electronically through the Department of Education's Web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on the NSU financial aid Web

site at [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid). By applying on the Web, students reduce the chance of errors due to built-in edits, and the processing time for receipt of the Student Aid Report (SAR) Acknowledgment Form is reduced to one to two weeks. Students may also apply on the paper FAFSA, which has a turnaround time of three to four weeks. Students who received financial aid in 2000–2001 will receive a Personal Identification Number (PIN) in order to complete the renewal FAFSA, which has a reduced number of items to complete. The PIN eliminates the need for students to submit a signature page (parents of dependent students must still send a signature page). The NSU financial aid Web site contains tips on completing the FAFSA and other relevant financial aid information, including related Web sites.

Financial aid applications are accepted throughout the year, but it is important to note that the priority deadline date for receipt of aid applications is April 15, 2001. Students must reapply for financial aid each year beginning in January, regardless of whether funds were previously received.

## DEADLINES

Deadline	Types of Aid
January 2, 2001	Students may begin applying for the 2001–2002 FAFSA. However, it is recommended that students complete the FAFSA using their (and parents, if dependent) 2000 income tax returns to avoid errors.
April 15, 2001	Priority deadline to receive maximum financial aid funds (except the Federal Pell Grant and Federal Stafford Loans).
September 1, 2001	Deadline for fall semester application for the Florida Resident Access Grant (FRAG) and the Florida Limited Access Competitive Grant (FLACG).
January 12, 2002	Deadline for FRAG and FLACG application for students beginning during the winter 2002 semester.
July 1, 2002	Last day for receipt of FAFSA to the Central Processor System (CPS) for the 2001–2002 academic year. However, it is recommended that students submit the FAFSA at least two weeks before the deadline to assure receipt.

Applications for aid received by the Office of Student Financial Assistance by April 15, 2001, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds-available basis only.

To be eligible for the Florida Resident Access Grant (FRAG), students must submit the NSU Application for Student Aid to the Office of Student Financial Assistance no later than September 1, 2001, for the fall semester. For students who will start the academic year during the winter semester, applications for FRAG must be received by January 12, 2002.

### **NOTIFICATION OF AWARDS**

Students who apply before April 15, 2001, and are awarded aid by the university should receive notification by July 1, 2001. Within two to four weeks after submission of the FAFSA, students will receive a Student Aid Report (SAR), which includes the Expected Family Contribution (EFC). The EFC is the amount of contribution that students and their families are expected to pay toward their education. In addition, the SAR also includes possible errors or rejected information that must be completed by the student. A financial aid counselor is available to assist students in the completion of the FAFSA or any specific questions relating to the FAFSA.

The awarding process normally takes four to eight weeks and, possibly, up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly. Applicants should respond promptly to all requests for documentation and inquiries by the Office of Student Financial Assistance in order to prevent delays in processing. Awards are made only for the current academic year. Students must reapply for financial assistance every academic year. It is important to include accurate enrollment dates.

### **FEDERAL PROGRAMS**

#### **Federal Pell Grant**

The Federal Pell Grant Program provides need-based federal grant aid to undergraduate students who have not completed a first bachelor's degree. Awards range from \$400 to \$3,300 for 2001–2002, and no repayment is required. Award amounts are prorated according to the number of credit hours for which the student is enrolled (may be less than six credits).

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG Program provides additional need-based grant assistance to undergraduate students who have not completed a first bachelor's degree. First priority is given to Pell-eligible students who are enrolled in a minimum of six credit hours per semester. The award amount is \$1,500 for in-state students and \$2,500 for out-of-state students. Funds are limited, and priority is given to students who meet the April 15 deadline.

#### **Federal Perkins Loan**

This program offers long-term, low-interest-rate (5 percent) loans to students who demonstrate financial need. Awards range from \$400 to \$2,000 and are limited to undergraduate students enrolled in the College of Professional and Liberal Studies. Repayment begins nine months after students are no longer enrolled at least half time if they did not have a loan before July 1, 1987. Priority is given to students who meet the April 15 deadline.

#### **Federal Subsidized Stafford Loan (FSL)**

This is a federal low-interest-loan program for needy students awarded through participating lending institutions. Interest varies annually but cannot exceed 8.25 percent and repayment is up to 10 years. A promissory note must be signed in order to receive any disbursements. Students may request funds to be sent by check or by Electronic Fund Transfer (EFT), which is a faster process.

A guarantee fee of up to 4 percent will be charged for loans and subtracted from the loan before disbursement. Undergraduates must be enrolled for a minimum of six credits.

The loan limit amounts are as follows:

\$2,625—freshmen (0–30 credits)

\$3,500—sophomores (31–60 credits)

\$5,500—juniors, seniors, and students seeking teacher certification

The aggregate loan limit for undergraduates is \$23,000.

#### **Unsubsidized Federal Stafford Loan Program**

This is a federal low-interest loan awarded through participating lending institutions, regardless of financial need. This loan is available to those students who do not qualify for all or a portion of the Federal Subsidized Stafford Loan and to students wishing to borrow funds in addition to the Federal Subsidized Stafford Loan.

Interest begins to accrue 60 days after the first disbursement of the loan. You may elect either to pay interest while attending school or defer interest, which will be added to the principal loan balance. Undergraduates must be enrolled for a minimum of six credits. A promissory note must be signed before funds can be disbursed. Payment from the lender may be made by check or through EFT.

The loan limit amounts are as follows:

\$4,000—freshmen/sophomores

\$5,000—junior/seniors

The aggregate loan limit for undergraduate students is \$23,000.



### **Federal Parent Loan for Undergraduate Students (PLUS)**

This is a federal long-term, low-interest educational loan for credit-worthy parents of dependent undergraduate students through participating lending institutions, regardless of financial need. The maximum parents may borrow per year is the cost of education per child minus their financial aid. There are no aggregate limits. The variable interest rate is capped at 9 percent. Fees up to 4 percent will be charged and subtracted from the loan proceeds before disbursement. Students must be enrolled a minimum of six credits. The parent must sign a promissory note before any disbursement will be made.

### **STATE PROGRAMS**

#### **Florida Resident Access Grant (FRAG)**

This is a Florida non-need-based grant program awarded to Florida resident undergraduate students who attend a private college and have not received their first bachelor's degree. Students must be enrolled for at least 12 credits by the end of the drop/add period for the first eight weeks of the fall and winter terms. It is important for students to submit the NSU Application for Student Aid to the Office of Student Financial Assistance by the designated deadlines.

#### **Florida Student Assistance Grant (FSAG)**

This is a need-based state of Florida grant program. Eligibility criteria are determined by the Florida Department of Education. Undergraduate students who have not yet completed their first bachelor's degree and are enrolled for at least 12 credits per semester by the end of the drop/add period are eligible. Students must meet Florida residency requirements. To renew, students must maintain a minimum 2.0 GPA and 24 earned credit hours for previous summer/fall/winter semesters. Eligibility is limited to nine semesters. The award amount is \$500 per semester for fall and winter. The priority deadline is April 15, 2001.

#### **Florida Bright Futures**

This is a state-of-Florida-funded scholarship to reward Florida high-school graduates who demonstrate high academic achievement and enroll in an eligible Florida postsecondary institution. This scholarship program has three levels: the Florida Academic Scholars Award, the Florida Merit Scholars Award, and the Florida Gold Seal Vocational Scholars Award. Each award level has different academic criteria for eligibility and different award amounts, with the top-ranked scholars receiving an additional award up to \$1,500.

### **FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS**

Nova Southeastern University, in compliance with federal regulations, has established the following standards of academic progress that must be met to receive financial assistance. Satisfactory progress is required of a financial aid recipient to fulfill a specified educational objective within a specific time frame as defined by the institution. The following are condensed criteria for satisfactory progress at NSU's Farquhar Center for Undergraduate Studies.

### **Qualitative Measure**

Students must earn the following cumulative grade point average after completion of each increment:

- 1 to 29 credits: minimum GPA = 1.50\*
- 30 to 59 credits: minimum GPA = 1.85
- 60+ credits: minimum GPA = 2.0

*\*Please note:* To remain in good academic standing at the Farquhar Center for Undergraduate Studies, students must maintain a minimum grade point average of 1.70.

### **Quantitative Measure**

Students can only receive financial aid for up to 150 percent of the published length of their program. In addition, full-time students must complete 20 new credits each academic year. Students enrolled less than full time must complete 70 percent of attempted credit hours.

If a student's financial aid application is denied because of failure to meet these standards, he/she may appeal such action to the Standards of Academic Progress Appeals Committee. The appeal must be in writing, addressed to the committee in care of the Office of Student Financial Assistance, and include the following documentation:

- an academic transcript from the registrar
- a letter written by the student describing mitigating circumstances
- a physician's note and/or records if the appeal is based on medical circumstances
- additional supporting documents, if any

No personal appeals will be heard. Decisions of the committee are final, and students will receive written notification of the decision. If a probationary award is granted, it is valid for one academic semester. Please be advised that students may receive only one probationary award per degree level during their attendance at Nova Southeastern University. Some programs, especially those funded by the state of Florida, require a minimum GPA of 2.0 regardless of class standing and require that the student earn 12 credit hours per semester for each semester the aid was received. Most academic scholarships require a minimum GPA of 3.0.

Students who receive state financial aid should consult their financial aid counselor before dropping or withdrawing from courses to ensure compliance with state standards of academic progress.

### **CONTACT INFORMATION**

Contact the Office of Student Financial Assistance, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796 (Horvitz Administration Building); telephone 800-806-3680 or (954) 262-3380; Web site [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid). Office hours are 8:30 a.m.–7:00 p.m., Monday–Thursday; 8:30 a.m.–6:00 p.m., Friday; and 9:00 a.m.–noon, Saturday.

# UNDERGRADUATE SCHOLARSHIPS AND GRANTS

NSU annually offers scholarships and grants to both incoming and returning students in the Farquhar Center for Undergraduate Studies. Eligibility and academic qualifications vary according to the award. These awards will be combined with other federal and state financial aid programs to help meet the financial needs of students. Some of these funds may have other eligibility requirements.

## **INDEPENDENT COLLEGES AND UNIVERSITIES OF FLORIDA (ICUF) SCHOLARSHIPS**

NSU participates in scholarships administered by the Florida Independent College Fund (FICF), a nonprofit foundation for program and resources development for ICUF. FICF is dedicated to providing financial assistance to students attending Florida's 26 independent colleges and universities. Funds are granted by corporate partners who are equally committed to providing the best educational alternatives for today's college students and tomorrow's leaders.

Students enrolled in both the College of Professional and Liberal Studies and the College of Career Development are eligible to apply for ICUF scholarships. Please note that the criteria and availability of any ICUF scholarship are necessarily subject to change without notice.

Students who wish to apply may review the FICF Web site for available scholarship opportunities at [www.ficf.org/Scholarships/index.html](http://www.ficf.org/Scholarships/index.html). For specific eligibility requirements and further information, contact the center's Office of the Dean at (954) 262-7918 or via email at [kirk@nova.edu](mailto:kirk@nova.edu).

## **COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES SCHOLARSHIPS**

**Nova Southeastern University Honor Awards (new students)**

1. NSU Freshman Honor Award—Freshman criteria (\$1,000–\$8,000): This is an academic merit award based on high-school GPA and SAT/ACT test scores and is recalculated by NSU. The award is renewable each year providing students maintain a 3.0 NSU GPA and are enrolled full time (24 credit hours per academic year).

2. NSU Transfer Honor Award—Transfer criteria (\$1,000–\$7,000): This is an academic merit award based on cumulative college GPA. Applicants must have earned 24 or more semester hours from a regionally accredited institution to be eligible. Phi Theta Kappa members should also provide letters of recommendation from their Phi Theta Kappa advisers. The award is renewable each year providing students maintain a 3.0 NSU GPA and are enrolled full time (24 credit hours per academic year).

## **Nova Southeastern University Financial Aid Grant**

This grant is awarded to students based on unmet financial need and may be awarded in conjunction with an NSU Honor Award. It is renewable according to need. The award amount may be adjusted if the student receives other grants and/or scholarships from a nonuniversity source.

## **Athletic Scholarships**

These scholarships are offered by the Department of Athletics to student athletes on NSU intercollegiate teams. Award amounts are determined by the coaches of each team. Amounts vary but never exceed total tuition charges. These scholarships are given for one academic year and are renewable.

## **International Women's Club of Broward County Scholarships**

The International Women's Club of Broward County provides scholarships for international women students. For specific eligibility requirements, please call (954) 262-2122.

## **Professional and Liberal Studies Scholarship (continuing students)**

Continuing students in the College of Professional and Liberal Studies may be eligible for awards ranging from \$250 to \$1,500 per year. Awards are competitive and based on academic achievement and financial need. This is a one-year award, and students may reapply each year.

## **International Student Scholarship (continuing students)**

Continuing international students in the College of Professional and Liberal Studies may be eligible for awards ranging from \$250 to \$1,000 per year. Awards are competitive and based on academic achievement and financial need. This is a one-year award, and students may reapply each year.

## **Book Award (continuing students)**

This scholarship provides a \$250 book credit at Nova Books for eligible continuing professional and liberal studies students. Awards are academically competitive, with preference given to upperclassmen.

## **PTK Award**

This annual award of \$1,000 per year is available to qualifying new professional and liberal studies transfer students who are members of Phi Theta Kappa.

## **Horatio Alger Collegiate Partners**

NSU is a member of the Horatio Alger Collegiate Partners Program.

For additional eligibility requirements, applications, or other information, contact the Office of the Dean at (954) 262-7918 or via email at [kirk@nova.edu](mailto:kirk@nova.edu).

### **COLLEGE OF CAREER DEVELOPMENT SCHOLARSHIPS**

#### **The Joseph W. Fordyce Scholarship**

This is a full-tuition scholarship awarded annually to one full-time student from Broward Community College's Honors Program. This scholarship is funded by the College of Career Development. To be eligible, a student must have excelled academically and have earned an honors certificate upon graduation from Broward Community College.

#### **International Women's Club of Broward County Scholarships**

The International Women's Club of Broward County provides scholarships for international women students. For specific eligibility requirements, please call (954) 262-2122.

#### **Horatio Alger Collegiate Partners**

NSU is a member of the Horatio Alger Collegiate Partners Program.

### **RENEWAL OF AWARDS**

Nova Southeastern University Honor Awards are automatically renewed as long as the student maintains a 3.0 cumulative grade point average in course work taken at the Farquhar Center for Undergraduate Studies, earns 24 credits during consecutive fall and winter semesters, and remains a full-time student enrolled in the College of Professional and Liberal Studies. Undergraduate students who leave the Farquhar Center before graduation to enroll in a graduate program are not eligible for renewal of awards.

All other awards made by the university are not automatically renewed, and students must reapply for aid each academic year. Applications are available in January of each year for the upcoming academic year.

### **OTHER SOURCES OF ASSISTANCE**

The Office of Student Financial Assistance maintains a *Scholarship Resource Guide*. This guide may be used to locate private sources of funding. The university and public libraries, as well as commercial bookstores, also provide financial aid reference books that list private scholarships. In addition, many high-school guidance counselors and chambers of commerce are resources for scholarship information. Students with access to the Internet may also search for scholarship information using FASTWEB, located at [www.studentservices.com/fastweb](http://www.studentservices.com/fastweb).



# ADMISSIONS AND ACADEMIC POLICIES

## ADMISSION INFORMATION AND ADMISSION COUNSELING

Choosing a university cannot be done through paperwork alone; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge prospective students to talk with one of our admissions counselors, either in person or by phone, to discuss questions that have career, financial, and academic implications. Call (954) 262-8000 (in Broward County) for an application or an appointment. From Miami-Dade County, call (305) 940-6447, ext. 8000; students from other locations should call 800-338-4723, ext. 8000. Web access to the Office of Undergraduate Admissions is available at [undergrad.nova.edu/admissions](http://undergrad.nova.edu/admissions) or prospective students may send email to [ncsinfo@nova.edu](mailto:ncsinfo@nova.edu). Students interested in the center's off-campus and online programs should call (954) 262-8101 (in Broward County) or 800-338-4723, ext. 8101.

## APPLYING FOR ADMISSION

In keeping with its philosophy of valuing individual worth and difference, NSU considers applicants in terms of their potential for success. The Office of Undergraduate Admissions evaluates all applications for admission.

### Application Procedures: College of Professional and Liberal Studies (Day Program)

An admissions committee made up of faculty members, student advisers, and admissions representatives reviews applications and makes a determination of admittance, nonadmittance, or wait-list status. Factors affecting the committee's decision include a student's high-school grade point average (GPA), Scholastic Aptitude Test (SAT) or American College Test (ACT) scores, previous college performance, recommendations, interviews, and student essays.

Students interested in the physician assistant undergraduate major should contact NSU's College of Allied Health, Health Professions Division, at (954) 262-1120. Programs in the Health Professions Division may have different general education requirements, transfer policies, and scholarship programs than those in the College of Professional and Liberal Studies. Students who enter the Health Professions Division may be affected by these different policies. See also the "Dual Admission Program" section in this catalog for further information.

1. Send a completed application form and the \$35 nonrefundable application fee to this address:  
Nova Southeastern University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796

Or, apply online at  
[undergrad.nova.edu/admissions/onlineapp.cfm](http://undergrad.nova.edu/admissions/onlineapp.cfm).

2. Entering freshmen must submit an official, current high-school transcript. Submission of a final, official high-school transcript (or GED equivalent), including proof of graduation, is required before the student's second-semester course registration (16 weeks maximum). Transfer applicants must submit official transcripts from all colleges or universities attended. If, at the time of application, students have any courses in progress at another institution, a final, official transcript must be submitted before the student's second-semester course registration.
3. Students who have previously earned 24 or fewer college credits must submit either SAT or ACT scores.
4. Speak with a counselor in person or by telephone.

The Farquhar Center for Undergraduate Studies welcomes undergraduate applicants who have been homeschooled for their secondary education. Homeschooled applicants are asked to provide SAT or ACT scores, information about the program of study pursued, admissions essays, and a GED score to demonstrate high-school equivalence. As with all candidates for admission, each applicant is considered on his or her individual merits and potential for academic success at NSU. Acceptance is not based on any one criterion, and in appropriate cases, requirements for documentation may vary or be modified.

Applicants who are resident aliens must provide proof of resident alien status at the time of application.

Applicants who are currently under suspension or who have been suspended or dismissed from another postsecondary institution are not eligible for admission to the Farquhar Center. Applicants may appeal this policy and request a waiver by the Admissions Committee; that waiver may be granted only after a review of additional information. Students who are currently under suspension or who have been suspended or dismissed from NSU may refer to the "Readmission Following Suspension or Dismissal" section of this catalog for policy information.

### Application Procedures: College of Career Development (Evening/Weekend/Cluster/Online Program)

1. Send a completed application form and the \$35 nonrefundable application fee to this address:  
Nova Southeastern University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796

Or, apply online at  
[undergrad.nova.edu/admissions/onlineapp.cfm](http://undergrad.nova.edu/admissions/onlineapp.cfm).

Students applying to programs administered at NSU's Las Vegas site should send a completed application form and the \$35 nonrefundable application fee to this address:

Nova Southeastern University  
5740 South Eastern Avenue  
Las Vegas, Nevada 89119

2. All applicants must submit proof of high-school graduation (or GED equivalent) if they have never attended another college or university. Transfer applicants must submit transcripts from all colleges or universities attended. For provisional admission purposes only, unofficial documents or documents indicating courses in progress may be submitted. All final, official documents must be submitted before the student's second-semester course registration (16 weeks maximum).
3. Speak with a counselor in person or by telephone.

Applicants who are resident aliens must provide proof of resident alien status at the time of application.

Applicants who are currently under suspension or who have been suspended or dismissed from another postsecondary institution are not eligible for admission to the Farquhar Center. Applicants may appeal this policy and request a waiver by the Admissions Committee; that waiver may be granted only after a review of additional information. Students who are currently under suspension or who have been suspended or dismissed from NSU may refer to the "Readmission Following Suspension or Dismissal" section of this catalog for policy information.

*Special Information for Students Applying to the Business and Professional Management (BPM) Program:* Students who hold the community college associate's degree or students who hold at least 30 college-level credits or the equivalent are eligible to apply to the BPM Program. Students who wish to apply to the BPM Online Program must have at least 45 college-level credits. Students can apply online for the BPM Program at [pegasus.ncs.nova.edu/bpm/admissionapp.cfm](http://pegasus.ncs.nova.edu/bpm/admissionapp.cfm). Students interested in the center's BPM Program should call (954) 262-8101 (in Broward County) or 800-338-4723, ext. 8101, for further information.

### **REAPPLYING FOR ADMISSION**

If a student applies for admission to the Farquhar Center for Undergraduate Studies but does not complete the admissions process (or was admitted but never attended), the student's application may be reactivated within one calendar year from the date the application was received by the undergraduate Office of Admissions. After the one-calendar-year deadline, the student must reapply for admission to the Farquhar Center for Undergraduate Studies.

## **INTERNATIONAL STUDENTS**

International students who attend classes on NSU's main campus or at one of our sites are required to obtain a student (F-1) visa or an exchange visitor (J-1) visa. Students are not permitted to study in the United States on a visitor (B-2) visa.

### **International Student Application Procedures**

1. Send a completed international application form and the \$35 nonrefundable application fee to this address:  
Nova Southeastern University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796
2. Submit all secondary school and college-level transcripts. Transcripts must be official English-language translations (this condition applies to transcripts that are not already in English). Applicants must have the equivalent of an American high-school diploma. Credits earned at non-U.S. universities must be evaluated by an outside agency.
3. Achieve a score of 550 or higher on the Test of English as a Foreign Language (TOEFL) exam or 480 on the SAT (verbal section).
4. Students should submit a letter from a financial institution indicating an ability to meet all costs of education without financial aid from NSU. The minimum amount is determined by the budget prepared by the NSU Office of Student Financial Assistance. A notarized letter from a sponsor is required if a public or private organization or an individual sponsors the student. The financial guarantee must include provisions for any dependents who will be residing with the student in the United States.
5. Purchase medical insurance (J-1 visas only). Contact the international student adviser for further information concerning insurance.

After NSU has received all of the above information and has granted the applicant admission, an acceptance letter will be sent. The process of issuing the I-20 will begin upon receipt of a \$200 tuition deposit.

### **ACCEPTANCE**

Students may apply for admission and may be accepted to NSU throughout the entire year. College of Professional and Liberal Studies students, upon receiving notification of acceptance, should promptly inform the Office of Undergraduate Admissions in writing of their intention to enroll and forward a \$200 nonrefundable deposit to be credited toward tuition.

Any student admitted based on nonfinal or unofficial documents from high school and/or all previous colleges attended is considered provisionally admitted until all required final, official documents are received. Students admitted to the Intensive Studies Program will need to complete an academic contract as a condition of their acceptance.

Full admission to the college will be granted upon receipt of all required documents: entering freshmen must submit final, official high-school transcripts indicating graduation (or GED equivalent); transfer students must submit final, official transcripts from all colleges or universities attended. If these required documents are not received before the student's second-semester course registration (16 weeks maximum), that course registration will not be approved. Appeals of this policy may be made through the student's academic adviser. Further questions should be directed to the Office of Undergraduate Admissions at (954) 262-8000 or 800-338-4723, ext. 8000.

### **ACADEMIC ADVISING**

The primary purpose of academic advising is to ensure that students receive the individual attention needed to succeed academically. Students should maintain regular contact with their academic advisers throughout their academic career at NSU.

Academic advisers serve as learning resources and provide students with confidential academic, social, and developmental advising. They serve as liaisons and referral agents by helping students gain needed assistance from other NSU departments or from the community. An adviser is available in each academic department for student questions and concerns.

The interaction between student and adviser is at the heart of the advising process. This process must assure students that they are receiving optimal guidance for a high-quality educational experience. Therefore, students are encouraged to consult with an adviser when they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, program administrators, and directors.

### **DAY VS. EVENING CLASSES**

Students in the College of Professional and Liberal Studies must fulfill all general education requirements in day classes. Should exceptional circumstances make it necessary to fulfill a general education class through the College of Career Development, students must receive prior approval by filling out a student action form with their academic adviser.

Students in the College of Career Development are permitted to take one day class during each eight- or 16-week semester. Special permission is required to take additional day classes.

### **REQUIREMENTS FOR CONTINUED ENROLLMENT**

Once admitted students have enrolled in the Farquhar Center for Undergraduate Studies, they must meet additional requirements during their first year of enrollment.

#### **Requirements for First-Time College Students**

*College of Professional and Liberal Studies*

1a. It is important that students are placed in the appropriate college-level skills courses in mathematics, reading, and writ-

ing during their first semester at NSU. All new students must take placement tests before enrollment. Some students may be exempt, based on their scores on admissions tests (SAT or ACT) and their particular choice of major at NSU. The results of placement tests are used to assist advisers in registering students for their courses. Placement tests may be taken only once.

*College of Career Development*

1b. Students who enter the College of Career Development without transfer credits in English and/or mathematics must enroll in WRIT 1000, READ 1000, and/or MATH 1000 by their second semester. Students are encouraged to take placement exams in written communication and/or mathematics to determine eligibility for the college-level courses listed in the general education requirements.

*All Students*

2. Students who have not yet demonstrated college-level skills in mathematics, reading, and writing must successfully complete developmental courses (MATH 1000, READ 1000, and WRIT 1000) by the end of one calendar year of enrollment. After three semesters, students may not enroll in other course work at the Farquhar Center until they successfully complete WRIT 1000 and/or MATH 1000 or take placement exams and earn scores high enough to register for the college-level courses listed in the general education requirements. Students may take placement exams only once.

3. Individual academic departments and/or majors may have specific requirements for continued enrollment. Students should consult their academic advisers for further information.

### **Requirements for Transfer Students with Credits from Other Colleges/Universities**

All new students must demonstrate college-level skills in reading, writing, and mathematics within one calendar year by one of three methods:

1. Upon enrollment, transfer students present transcripts indicating comparable courses taken. Students must have earned a C or better in comparable courses.
2. Transfer students score at or above the specified level on placement test(s).
3. Transfer students successfully complete the required developmental course(s) in reading, writing, and mathematics within one calendar year.

### **CONCURRENT ENROLLMENT**

Once students enroll at NSU, they may not take courses at other colleges or universities for the purpose of earning an NSU degree without specific, written approval from their academic department. Written approval must be obtained before registering for a course outside of NSU, and this approval must be placed in the student's academic file. Only under unusual circumstances will permission be granted.

### **SPECIAL STUDENT STATUS**

Students enrolling as “special students” may take up to 24 credit hours or enroll in a specialty program without being admitted to a degree program. The 24-credit limit does not apply to Intensive Studies Program students nor to students who have already earned a baccalaureate degree.

Special students should indicate their status on the application form and submit it with the application fee and a transcript from the last college attended, if applicable. Once the admission process is complete, students may register for courses. Special students are not eligible for a degree unless they follow the regular admissions procedures for degree-seeking students. Additionally, special students are not eligible for financial aid.

### **COLLEGE OF PROFESSIONAL AND LIBERAL STUDIES INTENSIVE STUDIES PROGRAM**

Each year, a small number of applicants who have some weakness in their academic background or test scores, but who also show potential for academic success, are *conditionally admitted* to the college in the Intensive Studies Program. This program provides the student with structured academic support, a reduced course load (in most cases), and careful monitoring of academic progress. See the “Academic Services” heading in this catalog for further information.

### **DUAL ADMISSION PROGRAM**

NSU offers dual admission to a select number of highly motivated, academically talented students interested in pursuing both undergraduate and graduate studies in speech-language pathology, dispute resolution, law, business, psychology, education, marine biology, osteopathic medicine, optometry, pharmacy, dental medicine, physical therapy, or occupational therapy. For students seeking an undergraduate degree in the physician assistant major, a dual admission program leading to a baccalaureate degree exists within the Farquhar Center for Undergraduate Studies and the Health Professions Division. Dual admission majors in the Health Professions Division are available to entering freshmen only.

Students who successfully meet all program requirements are assured a place in the NSU graduate or professional school they have chosen. In addition, some of the dual admission programs are combined programs. The combined programs enable students to complete both the baccalaureate degree and the professional degree, often in a reduced period of time. Students’ number of years as an undergraduate can be reduced, and they receive the baccalaureate degree after completing a prescribed number of courses in the professional school. These courses also count toward the graduate or professional degree.

Students will complete their undergraduate requirements in the Farquhar Center for Undergraduate Studies and complete their graduate or professional school requirements in one of the university’s graduate centers. Final admission into the graduate

or professional school is contingent upon completing the prescribed undergraduate course of study; maintaining the requisite grades; achieving specific scores on professional school admission tests; and, in some cases, a final interview with the graduate or professional school Admissions Committee. *Please note: Undergraduate scholarships granted by the Farquhar Center for Undergraduate Studies do not carry over into the graduate program.*

Students considering a dual admission program should speak with one of the undergraduate admissions counselors to discuss program requirements and prerequisites.

### **MAJORS**

In addition to the General Education Program, students study and work in major fields that prepare them to enter careers or continue formal education in either graduate or professional school. Although many students who enroll at NSU already have selected a major course of study and established career goals, some enter the undergraduate program without having decided on a major. In most instances, the majors are flexible enough to permit students to experience a number of diverse areas before choosing a particular course of study. The following majors are available to students enrolled in the Farquhar Center for Undergraduate Studies:

#### **College of Professional and Liberal Studies**

- Accounting
- Biology (premedical)
- Business Administration
- Computer Information Systems
- Computer Science
- Early Childhood Education
- Elementary Education
- Environmental Science/Studies
- Exceptional Education
- Humanities
- Legal Studies (prelaw)
- Marine Biology
- Paralegal Studies
- Psychology
- Sport and Wellness Studies

#### **College of Career Development**

- Accounting
- Applied Professional Studies
- Business Administration\*\*
- Computer Information Systems\*\*
- Computer Science
- Early Childhood Education
- Elementary Education

- Exceptional Education
- Humanities
- Legal Studies (prelaw)
- Paralegal Studies
- Professional Management\*\*
- Psychology

\*\*online format available

### **DOUBLE MAJORS**

Students may graduate with double majors. A minimum of 30 semester hours must be completed for each major. Students must inform their adviser of their intent to declare a second major. This is subject to the availability of courses based on academic department schedules.

### **MINORS**

Students may earn a minor by taking a minimum of 15 credits from a prescribed series of courses. The course requirements for each minor are outlined in each academic department's section of this catalog (consult the Table of Contents for exact page numbers). Students may not apply courses taken to fulfill general education, program, or major requirements to the minor. Students must fill out a request for minor form, available from their academic advisers, once course work for the minor is complete. Minors will be noted on transcripts at the time of degree conferral.

The Farquhar Center for Undergraduate Studies offers minors in the following areas:

- Accounting
- Banking and Finance\*\*
- Chemistry
- Communications
- Computer Information Systems
- Criminal Justice
- Forensic Psychology
- Gender Studies
- Global Studies
- Hospitality Management
- Human Resource Management
- Humanities
- Information Technology
- International Business
- Latin American and Caribbean Studies\*
- Legal Studies
- Marketing
- Paralegal Studies
- Psychology
- Speech-Language Pathology
- Substance Abuse Studies

\*Available only to students enrolled in the College of Professional and Liberal Studies

\*\*online format available

### **DEGREES CONFERRED**

NSU awards two undergraduate degrees: the bachelor of arts degree and the bachelor of science degree. The diploma indicates the student has earned a bachelor of arts degree or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at NSU, indicates degree earned, major field of study, and minor, if any.

### **SECOND BACHELOR'S DEGREE**

Students with a bachelor's degree from a regionally accredited institution other than NSU may earn a second bachelor's degree from NSU by completing a minimum of 30 approved additional credits in a particular major. At least 50 percent of all credits required in the selected major must be taken at NSU.

### **CHANGE OF DEGREE PROGRAM**

Students who decide to change degree programs while enrolled in the Farquhar Center for Undergraduate Studies (e.g., College of Career Development to College of Professional and Liberal Studies) must fill out a new application for admission into the new program. This policy does not apply to students who change majors within the same degree program. Contact the undergraduate Office of Admissions at (954) 262-8000 or 800-338-4723, ext. 8000, for further information.

### **TRANSFER CREDITS**

NSU welcomes undergraduate students who have earned college credits at other regionally accredited colleges or universities. Students who plan to transfer should contact an NSU admissions counselor to discuss how prior college credits can be used to obtain an NSU degree. Community college students should contact an NSU admissions counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to NSU and be appropriate for their intended bachelor's degree. NSU has articulation agreements with all Florida community colleges. Students transferring with an associate of arts degree (awarded in 1993 or later) from any of these institutions will be granted junior standing upon entering NSU. Additional articulation agreements exist with several independent two-year colleges. These agreements are evaluated periodically. Contact an academic adviser for information on current articulation agreements.

An evaluation of transfer credit will be completed by the end of the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.

Transfer students must provide final official transcripts from all their previous colleges; their previous academic work will then be evaluated. NSU will transfer a maximum of 90 eligible semester credits (grades of C or better), including credit for CLEP, proficiency exams, and prior experiential learning,



toward a degree; however, a maximum of 66 transfer credits can be accepted from community colleges. A limited number of D grades may be considered, depending on the total number of credits being transferred and where the D grades are being applied to the curriculum. Remaining credits and at least 50 percent of the credits in the student's major area and minor must be earned at NSU in regular academic offerings.

## ACADEMIC REQUIREMENTS

### New Student Skill Requirements

Students are expected to demonstrate skills appropriate for college-level work in all courses. Before the first semester of enrollment, students without college-level math and/or English may be required to complete placement tests in the areas of reading, writing, and mathematics and will then be advised as to appropriate course selection. Students needing further development of skills will be informed about opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses approved by an adviser, generally at the 1000 and 2000 levels. The passing of placement tests is a prerequisite to enrollment in many courses, including all initial mathematics and written communication courses.

For specific placement test procedures and practice exams, refer to the brochure on skill and competency requirements available in the Assessment Center. Assistance in mathematics and writing is available through Academic Services.

### Written Communication and Mathematics Requirements

All students are required to take the appropriate written communication and mathematics courses during their first semester of enrollment at NSU. Students must enroll in and successfully complete their written communication and mathematics sequence of courses in three consecutive 16-week semesters of enrollment. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next semester. Assistance in writing and math is provided by Academic Services.

Students who are required to take WRIT 1000, READ 1000, and/or MATH 1000 will be allowed to enroll in each course no more than two times. If each course is not completed successfully on the second attempt, the student will be automatically dismissed from the college. Successful completion of these courses is defined as a grade of C- or better.

Students may request readmission from the Academic Progress Committee upon demonstration of having acquired the skills necessary to be successful in WRIT 1000, READ 1000, or MATH 1000.

### Writing Across the Curriculum

Each course at the Farquhar Center must include written assignments that make up at least one-third of the final course

grade. Each course must contain at least eight pages (approximately 2,000 words) of writing, with faculty members providing feedback on these assignments. At minimum, one-third of these writings should occur in class.

Written assignments can include (but are not limited to) essays, summaries, memos, lesson plans, research papers, abstracts, literature reviews, case analyses, reaction papers, journal entries, lab reports, project proposals, progress reports, case studies, and project reviews.

### College of Career Development Pre-Course Assignments

To ensure that students obtain the maximum benefit from the College of Career Development's accelerated format, most of the courses offered by this college require that first class assignments be completed before the first class meeting. These assignments are posted on the student services bulletin boards in the Mailman-Hollywood and Parker Buildings and are available from academic department offices during registration. Off-campus and online students can access their first class assignments using the Course List Wizard found on the center's Web site at [undergrad.nova.edu/coursewizard/courselist.cfm](http://undergrad.nova.edu/coursewizard/courselist.cfm).

## GRADING SYSTEM

Each instructor assigns a grade based on established criteria listed in the course syllabus.

Grade	Points
A Excellent	4.0
A-	3.7
B+	3.3
B Good	3.0
B-	2.7
C+	2.3
C Satisfactory	2.0
C-	1.7
D+	1.3
D Marginal	1.0
F Failure	0.0
W Withdrawn Without Penalty	—
I Incomplete	—
P Pass	—
NG No Grade (not assigned by instructor)	—
AU Audit	—
PR Progress	—

### Grade Point Average and Quality Points

A student's academic standing for a specific semester is his or her grade point average (GPA), and "quality points" determine the GPA. Quality points are determined by multiplying the numerical value of a letter grade (points) by the number of credits assigned to a course. The GPA is calculated by dividing the total quality points earned in a semester by the total credits taken in a semester. The student's overall academic standing is determined by the cumulative grade point average (CGPA). The CGPA is calculated by dividing the total quality points earned by the total credits taken.

### **Grade Reports**

Grade reports are sent to students at the end of each semester. Students also can view their grades online in the Student Information System at *webstar.nova.edu*. A copy of the report is placed in the student's permanent file. Legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons protect students. Students are permitted to inspect, review, and challenge such information as provided by law.

### **Dean's List**

Any full-time student who earns a GPA of 3.5 or higher in the fall or winter semester(s) qualifies for the Dean's List. A Dean's List letter is mailed to the student, and the Dean's List comment appears on the student's official transcript. Students with grades of I (incomplete) are not eligible for the Dean's List for that semester.

### **Incomplete**

An Incomplete (I) is awarded only in unusual circumstances. An Incomplete (I) may be given only when a student has satisfactorily completed the majority of the work in a course and when all remaining requirements can be completed within an agreed time following the end of the course. In no event may such time exceed 16 weeks.

An Incomplete (I) will be awarded before the end of the course upon the satisfaction of the following conditions: (a) the student has made a request of the instructor and (b) the student and the instructor have signed, or agreed upon its conditions via email, the Contract for Removal of an Incomplete Grade.

A student who is absent at the final examination without prior approval is normally not eligible to receive an Incomplete (I).

If the student does not complete the course work within the agreed time, the Incomplete (I) automatically changes to the grade earned based on the work accepted by the instructor to date. A grade of zero will be factored in for any missing work.

### **Optional Pass/Fail**

Students in good academic standing may register for two electives outside of their major, minor, or certificate program on a pass/fail basis. A pass/fail registration will not convert back to a normal registration (i.e., cannot be counted in GPA).

### **WITHDRAWAL POLICY**

No refunds are granted for withdrawals. For students enrolled in the College of Professional and Liberal Studies, after the third week of class, a student may withdraw only with the signature of the instructor. Students may withdraw from a course before the seventh week of an eight-week course and before the 15th week of a 16-week course.

A student considering withdrawal is encouraged to meet with the instructor and/or academic adviser to discuss the implications of such actions. A withdrawal will appear on the transcript, but it will not count toward the GPA. International students are encouraged to speak to the international student adviser before submitting a student transaction form for withdrawal from a course, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Assistance.

Students may request a late withdrawal due to extenuating circumstances by completing a student action form (SAF). Students must submit the SAF to their advisers before the last class meeting. Appeals for withdrawal after the last day of class must be sent to the dean.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students who need to take time off from school and withdraw from all courses during a semester must contact an academic adviser before withdrawing.

Students who withdraw from the university must formally reapply to be considered for admission at a later date. If a student is gone for more than one year, his or her curriculum sheet will be reevaluated according to the most recent requirements as listed in the most current *Center for Undergraduate Studies Catalog*.

### **REPEATED COURSES**

Students may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. All enrollments and grades will remain on the transcript and will have a notation that the course has been repeated. Students may repeat a course no more than three times, and the highest grade will be counted in the student's GPA. Students need to complete a repeated course form after the course has ended. Repeated course forms are available from academic advisers. Students are allowed three attempts to successfully pass a course. An attempt is defined as any letter grade (W, A–F). Students who are unsuccessful after three attempts in an elective course or a general education course (with other options) can continue enrollment, but cannot repeat that specific course. Students who are unsuccessful after three attempts in program requirements, prerequisites to major courses, or major courses can choose to switch majors. Students may not continue in that major. Students who are unsuccessful after three attempts in required general education courses (where there are no alternative courses) are academically dismissed.

### **SUMMER ENROLLMENT POLICY**

Students enrolled in the College of Professional and Liberal Studies may be permitted, with prior approval, to take courses during the summer months at a regionally accredited institu-

tion outside of South Florida. These courses may be used for elective credit or general education course credit. Students may take up to 10 percent of the credits needed to complete NSU degree requirements. To request permission to take courses at other institutions, students must submit a Concurrent/Interim Enrollment Application and must provide catalog descriptions of these courses to their adviser before enrollment.

### **SATISFACTORY ACADEMIC PROGRESS**

To remain in good academic standing, undergraduate students must maintain the required minimum grade point average (GPA) or higher on all credits attempted. Students receiving financial aid should consult this catalog for information on minimum requirements for GPA and credit hours.

#### **Minimum Requirements (GPA)**

1–29 credits—1.70 GPA  
30–59 credits—1.85 GPA  
60+ credits—2.00 GPA

#### **Minimum Graduation Requirements (GPA) in the Major**

Majors in the Department of Education: 2.5  
All other majors: 2.25

#### **Academic Jeopardy**

At the end of each semester, the Office of the Dean reviews students' academic progress. Students whose grade point average (GPA) falls below minimum grade point average requirements will receive notification that they have been placed in one of the categories of academic jeopardy listed below. Except for academic warning, all other categories become part of the student's permanent transcript.

#### **Academic Warning**

Students whose cumulative GPA falls below 2.0

#### **Academic Probation**

Students who have completed at least 12 credits for which they have received grades of A through F and who fall below the minimum GPA (see "Minimum Requirements" above)

#### **Continued Probation**

Students who, in successive semesters of enrollment after being placed on academic probation, earn a minimally acceptable GPA but whose cumulative GPA for all semesters falls below the minimum grade point average requirement

#### **Off Probation**

Students who achieve the minimum cumulative GPA

#### **Suspension**

Students on academic probation or continued probation who fail to earn a minimally acceptable GPA in the next semester of enrollment

Length of suspension is for two semesters. Students must appeal for readmission at least one month before the requested date of readmittance (see "Notification and Appeals" below). Students who are permitted to reenroll after serving suspension are readmitted under continuing probation.

#### **Dismissal for Failure to Complete Developmental Math, Reading, or Writing Requirements Successfully**

Students who fail to complete MATH 1000, READ 1000, or WRIT 1000 successfully after two attempts. Grades of D+, D, F, or a withdrawal (W) are unsuccessful attempts. Students may request readmission after demonstrating that they have acquired the necessary math or writing skills by passing the appropriate placement exams or by successfully completing transferable math or writing courses at another institution.

#### **Dismissal Following Suspension**

Students who were previously suspended and readmitted will be dismissed if they fail to meet a minimally acceptable GPA (see "Minimum Requirements" above). Students in this category may not reapply for admission.

#### **Notification and Appeals**

A student placed on suspension or dismissed will receive a letter sent to the student's local address. The student will have until the deadline specified in the dismissal or suspension letter to appeal to the Academic Progress Committee. The committee includes faculty members from each academic department, a representative academic adviser, and a representative from Academic Services. The committee reviews appeals for suspension and dismissal. Notification of decisions will be sent to the address given in the appeal letter. The student may contact an academic adviser or the director of academic services in the Office of the Dean for information.

#### **Readmission Following Suspension or Dismissal for Failure to Complete Developmental Math, Reading, or Writing Requirements Successfully**

Students requesting readmission following suspension and dismissal from NSU must submit a written request to the Academic Progress Committee at least one month before the semester in which they wish to reenroll. The committee will review all requests for readmission. However, the student must justify reasons for readmission and readiness for reentering the Farquhar Center for Undergraduate Studies. The Academic Progress Committee will provide a written response to the student. Students approved for readmission by the Academic Progress Committee must fill out a new application for admission.

**Note to student athletes:** *There may be additional requirements for student athletes to be eligible under NCAA rules and regulations. Please contact the Department of Athletics at (954) 262-8250 for a copy of the Student Athlete Handbook.*

## **INDEPENDENT STUDY AND TUTORIAL**

Independent study provides qualified students an opportunity to research a question of interest under faculty supervision. A tutorial enables qualified students to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. A student interested in either an independent study or a tutorial should contact his or her academic adviser and consult with a faculty member to draw up a contract outlining student responsibilities. The student, the instructor, and the department's academic director must sign the contract. Regular tuition schedules and rates apply to both independent study and tutorials.

## **ONLINE COURSE DELIVERY**

Students who participate in online classes are supported through a variety of technologies and teaching methods: email, bulletin boards, chatrooms, electronic journals, and links to Web resources. Each student must obtain an NSU UNIX account for access to email as well as library resources and course materials.

Web-based courses are available to all active NSU students. Students are encouraged to review registration choices with their academic advisers. For more information, please visit the Office of Online Programs on the Web at [undergrad.nova.edu/online](http://undergrad.nova.edu/online).

## **AUDITING A COURSE**

A student may register to audit a course. The student may attend all classes but is not required to take examinations. A grade of AU will be given at the time of registration. Once a student has registered for an audit, the registration may not be changed back to one in the normal grading system. An audited course may be included in the flat tuition rate, provided the total number of credit hours, including credits assigned to audited courses, do not exceed 18. Otherwise, tuition will be charged at the prevailing, per-credit-hour rate.

## **CLASS ATTENDANCE**

The basis of the educational process at NSU presumes a continuous, close-working relationship between instructor and student. Therefore, students are expected to attend class regularly. Specific requirements are established by each instructor and are communicated either at the first class meeting or in the syllabus. The administration will support the faculty member's attendance requirements. The student is responsible for the academic consequences of absences from class.

Students who miss class must let the instructor know that they are going to be absent before the class meets. Students who miss class because of an illness or other emergency should see or call the instructor as soon as possible and arrange to make up the work.

## **COURSE EVALUATIONS**

Students play a direct part in program and faculty evaluation. Course evaluation forms are made available to students at the end of the term. The Farquhar Center recommends that students use these evaluation forms to express their views concerning course objectives and faculty effectiveness. These forms are tabulated each term and become sources of assessment. The appropriate changes are made in course procedure, requirements, or instruction when called for. Formal course evaluations take place anonymously and informal discussions will be kept confidential, if the student desires.

## **REQUIREMENTS FOR GRADUATION**

All degree-seeking students must complete the minimum credits as designated for the chosen major and must have matriculated. The following conditions are also required:

1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of major requirements as specified
4. Attainment of a 2.0 cumulative grade point average (2.5 in education)
5. Attainment of a 2.25 grade point average (2.5 in education) in the major area
6. Attainment of a 2.25 grade point average (2.5 in education) in minors, if selected or required by program
7. Completion, at NSU, of at least 30 credits (not including CLEP, proficiency examinations, or experiential learning credits)
8. Completion of at least 50 percent of the credits in the major area and minor at NSU (not including CLEP, proficiency examinations, or experiential learning credits)
9. Submission of a degree application form and payment of the diploma fee before completing registration for the last semester
10. Fulfillment of all obligations to the library, the student's program, and the comptroller's office

## **GRADUATION WITH HONORS**

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 54 credits at NSU is eligible to receive the degree "with distinction."

Students who have earned fewer than 54 credits at NSU may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all course work accepted toward their degree program at NSU.

Degree candidates must complete all of the requirements as specified above.

## **COMMENCEMENT**

The center's commencement ceremony is held in May in Broward County, Florida. It is not necessary for students to attend commencement to have their degree conferred; the university's board of trustees confers degrees throughout the year.

Degrees are conferred once students have met all the requirements for graduation listed in this document (*Center for Undergraduate Studies Catalog*). Once degrees have been conferred, transcripts showing award of the degree are sent to students, and diplomas are printed. When diplomas are ready, they are sent to students by mail.

## **INTERRUPTION OF STUDIES**

Students who enroll at NSU are eligible for graduation once they meet the program requirements listed in the university catalog that was in effect when they entered NSU. When there is a major break in attendance (one calendar year from the end of the last semester enrolled), students will then have to meet the requirements of the university catalog in effect when they return to NSU, or as agreed on by individual academic program directors and the students.

## **VETERANS' BENEFITS**

All degree programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796; telephone (954) 262-7241 or toll free 800-541-6682, ext. 7241.

## **Standards of Progress for VA Students**

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester, quarter). A copy of each report will be placed in the student's permanent file, which is maintained by the Office of the University Registrar.

VA students are expected to satisfactorily complete their program of study within the number of training hours approved by the State Approving Agency for Veterans' Training. VA students also must meet any academic, skill, and/or technical requirements for their particular program.

A VA student who has not attained and maintained satisfactory progress as outlined above during any given semester will be placed on academic probation for the following semester. Should the student not attain and maintain satisfactory academic progress by the end of the probationary semester, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week semester has elapsed. NSU may recertify students if it is determined that there is a reasonable likelihood that they will attain and maintain satisfactory progress for the remainder of their degree program.

## **ADDRESS AND NAME CHANGES**

The university must have each student's current local address, telephone number, name, etc. If, after enrolling, any important information of this type changes, students should update their records in the Student Information System ([webstar.nova.edu](http://webstar.nova.edu)) and notify academic departments.

# GENERAL EDUCATION PROGRAM

The General Education Program is designed to foster critical and creative responsiveness by helping students develop the ability to solve problems, think analytically, and communicate clearly. As a result of the General Education Program, students will develop effective communication skills in speaking, listening, writing, reading, and critical interpretation. The General Education Program also helps students place ideas in their proper context and appreciate the role of values within a cultural tradition.

## MISSION STATEMENT FOR GENERAL EDUCATION

Incorporating dynamic resources and methods in various settings, the general education curriculum at the Farquhar Center for Undergraduate Studies at NSU provides opportunities for learners to emerge as thoughtful and responsible citizens prepared for a competitive global environment.

## GENERAL EDUCATION REQUIREMENTS

The objectives of the General Education Program are met through a series of courses in the areas of communication (including written communication and oral communication), mathematics, humanities (including literature, history, ethics, and general humanities), social and behavioral sciences, and natural and physical sciences. Students normally complete general education requirements by the end of their junior year. Students must select courses as designated from each section of the following list in order to fulfill their general education requirements. All students are required to complete their general education requirements as well as specific program requirements as designated by their major program of study (see note below).

*Please note: In addition to this list, students should refer to the section outlining their major program of study (found in the "Programs of Study" section of this catalog) for specific general education requirements designated as "Program Requirements." Some courses listed below have prerequisites (see the "Course Descriptions" section of this catalog for further information).*

**A. COMMUNICATION:** nine credits in communication above WRIT 1000

### 1. Written Communication (at least six credits):

WRIT 1500 College Writing  
(and at least one of the following courses)  
WRIT 2000 Advanced College Writing  
WRIT 2010 Introduction to Journalism  
WRIT 2020 Writing About Literature

### 2. Oral Communication (at least three credits):

COMM 2010 Public Communications  
COMM 2020 Argument and Debate  
COMM 2030 Dramatic Interpretation

### B. MATHEMATICS: six credits

MATH 3020 Applied Statistics  
(and one of the following courses, determined by major)  
MATH 1030 Intermediate Algebra I  
MATH 1040 Intermediate Algebra II  
MATH 1200 College Algebra  
MATH 1250 Trigonometry  
MATH 2100 Calculus I  
MATH 2200 Calculus II

**C. HUMANITIES:** 15 total credits with at least three credits in Literature (LITR), three credits in History (HIST), and three credits in Ethics

### 1. Literature (at least three credits):

LITR 2010 British Literature  
LITR 2020 American Literature  
LITR 2030 World Literature

### 2. History (at least three credits):

HIST 1030 American History to 1865  
HIST 1040 American History Since 1865  
HIST 1090 Early Western Society  
HIST 1110 Modern Western Society  
HIST 2050 The American Experience  
HIST 2100 Roots of Western Society  
HIST 2130 The Formation of Latin America  
HIST 2140 Modern Latin America

### 3. Ethics (at least three credits):

PHIL 2000 Moral Issues  
PHIL 3010 Ethical Issues in Communication  
PHIL 3180 Biomedical Ethics  
PHIL 3360 Environmental Ethics  
BUSS 4100 Business Ethics

### 4. General Humanities

- Any ARTS, HIST, HUMN, LITR, PHIL, or foreign-language course (including SPAN)
- Advanced Writing Courses:  
COMM 3050 Advanced Dramatic Interpretation  
WRIT 3020 Creative Writing: Poetry  
WRIT 3030 Creative Writing: Fiction  
WRIT 3110 Writing for the Professions

- The following first-year experience courses may be substituted for any of the other general humanities courses:

EDUC 1100 Exploration of the Education Profession  
 HUMN 1410 Explorations in the Humanities

**D. SOCIAL AND BEHAVIORAL SCIENCES:**

nine credits

COMM 2100 Mass Media  
 COMM 3100 Gendered Images in Popular Culture  
 ECON 2010 Principles of Macroeconomics  
 ECON 2020 Principles of Microeconomics  
 EDUC 3340 Psychological Foundations of Teaching  
 ESOL 2903 Cross-Cultural Studies  
 GEOG 2050 Survey of Geography  
 GEOG 2260 Geography of Natural Resources  
 GEST 2050 Introduction to Gender Studies  
 GEST 3110 Gender, Sexuality, and the Family  
 GEST 3300 Gender at Work  
 GLBS 2160 African Studies  
 GLBS 2250 The Pacific Rim  
 LGST 3000 Interdisciplinary Studies in Law  
 POLS 1010 American Government and Politics  
 POLS 2010 Comparative Government  
 PSYC 1020 Introduction to Psychology  
 PSYC 2110 Human Sexuality  
 PSYC 2330 Interpersonal Communication  
 PSYC 2350 Life-Span Human Development  
 PSYC 2380 Child and Adolescent Development  
 PSYC 2460 Health Psychology  
 PSYC 3160 Social Psychology  
 PSYC 3210 Personality  
 PSYC 3260 Abnormal Psychology  
 PSYC 3300 Behavior Modification  
 PSYC/GEST 3360 Psychology of Gender  
 PSYC 3760 Multicultural Issues in Psychology  
 SOCL 1130 Family Systems  
 SOCL 2020 Introduction to Sociology  
 SOCL 2510 Social Problems

**E. NATURAL AND PHYSICAL SCIENCES:**

six credits

BIOL 1060 Amoebas to Zebras: Life on Earth  
 BIOL 1070 Basics of Human Heredity  
 BIOL 1080 Human Biology  
 BIOL 1090 The Age of Dinosaurs  
 BIOL 1100 Concepts and Connections in Biology  
 BIOL 1500 Biology I/Lab  
 BIOL 1510 Biology II/Lab  
 BIOL 1220 Introduction to Marine Biology  
 CHEM 1040 Chemistry and Society  
 CHEM 1100 Fundamentals of Chemistry  
 CHEM 1500 Introduction to Environmental Chemistry  
 CHEM 2300 General Chemistry I/Lab  
 CHEM 2310 General Chemistry II/Lab  
 ENVS 1040 Environmental Studies  
 ENVS 1100 Environmental Science I  
 ENVS 1200 Environmental Science II  
 PHYS 1020 Concepts in Physical Science  
 PHYS 1060 Introduction to Oceanography  
 PHYS 1500 Introduction to Astronomy  
 PHYS 2160 Essentials of Earth and Space Science  
 PHYS 2350 General Physics I/Lab  
 PHYS 2360 General Physics II/Lab  
 PHYS 2400 Physics I/Lab  
 PHYS 2500 Physics II/Lab

# PROGRAMS OF STUDY

## INTERDISCIPLINARY PROGRAMS

The Farquhar Center for Undergraduate Studies offers courses and programs of study that cross and merge traditional disciplinary boundaries. Rather than study in one discipline or area of focus, these programs enable students to focus on applied practice studies that often draw from two or more departments.

The bachelor of science degree is offered through Interdisciplinary Programs with the following major:

### \*Applied Professional Studies

*\*Please note: The applied professional studies major is available only to students enrolled in the College of Career Development (evening/weekend/cluster programs).*

## APPLIED PROFESSIONAL STUDIES MAJOR

The applied professional studies major, available to students enrolled in the College of Career Development, offers a flexible program for adults who have gained significant professional experience and/or who have earned a large number of college credits toward their particular career goal. This program allows students to select courses that best fit their career plans.

To enroll in this major, a student must

1. have a minimum of 45 transferable credits
2. have completed an 18-credit concentration before coming to Nova Southeastern University
3. submit a rationale for acceptance into this program explaining his or her educational and career goals

### Policies

A minimum of 15 upper division (3000 and 4000 level) credits must be included in the total 120 credits required for graduation when completing a degree in applied professional studies.

Students may apply an unlimited number of prior learning credits toward their applied professional studies degree; a minimum of 30 credits must be completed at NSU.

Students majoring in applied professional studies may demonstrate learning competencies for their second concentration through NSU course work, transfer courses from other institutions, prior learning, or testing (i.e., DANTES and CLEP).

## GENERAL EDUCATION REQUIREMENTS 45

## MAJOR REQUIREMENTS 39–45

PSYC 1410 Personal Career Development 3  
**Concentration I (18 credit hours transferred in)**  
**Concentration II (18–24 credit hours taken at NSU)**

*Students choose one of the following concentrations in consultation with their academic advisers:*

### Business Concentration 18

*Required courses:*  
 ACCT 2200 Financial Accounting I 3  
 ECON 2010 Principles of Macroeconomics 3  
 FINC 3010 Corporation Finance 3  
 Any ACCT, BUSS, FINC, MGMT 9

### Computer Studies Concentration 23

*Prerequisites (or equivalents):*  
 TECH 1110 Technology in the Information Age  
 MATH 1200 College Algebra  
 MATH 2080 Applied Calculus  
*Required courses:*  
 CSIS 1400 Discrete Mathematics 3  
 CSIS 1900 Computer Programming I 4  
 CSIS 2000 Introduction to Database Systems 3  
 CSIS 2950 Computer Programming II 4  
 CSIS 3020 Web Programming and Design 3  
 CSIS (3000 level or above) elective 3  
 TECH 2150 Introduction to Internet Resources 3

### Education Concentration 18

*Required courses:*  
 EDUC 3330 Integrating Instructional Technology in the Classroom 3  
 EDUC 3350 Survey of Exceptional Student Education 3  
 EDUC 3360 Principles and Practices of Instruction and Assessment I 3  
 EDUC 4320 Classroom Management for Typical and Atypical Learners in the Multicultural Classroom 3  
 ELEM 3540 Principles and Practices of Instruction and Assessment II 3  
 ESOL 4901 Methods of Teaching ESOL 3

### Gender Studies Concentration 18

*Required course:*  
 GEST 2050 Introduction to Gender Studies 3  
*Five additional courses selected in conjunction with an academic adviser from the following list:*  
 ARTS 3000 Film Studies (when offered as Women in Film) 3  
 ARTS 3020 Women in the Arts 3  
 GEST 3110 Gender, Sexuality, and the Family 3  
 GEST 3300 Gender at Work 3  
 GEST 3360 Psychology of Gender 3  
 GEST 4900 Special Topics in Gender Studies 3  
 LGST 3000 Interdisciplinary Studies in the Law (when offered as Gender and the Law) 3  
 LITR 3040 Women and Literature 3  
 LITR 4060 Critical Theories and Gender 3  
 PHIL 4900 Special Topics in Philosophy (when offered as The Philosophical Issues of Gender and Sex) 3  
 PSYC 2110 Human Sexuality 3



<b>Health Care Management</b>	<b>18</b>
<i>Required courses:</i>	
MGMT 2050 Principles of Management	3
MGMT 2510 Supervisory Skills	3
MGMT 4010 Health Care Organization and Administration	3
MGMT 4020 Legal Aspects of Health Care Administration	3
PHIL 3180 Biomedical Ethics	3
<i>Select one of the following:</i>	
BIOL 1080 Human Biology	3
BIOL 2600 Medical Terminology	3
<b>Information Technology</b>	<b>18–19</b>
<i>Required courses:</i>	
TECH 1110 Technology in the Information Age	3
TECH 2000 Computer Technology: The Impact and Implications	3–4
TECH 2150 Introduction to Internet Resources	3
<i>Select three courses:</i>	
COMM 4010 Information Theory and Society	3
CSIS 3010 Organization of the Computer Environment	3
MGMT 3660 Management Information Systems	3
PHIL 3010 Ethical Issues in Communications	3
TECH 2130 Business Applications of Microcomputers	3
TECH 3000 Multimedia Design	3
TECH 4050 Business Data Communication	3
<b>Legal Studies Concentration</b>	<b>18</b>
<i>Required courses:</i>	
LGST 2010 Law in Action: Introduction to Legal Reasoning	3
LGST 2100 The Legal Profession	3
<i>Four additional courses from the following list:</i>	
HIST 3010 Constitutional History I	3
HIST 3020 Constitutional History II	3
LGST 2400 Comparative Legal Systems	3
LGST 3260 Judicial Politics and Process	3
LGST 4050 Civil and Political Liberties	3
LGST 4410 International Law	3
PHIL 3660 Philosophy of Law	3
<b>Natural Science Concentration</b>	<b>20</b>
BIOL 1500 Biology I/Lab	4
BIOL course/lab (see academic adviser)	4
BIOL/CHEM course/lab (see academic adviser)	4
CHEM 2300 General Chemistry I/Lab	4
CHEM 2310 General Chemistry II/Lab	4
<b>Paralegal Studies Concentration</b>	<b>24</b>
<i>Required courses:</i>	
LEGS 1150 Introduction to Law and the Legal Profession	3
LEGS 2100 Legal Research and Writing I	3
LEGS 3050 Criminal Law and Procedure	3
LEGS 3210 Computer Applications for the Legal Profession*	3
LEGS 3300 Torts and Civil Litigation	3
LEGS 3400 Business Relations and Organizations	3
<i>Select two of the following:</i>	
LEGS 3260 Real Estate Practice I	3
LEGS 3360 Wills, Trusts, and Estates I	3
LEGS 3550 Family Law	3
<i>*This course requires computer literacy. TECH 1110 Technology in the Information Age or equivalent is a prerequisite for this course.</i>	
<b>Psychology Concentration</b>	<b>18</b>
<i>Required courses:</i>	
PSYC 1020 Introduction to Psychology	3
PSYC 2330 Interpersonal Communication	3
<i>Select two of following:</i>	
PSYC 2350 Life-Span Human Development	3
<b>OR</b>	
PSYC 2380 Child and Adolescent Development	3
PSYC 3000 Psychological Research Methods	3
PSYC 3160 Social Psychology	3
PSYC 3210 Personality	3

PSYC 3260 Abnormal Psychology	3
PSYC 3510 Human Learning and Cognition	3
PSYC 4600 Biological Bases of Behavior	3
<i>Select two PSYC courses, with assistance from academic adviser:</i>	
PSYC	6
<b>Speech-Language Pathology Concentration</b>	<b>18</b>
CSAD 2000 Introduction to Hearing, Speech, and Language	3
CSAD 3010 Phonetics	3
CSAD 3020 Anatomy and Physiology of the Speech and Hearing Mechanisms	3
CSAD 3030 Speech and Language Development	3
CSAD 3040 Neuroanatomy	3
CSAD 3050 Hearing and Speech Science	3
<b>Substance Abuse Studies Concentration</b>	<b>24</b>
PSYC/SOCL 3550 Substance Abuse and the Family	3
PSYC 3570 The Psychology and Physiology of Substance Abuse	3
PSYC 3580 Rehabilitation Strategies for Substance Abuse	3
PSYC 3600 Criminal Justice and Substance Abuse	3
PSYC/EDUC 3620 Drug Prevention and Education	3
PSYC 3630 Ethical and Professional Development for Substance Abuse Counselors	3
PSYC 3800 Current Psychotherapies	3
PSYC 4150 Principles of Group Counseling	3
<b>OPEN ELECTIVES</b>	<b>30–36</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

## DEPARTMENT OF BEHAVIORAL SCIENCES

The bachelor of science degree is offered through the Department of Behavioral Sciences with the following majors:  
**Paralegal Studies**  
**Psychology**

### PARALEGAL STUDIES MAJOR

The paralegal studies major is approved by the American Bar Association, which has defined a paralegal as “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

The goal of the Paralegal Studies Program is to educate graduates for entry-level paralegal positions in the common areas of law practice. Paralegals are nonlawyers and, therefore, are prohibited from the unauthorized practice of law. The program is one that trains paralegals and is not a program for training lawyers or legal administrators.

### PROGRAM OBJECTIVES

The objectives of the Paralegal Studies Program are to

- provide students with a broad-based education in both liberal arts and paralegal studies
- provide paralegal courses that enable students to obtain substantive legal knowledge, to develop analytical skills, and to apply the knowledge they have learned to tasks routinely performed by paralegals

- to be responsive in course offerings to the needs of paralegals and attorneys
- to ensure that students are familiar with the ethical guidelines for paralegals
- to provide students with the opportunity to take computer courses with software that is used in most offices dealing with law-related issues
- to familiarize students with the paralegal profession and the opportunities that are available to them upon completion of the program

### LEARNING OUTCOMES

A successful paralegal studies graduate is expected to

- explain the basic theories, doctrines, concepts, and associated principles that comprise the knowledge base of law, with specific emphasis on torts, contracts, wills and trusts, civil procedure, litigation, family law, business organizations, real estate, and criminal law
- use critical-thinking skills to analyze and evaluate relevant facts and supporting material
- use communication and interpersonal skills to effectively interact with clients, attorneys, judges, court personnel, and coworkers
- categorize, organize, prioritize, and evaluate complex factual and legal issues
- use legal-research skills to research and find statutes, cases, and other primary source material, and to draft legal documents

### LAMBDA EPSILON CHI

Nova Southeastern University has been given charter membership in Lambda Epsilon Chi (LEX), a national honor society in paralegal/legal assistant studies. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal studies offered at an institution that is an institutional member in good standing of the American Association for Paralegal Education (AAfPE).

Students are inducted into LEX twice a year. To be eligible for induction, a student must have successfully completed two-thirds of the program and be in the top 10 percentile.

### GENERAL EDUCATION REQUIREMENTS 45

<b>General Education Specific Program Requirements</b>	
Ethics elective	3
MATH 3020 Applied Statistics	3
Social and Behavioral Sciences elective	3

### MAJOR REQUIREMENTS 45

LEGS 1150 Introduction to Law and the Legal Profession	3
LEGS 2100 Legal Research and Writing I	3
LEGS 3050 Criminal Law and Procedure	3
LEGS 3210 Computer Applications for the Legal Profession	3
LEGS 3260 Real Estate Practice I	3
LEGS 3300 Torts and Civil Litigation	3
LEGS 3360 Wills, Trusts, and Estates I	3
LEGS 3400 Business Relations and Organizations	3
LEGS 3550 Family Law	3

LEGS 4110 Legal Research and Writing II	3
LEGS 4270 Real Estate Practice II	3
LEGS 4310 Advanced Litigation	3
LEGS 4370 Wills, Trusts, and Estates II	3
LEGS 4410 Corporate Regulation and Change	3
TECH 1110 Technology in the Information Age	3

### MAJOR ELECTIVES 9

<i>Choose three courses:</i>	
COOP 3820 Cooperative Education I in Paralegal Studies	3
COOP 3920 Cooperative Education II in Paralegal Studies	3
INTN 3820 Internship I in Paralegal Studies	3
INTN 3920 Internship II in Paralegal Studies	3
LEGS 4060 Debtor and Creditor Relations	3
LEGS 4470 Emerging Technologies and the Legal Profession	3
LEGS 4510 Special Topics	3
LEGS 4560 Elder Law	3

### OPEN ELECTIVES 21

### TOTAL DEGREE REQUIREMENTS 120

## PSYCHOLOGY MAJOR

The psychology major provides students with a solid grounding in the knowledge base of psychology. It encourages students to integrate and apply knowledge, and allows flexibility in course selection to help students meet their career goals. The major emphasizes scientific research and application to significant areas of human activities.

### LEARNING OUTCOMES

A successful psychology graduate is expected to

1. Demonstrate knowledge of basic theories and associated principles that contribute to the knowledge base of psychology. These theories and associated principles fall into the areas of
  - personality
  - human development
  - learning
  - cognition
  - group process and social influence
  - biological influences on human functioning
  - abnormal behavior and its treatment
2. Recognize and explain the scientific methods used to generate information in the field
3. Locate information in the field and critically evaluate this information
4. Apply basic theories and principles to significant areas of human activities
5. Conduct original research work and/or beginning-level human service work

Students planning to work in the mental health field are encouraged to take Abnormal Psychology, a counseling course, Behavior Modification, Tests and Measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take Experimental Psychology, Tests and Measurements, History and Theories of Psychology, and as many of the foundation courses as possible. Students who are hoping to become substance abuse

counselors should take the substance abuse minor courses. Students majoring in psychology may also qualify for entrance into NSU's Master's of Occupational Therapy Program. Students interested in this career objective should work closely with their academic adviser to ensure that proper prerequisites are met.

Students not sure about which specialty they are most interested in should take as many of the foundation courses as possible at the start of their program of studies. Departmental advisers will help students design individual courses of study that will help them meet their career goals.

**GENERAL EDUCATION REQUIREMENTS 45**

**General Education Specific Program Requirements**

MATH 3020 Applied Statistics	3
PHIL 3180 Biomedical Ethics	3
PSYC 3760 Multicultural Issues in Psychology	3

**MAJOR REQUIREMENTS 45**

TECH 1110 Technology in the Information Age	3
PSYC 1020 Introduction to Psychology	3
PSYC 2330 Interpersonal Communication	3
PSYC 3000 Research Methods	3
PSYC 4800 Practicum in Psychological Research	
OR	
PSYC 4810 Practicum in Community Psychology	3
PSYC 4840 Advanced Practicum	
OR	
PSYC 4880 Senior Seminar	3

**Foundation Courses**

Select four courses from the following:

PSYC 2350 Life-Span Human Development	
OR	
PSYC 2380 Child and Adolescent Development	3
PSYC 3160 Social Psychology	3
PSYC 3210 Personality	3
PSYC 3260 Abnormal Psychology	3
PSYC 3510 Human Learning and Cognition	3
PSYC 4600 Biological Basis of Behavior	3

**Note:** Courses taken to fulfill general education requirements cannot be applied to the major.

**Psychology Open Elective Courses**

Select five psychology (PSYC) courses after consulting an adviser. These may be additional foundation courses or specialty courses. The specialty courses are listed below:

PSYC 1640 Current Perspectives in Substance Abuse	3
PSYC 2130 Family Relationships	3
PSYC 2390 Adulthood and Aging	3
PSYC 2450 Forensic Psychology	3
PSYC 2470 Loss, Grief, and Bereavement	3
PSYC 2500 Psychology of Leadership	3
PSYC 3030 Experimental Psychology	3
PSYC 3070 Stress Management	3
PSYC 3300 Behavior Modification	3
PSYC 3360 Psychology of Gender	3
PSYC 3450 Introduction to Interviewing and Counseling Techniques	3
PSYC 3500 Community Psychology	3
PSYC 3550 Substance Abuse and the Family	3
PSYC 3570 The Psychology and Physiology of Substance Abuse	3
PSYC 3580 Rehabilitation Strategies for Substance Abuse	3
PSYC 3600 Criminal Justice and Substance Abuse	3
PSYC 3620 Drug Prevention and Education	3

PSYC 3630 Ethical and Professional Development for Substance Abuse Counselors	3
PSYC 3710 History and Theories of Psychology	3
PSYC 3800 Current Psychotherapies	3
PSYC 4050 Psychological Tests and Measurements	3
PSYC 4150 Principles of Group Counseling	3
<b>OPEN ELECTIVES</b>	<b>30</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

**MINORS IN BEHAVIORAL SCIENCES**

**Criminal Justice Minor**

The 18-credit-hour criminal justice minor is designed to provide students with an overview of law enforcement policies and procedures. This course of study includes coverage of criminal procedure and the rights of the accused, civil rights of prisoners, rights and responsibilities of law enforcement officers, and the administration of criminal justice organizations. This minor is recommended for students interested in criminology, criminal defense or prosecution, or other law enforcement-related fields. The criminal justice minor provides perspectives of the criminal justice system from the psychological, legal, law enforcement, and correctional perspectives.

All students minoring in criminal justice take the following required courses:

CRJU 2200 Criminal Law and Procedure	
CRJU 2300 Introduction to Criminal Justice	
CRJU 3000 Constitutional Issues in the Criminal Justice System	
CRJU 3200 Correctional Theory and Practice	
	12 credit hours

Students select two of the following three courses:

PSYC 2450 Forensic Psychology	
PSYC 3600 Criminal Justice and Substance Abuse	
PSYC 3760 Multicultural Issues in Psychology	
	<u>6 credit hours</u>
	18 total credit hours

Students should be aware that some minor courses are offered only in the evening or on weekends.

**Note:** Students may not minor in both criminal justice and forensic psychology.

**Forensic Psychology Minor**

The forensic psychology minor prepares students for work involving interactions between law and psychology. The minor also prepares students for advanced training in forensic psychology and related fields.

Students will learn the fundamental principles of litigation, including methods of alternative dispute resolution; legal standards relating to working as a mental health professional; legal standards relating to testifying as an expert witness; methods of forensic evaluation; strategies for testifying as an expert; methods of profiling serial killers; methods of screening police officer applicants; methods of training and counseling law enforcement officers; methods of assisting attorneys in selecting jurors and in evaluating trial strategies; evaluation and treatment procedures of correctional mental health workers; methods of community corrections, including the roles of pro-

bation and parole officers; methods of crime-victim assistance programs; and legal incompetency, civil commitment, dependency and neglect, mental health malpractice, and child custody determinations.

To earn a minor in forensic psychology, students must complete PSYC 2450 Forensic Psychology, and at least five of the following courses:

- ADRB 2000 Introduction to Dispute Resolution
- PSYC 2800 Introductory Practicum (**Note:** only forensic sites qualify)
- PSYC 3260 Abnormal Psychology
- PSYC 3600 Criminal Justice and Substance Abuse
- PSYC 4810 Practicum in Community Psychology (**Note:** only forensic sites qualify)
- CRJU 2200/LEGS 3050 Criminal Law and Procedure
- CRJU 3000 Constitutional Issues in the Criminal Justice System
- CRJU 3200 Correctional Practice and Theory

18 total credit hours

*Students should be aware that some minor courses are offered only in the evening or on weekends.*

**Note:** Students may not minor in both criminal justice and forensic psychology.

### Paralegal Studies Minor

A paralegal, as defined by the American Bar Association, is “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

The paralegal studies minor is appropriate for students pursuing legal assistant or other law-related careers or businesses and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills.

All students minoring in paralegal studies take the following required courses:

- LEGS 1150 Introduction to Law and the Legal Profession
- LEGS 2100 Legal Research and Writing I
- LEGS 3050 Criminal Law and Procedure
- LEGS 3210 Computer Applications for the Legal Profession\*
- LEGS 3300 Torts and Civil Litigation
- LEGS 3400 Business Relations and Organizations

18 credit hours

Students select two of the following three courses:

- LEGS 3260 Real Estate Practice I
- LEGS 3360 Wills, Trusts, and Estates I
- LEGS 3550 Family Law

6 credit hours

24 total credit hours

*Students should be aware that some minor courses are offered only in the evening.*

*\*This course requires computer literacy. TECH 1110 Technology in the Information Age or equivalent is a prerequisite for this course.*

### Psychology Minor

The 18-credit-hour minor in psychology is intended to provide students with a solid grounding in the knowledge base of psychology and the opportunity to explore areas of psychology that most closely correspond to their interests and goals.

All students minoring in psychology take the following required courses:

- PSYC 1020 Introduction to Psychology
- PSYC 2330 Interpersonal Communication

6 credit hours

Students select at least two of the following seven courses:

- PSYC 2350 Life-Span Human Development

OR

- PSYC 2380 Child and Adolescent Development
- PSYC 3000 Psychological Research Methods
- PSYC 3160 Social Psychology
- PSYC 3210 Personality
- PSYC 3260 Abnormal Psychology
- PSYC 3510 Human Learning and Cognition
- PSYC 4600 Biological Bases of Behavior

6 credit hours

With assistance from an academic adviser or faculty mentor, students select two psychology elective courses (these can include additional courses from the list above)

6 credit hours

18 total credit hours

**Note:** At least three of the six psychology courses must be 3000- or 4000-level courses.

### Speech-Language Pathology Minor

The 18-credit-hour minor in speech-language pathology provides students with a basic understanding of communication sciences and disorders. All students minoring in speech-language pathology take the following required three-credit courses:

- CSAD 2000 Introduction to Hearing, Speech, and Language
- CSAD 3010 Phonetics
- CSAD 3020 Anatomy and Physiology of the Speech and Hearing Mechanisms
- CSAD 3030 Speech and Language Development
- CSAD 3040 Neuroanatomy
- CSAD 3050 Hearing and Speech Science

18 total credit hours

*Students should be aware that some minor courses are offered only in the evening or on weekends.*

### Substance Abuse Studies Minor

This minor is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This minor is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.).

The substance abuse studies minor includes six core and two counseling courses:

- PSYC/EDUC 3620 Drug Prevention and Education
- PSYC/SOCL 3550 Substance Abuse and the Family
- PSYC 3600 Criminal Justice and Substance Abuse
- PSYC 3570 Psychology and Physiology of Substance Abuse
- PSYC 3580 Rehabilitation Strategies in Substance Abuse Treatment
- PSYC 3630 Ethical and Professional Development in Substance Abuse
- PSYC 3800 Current Psychotherapies
- PSYC 4150 Group Counseling

24–27 total credit hours

*Students should be aware that some minor courses are offered only in the evening or on weekends.*

## CERTIFICATE PROGRAMS IN BEHAVIORAL SCIENCES

### Paralegal Studies Certificate Program

A paralegal, as defined by the American Bar Association, is “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

The paralegal studies certificate is a postbaccalaureate program for those who have an interest in pursuing legal assistant or other law-related careers. It also is appropriate for those pursuing a business career and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills.

Students take the following required courses:

LEGS 1150 Introduction to Law and the Legal Profession  
LEGS 2100 Legal Research and Writing I  
LEGS 3050 Criminal Law and Procedure  
LEGS 3210 Computer Applications for the Legal Profession\*  
LEGS 3300 Torts and Civil Litigation  
LEGS 3400 Business Relations and Organizations  
18 credit hours

Students select two of the following three courses:

LEGS 3260 Real Estate Practice I  
LEGS 3360 Wills, Trusts, and Estates I  
LEGS 3550 Family Law

6 credit hours  
24 total credit hours

*Students should be aware that some courses are offered only in the evening.*

*\*This course requires computer literacy. TECH 1110 Technology in the Information Age is a prerequisite for those entering the certificate program without a college-level computer course.*

### Substance Abuse Studies Certificate Program

NSU is listed as a single-source provider by the Certification Board for Addictions Professionals in Florida (CBAPF). The certificate program in substance abuse studies prepares students for certification from the Certification Board for Addiction Professionals SS #02. The program is designed so interested applicants will be able to pursue certification without interrupting their current careers.

The CBAPF has three specialty areas for certification: Certified Addictions Professional (CAP), Criminal Justice Addiction Professional (JAP), and Certified Addiction Prevention Professional (CAAP). NSU is the only single-source provider in Florida that offers courses in all three specialty areas.

The substance abuse studies certificate includes six core and two counseling courses:

PSYC/EDUC 3620 Drug Prevention and Education  
PSYC/SOCL 3550 Substance Abuse and the Family  
PSYC 3600 Criminal Justice and Substance Abuse  
PSYC 3570 Psychology and Physiology of Substance Abuse  
PSYC 3580 Rehabilitation Strategies in Substance Abuse Treatment  
PSYC 3630 Ethical and Professional Development in Substance Abuse  
PSYC 3800 Current Psychotherapies  
PSYC 4150 Group Counseling

24–27 total credit hours

*Students should be aware that these courses are offered only in the evening or on weekends.*

## DEPARTMENT OF BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Department of Business and Administrative Studies with the following majors:

**Accounting**  
**Business Administration**  
**Professional Management**  
**\*Sport and Wellness Studies**

*\*Please note: The sport and wellness studies major is available only to students enrolled in the College of Professional and Liberal Studies (day program on campus).*

The following degree-completion program is also offered through the Department of Business and Administrative Studies:

**Business and Professional Management (BPM) Program**

*Please note: The BPM Program is available only to students enrolled in the College of Career Development (evening/weekend/cluster/online format).*

### MISSION OF THE DEPARTMENT OF BUSINESS AND ADMINISTRATIVE STUDIES

The Department of Business and Administrative Studies is dedicated to achieving the mission statement of Nova Southeastern University by

- providing high-quality educational programs of distinction that meet or surpass the academic standards established by the American Assembly for Collegiate Business Studies, the department’s professional accrediting agency
- designing broad-based academic majors and areas of concentration that prepare students for lifelong learning and leadership roles in business and the professions
- delivering academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus, at distant sites, and online

### PROGRAM DELIVERY

The academic majors and concentrations of the department are provided in a variety of formats depending on the size of the student population and the resources available at a particular location.

- The main campus provides business programs during the day and evening for students who desire either a full four-year course of study or a degree-completion program.
- Regional university sites in major population centers such as Jacksonville, Nassau, Orlando, and Tampa provide programs primarily to evening and weekend students whose goal is to complete a four-year program.
- Cluster sites of approximately 20 students located in businesses and communities offer degree-completion programs that

follow a lock-step curriculum and take approximately 27 months of evening and weekend classes to complete.

- Business and Professional Management (BPM) Online, which is a member of the Southern Regional Electronic Campus, is a degree-completion program that allows students to complete a four-year degree program entirely through courses taken on the Internet. See the section titled “Business and Professional Management (BPM) Program” in this catalog for further information, or visit the Office of Online Programs on the Web at [undergrad.nova.edu/online](http://undergrad.nova.edu/online).
- Certification programs are developed in cooperation with corporations that seek to provide their employees with advanced training in specific content areas.

### LEARNING OUTCOMES

The successful graduate of the Department of Business and Administrative Studies is expected to

- think critically in terms of conceptualizing issues, analyzing data, and articulating and defending conclusions
- demonstrate professional verbal and written communication skills in an organizational context
- demonstrate an ability to formulate organizational strategies
- recognize the values of, and demonstrate an ability to make, ethical and socially responsible decisions
- demonstrate an understanding of the impact of emerging technologies and use them appropriately to gather, process, and present information
- demonstrate an understanding of the legal and regulatory issues in an organizational context
- use quantitative skills effectively to solve applied business problems
- use interpersonal skills effectively at the individual, group, and organizational levels
- demonstrate an understanding of the interaction between business and the global economy
- demonstrate an understanding of increasingly diverse cultures within organizational life

### ETHICS ACROSS THE CURRICULUM POLICY

The business and administrative studies faculty believes that a socially responsible institution should not limit the study of ethical issues only to course work, but that such study should be an ongoing endeavor enhancing the experience of the student. To this end the faculty is committed to making the study of ethical issues an integral part of the academic program. The faculty believes that by incorporating the study of ethics throughout the curriculum, students will give additional relevance and reality to their studies, and this will help them to become more responsible and productive citizens.

## ACCOUNTING MAJOR

The accounting major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examination. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor’s degree to qualify for the examination. NSU offers a master’s degree designed to satisfy the CPA requirements. Additionally, a student may transfer in only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since upper-division accounting courses are offered only once per year and may be offered only in the evening.

### GENERAL EDUCATION REQUIREMENTS 45

#### General Education Specific Program Requirements

ECON 2010 Principles of Macroeconomics	3
ECON 2020 Principles of Microeconomics	3
MATH 3020 Applied Statistics	3

### MAJOR REQUIREMENTS 57

ACCT 2100 Managerial Accounting	3
ACCT 2200 Financial Accounting I	3
ACCT 3030 Cost Management	3
ACCT 3050 Financial Accounting II	3
ACCT 3060 Financial Accounting III	3
ACCT 3110 Federal Taxation I	3
ACCT 3120 Federal Taxation II	3
ACCT 4010 Financial Accounting IV	3
ACCT 4050 Accounting Information Systems	3
ACCT 4210 Auditing	3
BUSS 2150 Business Law I	3
BUSS 3150 Business Law II	3
BUSS 3550 Introduction to International Business	3
BUSS 4880 Business Strategy and Policy	3
FINC 3010 Corporation Finance	3
FINC 3200 Individual Financial Management	3
MGMT 3880 Operations Management	3
MGMT 4170 Organization Behavior	3
MRKT 3050 Marketing Principles and Applications	3

### OPEN ELECTIVES 18

### TOTAL DEGREE REQUIREMENTS 120

## BUSINESS ADMINISTRATION MAJOR

The business administration major is offered for students who seek a four-year degree in preparation for careers in business and related fields. This major is also designed to meet the needs of working adults who seek a four-year degree as preparation for a career move into management positions. The major provides a solid foundation for admission into M.B.A. programs.

### GENERAL EDUCATION REQUIREMENTS 45

#### General Education Specific Program Requirements

ECON 2010 Principles of Macroeconomics	3
ECON 2020 Principles of Microeconomics	3
MATH 3020 Applied Statistics	3

<b>MAJOR REQUIREMENTS</b>	<b>39</b>
ACCT 2100 Managerial Accounting	3
ACCT 2200 Financial Accounting I	3
BUSS 2150 Business Law I	3
BUSS 3550 Introduction to International Business	3
BUSS 4610 Business Research Methods	3
BUSS 4880 Business Strategy and Policy	3
FINC 3010 Corporation Finance	3
MGMT 2050 Principles of Management	3
MGMT 3660 Management Information Systems	3
MGMT 3880 Operations Management	3
MGMT 4160 Human Resource Management	3
MGMT 4170 Organization Behavior	3
MRKT 3050 Marketing Principles and Applications	3
<b>OPEN ELECTIVES</b>	<b>36</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

### SPORT AND WELLNESS STUDIES MAJOR

The sport and wellness studies major, available to students enrolled in the College of Professional and Liberal Studies, prepares students to pursue careers in school and community-based programs, professional sports, and commercial and agency-based programs.

#### GENERAL EDUCATION REQUIREMENTS 45

<b>General Education Specific Program Requirements</b>	
ECON 2010 Principles of Macroeconomics	3
ECON 2020 Principles of Microeconomics	3
MATH 3020 Applied Statistics	3

#### MAJOR REQUIREMENTS 46-55

<b>Core Courses</b>	
SPWS 1200 Sport and Wellness Management	3
SPWS 3100 Legal Aspects of Sport and Wellness	3
SPWS 4200 Sport and Wellness in our Social Institutions	3
SPWS 4300 Sport, Wellness, and Diversity	3

Students choose one of the following three specialties:

<b>Sport Management Specialty</b>	
ACCT 2100 Managerial Accounting	3
HMGMT 3820 The Tourism System	
<b>OR</b>	
HMGMT 4860 World Event and Conference Planning	3
MGMT 3660 Management Information Systems	3
MGMT 4160 Human Resource Management	3
MRKT 3050 Marketing Principles and Applications	3
SPWS 3300 Facility and Event Management	3
SPWS 3400 Finance and Fund-Raising in Sport Management	3
SPWS 3500 Sport Finance	3
SPWS 4400 Sport and Wellness Administration	3
SPWS 4500 Sport Marketing	3
SPWS 4800 Practicum/Field Experience I	3
SPWS 4900 Practicum/Field Experience II	3

#### Life Science Specialty

(Please consult an academic adviser in the Department of Business and Administrative Studies for specific specialty requirements.)

#### Psychology/Science Specialty (pre-occupational therapy)

(Please consult an academic adviser in the Department of Business and Administrative Studies for specific specialty requirements.)

<b>OPEN ELECTIVES</b>	<b>20-29</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

### CONCENTRATIONS IN BUSINESS AND ADMINISTRATIVE STUDIES

All students majoring in one of the business disciplines are urged to complete one or more concentrations to prepare them for careers or graduate studies. Concentrations are available only to students who major in one of the business disciplines. Students enrolled in other majors should refer to the "Minors in Business and Administrative Studies" section of this catalog.

A concentration requires the completion of 15 credits from a recommended list of courses. Please note that some courses have prerequisites that must be satisfied and that all concentrations are not offered at every site or cluster served by the department.

#### Guidelines

- A maximum of one-half of the credits needed to complete a concentration may be transferred into the concentration from accredited institutions.
- A course may be used to satisfy requirements in more than one concentration.
- Students are encouraged to complete a practicum or internship as part of a concentration.
- Students who wish to substitute courses not on the recommended list of a concentration should see their academic adviser for guidance on appropriate process and procedures.

#### Accounting Concentration

Students are given flexibility to develop the knowledge needed for their own career needs or to satisfy requirements for admission to graduate accounting programs.

Students select any five of the following courses:

ACCT 3030 Cost Management	3
ACCT 3050 Financial Accounting II	3
ACCT 3060 Financial Accounting III	3
ACCT 3110 Federal Taxation I	3
ACCT 3120 Federal Taxation II	3
ACCT 4010 Financial Accounting IV	3
ACCT 4050 Accounting Information Systems	3
ACCT 4210 Auditing	3

15 total credit hours

#### Banking and Finance Concentration

This concentration gives students the fundamental knowledge needed for careers with financial institutions.

Students select any five of the following courses:

ECON 3210 Monetary Theory and Policy	3
ECON 4210 Business Cycles and Forecasting	3
FINC 3110 Financial Management	3
FINC 3120 Principles of Investments	3
FINC 3150 Banking and Financial Institutions	3
FINC 4550 International Finance and Banking	3

15 total credit hours

### Hospitality Management Concentration

This concentration reflects the key areas of training that are necessary to develop future managerial candidates for the global hospitality and tourism industry, as identified by industry professionals. Students are urged to explore the Swiss International Work-Study Abroad Program.

Students select any five of the following courses:

HMG 3300 Food and Beverage Operations	3
HMG 3450 Guest Services and Rooms Division Management	3
HMG 3500 Managing International Hospitality Operations	3
HMG 3820 The Tourism System	3
HMG 3860 The Cruise Attraction	3
HMG 4310 Restaurant Management Seminar	3
HMG 4500 Hospitality/Tourism Practicum	3
HMG 4840 Special Interests and Ecotourism	3
HMG 4860 World Event and Conference Planning	3

15 total credit hours

### Human Resource Management Concentration

This concentration gives students in-depth knowledge to facilitate careers in training and development, labor relations, and general human resource management.

Students select any five of the following courses:

MG 3070 Stress Management	3
MG 3480 Industrial Psychology	3
MG 3560 Substance Abuse in Business and Industry	3
MG 4050 Organization Development and Change	3
MG 4250 Strategic Human Resource Management	3
MG 4300 Managing Workplace Diversity	3
MG 4450 Labor Relations and Negotiations	3

15 total credit hours

### International Business Concentration

This concentration is designed for students who desire careers with multinational companies and companies involved in the exporting and importing of goods and services.

Students take the following five courses:

BU 4300 Export/Import Trade	3
ECON 4300 International Economics	3
FINC 4550 International Finance and Banking	3
MG 4600 International Management	3
MRKT 4500 International Marketing	3

15 total credit hours

### Marketing Concentration

These courses give students advanced knowledge for careers in advertising, sales, promotion, retailing, and wholesaling.

Students select any five of the following courses:

BU 4300 Export/Import Trade	3
MRKT 3100 Marketing Services	3
MRKT 4210 Marketing Communication Strategies	3
MRKT 4350 Service Quality Management	3
MRKT 4500 International Marketing	3
MRKT 4710 Marketing Strategy	3

15 total credit hours

### MINORS IN BUSINESS AND ADMINISTRATIVE STUDIES

Minors in business and administrative studies are intended for nonbusiness majors who desire a course of study in a business-related subject area in preparation for careers or graduate studies.

#### Accounting Minor

The minor in accounting provides students with 21 credits in practical accounting.

All students minoring in accounting take the following seven courses:

ACCT 2100 Managerial Accounting
ACCT 2200 Financial Accounting I
ACCT 3030 Cost Management
ACCT 3050 Financial Accounting II
ACCT 3060 Financial Accounting III
ACCT 3110 Federal Taxation I
ACCT 4050 Accounting Information Systems

21 total credit hours

#### Banking and Finance Minor

This minor is designed for students who are employed or who would like to pursue a career with financial institutions.

The following courses are required for this minor:

ECON 3210 Monetary Theory and Policy
ECON 4210 Business Cycles and Forecasting
OR
FINC 4550 International Finance and Banking
FINC 3010 Corporation Finance
FINC 3110 Financial Management
FINC 3120 Principles of Investments
FINC 3150 Banking and Financial Institutions

18 total credit hours

#### Hospitality Management Minor

The global hospitality and tourism industry, which brings together the lodging, food, attractions, world events, and travel industries, is the world's largest enterprise. With \$3.6 trillion in expenditures, the industry generates 212 million jobs. Meeting industry needs is the key focus of this minor, which equips students with the hospitality training to compete in this dynamic and exciting industry.

All students minoring in hospitality management take any five of the following courses:

HMG 3300 Food and Beverage Operations
HMG 3450 Guest Services and Rooms Division Management
HMG 3500 Managing International Hospitality Operations
HMG 3820 The Tourism System
HMG 3860 The Cruise Attraction
HMG 4310 Restaurant Management Seminar
HMG 4500 Hospitality/Tourism Practicum
HMG 4840 Special Interests and Ecotourism
HMG 4860 World Event and Conference Planning

15 total credit hours

#### Human Resource Management Minor

This minor is designed for students who are or would like to be employed in the fields of personnel, training and development, labor relations, or related areas.



All students minoring in human resource management take the following six courses:

MGMT 4050 Organization Development and Change  
MGMT 4160 Human Resource Management  
MGMT 4250 Strategic Human Resource Management  
MGMT 4300 Managing Workplace Diversity  
MGMT 4450 Labor Relations and Negotiations  
MGMT 4910–4990 Advanced Special Topics

18 total credit hours

### **International Business Minor**

This minor is designed for students employed by or desiring employment in multinational companies. Exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, or manufacturers should choose this minor.

All students minoring in international business take the following six courses:

BUSS 3550 Introduction to International Business  
ECON 3550 International Economics  
FINC 4550 International Finance and Banking  
MGMT 3550 International Management  
MRKT 3530 International Marketing  
MRKT 4550 Export/Import Marketing

18 total credit hours

### **Marketing Minor**

This minor is designed for students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, or related areas or for those who would like to pursue a career in marketing.

All students minoring in marketing take the following six courses:

MRKT 3050 Marketing Principles and Applications  
MRKT 3100 Marketing Services  
MRKT 3530 International Marketing  
MRKT 4210 Marketing Communication Strategies  
MRKT 4350 Service Quality Management  
MRKT 4710 Marketing Strategy

18 total credit hours

## **BUSINESS AND PROFESSIONAL MANAGEMENT (BPM) PROGRAM**

The BPM Program is an upper-level, degree-completion program designed for working adults who are advancing into supervisory and management positions. Holders of the community college associate's degree or students who hold at least 30 college-level credits or the equivalent are eligible to apply to the BPM Program. Sixty semester hours of credit in management, behavioral science, computers, and humanities are offered in a set curriculum to a cluster of 20–25 students or online. Courses are scheduled to meet the needs of the working student.

The BPM Program is offered on campus and at off-campus locations, as well as through BPM Online, a Web-based program that allows students to complete the entire degree via electronic delivery. Students must have earned at least 45 col-

lege-level credits to apply to the online program. The program is described more completely on the Online Programs Web site at [undergrad.nova.edu/online/prospective\\_students.cfm](http://undergrad.nova.edu/online/prospective_students.cfm).

Further information about the BPM Program can be obtained by calling (954) 262-8100 or 800-338-4723, ext. 8100.

### **Policy on Failure of Courses**

Courses in the BPM Program for which a student receives a failing grade (F) must be successfully repeated before the student is eligible to graduate. Non-prerequisite courses in which the student has earned an F will not necessarily prevent the student from continuing in course work with the same cluster. On the other hand, an F in a prerequisite course will prevent a student from continuing on to the next course.

### **Policy for BPM Replacement Electives**

Students who have received transfer credit for one or more of the required courses in a BPM major and need additional credit may substitute an elective course. Six elective courses (one every 16 weeks) will be offered on campus, online, and at NSU's major off-campus sites.

Students who need to take one to six elective courses may choose from the selection offered at a site or online. Students who need to complete more than six elective courses can choose to take NSU online courses, courses offered at any NSU site convenient to them, or request (through a concurrent enrollment form) to take courses at other institutions.

Exceptions or alternatives must be requested through academic program managers by completing a student action form.

What follows are the courses that will be offered on a regularly scheduled basis:

ACCT 2100 Managerial Accounting  
BUSS 3100 Small Business Management  
ENVS 1040 Environmental Studies  
FINC 3200 Individual Financial Management  
MATH 1000 Essential Mathematics  
WRIT 1000 Basic Writing

### **Reentry into a Cluster**

Students who withdraw from a cluster and subsequently wish to either reenter their original cluster or join another must receive permission to do so. Students are required to pay the tuition rate in effect for the new cluster joined.

### **Majors Offered in the BPM Program**

Two majors are offered in the BPM Program: business administration and professional management. The requirements for each major are outlined on the following page.

## BUSINESS ADMINISTRATION REQUIRED DISTRIBUTIONS

### FRESHMAN AND SOPHOMORE REQUIREMENTS 60

(Earned outside the cluster program)

Liberal Arts Electives	15
Open Electives	45

### GENERAL DISTRIBUTION REQUIREMENTS 24

COMM 3120 Public Communication for the Professions	3
ECON 2010 Principles of Macroeconomics	3
ECON 2020 Principles of Microeconomics	3
ENVS 1040 Environmental Studies	3
MATH 1030 Intermediate Algebra I	3
MATH 3020 Applied Statistics	3
WRIT 2150 Argumentative Writing for Business	3
Any HUMN/ARTS	3

### MAJOR REQUIREMENTS 36

ACCT 2100 Managerial Accounting	3
ACCT 2200 Financial Accounting I	3
BUSS 2150 Business Law I	3
BUSS 3550 Introduction to International Business	3
BUSS 4610 Business Research Methods	3
BUSS 4880 Business Strategy and Policy	3
FINC 3010 Corporation Finance	3
MGMT 3660 Management Information Systems	3
MGMT 3880 Operations Management	3
MGMT 4160 Human Resource Management	3
MGMT 4170 Organization Behavior	3
MRKT 3050 Marketing Principles and Applications	3
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

## PROFESSIONAL MANAGEMENT REQUIRED DISTRIBUTIONS

### FRESHMAN AND SOPHOMORE REQUIREMENTS 60

(Earned outside the cluster program)

Liberal Arts Electives	15
Open Electives	45

### GENERAL DISTRIBUTION REQUIREMENTS 18

ARTS 2300 Art and Society	3
COMM 3120 Public Communication for the Professions	3
MATH 1030 Intermediate Algebra I	3
PSYC 2330 Interpersonal Communication	3
WRIT 2150 Argumentative Writing for Business	3
Any HUMN/ARTS	3

### MAJOR REQUIREMENTS 30

ACCT 2200 Financial Accounting I	3
BUSS 4610 Business Research Methods	3
BUSS 4880 Business Strategy and Policy	3
ECON 2010 Principles of Macroeconomics	3
FINC 3010 Corporation Finance	3
MATH 3020 Applied Statistics	3
MGMT 2050 Principles of Management	3
MGMT 4170 Organization Behavior	3
MRKT 3050 Marketing Principles and Applications	3
TECH 1110 Technology in the Information Age	3

### BUSINESS CLUSTER CONCENTRATION 12

Each cluster may be assigned a business concentration at the time of development that may include, but may not be limited to, the following subject areas: accounting, banking and finance, hospitality management, human resource management, international business, or marketing. Each cluster will focus on a single concentration.

### TOTAL DEGREE REQUIREMENTS 120

## DEPARTMENT OF EDUCATION

The bachelor of science degree is offered through the undergraduate Department of Education with the following major concentrations:

- Early Childhood Education
- Elementary Education
- Exceptional Education

### MISSION OF THE UNDERGRADUATE DEPARTMENT OF EDUCATION

All undergraduate teacher education programs at Nova Southeastern University (NSU) are proactive programs designed to address the current and future needs of classroom educators. It is the aim of the undergraduate Department of Education to prepare its graduates to enter the teaching profession as developing professionals who are

- sensitive to students' academic, social, and emotional needs
- knowledgeable about effective teaching practices and technologies
- responsive to the diverse needs of all students (particularly those of at-risk and special-needs learners)
- supportive of families and community involvement
- effective communicators
- thoughtful and reflective educators

Through specific course assignments and clinical field experiences in local schools and/or special settings and partnerships, all NSU undergraduate teacher education programs provide students multiple opportunities to develop mastery of the competencies identified by the Florida Department of Education for high-quality teacher education programs.

### MATRICULATION REQUIREMENTS FOR EDUCATION MAJORS

1. Students must comply with the admission requirements established by the Farquhar Center for Undergraduate Studies. Upon admission, students declare themselves as intended education majors.
2. Students must earn a grade of C- or better in WRIT 1500 and MATH 1030 or their equivalents.
3. Students must earn a grade of C or better in the required course, EDUC 1100 Exploration of the Education Profession, or its equivalent. EDUC 1100 or its equivalent must be taken before attaining junior status (60 credits earned or transferred). Transfer students who have not taken EDUC 1100 or its equivalent must do so within their first 12 credits at NSU.
4. Students must earn a cumulative GPA of 2.5 in the first 12 credits earned as a pre-education candidate in courses taken at Nova Southeastern University.
5. Students must submit documentation that all sections of the CLAST exam have been passed before attaining junior status (60 credits). This documentation must also be presented at the time of registration for any Benchmark I education course.

Upon meeting the conditions of matriculation into the undergraduate Department of Education, students will become education majors and will be notified by letter. More detailed information on matriculation policies and procedures is available in the *Benchmark Handbook*.

All matriculation appeals will be heard by the director of the undergraduate Department of Education. No appeals of the CLAST requirements for matriculation will be considered.

### **DEGREE-COMPLETION REQUIREMENTS**

In order to complete requirements for the bachelor of science degree with a major in elementary education, exceptional student education (varying exceptionalities), or early childhood education (prekindergarten/primary), a student must

- pass the professional exam and the appropriate subject area test of the Florida Teacher Certification Exam (FTCE)
- complete all academic requirements for the degree
- have earned a minimum GPA of 2.5 both in the major and cumulative
- make application for the degree and pay the required fee

### **CLAST**

Effective July 1, 2000, the Florida Department of Education requires that an applicant for initial teacher certification has passed all sections of the Florida College Level Academic Skills Test (CLAST). The state of Florida further mandates passage of the CLAST (or its PRAXIS equivalents) as a requirement for admission into any state-approved teacher education program. NSU's Undergraduate Teacher Education Program is a state-approved program, and therefore, the CLAST requirements apply.

### **CLAST Remediation**

Students who have attempted the CLAST but whose scores are between 260–290 (4–5 on the essay) could benefit by enrolling in MATH 1025 CLAST Preparation Mathematics and/or STDY 1025 Reading and Writing Preparation for the CLAST. These NSU courses are designed to remediate specific areas tested in the CLAST. These courses are considered “pre-benchmark” courses and should only be taken before Benchmark I course work. Passing scores on the CLAST or PRAXIS are required in order to register for any Benchmark I course work.

Students who have not attempted the CLAST or PRAXIS, and students whose scores are 259 or lower in mathematics, ELS, reading, or three or lower on the essay, should not register for MATH 1025 or STDY 1025. Students in this category should pursue other alternatives such as additional math, English, or writing courses, either at NSU or at the community college level. Another option is to seek tutorial assistance through independent learning centers. Until all sections of the CLAST or PRAXIS are passed, students are prohibited from registering for any courses in the education major.

## **COURSE LOAD POLICY FOR THE COLLEGE OF CAREER DEVELOPMENT**

Students enrolled in the College of Career Development (evening/weekend program) are considered full-time students if they are registered for 12 credits (four courses) per 16-week semester. Upon consultation with academic advisers, students may be allowed to take 15 (five courses) credits per 16-week term provided all of the following criteria are met:

- successful completion of all written communication and mathematics general education requirements
- passing score on all parts of the CLAST
- GPA of 3.0 in the major
- the fifth class is an ESOL course, not a course with a prefix of EDUC, ELEM, ESED, EDEC, or EECF

Fifteen-credit semesters are considered “overloads” unless a prescribed block of courses contains 15 credits. Students are otherwise discouraged from attempting 15 credits or more per semester.

### **BACKGROUND CHECK FOR CLINICAL FIELD EXPERIENCES**

All education courses include clinical experiences conducted in the field (within local classroom placements). Before participation in these clinical experiences in the public school systems, students may be required to undergo fingerprinting and a security clearance (background check). The procedures can vary from county to county; therefore, students at site locations should obtain information from their local county school districts.

The Broward County Public School System has an established policy both for fingerprinting and initiating a security clearance. **Fingerprinting and the security clearance application must be completed before students receive a placement allowing them to enter a classroom in Broward County public schools.** Students who have questions regarding clinical experiences should contact the placement coordinator at 800-338-4723, ext. 7936, or (954) 262-7936.

### **INTERNSHIP**

The internship experience is the final phase of the NSU Undergraduate Teacher Education Program. This 16-week course includes evening seminar meetings and 14 weeks teaching in a local school. Students will be placed in a school site by the internship coordinator. Students will gradually assume full responsibility for teaching the class to which they are assigned.

EDUC 4580 Internship/Seminar is offered each academic year in the fall and winter terms at all sites. EDUC 4580 is a required nine-credit course for all education majors and must be completed at NSU. Since it is the terminal course for the degree, it cannot be transferred from another institution, nor can experience be substituted to satisfy this requirement. Students majoring in elementary education or exceptional education must register concurrently for ELEM 4560 Methods

of Teaching Reading Across the Elementary Curriculum and EDUC 4580 Internship/Seminar. Early childhood education majors must register concurrently for EECP 4560 Integrating Literacy Throughout the Early Childhood Curriculum and EDUC 4580 Internship/Seminar.

The Florida Board of Education Administrative Rule 6A-4.002 allows some full-time administrative or teaching experience to be substituted for some course work, but it does not permit this experience in lieu of student teaching for purposes of initial certification. Substitute teaching or teacher assistant positions are not considered as full-time teaching and will not be approved in lieu of the internship.

**Internship Application**

It is the student’s responsibility to obtain, complete, and return an internship application, which includes the senior audit form. The application is available in the department at least one month before it is due, and also online at *undergrad.nova.edu/EDU/internship\_application.pdf*. See deadlines below:

<b>Anticipated Semester for Internship</b>	<b>Initial Application Deadline</b>
Fall semester	February 1
Winter semester	July 15
Summer semester	October 15

When the application is returned, the applicant’s file is reviewed for completion of all requirements. The philosophy of education paper will be reviewed according to the guidelines provided to students. Students will receive a copy of the completed senior audit. The internship coordinator will send intern candidates a letter indicating their status (approved, conditional, denied). The internship coordinator develops a final list of student interns for that semester. Students must also register for EDUC 4580 Internship/Seminar and ELEM 4560 or EECP 4560 through the established registration process.

Students are eligible for the internship if they have earned the appropriate credits (including general education requirements, program requirements, and all courses required for the major, except the internship and the required concurrent reading course) and have a minimum overall GPA of 2.5 in the major. Internship dates are published in the center’s class schedules. If a student does not meet the above requirements, the internship application will be denied until all requirements are met.

It should be noted that placement for an internship during the summer semester is only possible in the Broward County Public School System. This opportunity is available to all NSU undergraduate students. It is, however, the responsibility of any off-campus students interested in this option to make the necessary local living arrangements.

All questions about the Internship Program should be directed to the undergraduate Department of Education. Main campus students should call (954) 262-7936; all other students may call 800-338-4723, ext. 7936.

**PROGRAM COMPLETION**

As of July 1, 2001, students graduating from a state-approved program must have passed all parts of the Florida Teacher Certification Exam (FTCE) in order to complete the program. The FTCE is composed of the CLAST, the Professional Exam, and the Subject Area Exam. The CLAST is required in order to be admitted into the state-approved program, which leaves the Professional Exam and Subject Area Exam requirements.

It is recommended that the Professional Exam be attempted once all courses with an EDUC prefix (except for Internship/Seminar) have been completed. It is recommended that the Subject Area Exam be attempted once all courses with an EECP, ELEM, or ESED prefix (except for the required reading course taken with Internship/Seminar) have been completed. It is the student’s responsibility to register for these exams in a timely fashion, as graduation will be postponed for any student lacking the above requirements.

Passing scores on all parts of the FTCE as a component of program completion is a state law in Florida, and as such, this requirement cannot be waived. This requirement applies to every degree-seeking student in a state-approved program.

**CERTIFICATION**

**Certification-Only Program**

Some courses are offered for students who already hold a bachelor’s degree in fields other than education and who desire to obtain certification in early childhood education (prekindergarten–primary), elementary education (1–6), exceptional education (K–12), biological science (6–12), English (6–12), mathematics (6–12), or social studies (6–12).

Individuals seeking certification only must be admitted to NSU as non-degree-seeking students before registering for courses. In order to be admitted as a non-degree-seeking student, certification-only candidates must provide their Status of Eligibility Letter (issued by the Florida Department of Education) as part of their application. Certification-only students assume full risk in interpreting the letter of eligibility needs. NSU highly recommends that certification-only students discuss anticipated course offerings with the Florida Department of Education before registering.

**Certification Information**

An individual seeking initial certification issued by the state of Florida may do so by means of either the Florida Department of Education Program Approval Process or by the Florida Department of Education Transcript Review Process.

## EARLY CHILDHOOD EDUCATION MAJOR

The program approval process means that a student has met all of Nova Southeastern University's state-approved program competencies and the state of Florida's requirements for initial certification. Certification through the program approval process is only available to degree-seeking students and will be annotated as such on the student's transcript. In Florida, students graduating from the state-approved program and who have passed all portions of the Florida Teacher Certification Exam (FTCE) are eligible for an initial professional certificate. *Actual teacher certification is awarded by the Florida Department of Education, not Nova Southeastern University.*

The transcript review process means that a student has followed a course/program sequence established by Nova Southeastern University that is consistent with the expectations of the Florida Department of Education, but the student has not met all of the requirements of the state-approved program. The transcript will not reflect the state-approved program insignia. When a candidate applies for certification, a reviewer at the Florida Department of Education will compare all course and state requirements with a student's transcripts for compatibility. Certification may be issued but is not assured. *Actual teacher certification is awarded by the Florida Department of Education, not Nova Southeastern University.*

Each state outside of Florida is responsible for the actual teacher certificate in that state. Requirements vary from state to state. Some states outside of Florida do not grant initial certification unless the transcript is annotated as having met the state-approved program, and applicants would not be certified until they complete that state's approved program and specific course requirements for teacher certification.

*The Florida Department of Education (FDOE) reserves the right to change requirements leading to certification at any time.*

The early childhood education major combines theoretical components with practical application. Students in this degree program will have extensive clinical experiences in the community and in local schools (prekindergarten/primary, age three to grade three). An emphasis is placed on the appropriate uses of technology. The program design incorporates all newly required competencies leading to certification in the state of Florida in the area of prekindergarten/primary, age three to grade three. These courses meet the stated requirements for Florida certification. At the time of the publication of this catalog, the Florida Department of Education is considering this sequence of courses for program approval status.

Courses are designed to be taken in a specific sequence. Contact an adviser for an explanation of required course sequence. *Please note, the early childhood education major courses are offered only on the main campus in the evening.*

### GENERAL EDUCATION REQUIREMENTS 45

#### General Education Specific Program Requirements

*(Note: The general education requirements for education majors are currently under revision by the Florida State Legislature. Please consult the undergraduate Department of Education for the latest information about General Education Specific Program Requirements.)*

Continued on next page.



## PROGRAM BENCHMARKS AND MAJOR REQUIREMENTS 78 CREDITS

Students in the early childhood education major must also register for program benchmarks simultaneously with courses in the program. There are four benchmarks, coinciding with four blocks of courses. At these four benchmarks, students provide

documentation showing completion of program requirements. For specific requirements of each benchmark, see the course descriptions for EDUC 3001, 3501, 4001, and 4501.

<b>EDUC 3000:</b> Clinical Experiences	<b>EDUC 3001:</b> Benchmark I
<b>First Eight Weeks</b>	
<b>EDEC 3320:</b> Sociological Foundations of Early Childhood Education	<b>EECP 3330:</b> Integrating Instructional Technology into Early Childhood Education
<b>Second Eight Weeks</b>	
<b>EDEC 3350:</b> Meeting the Special Needs of All Students	
<b>EDUC 3500:</b> Clinical Experiences	<b>EDUC 3501:</b> Benchmark II
<b>Third Eight Weeks</b>	
<b>EDEC 3520:</b> Developmentally Appropriate Integrated Curriculum and Practices	<b>EDEC 3530:</b> Diagnosis, Assessment, and Evaluation of Young Children
<b>Fourth Eight Weeks</b>	
<b>EECP 3540:</b> Services and Delivery Systems <b>SOCL 1130:</b> Family Systems	<b>EECP 3550:</b> Child Guidance and Classroom Management
<b>EDUC 4000:</b> Clinical Experiences	<b>EDUC 4001:</b> Benchmark III
<b>Fifth Eight Weeks</b>	
<b>EDEC 4320:</b> Cultural Diversity and Family-Community Development	<b>EECP 4330:</b> Health, Nutrition, Safety, and Physical Development in Early Childhood
<b>Sixth Eight Weeks</b>	
<b>EECP 4340:</b> Developmentally Appropriate Practices for Teaching Literacy and Language Arts in Early Childhood Education <b>EECP 4350:</b> Developmentally Appropriate Practices for Teaching ECE Mathematics	<b>EECP 4345:</b> Principles and Practices of Reading and Language Arts Assessment in Early Childhood Education
<b>EDUC 4500:</b> Clinical Experiences	<b>EDUC 4501:</b> Benchmark IV
<b>Seventh Eight Weeks</b>	
<b>EECP 4520:</b> Developmentally Appropriate Practices for Teaching Reading in Early Childhood	<b>EECP 4530:</b> Developmentally Appropriate Practices for the Integration of Creative Arts Across the Early Childhood Curriculum
<b>Eighth Eight Weeks</b>	
<b>EECP 4540:</b> Developmentally Appropriate Practices for Teaching Science in Early Childhood	<b>EECP 4550:</b> Developmentally Appropriate Practices for Teaching Social Studies in Early Childhood
<b>Ninth Eight Weeks/Tenth Eight Weeks</b>	
<b>EDUC 4580:</b> Internship/Seminar	<b>EECP 4560</b> Integrating Literacy Throughout the Early Childhood Curriculum

ESOL 2903 Cross-Cultural Studies	3
ESOL 4901 Methods of Teaching ESOL	3
ESOL 4902 ESOL Curriculum and Materials Development	3
ESOL 4904 Linguistics for ESOL Educators	3
ESOL 4905 Testing and Evaluation in ESOL	3
PSYC 2370 Early Childhood Growth and Development	3
<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>123</b>

### ELEMENTARY EDUCATION MAJOR

The elementary education major is designed to prepare students to teach in grades one through six. The Elementary Education Program will provide students with theoretical foundations, promote the integration of technology, and encompass a variety of clinical experiences. Through the clinical experiences, students translate research and theory into practice. Students enrolled in the elementary education program are encouraged to recognize and appreciate the diversity of today's children. The Elementary Education Program prepares graduates to teach in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida.

**GENERAL EDUCATION REQUIREMENTS** 45  
**General Education Specific Program Requirements**  
 (Note: The general education requirements for education majors are currently under revision by the Florida State Legislature. Please

consult the undergraduate Department of Education for the latest information about General Education Specific Program Requirements.)

## PROGRAM BENCHMARKS AND MAJOR REQUIREMENTS 69 CREDITS

Students in the state-approved program in elementary education must also register for program benchmarks simultaneously with courses in the program. There are four benchmarks, coinciding with four blocks of courses in the state-approved program. At these four benchmarks, students provide

documentation showing completion of program requirements. For specific requirements of each benchmark, see the course descriptions for EDUC 3001, 3501, 4001, and 4501. See the *Benchmark Handbook* for additional information.

<b>EDUC 3000:</b> Clinical Experiences	<b>EDUC 3001:</b> Benchmark I
<b>First Eight Weeks</b>	
<b>EDUC 3330:</b> Integrating Instructional Technology in the Classroom	<b>EDUC 3340:</b> Psychological Foundations of Teaching
<b>Second Eight Weeks</b>	
<b>EDUC 3350:</b> Survey of Exceptional Student Education	<b>EDUC 3360:</b> Principles and Practices of Instruction and Assessment I
<b>EDUC 3500:</b> Clinical Experiences	<b>EDUC 3501:</b> Benchmark II
<b>Third Eight Weeks</b>	
<b>ELEM 3540:</b> Principles and Practices of Instruction and Assessment II	<b>ESOL 4901:</b> Methods of Teaching ESOL
<b>Fourth Eight Weeks</b>	
<b>ESOL 4905:</b> Testing and Evaluation in ESOL	<b>ELEM 3550:</b> Methods of Teaching Science in the Elementary School
<b>EDUC 4000:</b> Clinical Experiences	<b>EDUC 4001:</b> Benchmark III
<b>Fifth Eight Weeks</b>	
<b>EDUC/ESED 4320:</b> Classroom Management for Typical and Atypical Learners in the Multicultural Classroom	<b>ESOL 4902:</b> ESOL Curriculum and Materials Development
<b>Sixth Eight Weeks</b>	
<b>ELEM 4340:</b> Methods of Teaching Language Arts Through Children's Literature in the Elementary School	<b>ELEM 4350:</b> Methods of Teaching Mathematics in the Elementary School
<b>EDUC 4500:</b> Clinical Experiences	<b>EDUC 4501:</b> Benchmark IV
<b>Seventh Eight Weeks</b>	
<b>ELEM 4520:</b> Methods of Teaching Literacy in the Elementary School	<b>ESOL 4904:</b> Linguistics for ESOL Educators
<b>ELEM 4530:</b> Integrating Art, Music, and Health Education Across the Curriculum	
<b>Eighth Eight Weeks</b>	
<b>ELEM 4540:</b> Reading Assessment I	<b>ELEM 4550:</b> Methods of Teaching Social Studies in the Elementary School
<b>Ninth Eight Weeks/Tenth Eight Weeks</b>	
<b>EDUC 4580:</b> Internship/Seminar	<b>ELEM 4560:</b> Methods of Teaching Reading Across the Elementary Curriculum

EDUC 1100 Exploration of the Education Profession 3  
 ESOL 2903 Cross-Cultural Studies 3

**OPEN ELECTIVES** 6  
**TOTAL DEGREE REQUIREMENTS** 120

## EXCEPTIONAL EDUCATION MAJOR

The exceptional education major is offered in the area of varying exceptionalities, K–12 (VE). The specialty in varying exceptionalities prepares students to obtain state certification for teaching in VE grades kindergarten through twelve (K–12). Teachers with this certification are able to teach mildly handicapped students with learning disabilities (LD), mental handicaps (MH), and/or emotional handicaps (EH) in classrooms designated to serve students in a varying exceptionalities setting. (Separate certification is required to teach students in

classrooms designated solely for LD, MH, or EH students or in classrooms serving the severely handicapped. The VE specialty does not prepare students for this separate certification.)

### GENERAL EDUCATION REQUIREMENTS 45

#### General Education Specific Program Requirements

(*Note: The general education requirements for education majors are currently under revision by the Florida State Legislature. Please consult the undergraduate Department of Education for the latest information about General Education Specific Program Requirements.*)

## PROGRAM BENCHMARKS AND MAJOR REQUIREMENTS 78 CREDITS

Students in the state-approved exceptional education program must also register for program benchmarks simultaneously with courses in the program. There are four benchmarks, coinciding with four blocks of courses in the approved program. At these four benchmarks, students pro-

vide documentation showing completion of program requirements. For specific requirements of each benchmark, see the course descriptions for EDUC 3001, 3501, 4001, and 4501. See the *Benchmark Handbook* for additional information.

<b>EDUC 3000:</b> Clinical Experiences	<b>EDUC 3001:</b> Benchmark I
<b>First Eight Weeks</b>	
<b>EDUC 3330:</b> Integrating Instructional Technology in the Classroom	<b>EDUC 3340:</b> Psychological Foundations of Teaching
<b>Second Eight Weeks</b>	
<b>EDUC 3350:</b> Survey of Exceptional Student Education	<b>EDUC 3360:</b> Principles and Practices of Instruction and Assessment I
<b>EDUC 3500:</b> Clinical Experiences	<b>EDUC 3501:</b> Benchmark II
<b>Third Eight Weeks</b>	
<b>ESED 3530:</b> Educational Assessment of Exceptional Students	<b>ESOL 4901:</b> Methods of Teaching ESOL
<b>ESED 3540:</b> Introduction to Language Development and Speech Disabilities	
<b>Fourth Eight Weeks</b>	
<b>ESOL 4905:</b> Testing and Evaluation in ESOL	<b>ESED 3550:</b> Vocational/Functional Life Skills
<b>EDUC 4000:</b> Clinical Experiences	<b>EDUC 4001:</b> Benchmark III
<b>Fifth Eight Weeks</b>	
<b>EDUC 4320/ESED 4320:</b> Classroom Management for Typical and Atypical Learners in the Multicultural Classroom	<b>ESOL 4902:</b> ESOL Curriculum and Materials Development
	<b>ESED 4330:</b> Education of the Mildly Handicapped
<b>Sixth Eight Weeks</b>	
<b>ELEM 4340:</b> Methods of Teaching Language Arts Through Children's Literature in the Elementary School	<b>ELEM 4350:</b> Methods of Teaching Mathematics in the Elementary School
	<b>ESED 4360:</b> Educational Programming for the Emotionally Handicapped
<b>EDUC 4500:</b> Clinical Experiences	<b>EDUC 4501:</b> Benchmark IV
<b>Seventh Eight Weeks</b>	
<b>ELEM 4520:</b> Methods of Teaching Literacy in the Elementary School	<b>ESOL 4904:</b> Linguistics for ESOL Educators
<b>ESED 4530:</b> Classroom Procedures for Mentally Handicapped	
<b>Eighth Eight Weeks</b>	
<b>ELEM 4540:</b> Reading Assessment I	<b>ESED 4550:</b> Methods and Materials for Teaching SLD Learners
<b>Ninth Eight Weeks/Tenth Eight Weeks</b>	
<b>EDUC 4580:</b> Internship/Seminar	<b>ELEM 4560:</b> Methods of Teaching Reading Across the Elementary Curriculum

EDUC 1100 Exploration of the Education Profession	3
ESOL 2903 Cross-Cultural Studies	3

**TOTAL DEGREE REQUIREMENTS 123**



**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES  
(ESOL) K-12 ADD-ON ENDORSEMENT**

The state-approved courses leading to ESOL endorsement enable educators to add additional coverage to their certification. This will allow them to teach students who are designated as being LEP (limited English proficient) and who are in ESOL programs. This endorsement is also designed for teacher education students who are enrolled at Nova Southeastern University in the Undergraduate Teacher Education Program and are currently working toward teacher certification in Florida, and for educators who are certified in other areas.

For endorsement, program participants must satisfactorily complete five state-prescribed courses, totaling 15 semester hours.

Registration for these courses should follow the sequence as denoted below:

- ESOL 2903 Cross-Cultural Studies
- ESOL 4901 Methods of Teaching English to Speakers of Other Languages
- ESOL 4902 ESOL Curriculum and Materials
- ESOL 4904 Linguistics for ESOL Educators
- ESOL 4905 Testing and Evaluation in ESOL

All degree-seeking education majors are required by the state of Florida to take the 15-credit-hour ESOL endorsement as part of their bachelor's degree program.

Students who complete the 15 semester hours required for the add-on endorsement will have a notation on their transcripts, "concentration in ESOL."

**DEPARTMENT OF LIBERAL ARTS**

The bachelor of arts degree is offered through the Department of Liberal Arts with the following major concentration:

**Humanities**

The bachelor of science degree is offered through the Department of Liberal Arts with the following major concentration:

**Legal Studies**

**HUMANITIES MAJOR**

The humanities major is designed for students who wish to gain a broad background in the various disciplines traditionally known as the humanities: the arts, history, literature, philosophy, and interdisciplinary studies. The courses in this major aid students in developing analytical and communication skills, aesthetic responsiveness, moral imagination, and intellectual integrity.

**LEARNING OUTCOMES**

The successful humanities graduate is expected to

1. communicate effectively
  - a. write well
  - b. speak well
2. comprehend complex material
  - a. apply critical-thinking skills to complex materials and issues
  - b. analyze, synthesize, and evaluate complex material
  - c. comprehend the social, philosophical, and political contexts of important literary, historic, and philosophical works
3. comprehend the enduring role of the arts as both reflections and expressions of human experience
  - a. possess an awareness of his or her own life in the context of other lives—past, present, and future
  - b. comprehend the relevance of fine arts, history, literature, and philosophy to contemporary moral and aesthetic choices

**GENERAL EDUCATION REQUIREMENTS 45**

**General Education Specific Program Requirements**

HIST	3
LITR	3
PHIL 2000 Moral Issues	3

**MAJOR REQUIREMENTS 42**

**Basic Courses:**

*The Arts (select one)*

ARTS 2300 Art and Society	3
ARTS 2400 The Theater Arts	3
ARTS 2500 Music Through History	3
ARTS 2540 Introduction to Film Criticism	3

*History (select one)*

HIST 1030 American History to 1865	3
HIST 1040 American History Since 1865	3
HIST 1090 Early Western Society	3
HIST 1110 Modern Western Society	3
HIST 2050 The American Experience	3
HIST 2100 Roots of Western Society	3
HIST 2130 The Formation of Latin America	3

*Literature (select one)*

LITR 2010 British Literature	3
LITR 2020 American Literature	3
LITR 2030 World Literature	3

*Philosophy (select one)*

PHIL 1300 Critical Thinking	3
PHIL 2300 Philosophical Issues	3

**Advanced Courses:**

*The Arts (select two)*

ARTS 3000 Film Studies	3
ARTS 3020 Women in the Arts	3
ARTS 3300 Myth and Art	3
ARTS 3400 Non-Western and Modern Art	3
ARTS 4900 Special Topics in the Arts*	3

*History (select two)*

HIST 3010 Constitutional History I	3
HIST 3020 Constitutional History II	3
HIST 3030 Studies in American History*	3
HIST 3040 Studies in European and Non-Western History*	3

HIST 4900 Special Topics in History*	3
<i>Literature (select two)</i>	
LITR 3010 Studies in British Literature	3
LITR 3020 Studies in American Literature	3
LITR 3030 Studies in World Literature	3
LITR 3040 Women and Literature	3
LITR 3050 Area Studies in Literature*	3
LITR 3610 Literary Genres*	3
LITR 4060 Critical Theories and Gender	3
LITR 4700 Major Authors*	3
LITR 4710 Legends and Motifs in Literature*	3
LITR 4900 Special Topics in Literature*	3
<i>Philosophy (select two)</i>	
PHIL 3010 Ethical Issues in Communications	3
PHIL 3180 Biomedical Ethics	3
PHIL 3220 Philosophy of Science	3
PHIL 3330 History of Political Thought I	3
PHIL 3340 History of Political Thought II	3
PHIL 3360 Environmental Ethics	3
PHIL 4900 Special Topics in Philosophy*	3
<i>General Humanities (select two)</i>	
One additional advanced course from above list	
<b>OR</b>	
HUMN 4900 Special Topics in the Humanities*	3
HUMN 4999 Senior Project	3
<b>OPEN ELECTIVES</b>	<b>33</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

\*Course may be repeated once for credit if content changes. Departmental approval required.

**Note:** Courses taken to fulfill general education requirements cannot be applied to the major.

## LEGAL STUDIES MAJOR

The legal studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

### LEARNING OUTCOMES

The successful legal studies graduate is expected to

1. communicate effectively
  - a. write well
  - b. speak well
2. analyze complex material
  - a. identify the elements of an argument
  - b. evaluate arguments
  - c. identify the relationships among elements of a legal system as well as between legal systems
3. comprehend the contexts within which legal issues arise and the implications of legal decisions
  - a. demonstrate an understanding of the historical development of legal systems
  - b. demonstrate an understanding of the economic and social contexts of legal decisions and systems
  - c. demonstrate an understanding of the political contexts and implications of legal decisions

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>45</b>
<b>General Education Specific Program Requirements</b>	
PHIL 1300 Critical Thinking	3
PHIL 2000 Moral Issues	3
HIST	3

<b>MAJOR REQUIREMENTS</b>	<b>48</b>
HIST 3010 Constitutional History I	3
HIST 3020 Constitutional History II	3
LGST 2010 Law in Action: Introduction to Legal Reasoning	3
LGST 2100 The Legal Profession	3
LGST 2400 Comparative Legal Systems	3
LGST 3000 Interdisciplinary Studies in Law	3
LGST 3260 Judicial Politics and Process	3
LGST 3300 Legal Research and Writing	3
LGST 4050 Civil and Political Liberties	3
LGST 4260 Private Law and Modern American Thought	3
LGST 4300 Mock Trial	3
LGST 4410 International Law	3
LGST 4450 Legal Studies Capstone	3
PHIL 3330 History of Political Thought I	3
PHIL 3340 History of Political Thought II	3
PHIL 3660 Philosophy of Law	3
<b>OPEN ELECTIVES</b>	<b>27</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

### Paralegal Studies Minor

Students wishing to pursue both a legal studies major and a paralegal studies minor may substitute the following two courses in order to complete both programs and graduate with 120 hours:

*Instead of LEGS 1150 Introduction to Law and the Legal Profession take LGST 2100 The Legal Profession. Instead of LEGS 2100 Legal Research and Writing I take LGST 3300 Legal Research and Writing. These course substitutions are available only for students pursuing this combined major and minor.*

## MINORS IN LIBERAL ARTS

### Communications Minor

The communications minor at NSU prepares students broadly educated in the liberal arts to meet professional requirements in entry-level positions in journalism, broadcasting, and business departments connected with the media. The curriculum for the communications minor emphasizes both the theoretical (academic) and practical (professional) aspects of the rapidly changing communications field.

The student must complete at least six of the courses offered: two from the basic courses menu and four others from a selected minor sequence for a total of 18 credits.

All students minoring in communications select two of the following courses:

- COMM 2100 Mass Media
- PHIL 3010 Ethical Issues in Communications
- COMM 4010 Information Theory and Society

6 credit hours

Students then choose from the following sequences:

### Journalism Sequence

Required:

WRIT 2010 Introduction to Journalism

Select any three:

ARTS 2540 Introduction to Film Criticism

ARTS 3000 Film Studies

COMM 3100 Gendered Images Popular Culture

COMM 4900 Special Topics in Communications

WRIT 3030 Creative Writing Fiction

### Broadcasting Sequence

Required:

COMM 2200: Introduction to Broadcast Journalism

Select any three:

ARTS 2400 The Theater Arts

ARTS 2500 Music Through History

COMM 2010 Public Communications

COMM 2020 Argument and Debate

COMM 2030 Dramatic Interpretation

COMM 4900 Special Topics in Communications

18 total credit hours

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

### Gender Studies Minor

The gender studies minor examines the relationship between biological differences and social inequality, explores the construction of sexual identity, and analyzes the variations in gender systems that have occurred across cultures and over time. Students who complete the 18-credit minor will explore the methods and concepts of gender studies in a variety of academic disciplines, including sociology, psychology, literature, philosophy, film, economics, and law.

Individual courses are also open to the general student population.

Required:

GEST 2050 Introduction to Gender Studies

GEST 4900 Special Topics in Gender Studies

Select four courses:

ARTS 3000 Film Studies: Women in Film

ARTS 3020 Women in the Arts

BIOL 4600 Biological Bases of Behavior: Gender

COMM 3100 Gendered Images in Popular Culture

GEST 3360 Psychology of Gender

PSYC 2110 Human Sexuality

LGST 3000 Interdisciplinary Studies in the Law

(when offered as Gender and the Law)

LITR 3040 Women and Literature

LITR 4060 Critical Theories and Gender

PHIL 4900 Special Topics in Philosophy (when offered as the

Philosophical Issues of Gender and Sex)

SOCL 3110 Gender, Sexuality, and the Family

SOCL 3300 Gender at Work

18 total credit hours

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the minor.

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

### Global Studies Minor

The global studies minor provides a broad international perspective for students who are planning careers in business, government, medical and psychological services, the legal

profession, or education. The courses in this minor allow students to expand their concept of social and ecological responsibility to the global arena. The minor sponsors research and provides opportunity for unique field-study experiences, internships, and community service abroad.

Students must take two three-credit courses from the hemispheric and global studies menu and any 12 credits from the global studies menu (see below). Courses in the global studies menu may change from time to time. Students should call the program coordinator at (954) 262-8205 for course updates.

### Hemispheric and Global Studies

Select two courses:

GLBS 2160 African Studies 3

GLBS 2250 The Pacific Rim 3

GLBS 2500 Global Issues 3

HIST 2130 The Formation of Latin America 3

HIST 2140 Modern Latin America 3

LACS 4850 Preparation for Field Study 3

### Global Studies

Select 12 credits:

ARTS 3400 Non-Western and Modern Art 3

BUSS 3550 Introduction to International Business 3

ECON 4300 International Economics 3

ENVS 1040 Environmental Studies 3

ENVS 1100 Environmental Science I 3

ENVS 1200 Environmental Science II 3

ENVS 3100 Environmental Issues 3

ENVS 3350 Environmental Law and Policy 3

ENVS 4300 Industrial Ecology 3

FINC 4550 International Finance 3

GEOG 2050 Survey of Geography 3

GEOG 2260 Geography of Natural Resources 3

GEOG 2910–2990 Special Topics in Geography (when offered as Field Studies in Biogeography) 3

HIST 3040 Studies in European and Non-Western History 3

HIST 4900 Special Topics in History (with prior approval) 3

LACS 4860 Field Study in Latin America I 3

LGST 2400 Comparative Legal Systems 3

LGST 3000 Interdisciplinary Studies in Law (when offered as Cultural Minorities and the Law) 3

LGST 4410 International Law 3

LITR 2030 World Literature 3

LITR 3030 Studies in World Literature 3

LITR 3050 Area Studies in Literature (when offered as Latin American Fiction or the Mexican Cult of Death in Myth, Art, and Literature) 3

LITR 4710 Legends and Motifs in Literature (when offered as Don Juan) 3

LITR 4900 Special Topics in Literature (with prior approval) 3

MGMT 4600 International Management 3

PHIL 3360 Environmental Ethics 3

PSYC 3760 Multicultural Issues in Psychology 3

SOCL 3110 Gender, Sexuality, and the Family 3

SOCL 3300 Gender at Work 3

SPAN 1210 Elementary Spanish 3

SPAN 2210 Intermediate Spanish 3

18 total credit hours

**Note:** Some of the courses above have specific prerequisites that must be met before taking them. Students should refer to the "Course Descriptions" section of this catalog for specific prerequisites.

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

### Humanities Minor

Combined with a major in a specialized field, the humanities minor prepares individuals to meet the challenges of the contemporary workplace. Experts now contend that individuals

will change careers at least twice in a lifetime. As a result, employers look for individuals who have broad training, in addition to specialized skills. A humanities minor offers individuals the breadth and flexibility necessary for professional success.

Interdisciplinary in design, the humanities minor supplements and complements the student's major area of study. It consists of 18 credits in courses that offer students opportunities to study arts, history, literature, and philosophy.

Students select one three-credit course from four of the five humanities areas: arts, history, literature, philosophy, and general humanities. Students must also select an additional two courses (six credits) at the 3000-level or above.

#### *The Arts*

- ARTS 2300 Art and Society
- ARTS 2400 The Theater Arts
- ARTS 2500 Music Through History
- ARTS 2540 Introduction to Film Criticism
- ARTS 3000 Film Studies
- ARTS 3020 Women in the Arts
- ARTS 3300 Myth and Art
- ARTS 3400 Non-Western and Modern Art
- ARTS 4900 Special Topics in the Arts\*

#### *History*

- HIST 1030 American History to 1865
- HIST 1040 American History Since 1865
- HIST 1090 Early Western Society
- HIST 1110 Modern Western Society
- HIST 2050 The American Experience
- HIST 2100 Roots of Western Society
- HIST 2130 The Formation of Latin America
- HIST 3010 Constitutional History
- HIST 3020 Constitutional History II
- HIST 3030 Studies in American History\*
- HIST 3040 Studies in European and Non-Western History\*
- HIST 4900 Special Topics in History\*

#### *Literature*

- LITR 2010 British Literature
- LITR 2020 American Literature
- LITR 2030 World Literature
- LITR 3010 Studies in British Literature
- LITR 3020 Studies in American Literature
- LITR 3030 Studies in World Literature
- LITR 3040 Women and Literature
- LITR 3050 Area Studies in Literature\*
- LITR 3610 Literary Genres\*
- LITR 4060 Critical Theories and Gender
- LITR 4700 Major Authors\*
- LITR 4710 Legends and Motifs in Literature\*
- LITR 4900 Special Topics in Literature\*

#### *Philosophy*

- PHIL 1300 Critical Thinking
- PHIL 2300 Philosophical Issues
- PHIL 3010 Ethical Issues in Communications
- PHIL 3180 Biomedical Ethics
- PHIL 3220 Philosophy of Science
- PHIL 3330 History of Political Thought I
- PHIL 3340 History of Political Thought II
- PHIL 3360 Environmental Ethics
- PHIL 4900 Special Topics in Philosophy\*

#### *General Humanities*

- HUMN 1410 Explorations in the Humanities
- HUMN 4900 Special Topics in the Humanities\*

18 total credit hours

\*Course may be repeated once for credit if content changes. Departmental approval required.

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

### **Latin American and Caribbean Studies Minor**

(Please note: This minor is only available to students enrolled in the College of Professional and Liberal Studies.)

The Latin American and Caribbean Studies minor provides a broad interdisciplinary base for students who plan careers involving Latin American and Caribbean peoples. Students can complete the minor as a means of enhancing their ability to work and live in an increasingly interdependent, multicultural hemisphere. The minor sponsors research and provides opportunity for unique field-study experiences, internships, and community service in Latin America and the Caribbean.

Students must take three three-credit courses from the hemispheric and global studies menu and nine credits from the global studies menu. Students must also demonstrate competency in Spanish or Portuguese, which may be fulfilled by three credits of course work (such as SPAN 1210 Elementary Spanish; SPAN 2210 Intermediate Spanish; or by transferring in three credits of Spanish or Portuguese), by examination (CLEP or equivalent), or in conjunction with an approved study-abroad experience. LACS 4860 Field Study in Latin America I fulfills the foreign language requirement.

#### *Hemispheric and Global Studies*

Select three courses:

- |  |   |
|--|---|
| GLBS 2160 African Studies                | 3 |
| GLBS 2250 The Pacific Rim                | 3 |
| GLBS 2500 Global Issues                  | 3 |
| HIST 2130 The Formation of Latin America | 3 |
| HIST 2140 Modern Latin America           | 3 |
| LACS 4850 Preparation for Field Study    | 3 |

#### *Global Studies*

Select nine credits:

- |   |   |
|---|---|
| ARTS 3400 Non-Western and Modern Art  | 3 |
| BUSS 3550 Introduction to International Business  | 3 |
| ECON 4300 International Economics   | 3 |
| ENVS 1040 Environmental Studies   | 3 |
| ENVS 1100 Environmental Science I   | 3 |
| ENVS 1200 Environmental Science II  | 3 |
| ENVS 3100 Environmental Issues  | 3 |
| ENVS 3350 Environmental Law and Policy  | 3 |
| ENVS 4300 Industrial Ecology  | 3 |
| FINC 4550 International Finance   | 3 |
| GEOG 2050 Survey of Geography   | 3 |
| GEOG 2260 Geography of Natural Resources  | 3 |
| GEOG 2910-2990 Special Topics in Geography (when offered as Field Studies in Biogeography)  | 3 |
| HIST 3040 Studies in European and Non-Western History   | 3 |
| HIST 4900 Special Topics in History (with prior approval)   | 3 |
| LACS 4860 Field Study in Latin America I  | 3 |
| LGST 2400 Comparative Legal Systems   | 3 |
| LGST 3000 Interdisciplinary Studies in Law (when offered as Cultural Minorities and the Law)  | 3 |
| LGST 4410 International Law   | 3 |
| LITR 2030 World Literature  | 3 |
| LITR 3030 Studies in World Literature   | 3 |
| LITR 3050 Area Studies in Literature (when offered as Latin American Fiction or the Mexican Cult of Death in Myth, Art, and Literature) | 3 |

LITR 4710 Legends and Motifs in Literature (when offered as Don Juan)	3
LITR 4900 Special Topics in Literature (with prior approval)	3
MGMT 4600 International Management	3
PHIL 3360 Environmental Ethics	3
PSYC 3760 Multicultural Issues in Psychology	3
SOCL 3110 Gender, Sexuality, and the Family	3
SOCL 3300 Gender at Work	3
SPAN 1210 Elementary Spanish	3
SPAN 2210 Intermediate Spanish	3

18 total credit hours

**Note:** Some of the courses above have specific prerequisites that must be met before taking them. Students should refer to the "Course Descriptions" section of this catalog for specific prerequisites.

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

### Legal Studies Minor

The legal studies minor provides an introduction to the American and world legal systems and their interaction with culture and society. It is especially suggested for students planning careers in business, government, or law.

All students minoring in legal studies take the following required courses:

LGST 2010 Law in Action	
PHIL 3660 Philosophy of Law	
	6 credit hours

Students choose between:

HIST 3010 Constitutional History I AND HIST 3020 Constitutional History II

OR

PHIL 3330 History of Political Thought I AND PHIL 3340 History of Political Thought II

6 credit hours

Students choose between:

LGST 2100 The Legal Profession

OR

LGST 2400 Comparative Legal Systems

3 credit hours

Students choose between:

LGST 3300 Legal Research and Writing

OR

Any 4000-Level LGST course

3 credit hours

18 total credit hours

**Note:** Credits taken to fulfill general education requirements cannot be applied to the minor.

## DEPARTMENT OF MATH, SCIENCE, AND TECHNOLOGY

The bachelor of science degree is offered through the Department of Math, Science, and Technology with the following major concentrations:

**\*Biology (premedical)**

**Computer Information Systems**

**Computer Science**

**\*Environmental Science/Studies**

**\*Marine Biology**

**\*Please note:** These majors are available only to students enrolled in the College of Professional and Liberal Studies (day students on campus).

### LEARNING OUTCOMES

Faculty members expect successful graduates of the Department of Math, Science, and Technology

- demonstrate a working knowledge of the scientific method
- demonstrate essential knowledge of biology
- demonstrate essential knowledge of chemistry
- demonstrate essential knowledge of physics
- communicate concisely and clearly
- use mathematics to solve scientific problems and evaluate research data
- use current technology to gather, process, transmit, and display information
- demonstrate knowledge of ethical, historical, and contemporary issues related to the life sciences (biology majors only) or marine sciences (marine biology majors only)
- relate basic biological, chemical, geological, and physical knowledge to marine sciences (marine biology majors only)

### BIOLOGY MAJOR

The biology major, with a premedical emphasis, provides a strong curriculum in biology with significant study in the physical sciences. This major can provide the basis for graduate study in specialized fields of biology, for professional training in medical fields, and for teaching. Professional careers in the medical fields and in biology involve graduate study beyond the baccalaureate degree; therefore, both the core and the major have been designed to meet the admission requirements of many medical, dental, pharmacy, optometry, allied health, and veterinary schools, and of schools for graduate study in the biological sciences. Dual admissions and combined programs with the Nova Southeastern University Health Professions Division are available for select, qualified students. Information on these programs can be obtained from the Office of Undergraduate Admissions.

Students majoring in biology may also qualify for entrance into NSU's master of occupational therapy program. Students interested in this career objective should work closely with their academic adviser to ensure proper prerequisites are met.

### GENERAL EDUCATION REQUIREMENTS 40\*

#### General Education Specific Program Requirements

MATH 2100 Calculus I 4

**\*Note:** Students who major in biology fulfill their natural and physical sciences general education requirements with courses listed below, under "Major Requirements."

### MAJOR REQUIREMENTS 42

BIOL 1500 Biology I/Lab 4

BIOL 1510 Biology II/Lab 4

BIOL 3320 Anatomy and Physiology I/Lab 4

BIOL 3330 Anatomy and Physiology II/Lab 4

BIOL 3400 Microbiology/Lab 4

BIOL 3600 Genetics/Lab 4

BIOL 4340 Cellular and Molecular Biology 3

BIOL 4450 Biochemistry/Lab 4

CHEM 2300 General Chemistry I/Lab 4

CHEM 2310 General Chemistry II/Lab 4

TECH 1110 Technology in the Information Age

OR

Any upper-level CSIS technology course 3

<b>MAJOR ELECTIVES</b>	<b>16–20</b>
<i>Choose from the list below:</i>	
CHEM 3200 Essentials of Organic Chemistry/Lab	4
CHEM 3300 Organic Chemistry I/Lab	4
CHEM 3310 Organic Chemistry II/Lab	4
PHYS 2350 General Physics I/Lab	4
PHYS 2360 General Physics II/Lab	4
Any BIOL/CHEM/MBIO/PHYS/SCIE (2000 and above)	3–4
<b>OPEN ELECTIVES</b>	<b>18–22</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

**COMPUTER INFORMATION SYSTEMS MAJOR**

The computer information systems (CIS) major prepares the student for a career in the fields of business and information technology as an information systems specialist, Web developer, multimedia designer, or network specialist. Emphasis is placed on programming languages, data structures, distributed data processing, multimedia database systems, database management, networks and data communications, and information systems organization. The CIS curriculum is consistent with recommendations outlined by the Association for Computing Machinery (ACM); it provides a balance between fundamental computer information systems concepts and the application of those concepts from a future-oriented perspective.

**LEARNING OUTCOMES**

- A successful CIS graduate is expected to
- demonstrate understanding of the field of computer information systems, both as an academic discipline and as a profession within the context of society
  - demonstrate understanding of the theoretical foundations of the field of computer information systems
  - demonstrate knowledge of the essential elements of computer information systems
  - apply knowledge of computing and information systems to specific problems and produce solutions
  - demonstrate an appreciation for the ethical and societal issues associated with the computing field
  - demonstrate the capability for staying current and, more generally, for achieving ongoing self-education in the information systems discipline
  - use current programming languages, software development tools, software systems, database systems, multimedia systems, and commonplace computing platforms

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>45</b>
<b>General Education Specific Program Requirements</b>	
MATH 2080 Applied Calculus	3
Any ECON course from the General Education Menu	3

<b>MAJOR REQUIREMENTS</b>	<b>42</b>
CSIS 1400 Discrete Mathematics	3
CSIS 1900 Computer Programming I	4
CSIS 2000 Introduction to Database Systems	3
CSIS 2410 Assemblers and Assembly Language Programming	4
CSIS 2950 Computer Programming II	4
CSIS 3020 Web Programming and Design	3
CSIS 3400 Data Structures	4
CSIS 3500 Networks and Data Communication	3

CSIS 3750 Software Engineering	4
CSIS 3800 Survey of Operating Systems	3
CSIS 4310 Distributed Data Processing	4
CSIS 4530 Database Management	3

<b>MAJOR ELECTIVES</b>	<b>9</b>
<i>Select nine credits:</i>	
CSIS 2200 Business Oriented Language (COBOL)	4
CSIS 3010 Organization of the Computer Environment	3
CSIS 3200 Organization of Programming Language	3
CSIS 4650 Computer Graphics	3
CSIS 4840 Unix Operating System Environment	3
CSIS 4890 Special Topics in Computer Information Systems	3
CSIS 4900 Directed Project	3
INTN 3812 Internship I in Computer Science	3
TECH 2150 Introduction to Internet Resources	3
TECH 3000 Multimedia Design	3
TECH 4050 Business Data Communication	3

<b>OTHER MAJOR ELECTIVES</b>	<b>6</b>
<i>Select a maximum of six credits from courses with the following prefixes:</i>	
ACCT, BUSS, FINC, MGMT, MRKT.	
<b>OPEN ELECTIVES</b>	<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

**COMPUTER SCIENCE MAJOR**

The computer science (CS) major deals with the systematic study of algorithms and data structures. The CS curriculum is consistent with recommendations outlined by the Association for Computing Machinery (ACM) and emphasizes laboratory experience as a major component of courses. By integrating theory, abstraction, and design, the curriculum bridges the gap between hardware and software issues. The program provides students with an opportunity to gain in-depth, rigorous instruction in the following nine areas of computer science (as specified by the national ACM/IEEE Joint Curriculum Task Force): algorithms and data structures; architecture; artificial intelligence and robotics; database and information retrieval; human-computer communication; numerical and symbolic computation; operating systems; programming languages; and software methodology and engineering.

**LEARNING OUTCOMES**

- A successful CS graduate is expected to
- demonstrate understanding of the field of computing, both as an academic discipline and as a profession within the context of society
  - demonstrate understanding of the theoretical foundations of the field of computing
  - demonstrate knowledge of the essential elements of computer information systems and computer science
  - apply knowledge of computing and information systems to specific problems and produce solutions
  - demonstrate an appreciation for the ethical and societal issues associated with the computing field
  - demonstrate the capability for staying current and, more generally, for achieving ongoing self-education in the computing discipline

- use current programming languages, software development tools, software systems, database systems, multimedia systems, and commonplace computing platforms

**GENERAL EDUCATION REQUIREMENTS 45**

**General Education Specific Program Requirements**

MATH 2100 Calculus I	4
PHYS 2400 Physics I/Lab	4
PHYS 2500 Physics II/Lab	4

**MAJOR REQUIREMENTS 50**

CSIS 1400 Discrete Mathematics	3
CSIS 1600 Logic Design	3
CSIS 1900 Computer Programming I	4
CSIS 2410 Assemblers and Assembly Language Programming	4
CSIS 2950 Computer Programming II	4
CSIS 3110 Foundations of Computer Science	4
CSIS 3400 Data Structure	4
CSIS 3500 Networks and Data Communication	3
CSIS 3750 Software Engineering	4
CSIS 3810 Operating Systems Concepts	3
CSIS 4050 Computer Architecture	3
CSIS 4600 Systems Programming	4
CSIS 4610 Design and Analysis of Algorithms	3
MATH 2200 Calculus II	4

**MAJOR ELECTIVES 6**

Select six credits:

CSIS 3020 Web Programming and Design	3
CSIS 3060 Digital Design	3
CSIS 3530 Artificial Intelligence	3
CSIS 3610 Numerical Analysis	3
CSIS 4310 Distributed Data Processing	3
CSIS 4350 Robotics	3
CSIS 4530 Database Management	3
CSIS 4650 Computer Graphics	3
CSIS 4800 Introduction to Compilers and Interpreters	3
CSIS 4840 Unix Operating System Environment	3
CSIS 4880 Special Topics in Computer Science	3
CSIS 4900 Direct Project	3
INTN 3812 Internship I in Computer Science	3
MATH 4500 Probability and Statistics	3

**OPEN ELECTIVES 16**

**TOTAL DEGREE REQUIREMENTS 120**

**ENVIRONMENTAL SCIENCE/STUDIES MAJOR**

Students who wish to major in environmental science/studies must select one of two degree tracks. The program is designed so students will share a common set of courses in their freshman year to ensure that all students gain an overview of the subject. Upon entering their sophomore year, students will be required to select a specific program of study. Both programs are designed to be completed within a four-year period. A practicum/internship in the eighth semester is required of all students.

**Track One: Environmental Science**

An earth systems foundation providing comprehensive knowledge of Earth’s physical, chemical, and biotic systems. Students may qualify to enroll in a dual-admission program with NSU’s Oceanographic Center to earn a master’s degree in marine environmental science. Refer to the “Dual Admission

Program” section of this catalog for further information and admission requirements.

**Track Two: Environmental Studies**

A program with an emphasis on social issues and how humanity impacts the environment. This track emphasizes the applied side of environmental science and, specifically, incorporates ecotourism and sustainability in the Caribbean Basin, Central America, Ecuador, and Peru. Program goals include providing students with internships and potential contacts for employment in areas throughout the Western Hemisphere.

**TRACK ONE: ENVIRONMENTAL SCIENCE**

**GENERAL EDUCATION REQUIREMENTS 39\***

**General Education Specific Program Requirements**

MATH 1250 Trigonometry	3
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*\*Note: Students who major in environmental science/studies, track one, fulfill their natural and physical sciences general education requirements with courses listed below, under “Major Requirements.”*

**MAJOR REQUIREMENTS 64**

BIOL 1500 Biology I/Lab	4
BIOL 1510 Biology II/Lab	4
BIOL 3200 General Ecology/Lab	4
BIOL 3400 Microbiology	4
CHEM 2300 Chemistry I/Lab	4
CHEM 2310 Chemistry II/Lab	4
CHEM 3200 Essentials of Organic Chemistry/Lab	4
CHEM 3500 Environmental Chemistry	3
ENVS 1100 Environmental Science I	3
ENVS 1200 Environmental Science II	3
ENVS 3100 Environmental Issues	3
ENVS 3350 Environmental Law and Policy	3
ENVS 4300 Industrial Ecology	3
ENVS 4500 Practicum in Environmental Science	9
ENVS 4999 Symposium in Environmental Science/Studies and Marine Biology	0
PHIL 3360 Environmental Ethics	3
TECH 1110 Technology in the Information Age	3
TECH 3000 Multimedia Design	3

**OPEN ELECTIVES 17**

**TOTAL DEGREE REQUIREMENTS 120**

**TRACK TWO: ENVIRONMENTAL STUDIES**

**GENERAL EDUCATION REQUIREMENTS 45**

**General Education Specific Program Requirements**

BIOL 1100 Concepts and Connections in Biology	3
GEOG 2050 Survey of Geography	3
PHIL 3360 Environmental Ethics	3

**MAJOR REQUIREMENTS 37**

BIOL 3200 General Ecology/Lab	4
CHEM 1500 Introduction to Environmental Chemistry	3
ENVS 1100 Environmental Science I	3
ENVS 1200 Environmental Science II	3
ENVS 3100 Environmental Issues	3
ENVS 3350 Environmental Law and Policy	3
ENVS 4300 Industrial Ecology	3
ENVS 4999 Symposium in Environmental Science/Studies	0
GEOG 2260 Geography of Natural Resources	3
GEOG 3000 Geography of Ecotourism	3
GLBS 2500 Global Issues	3
TECH 1110 Technology in the Information Age	3
TECH 3000 Multimedia Design	3

<b>INTERNSHIP REQUIREMENTS</b>	<b>9</b>
ENVS 4600 Practicum in Environmental Studies	9
OR all of the following:	
LACS 4850 Preparation for Field Study	3
LACS 4860 Field Study in Latin America I	3
LACS 4870 Field Study in Latin America II	3

<b>MAJOR ELECTIVES</b>	<b>9</b>
Select at least nine credits:	
BUSS 3550 Introduction to International Business	3
CHEM 1040 Chemistry and Society	3
ECON 4300 International Economics	3
GLBS 2250 The Pacific Rim	3
HIST 2140 Modern Latin America	3
HMG T 3500 Managing International Hospitality Operations	3
HMG T 3600 Hospitality, Tourism, Sports, and Entertainment Law	3
HMG T 4840 Special Interests and Ecotourism	3
PSYC 3760 Multicultural Issues in Psychology	3
Any of the following field courses may contribute up to three credits to the above requirement:	
GEOG 2910–2990 Special Topics in Geography (when offered as Amazonia Cloudforest Biodiversity)	3
MBIO 2910 Introductory Marine Bio Field Topics	1
MBIO 4210 Ecology of the Great Barrier Reef	3
MBIO 4230 Belize Reef Ecology	3
MBIO 4250 Ecology of the Galapagos Islands	3
<b>OPEN ELECTIVES</b>	<b>20</b>
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>120</b>

## MARINE BIOLOGY MAJOR

The marine biology major is designed to prepare students for a career or further graduate study. The curriculum consists of a set of core courses in physical and natural science, leading to a degree that is designed as a solid basis for entering the field of marine biology, as well as preparation for further graduate study in this area. A dual-admission combined bachelor's-master's program with the Oceanographic Center is available for select, qualified students. Information on this program can be obtained from the undergraduate Office of Admissions.

### GENERAL EDUCATION REQUIREMENTS 39\*

<b>General Education Specific Program Requirements</b>	
MATH 1250 Trigonometry	3
<i>*Note: Students who major in marine biology fulfill their natural and physical sciences general education requirements with courses listed below, under "Major Requirements."</i>	

### MAJOR REQUIREMENTS 35

BIOL 1500 Biology I/Lab	4
BIOL 1510 Biology II/Lab	4
BIOL 3200 General Ecology/Lab	4
CHEM 2300 General Chemistry I/Lab	4
CHEM 2310 General Chemistry II/Lab	4
MBIO 2400 Marine Biology	3
MBIO 2500 Oceanography/Lab	4
MBIO 4999 Symposium in Marine Biology	0
PHYS 2350 General Physics I/Lab	4
PHYS 2360 General Physics II/Lab	4

### MAJOR ELECTIVES GROUP I 13

Select at least 13 credits from the list below:	
BIOL 3310 Vertebrate Structure and Function II/Lab	5
BIOL 3320 Anatomy and Physiology I/Lab	4
BIOL 3330 Anatomy and Physiology II/Lab	4
BIOL 3400 Microbiology/Lab	4
BIOL 3600 Genetics/Lab	4

BIOL 4340 Cellular and Molecular Biology	3
BIOL 4450 Biochemistry/Lab	4
CHEM 3200 Essentials of Organic Chemistry/Lab	4
SCIE 3210 History of Science	3
TECH/CSIS Elective	3

### MAJOR ELECTIVES GROUP II 9

Select at least nine credits from the list below:	
BIOL 3300 Invertebrate Zoology/Lab	4
MBIO 3250 Coastal Marine Communities	3
MBIO 3650 Marine Vertebrates	3
MBIO 3750 Coral Reefs and Coral Communities	3
MBIO 4150 Applied Marine Biology	3
SCIE 4490 Research Methods	3

### MAJOR ELECTIVES GROUP III 6

Select at least six credits from the list below:	
MBIO 2910 Introductory Marine Bio Field Topics	1
MBIO 3350 Gulf Stream Ecology	3
MBIO 4210 Ecology of the Great Barrier Reef	3
MBIO 4230 Belize Reef Ecology	3
MBIO 4250 Ecology of the Galapagos Islands	3
MBIO 4910 Marine Biology Field Topics	1–3
SCIE 4990 Independent Study in Science	1–12

### OPEN ELECTIVES 18

### TOTAL DEGREE REQUIREMENTS 120

## MINORS IN MATH, SCIENCE, AND TECHNOLOGY

### Chemistry Minor

The fundamental role that chemistry plays in medicine, pharmacy, and the environment can be further explored in the chemistry minor. Basic, clinical, and field research in these disciplines all involve the application of chemical principles and techniques. The minor offers advanced courses in chemistry expanding on the base provided by general and organic chemistry. Cross disciplinary in its approach, the chemistry minor complements the student's major area of study.

All students minoring in chemistry select 15 credits from the following menu of courses:

BIOL 4450 Biochemistry/Lab	4
CHEM 3200 Essentials of Organic Chemistry	4
CHEM 3250 Bioinorganic Chemistry/Lab	4
CHEM 3300 Organic Chemistry I/Lab	4
CHEM 3310 Organic Chemistry II/Lab	4
CHEM 3500 Environmental Chemistry	3
CHEM 3600 Geochemistry	3
CHEM 4100 Chemical Analysis	3
CHEM 4200 Plant Drug Analysis	3
CHEM 4300 Clinical Chemistry	3
CHEM 4900 Special Topics in Chemistry	1–3
CHEM 4990 Independent Study in Chemistry	1–3
15 total credit hours	

*Note: Students may not apply courses taken to fulfill general education, program, or their major requirements to the minor.*

### Computer Information Systems Minor

This minor is intended for students in any major who wish to acquire more knowledge in the computer information systems field. Topics covered include programming, database systems, Web programming, and networking. Students must complete 20 credits for the minor.



All students minoring in computer information systems take the following six courses:

CSIS 1400 Discrete Mathematics	3
CSIS 1900 Computer Programming I	4
CSIS 2000 Introduction to Database Systems	3
CSIS 2950 Computer Programming II	4
CSIS 3020 Web Programming and Design	3
CSIS 3500 Networks and Data Communication	3

20 total credit hours

### Information Technology Minor

This minor is intended for students in any major who wish to acquire more knowledge in information technology. This minor can be tailored by the student to encompass his/her area of interest. Students must complete 18 credit hours for the minor: nine hours from three required courses and nine hours from three approved courses listed in the menu below. The directed research course is the last course taken and involves original research and/or implementation related to technology in the student's area of interest.

All students minoring in information technology take the following two required courses:

TECH 1110 Technology in the Information Age (or competency)	
TECH 2000 Computer Technology: The Impact and Implications	

6 credit hours

All students minoring in information technology select one required course from the following menu:

ACCT 4910 Advanced Special Topics (Accounting)	
BIOL 4900 Special Topics in Biology	
BUSS 4910 Advanced Special Topics (Business)	
CSIS 4900/TECH 4900 Directed Project	
EDUC 4910 Advanced Special Topics (Education)	
HUMN 4900 Special Topics in the Humanities	
LITR 4900 Special Topics in Literature	
PHIL 4900 Special Topics in Philosophy	
PSYC 4910 Advanced Special Topics (Psychology)	

3 credit hours

All students minoring in information technology select three courses from the following menu:

COMM 4010 Information Theory and Society	
CSIS 1900 Computer Programming I	
CSIS 2950 Computer Programming II*	
CSIS 3010 Organization of the Computer Environment	
CSIS 3020 Web Programming and Design*	
CSIS 4530 Database Management*	
PHIL 3010 Ethical Issues in Communications	
TECH 2130 Business Applications of Microcomputers*	
TECH 2150 Introduction to Internet Resources	
TECH 3000 Multimedia Design	
TECH 3520 Emerging Technology in Education	
TECH 3530 Multimedia Technology for Educators	
TECH 4050 Business Data Communication	
TECH 4510 Utilizing Technology to Develop Curriculum	

9 credit hours

\*These courses have additional prerequisites.

18 total credit hours

# COURSE DESCRIPTIONS

*Note: Courses marked with an asterisk count toward fulfillment of the Gordon Rule. The Gordon Rule applies to students who enroll in a public postsecondary institution in the state of Florida. The rule requires that students complete a minimum of 24,000 words of writing in specifically designated courses and six credit hours of mathematics at the college algebra level or higher.*

## ACCOUNTING (ACCT)

**ACCT 2100 Managerial Accounting/3 sem. hrs.** Integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision making, budgeting, responsibility accounting, and performance measurement. It is recommended that students have computer competency and have taken ECON 2020 before enrolling in this course.

**ACCT 2200 Financial Accounting I/3 sem. hrs.** Provides an introduction to financial accounting and its decision-making elements. Areas covered are the conceptual frameworks of accounting, financial statements and their components, and financial statement analysis.

**ACCT 3030 Cost Management/3 sem. hrs.** Students learn cost measurement techniques in the manufacturing and service sectors. Using a strategic approach, the course examines the design and operation of cost accounting systems in both traditional and advanced manufacturing environments. **Prerequisite: ACCT 2100.**

**ACCT 3050 Financial Accounting II/3 sem. hrs.** A continuation of Financial Accounting I (ACCT 2200). The concepts underlying valuation of assets and liabilities are covered. **Prerequisite: ACCT 2200.**

**ACCT 3060 Financial Accounting III/3 sem. hrs.** A continuation of Financial Accounting II. Topics include the conceptual foundations of equity, earnings per share, the income statement, leases, and deferred taxes. **Prerequisite: ACCT 3050.**

**ACCT 3080 Cooperative Education/0 sem. hrs.** Work placement for a period of 16 to 18 weeks. The placement is directly related to the student's program of study.

**ACCT 3110 Federal Taxation I/3 sem. hrs.** Examines the fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to nonbusiness majors. Topics include exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return. **Prerequisite: ACCT 2200.**

**ACCT 3120 Federal Taxation II/3 sem. hrs.** Provides an overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts. **Prerequisite: ACCT 3110.**

**ACCT 4010 Financial Accounting IV/3 sem. hrs.** A continuation of Financial Accounting III. Topics include pensions, correction of accounting errors, cash flow statements, fundamental consolidation concepts, international currency accounting, and fund accounting for governments and nonprofit organizations. **Prerequisite: ACCT 3060.**

**ACCT 4050 Accounting Information Systems/3 sem. hrs.** Examines the design, construction, and operation of accounting information systems. Information theory, database construction, computer hardware and software selection, and internal controls are also covered. **Prerequisites: TECH 2130 and ACCT 3060.**

**ACCT 4210 Auditing/3 sem. hrs.** Provides an overview of basic auditing concepts, auditing standards, and audit programs. Special emphasis is given to preparing the student for the auditing section of the CPA examination. **Prerequisite: ACCT 3060.**

**ACCT 4910–4980 Advanced Special Topics/3 sem. hrs.** Examines topics in accounting not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

**COOP 3810 Cooperative Education I in Accounting /1–3 sem. hrs.** A 10–20 hour per week paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**COOP 3910 Cooperative Education II in Accounting /1–3 sem. hrs.** A 10–20 hour per week paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: COOP 3810, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3810 Internship I in Accounting /1–3 sem. hrs.** A 10–20 hour per week nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3910 Internship II in Accounting /1–3 sem. hrs.** A 10–20 hour per week nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: INTN 3810, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

## ALTERNATIVE DISPUTE RESOLUTION (ADRB)

**ADRB 2000 Introduction to Dispute Resolution/3 sem. hrs.** This course provides an introduction to conflict and conflict resolution and various ways in which conflict resolution can be practically applied. In addition, the course focuses on some of the basic theories of conflict escalation and de-escalation as well as communication and problem-solving skills with practical application using a variety of techniques. The course also introduces the student to the process of negotiating public disputes. **Prerequisite: sophomore standing.**

## THE ARTS (ARTS)

\* **ARTS 2300 Art and Society/3 sem. hrs.** This course examines the ways in which artists and the arts have influenced Western society from the Renaissance to the 20th century, focusing on painting, sculpture, architecture, music, dance, and film. Students will also visit local museums and attend musical and theatrical events as a means of gaining a greater understanding of the arts within the local community. **Prerequisite: WRIT 1000.**

\* **ARTS 2400 The Theater Arts/3 sem. hrs.** This course focuses on the arts of the theater, including drama, music, dance, and play production, particularly those plays representing major theatrical trends. **Prerequisite: WRIT 1000.**

\* **ARTS 2500 Music Through History/3 sem. hrs.** This course investigates the contribution of music and composers to Western culture since the Middle Ages. It encourages students' recognition and analysis of instrumental voice and the structure and development of basic musical forms. **Prerequisite: WRIT 1000.**

\* **ARTS 2540 Introduction to Film Criticism/3 sem. hrs.** Understanding film as an art form through examining its history. Topics include the technological and commercial origins of film, social developments affecting film, and critical approaches to film. **Prerequisite: WRIT 1000.**

\* **ARTS 3000 Film Studies/3 sem. hrs.** A study of film in its relation to specific film genres, minorities, or literature. Specific focus to be announced.

May be repeated once for credit, if content changes and with department approval. **Prerequisites:** ARTS 2540 and WRIT 2000.

\* **ARTS 3020 Women in the Arts/3 sem. hrs.** A study of the particular contributions of women in art, music, theater, and dance. **Prerequisites:** ARTS 2300 or ARTS 2500; WRIT 2000.

\* **ARTS 3300 Myth and Art/3 sem. hrs.** This course focuses on the relations between verbal and visual arts, particularly the myths and epics of Europe and the Mediterranean world, and the later literary and artistic traditions developing from them. **Prerequisites:** ARTS 2300 or ARTS 2500; WRIT 2000.

\* **ARTS 3400 Non-Western and Modern Art/3 sem. hrs.** This course focuses on Asian Oceanic, African, and Native American arts and cultures, their discovery by the West, and their influences on the development of 20th-century art and society. **Prerequisites:** ARTS 2300 or ARTS 2500; WRIT 2000.

\* **ARTS 4900 Special Topics in the Arts/3 sem. hrs.** This course is designed for students with an interest in a particular period or genre of art, music, or theater; specific artist, composers, or dramatists; or topics not covered in other art, music, or theater courses. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** ARTS 2300, ARTS 2400, or ARTS 2500; WRIT 2000.

## BIOLOGY (BIOL)

**BIOL 1060 Amoebas to Zebras: Life on Earth/3 sem. hrs.** Tiptoe through the tulips, tapeworms, toadstools, tiger sharks, and tarantulas. This course is an overview of the diversity of life on earth, introducing the major groups of living things, from bacteria to mammals, with introductions to basic concepts in ecology, evolution, and life processes.

**BIOL 1070 Basics of Human Heredity/3 sem. hrs.** This course examines basic concepts of genetics and their application to human heredity and diversity. Topics covered include structure and function of DNA, genes and chromosomes, the role of genes in heredity, tracing of genetic traits in family trees, and advances in genetic technologies as applied to human medicine. This course is intended for nonbiological science majors.

**BIOL 1080 Human Biology/3 sem. hrs.** This course explores the biology of the human organism and is designed to provide a framework by which the student can understand human biology at the cellular, molecular, and organismal levels, both in the healthy state and when it is diseased and/or malfunctioning. The course will emphasize the process of recognizing choices and the application of biological knowledge in the decision-making process. Topics will include a study of the organ systems, immunity, and reproduction and development.

**BIOL 1090 The Age of Dinosaurs/3 sem. hrs.** An introduction to the most fascinating period of life on earth—the Mesozoic Era—emphasizing the most famous inhabitants of the time—the dinosaurs: their kinds, ecology, evolution, life habits, and eventual extinction. The course also introduces basic concepts in evolution, geology, and paleontology needed to understand dinosaurs and the other animals and plants that populated the Mesozoic world.

**BIOL 1100 Concepts and Connections in Biology/3 sem. hrs.** Focuses on the fundamental concepts in the life sciences and helps students make connections to the real world. This course is designed to emphasize the required biological concepts needed by middle-school teachers. Basic functions of life are compared and contrasted in organisms representing the five kingdoms. Connections are made between the various life forms and humans. Heredity will be studied with special attention given to the classic experiments important in the development of the field of genetics. Throughout this course, students will develop a portfolio of resources applicable for use in the middle-school classroom.

**BIOL 1101 Concepts and Connections in Biology Lab/1 sem. hr.** The laboratory series connects science with teaching and the real world. Students are taught how to convert scientific themes into investigative packs for the curious nature of the middle-school student. The lab will be taught in a format that

utilizes easily accessible equipment or supplies and uses resources that are generally available within the community. Laboratory exercises connect biology to the student and provide the student with an understanding of key biological concepts of plants, animals, physiology, anatomy, cells, and genetics.

**BIOL 1220 Introduction to Marine Biology/3 sem. hrs.** Introduction to marine environments of South Florida with emphasis on adaptation of local organisms to a variety of habitats including mangrove swamps, the intertidal zone, sea grass meadows, coral reefs, and the Gulf Stream. Field trips to various South Florida marine habitats will round out the course experience.

**BIOL 1480 Biology I/3 sem. hrs.** An introduction to the biological sciences for students interested in pursuing a career in this area. Includes cellular and molecular organization, cell reproduction, genetics, and evolution. This course does not include a lab.

**BIOL 1490 Biology II/3 sem. hrs.** Second part of a two-part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. This course does not include a lab.

**BIOL 1500 Biology I/Lab/4 sem. hrs.** An introduction to the biological sciences for students interested in pursuing a career in this area. Includes subcellular and cellular organization, structures and function, biochemistry, classical and molecular genetics, and population dynamics—all arranged around evolution as a major theme. Includes laboratory sessions.

**BIOL 1510 Biology II/Lab/4 sem. hrs.** Second part of a two-part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. Includes laboratory sessions.

**BIOL 1520 Biology I Lab/1 sem. hr.** An introductory lab course that covers subcellular and cellular organization, structures and function, biochemistry, classical and molecular genetics, and population dynamics—all arranged around evolution as a major theme. This course does not include a lecture.

**BIOL 1530 Biology II Lab/1 sem. hr.** An introductory lab course that includes a survey of the five kingdoms and structure and function in plants and animals. This course does not include a lecture.

**BIOL 2600 Medical Terminology/3 sem. hrs.** This course covers the basic structure of medical terms, including roots, prefixes, and suffixes. Emphasis will also be placed on the terminology of body systems. Medical terms related to anatomy, physiology, pathology, clinical procedures, laboratory tests, and medical abbreviations will be covered. Also, students will learn medical terminology related to specialized areas of medicine such as cancer medicine, nuclear medicine, radiology and radiotherapy, pharmacology, and psychiatry.

**BIOL 2900 Special Introductory Topics in Biological Science/4 sem. hrs.** Introductory topics in biological science that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

**BIOL 3180 General Ecology Lab/1 sem. hr.** This field-oriented laboratory course focuses on South Florida organisms. Visits to the Everglades, mangrove and coral reef ecosystems, and laboratory experiments will illustrate ecological concepts. **Prerequisites:** BIOL 1500 and BIOL 1510.

**BIOL 3190 General Ecology/3 sem. hrs.** This course examines the basic principles governing the interactions among organisms and between organisms and their environment. Topics include energy flow, population dynamics, social interactions, competition, predation, species diversity, ecosystem stability, ecological succession, biogeochemical cycles, and the impact of man. **Prerequisites:** BIOL 1500 and BIOL 1510.

**BIOL 3200 General Ecology/Lab/4 sem. hrs.** Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biogeochemical cycles, factors controlling distribution and abundance, biological and species interaction, species diversity, ecosystem stability, ecological succession, and the impact of man. Includes laboratory sessions. **Prerequisites:** BIOL 1500 and BIOL 1510.

**BIOL 3298 Invertebrate Zoology/3 sem. hrs.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. This course does not include a lab. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3299 Invertebrate Zoology Lab/1 sem. hr.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. This course does not include a lecture. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3300 Invertebrate Zoology/Lab/4 sem. hrs.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. Includes laboratory sessions. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3308 Vertebrate Structure and Function/3 sem. hrs.** Basic vertebrate anatomy and physiology. This course deals specifically with form and function of vertebrate organ systems. The lecture period stresses human anatomy and physiology. This course does not include a lab. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3309 Vertebrate Structure and Function Lab/2 sem. hrs.** Basic vertebrate anatomy and physiology. This is a laboratory course that deals specifically with form and function of vertebrate organ systems. The lab is mainly devoted to the anatomy of the cat, but includes some histology and physiology experiments. This course does not include a lecture. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3310 Vertebrate Structure and Function/Lab/5 sem. hrs.** Basic vertebrate anatomy and physiology. This course deals specifically with form and function of vertebrate organ systems. The lecture period stresses physiology, and the laboratory is mainly devoted to gross anatomy. However, the one reinforces the other in presenting a complete picture of functional morphology. Includes laboratory sessions. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 3320 Anatomy and Physiology I/Lab/4 sem. hrs.** This is the first part of a two-part course that deals specifically with form and function of vertebrate organ systems. The lecture period stresses human physiology and the laboratory is mainly devoted to gross anatomy. However, the lecture and laboratory are presented in a unified fashion with the aim that each reinforces the other in presenting a complete picture of functional morphology. Although lower vertebrates are used for comparative purposes, mammalian systems receive major emphasis in both lecture and laboratory. **Prerequisite: an introductory, college-level biology or zoology course.**

**BIOL 3330 Anatomy and Physiology II/Lab/4 sem. hrs.** This is the second part of a two-part course that deals specifically with form and function of vertebrate organ systems. The lecture period stresses human physiology, and the laboratory is devoted to histology and physiology. The lecture and laboratory are presented in a unified fashion with the aim that each reinforces the other in presenting a complete picture of functional morphology. Although lower vertebrates are used for comparative purposes, human systems receive major emphasis in both lecture and laboratory. **Prerequisite: BIOL 3320.**

**BIOL 3398 Microbiology/3 sem. hrs.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes and types. This course does not include a lab. **Prerequisites: BIOL 1500, BIOL 1510, and CHEM 2310.**

**BIOL 3399 Microbiology Lab/1 sem. hr.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes and types. This course does not include a lecture. **Prerequisites: BIOL 1500, BIOL 1510, and CHEM 2310.**

**BIOL 3400 Microbiology/Lab/4 sem. hrs.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes

and types. Includes laboratory sessions. **Prerequisites: BIOL 1500, BIOL 1510, and CHEM 2310.**

**BIOL 3590 Genetics/3 sem. hrs.** Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." This course does not include a lab. **Prerequisites: BIOL 1500 and CHEM 2310.**

**BIOL 3599 Genetics Lab/1 sem. hr.** Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." This course does not include a lecture. **Prerequisites: BIOL 1500 and CHEM 2310.**

**BIOL 3600 Genetics/Lab/4 sem. hrs.** Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." **Prerequisites: BIOL 1500 and CHEM 2310.**

**BIOL 3700 Kinesiology/3 sem. hrs.** A study of the anatomy, physiology, and biomechanics of the muscle system as it relates to the principles of movement. Students will learn the muscle groups involved with specific movements and the results of the action of particular muscle groups on the overall movement. Both normal and impaired movements will be analyzed.

**BIOL 3710 Exercise Physiology/3 sem. hrs.** Study of the integration of cardiopulmonary, neuromuscular, and musculoskeletal systems as they apply to the movement of body through space. Studied at the chemical, cell, and organismal levels.

**BIOL 4200 Neurobiology/3 sem. hrs.** This course is an introductory survey that covers nerve function from the molecular level to behavior. The objective is to give the advanced student in the biological sciences insight into fundamental mechanisms of nervous integration. The instructional format will consist of lectures, discussion groups, computer simulations, and guest lectures by practicing neuroscientists.

**BIOL 4340 Cellular and Molecular Biology/3 sem. hrs.** Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. This course does not include laboratory sessions. **Prerequisites: BIOL 3310, BIOL 3600, and CHEM 2310.**

**BIOL 4360 Immunology/3 sem. hrs.** A survey of immunology that includes innate and specific immunity, recognition of antigens, antibodies, the complement system, cytokines, cancer and the immune system, and autoimmunity. **Prerequisites: BIOL 3310, BIOL 3400, and BIOL 3600.**

**BIOL 4400 Developmental Biology/Lab/4 sem. hrs.** Principles of human cellular differentiation, morphogenesis, and development, with comparisons to lower animal forms. **Prerequisites: BIOL 1500 and BIOL 1510.**

**BIOL 4448 Biochemistry Lab/1 sem. hr.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids and principles in enzymology, metabolism, and bioenergetics. This is a laboratory session course. **Prerequisites: BIOL 1500 and CHEM 3200 or 3310.**

**BIOL 4449 Biochemistry/3 sem. hrs.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids and principles in enzymology, metabolism, and bioenergetics. This is a lecture session course. **Prerequisites: BIOL 1500 and CHEM 3200 or 3310.**

**BIOL 4450 Biochemistry/Lab/4 sem. hrs.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids and principles in enzymology, metabolism, and bioenergetics. **Prerequisites: BIOL 1500 and CHEM 3200 or 3310.**

**BIOL 4600 Biological Bases of Behavior/3 sem. hrs.** Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites: BIOL 1100 or BIOL 1510; PSYC 1020. Identical to PSYC 4600.**

**BIOL 4900 Special Topics in Biology/1–3 sem. hrs.** Topics in advanced biology that are not included in a regular course offering. Prerequisites may be required. Specific content and prerequisites are announced in the course schedule for the given term. Students may reenroll for special topics covering different content.

**BIOL 4990 Independent Study in Biology/1–6 sem. hrs.** The student selects and independently carries out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite: to be determined by the faculty and the department director.**

**COOP 3816 Cooperative Education I in Biology/1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**COOP 3916 Cooperative Education II in Biology/1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: COOP 3816, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3816 Internship I in Biology/1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3916 Internship II in Biology/1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: INTN 3816, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

## BUSINESS (BUSS)

**BUSS 1010 Introduction to Business/3 sem. hrs.** Provides an overview of the private enterprise system. Topics include the key concepts of business, social responsibility, entrepreneurship, the management process, marketing, finance, and the legal and international environment of business.

**BUSS 2150 Business Law I/3 sem. hrs.** Applies the fundamentals of business law, contract law, property law, and negotiable instruments to business organizations. Credit cannot be obtained for both BUSS 2150 and LEGS 3400.

**BUSS 2700 Current Issues in Telecommunications/3 sem. hrs.** The technical and managerial aspects of telecommunications from a business perspective are presented. Special emphasis is placed on current technological, legislative, and regulatory issues facing the telecommunications industry.

**BUSS 3020 Business Communications/3 sem. hrs.** Examines the strategies of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and resume preparation. **Prerequisite: WRIT 1500.**

**BUSS 3050 Organization Theory/3 sem. hrs.** Emphasizes the structure and managerial challenges of modern organizations and systems.

**BUSS 3080 Cooperative Education/0 sem. hrs.** Work placement for a period of 16 to 18 weeks. Placement will be directly related to the student's program of study.

**BUSS 3100 Small Business Management/3 sem. hrs.** Studies management problems that relate to the small-scale entrepreneur. Examines the decisions to be made in initiating a business: implementing financial and administrative controls, operating systems, pricing and marketing strategy, and understanding the legal environment.

**BUSS 3150 Business Law II/3 sem. hrs.** A continuation of Business Law I. Applies law, bailments, and the Uniform Commercial Code to business organizations. **Prerequisite: BUSS 2150.**

**BUSS 3250 Business, Government, and Society/3 sem. hrs.** Considers the relationship between business enterprises and the social and political milieu in which these enterprises operate. Examines concepts in business ethics, corporate responsibility, and governmental regulation of business.

**BUSS 3550 Introduction to International Business/3 sem. hrs.** Surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting. **Prerequisites: ECON 2010 and 2020.**

**BUSS 4090 Quantitative Methods/3 sem. hrs.** Emphasizes decision-making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite: MATH 3020.**

**BUSS 4100 Business Ethics/3 sem. hrs.** Examines the nature of morality and theories of normative ethics. Identifies a variety of ethical issues and moral challenges involving consumers, the environment, the professions, and the role of the corporation in our society.

**BUSS 4300 Export/Import Trade/3 sem. hrs.** Studies the management of the export/import department, including government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; and distributor relations. **Prerequisite: MRKT 4500.**

**BUSS 4610 Business Research Methods/3 sem. hrs.** Examines research designs commonly used in business decision making. Topics include survey, observation, data analysis, sampling, and quasi-experiments as they relate to problems in an organizational setting. Students submit a research proposal as part of the course requirements. **Prerequisite: MATH 3020.**

**BUSS 4620 Management Applied Project/3 sem. hrs.** This course is for students who wish to complete an applied project or practicum as part of their degree requirements. **Prerequisites: BUSS 4610 and approved project proposal.**

**BUSS 4880 Business Strategy and Policy/3 sem. hrs.** An integrative senior-year course in which the disciplines of management, finance, behavioral sciences, and marketing focus on the solution of business problems. Case studies will be employed in this course. **Prerequisite: senior standing.**

**BUSS 4910–4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in business that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

**BUSS 4990 Independent Study in Business/1–12 sem. hrs.** The student designs and carries out an independent research project under faculty supervision. **Prerequisite: written consent of instructor and division director.**

**COOP 3811 Cooperative Education I in Business/1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**COOP 3911 Cooperative Education II in Business/1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: COOP 3811, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3811 Internship I in Business/1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3911 Internship II in Business/1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3811, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

## CHEMISTRY (CHEM)

**CHEM 1040 Chemistry and Society/3 sem. hrs.** Students in this course are provided with knowledge of chemical principles, mainly in terms of concepts. They will evaluate the importance of scientific inquisitiveness in everyday life. The course discussion will include, but is not limited to, topics such as chemical inventions, environmental chemistry, food chemistry, energy sources, synthetic materials, medicinal chemistry, biochemicals, consumer chemicals, chemical warfare agents, and poisons.

**CHEM 1080 History of Chemistry/3 sem. hrs.** This course will cover selected aspects concerning the history of chemistry. The course will present important theories and/or experiments and their progenitors for several aspects in the historical development of chemistry. Topics include atomic theory, chemical bonding, the periodic table, gas laws, organic chemistry, nuclear chemistry, industrial chemistry, electrochemistry, spectroscopy, chemical warfare and explosives, instrumentation, and technology. These topics will be closely linked to the scientists and their times.

**CHEM 1100 Fundamentals of Chemistry/3 sem. hrs.** This course is an introduction to general chemistry. It will start with a foundation of energy and the nature of matter. Upon this foundation, students will investigate chemical reactions, chemical nomenclature, and reaction stoichiometry and continue with chemical periodicity, chemical bonding, and acid/base theory. The course concludes with an introduction to kinetics, equilibrium, redox, materials science, and radiation.

**CHEM 1101 Fundamentals of Chemistry Lab/1 sem. hr.** Students are taught how to convert scientific themes into investigative packets for the middle-school student. This laboratory course provides hands-on experiences relevant to the concepts taught in Fundamentals of Chemistry (CHEM 1100). The scientific method will be emphasized, and students will be involved with developing, assembling, and conducting the laboratory experiences. Recording and analyzing data will be done using computer spreadsheets. Multimedia simulations, the Internet, and community resources will be employed. **Co-requisite:** CHEM 1100.

**CHEM 1500 Introduction to Environmental Chemistry/3 sem. hrs.** This course teaches the basic principles of chemistry using examples from the environment. Through a brief introduction to areas of inorganic, organic, and biochemistry, the diversity of chemical pollutants in the environment will be explored. Emphasis will be placed on environmental issues such as the sources of chemical pollutants, the reactions that produce them, and their toxicity. A basic level of algebra is essential. **Prerequisite:** MATH 1030.

**CHEM 2280 General Chemistry I Lab/1 sem. hr.** A laboratory course that covers basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. This course is the first half of the General Chemistry Continuum. This course does not include a lecture.

**CHEM 2290 General Chemistry II Lab/1 sem. hr.** A laboratory course that covers thermodynamics, acid-base reaction, electrochemistry, and nuclear chemistry. This course does not include a lecture.

**CHEM 2300 General Chemistry I/Lab/4 sem. hrs.** Basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. First half of General Chemistry Continuum. Includes laboratory sessions. **Prerequisites:** MATH 1200 with a C- or better or MATH 1040 and either CHEM 1040 or CHEM 1100.

**CHEM 2310 General Chemistry II/Lab/4 sem. hrs.** Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. **Prerequisite:** CHEM 2300 with a C or better.

**CHEM 2320 General Chemistry I/3 sem. hrs.** Basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. First half of General Chemistry Continuum. This course does not include a lab. **Prerequisites:** MATH 1200 with a C- or better or MATH 1040 and either CHEM 1040 or CHEM 1100.

**CHEM 2330 General Chemistry II/3 sem. hrs.** Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. This course does not have a lab. **Prerequisite:** CHEM 2300 with a C or better.

**CHEM 3190 Essentials of Organic Chemistry/3 sem. hrs.** A one-semester study of the structure, nomenclature, preparation, properties, and reactions of organic compounds, organized by functional groups and reaction mechanisms. This course does not include a lab. **Prerequisite:** CHEM 2310.

**CHEM 3200 Essentials of Organic Chemistry/4 sem. hrs.** A one-semester study of the structure, nomenclature, preparation, properties, and reactions of organic compounds, organized by functional groups and reaction mechanisms. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3210 Essentials of Organic Chemistry Lab/1 sem. hr.** A one-semester lab study of the structure, nomenclature, preparation, properties, and reactions of organic compounds, organized by functional groups and reaction mechanisms. This course does not include a lecture. **Prerequisite:** CHEM 2310.

**CHEM 3240 Bioorganic Chemistry/3 sem. hrs.** Introduction to structure, properties, and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and basics of carbohydrate, lipid, and protein metabolism. This course does not include a lab. **Prerequisite:** CHEM 2310.

**CHEM 3250 Bioorganic Chemistry/Lab/4 sem. hrs.** Introduction to structure, properties, and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and basics of carbohydrate, lipid, and protein metabolism. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3280 Organic Chemistry I/3 sem. hrs.** The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. This course does not include a lab. **Prerequisite:** CHEM 2310.

**CHEM 3290 Organic Chemistry II/3 sem. hrs.** Continuation of Organic Chemistry I. This course does not include a lab. **Prerequisite:** CHEM 3300 with a C or better.

**CHEM 3300 Organic Chemistry I/Lab/4 sem. hrs.** The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3310 Organic Chemistry II/Lab/4 sem. hrs.** Continuation of CHEM 3300, Organic Chemistry I/Lab. Includes laboratory sessions. **Prerequisite:** CHEM 3300 with a C or better.

**CHEM 3320 Organic Chemistry I Lab/1 sem. hr.** Laboratory session covering the chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. This course does not include a lecture. **Prerequisite:** CHEM 2310.

**CHEM 3330 Organic Chemistry II Lab/1 sem. hr.** Continuation of Organic Chemistry I laboratory session. This course does not include a lecture. **Prerequisite:** CHEM 2310.

**CHEM 3500 Environmental Chemistry/3 sem. hrs.** This course introduces the principles and chemical processes that control chemical reactions in natural systems. Precipitation, complexation, redox, and absorption will be

applied to aquatic, marine, terrestrial, and atmospheric systems. Examples will cover wastewater treatment, pollutant fates, and assessment of environmental outcomes. **Prerequisites:** CHEM 2300 and 2310, and CHEM 3200 or CHEM 3300.

**CHEM 3600 Geochemistry/3 sem. hrs.** This course is an introduction to geochemistry. Geochemistry involves the study of the chemical composition of the entire Earth; the differentiation of the chemistry of different parts of the Earth; and the description of the formation, distribution, and physical and chemical characteristics of the materials that make up the Earth. How the age of the Earth is determined and how processes occurring on the Earth are studied using chemical indicators will be introduced. Comparisons of differing models for the geochemistry of the Earth will be introduced and evaluated. The course will conclude with how human activity impacts the chemical environment of the Earth's surface. **Prerequisites:** CHEM 2300 and CHEM 2310.

**CHEM 4100 Chemical Analysis/3 sem. hrs.** This is an applied chemistry course designed to emphasize the typical analytical methods used in chemistry. The course will focus on wet chemical analysis and chemical instrumentation. Classical wet methods such as titrimetry, gravimetry, ion exchange, chromatography, potentiometry, and electrochemistry will be supplemented with more modern analytical instrumental methods such as UV-visible spectrophotometry, FT-IR, GC, fluorimetry, and atomic spectroscopy (absorption and emission). The course will also provide a background in quality assurance and quality control. A sound understanding of the process of error minimization will also be provided. **Prerequisites:** CHEM 2300, 2310, 3300, and CHEM 3310 or CHEM 3200.

**CHEM 4200 Plant Drug Analysis/3 sem. hrs.** This course introduces the chemical techniques used to extract, separate, and identify medicinal drugs derived from plants. Eleven major drug classes—essential oils, alkaloids, anthracene derivatives, arbutin, bitter principle, coumarin, flavonoids, cardiac glycoside, spainin, pungent principle, and mustard oil—will be covered. The course also examines the botanicals they are derived from. By the end of the course, the student is expected to execute a qualitative screening of an unknown drug and identify its class and the major pharmaceutical components present. **Prerequisites:** CHEM 2300, 2310, and 3300.

**CHEM 4300 Clinical Chemistry/3 sem. hrs.** This course examines the application of chemistry and biochemistry to the diagnosis of human disease. Clinical laboratory scientists (also known as medical technologists) perform chemical, microbiological, and immunological tests on body fluids in a medical laboratory. The results of these tests are used by physicians and clinicians in preventing, diagnosing, and treating disease. This course will review these techniques as they apply to diagnosis and treatment of disease, organ transplants, therapeutic drug monitoring, crime investigation, genetic studies, and home testing kits. The impact of technology on the application of clinical chemistry will also be examined. **Prerequisites:** CHEM 2300, 2310, 3200 or 3300, and 3310.

**CHEM 4400 Bioinorganic Chemistry/3 sem. hrs.** This course gives the advanced undergraduate student an overview of metal sites in biology, i.e., those aspects of inorganic chemistry that are of relevance to biochemistry. Metalloproteins will be viewed as elaborated inorganic complexes. Topics discussed will include the basic ideas on bonding in coordination compounds, unique features of the protein ligand, physical methods used to study active sites, and the correlation of the structures of these sites to their biological function. **Prerequisites:** CHEM 2300 and 2310 and CHEM 3200 or CHEM 3300 and 3310.

**CHEM 4900 Special Topics in Chemistry/1–3 sem. hrs.** Topics in advanced or special applications of chemistry that are not covered in General or Organic Chemistry. Prerequisites may be required. Specific content and prerequisites are announced in the course schedule for the given term. Students may reenroll for special topics covering different content.

**CHEM 4990 Independent Study in Chemistry/1–12 sem. hrs.** The student selects and independently carries out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** to be determined by the faculty and department director.

## COMMUNICATIONS (COMM)

**COMM 2010 Public Communications/3 sem. hrs.** Training and practice in fundamentals of public speaking including methods of obtaining and organizing materials, oral presentation development and delivery, and audience analysis.

**COMM 2020 Argument and Debate/3 sem. hrs.** Training and practice in fundamentals of oral argumentation, including methods of obtaining and organizing materials, oral presentation development and delivery, and audience analysis, with an emphasis on amassing valid evidence and in constructing and refuting an argument in a debate form.

**COMM 2030 Dramatic Interpretation/3 sem. hrs.** Training and practice in fundamentals of public speaking with an emphasis on dramatic presentation and interpretation of literary themes through drama. **Prerequisite:** sophomore standing or permission of instructor.

**COMM 2100 Mass Media/3 sem. hrs.** An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structure of the mass media, historical precedents and events of mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

**COMM 2200 Introduction to Broadcast Journalism/3 sem. hrs.** Training in the elements of broadcast reporting with emphasis on the modern electronic news story. Students will learn the elements of broadcast news, the style and structure of broadcast news writing, and the technology of radio productions. **Prerequisite:** sophomore standing or permission of instructor.

**COMM 2300 Introduction to Broadcast Technology/3 sem. hrs.** Students will be trained in using the equipment appropriate to modern broadcasting conditions in television and/or radio, including broadcast equipment and computer-oriented broadcasting devices. **Prerequisite:** sophomore standing or permission of instructor.

**COMM 3050 Advanced Dramatic Interpretation/3 sem. hrs.** Advanced Dramatic Interpretation offers students an opportunity to develop dramatic and presentation skills in a workshop format. The course explores the actor's and director's relationships to the playscript and stage environment. The course includes readings, in-class exercises, rehearsed scenes, and monologues with emphasis on movement, concentration, and imagination. Students will rehearse and perform one-acts as ensembles and a larger, whole-class production. **Prerequisites:** sophomore standing and COMM 2010, COMM 2020, or COMM 2030, or permission of the instructor.

**COMM 3100 Gendered Images in Popular Culture/3 sem. hrs.** This course examines gendered images in popular media other than literature, including film, music videos, television, and comic books, and their impact on mainstream America.

**COMM 3120 Public Communication for the Professions/3 sem. hrs.** Emphasis on public communication skills required of the person in business or other professions. Topics include public speaking, conference speaking, visual and audio aids, listening, and public interviews.

**COMM 4010 Information Theory and Society/3 sem. hrs.** Students will examine the theoretical foundations of the "information society" and information theory by studying the works of major theorists such as Claude Shannon and those whom he has influenced. **Prerequisite:** senior standing or permission of instructor.

**COMM 4900 Special Topics in Communication/3 sem. hrs.** This course offers a cross-sectional view of the media through a focus on a particular medium, theme, or genre. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisite:** one COMM course.

## COOPERATIVE EDUCATION (COOP)

**COOP 3810 Cooperative Education I in Accounting**  
**COOP 3811 Cooperative Education I in Business**  
**COOP 3814 Cooperative Education I in Humanities**  
**COOP 3815 Cooperative Education I in Legal Studies**  
**COOP 3816 Cooperative Education I in Biology**  
**COOP 3818 Cooperative Education I in Marine Biology**  
**COOP 3819 Cooperative Education I in Psychology**  
**COOP 3820 Cooperative Education I in Paralegal Studies**

**1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**COOP 3910 Cooperative Education II in Accounting**  
**COOP 3911 Cooperative Education II in Business**  
**COOP 3914 Cooperative Education II in Humanities**  
**COOP 3915 Cooperative Education II in Legal Studies**  
**COOP 3916 Cooperative Education II in Biology**  
**COOP 3918 Cooperative Education II in Marine Biology**  
**COOP 3919 Cooperative Education II in Psychology**  
**COOP 3920 Cooperative Education II in Paralegal Studies**

**1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** Cooperative Education I, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

## CRIMINAL JUSTICE (CRJU)

**CRJU 2200 Criminal Law and Procedure/3 sem. hrs.** This course covers the study of both substantive criminal law and criminal procedure. Students will learn the elements of major crimes and defenses. Students also will examine the constitutional aspects of criminal procedure, including searches, seizures, and arrests; interrogation; the pretrial process; trial; and sentencing and appeal. **Also offered as LEGS 3050.**

**CRJU 2300 Introduction to Criminal Justice/3 sem. hrs.** Study of the police including its historical development, functions, operations, and organizations.

**CRJU 3000 Constitutional Issues in the Criminal Justice System/3 sem. hrs.** Study of the role and operation of the courts in the administration of criminal justice, and of the processes involved in charging and prosecuting defendants.

**CRJU 3200 Correctional Theory and Practice/3 sem. hrs.** Study of the historical development and current status of correctional theories and practices.

## COMMUNICATION SCIENCES AND DISORDERS (CSAD)

**CSAD 2000 Introduction to Hearing, Speech, and Language/3 sem. hrs.** Understanding of speech, language, and hearing disorders and their classifications, manifestations, and etiologies.

**CSAD 3010 Phonetics/3 sem. hrs.** History, theory, and application of phonetics, including sampling and transcription techniques.

**CSAD 3020 Anatomy and Physiology of the Speech and Hearing Mechanisms/3 sem. hrs.** Introduction to the anatomy and physiology of the auditory and vocal mechanisms.

**CSAD 3030 Speech and Language Development/3 sem. hrs.** Study of prelinguistic and psycholinguistic variables related to normal development from infancy through adolescence.

**CSAD 3040 Neuroanatomy/3 sem. hrs.** Introduction to the anatomy and physiology of the developing and mature human nervous system.

**CSAD 3050 Hearing and Speech Science/3 sem. hrs.** Physical bases and process of the production and perception of hearing, language, and speech.

**CSAD 3060 Directed Observation/1 sem. hr.** Twenty-five hours of observations, evaluation, and management of clients, and class discussion of observations, evaluation, and management of clients.

**CSAD 4010 Evaluation of Speech and Language Disorders/3 sem. hrs.** Principles of screening and evaluation of clients typically seen in clinic and school settings, including administration of specific evaluation instruments.

**CSAD 4020 Evaluation Practicum/1 sem. hr.** Participation in speech-language screenings, and observation and participation in full diagnostic evaluations with clients. A minimum number of contact hours required.

**CSAD 4030 Treatment of Speech and Language Disorders/3 sem. hrs.** Overview of treatment strategies used in management of communication disorders.

**CSAD 4040 Treatment Practicum/1 sem. hr.** Participation in clinical management of clients having communication disorders. A minimum number of contact hours required.

**CSAD 4050 Audiology/3 sem. hrs.** Instruction in test administration and in interpretation of standard and specialized tests of auditory function. **Prerequisites:** CSAD 3020, CSAD 3040, and CSAD 3050.

## COMPUTER AND INFORMATION SCIENCES (CSIS)

**CSIS 1400 Discrete Mathematics/3 sem. hrs.** An introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. **Prerequisites:** MATH 2080 (CIS majors) or MATH 2100 (CS majors); TECH 1110.

**CSIS 1600 Logic Design/3 sem. hrs.** This course will give students an introduction to the basic fundamentals and elements of logic design. The course covers the number theory, fundamentals of Boolean algebra, state diagrams, combinational and sequential circuits, and design techniques with logic array components. **Prerequisites:** MATH 2080 and TECH 1110.

**CSIS 1900 Computer Programming I/4 sem. hrs.** This course provides an introduction to the principles of computer science by program development in the context of C/C++ environments. Major topics to be covered in this class are tokens, syntax, semantics, compiling, linking, executing, debugging, variables, types, assignments, inputs, outputs, function definitions, function applications, conditionals, selection statements, iteration statements, arrays, files, classes, methods, and pointers through program development. **Prerequisites:** MATH 2080 and TECH 1110.

**CSIS 2000 Introduction to Database Systems/3 sem. hrs.** This course will give students an introduction to structured query language (SQL), object definition language (ODL), and object query language (OQL). The course surveys relational, object-oriented, distributed, and multimedia database systems. This course also covers concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques. Students will build, populate, query, and write transactions for a relational database. **Prerequisites:** MATH 2080 and TECH 1110.

**CSIS 2200 Business Oriented Language (COBOL)/4 sem. hrs.** A study of the COBOL programming language with emphasis on business applications. Students apply a structured, multiphase program development process that features a series of steps involving understanding of problems, formal problem definition, design methodologies, program specification, breakdown, and files using COBOL. **Prerequisites:** CSIS 1400 and CSIS 1900.

**CSIS 2310 Advanced COBOL/3 sem. hrs.** A study of advanced COBOL programming using structured techniques. Topics to be covered include table handling, sequential and indexed file processing, database access, editing, sorting, and the Report Writer. **Prerequisite:** CSIS 2200.



**CSIS 2410 Assemblers and Assembly Language Programming/4 sem. hrs.** A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. **Prerequisites:** CSIS 1600 and CSIS 1900.

**CSIS 2950 Computer Programming II/4 sem. hrs.** Computer Programming II continues to focus on the main topics of computer science including the design and implementation of algorithms and data structures. Intermediate and advanced concepts of computer programming using the JAVA programming language are covered. **Prerequisites:** CSIS 1400 and CSIS 1900.

**CSIS 3010 Organization of the Computer Environment/3 sem. hrs.** Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. **Prerequisite:** CSIS 1900.

**CSIS 3020 Web Programming and Design/3 sem. hrs.** This course will introduce the essentials of Internet programming. Students will design and write WWW pages in HTML, JavaScript, and shell scripting languages. Programs will manipulate many forms of data including hypertext, graphics, audio, and video. Students will develop interactive/executable Web pages. Other topics covered will include clickable image maps, cgi-bin scripting, and security. **Prerequisite:** CSIS 2950.

**CSIS 3060 Digital Design/3 sem. hrs.** Register transfer-level design of digital computers, data transfer hardware, organization of the central processing unit, design of the controller, and a complete design example. **Prerequisite:** CSIS 2410.

**CSIS 3080 Cooperative Education/0 sem. hrs.** Work placement for a period of 16–18 weeks. Placement will be directly related to the student's program of study.

**CSIS 3110 Foundations of Computer Science/4 sem. hrs.** Included are the mechanization of abstraction in computer science, propositional logic and predicate logic, induction vs. recursion, countable and non-countable sets, finite state automata and regular expressions, pushdown automata and context-free languages, Turing machines, decidability and computability, and computational complexity. **Prerequisites:** CSIS 1900 and MATH 2100.

**CSIS 3200 Organization of Programming Language/3 sem. hrs.** Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, and comparison of two or more high-level modern programming languages. **Prerequisite:** CSIS 2950.

**CSIS 3400 Data Structures/4 sem. hrs.** A course in fundamental data structures and their application. Advanced data structure concepts are developed including paged binary trees, B and B++ trees, hashing, directed graphs, matrices, set manipulation, and finite state machines. Quantitative analysis of algorithms is employed. Advanced sorts and string searches are developed for data manipulation and class libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated. **Prerequisite:** CSIS 2950.

**CSIS 3500 Networks and Data Communication/3 sem. hrs.** An introduction to basic computer-driven data communications. The protocols, services, interfaces, and platforms for the transmission of data on networks are investigated. The integration of homogeneous and heterogeneous networks is developed: bridges, routers, and gateways. The OSI architecture is defined. The topology of network architecture is covered and the details of connection and connection-less service, dedicated and switched circuits, access, error detection, and correction are explained. **Co-requisite:** CSIS 3400.

**CSIS 3530 Artificial Intelligence/3 sem. hrs.** Introduction to the basic concepts and techniques of AI and expert systems. Topics include logic, problem solving, knowledge representation methods, reasoning techniques, search strategies, and heuristic methods applied in AI and expert systems. Techniques for natural language processing, modeling, and pattern matching are developed. Symbolic languages like Scheme and Prolog are used. **Prerequisites:** CSIS 3110, CSIS 3400, and MATH 3020.

**CSIS 3610 Numerical Analysis/3 sem. hrs.** An implementation course using C/C++ that devises methods for approximating solutions to mathematically expressed problems derived from physical phenomena. Topics include linear and nonlinear systems of equations and producing solutions within specified tolerance for a sequence of algebraic and logical operations. **Prerequisites:** CSIS 3400 and MATH 2200.

**CSIS 3750 Software Engineering/4 sem. hrs.** An introduction to the process of developing software systems. Topics include software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, and management of large software projects. **Prerequisite:** CSIS 3400.

**CSIS 3800 Survey of Operating Systems/3 sem. hrs.** The material for comparing and contrasting the different design and implementation aspects used in contemporary operating systems is the main topic of this course. History of operating systems, operating system concept, system calls, operating system structure, processes, input/output, memory management, file systems, protection mechanics, and security will be discussed. Seven of the operating systems that had great importance in the 1990s, namely UNIX systems, MS-DOS, OS/2, Windows NT, the Apple Macintosh, MVS, and VM will be surveyed. **Prerequisite:** CSIS 3400.

**CSIS 3810 Operating Systems Concepts/3 sem. hrs.** Methods in the analysis and design of large-scale systems, including concepts of semaphores, processes, linear address space, resources allocation, protection, and basic topics in operating system development. **Prerequisites:** CSIS 3400 and MATH 2200.

**CSIS 4010 Computer Security/3 sem. hrs.** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage are covered. **Prerequisite:** CSIS 3810.

**CSIS 4050 Computer Architecture/3 sem. hrs.** A structured approach to the architecture of computers is covered as the interrelation of software and hardware design: logic level, machine level, operating system level, and assembly language level. CISC/RISC and parallel architectures are introduced. **Prerequisites:** CSIS 2410, CSIS 3110, and CSIS 3810.

**CSIS 4310 Distributed Data Processing/4 sem. hrs.** Concepts and mechanisms in the design of distributed systems: process synchronization, reliability, distributed resource management, deadlock, and performance evaluation. Case studies of selected distributed systems are covered. **Prerequisites:** CSIS 3500 and CSIS 3400.

**CSIS 4350 Robotics/3 sem. hrs.** Principles and concepts of modern robots and automated systems are developed: robot's intelligence, drive methods, motion control, and software and hardware support. **Prerequisite:** requires senior standing.

**CSIS 4530 Database Management/3 sem. hrs.** Concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques, data models, networks, data integrity, and file security. Topics covered include logical and user's viewpoint, theoretical foundations, and physical system implementation. **Prerequisite:** CSIS 3400.

**CSIS 4600 Systems Programming/4 sem. hrs.** A study of various system-programming techniques, hardware-software interface, and software-controlled hardware. A comparison of several existing computer systems will be made. **Prerequisites:** CSIS 2410, CSIS 3110, and CSIS 3400.

**CSIS 4610 Design and Analysis of Algorithms/3 sem. hrs.** Topics include algorithmic paradigms such as divide-and-conquer, greedy methods, and concepts relating to analysis such as asymptotic notation and NP-completeness. Sorting and searching algorithms are designed and analyzed, as are algorithms for manipulating trees, graphs, and sets. **Prerequisites:** CSIS 3400 and MATH 2200.

**CSIS 4650 Computer Graphics/3 sem. hrs.** An introduction to the principles of interactive computer graphics. Topics include fundamentals of raster

graphics (scale-conversion, clipping, fill methods, and anti-aliasing), 2D and 3D transformations, projections, 3D modeling, hidden surface removal methods, ray tracing, and graphical user interfaces. The hardware of the graphic environment is defined and new development platforms for graphics in windows are investigated. **Prerequisite:** CSIS 3400.

**CSIS 4710 Embedded Computing/3 sem. hrs.** This course deals with applications in the design of microcomputer/microprocessor-based embedded systems. Students will develop the ability to define the problem first and then build and test the system. **Prerequisites:** CSIS 3810 and CSIS 4050.

**CSIS 4800 Introduction to Compilers and Interpreters/3 sem. hrs.** An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. **Prerequisites:** CSIS 3110 and CSIS 3400.

**CSIS 4840 UNIX Operating System Environment/3 sem. hrs.** The concepts of the UNIX operating system are presented. Topics include system commands, system editors, awk, sed, text formatting tools, and shell programming. The use of modem and terminal software and system maintenance utilities is covered as well as system calls in C, lex, yacc, ar, and make. **Prerequisite:** CSIS 2950.

**CSIS 4880 Special Topics in Computer Science/3 sem. hrs.** Topics in computer science that are not included in regular course offerings. Specific contents are announced in the course schedule for a given term. **Prerequisites:** requires senior standing and consent of instructor.

**CSIS 4890 Special Topics in Computer Information Systems/3 sem. hrs.** Topics in computer information systems that are not included in regular course offerings. Specific contents are announced in the course schedule for a given term. **Prerequisites:** requires senior standing and consent of instructor.

**CSIS 4900 Directed Project/3–8 sem. hrs.** A major project will be completed by the student under the direction of a faculty member. **Identical to TECH 4900.** **Prerequisite:** requires senior standing.

**CSIS 4960 Design Automation/3 sem. hrs.** System design using automated tools such as MAGIC and SPICE. **Prerequisite:** senior standing.

**INTN 3812 Internship I in Computer Science /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3912 Internship II in Computer Science /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3812, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

## ECONOMICS (ECON)

**ECON 2010 Principles of Macroeconomics/3 sem. hrs.** A study of basic economic concepts as they apply to the aggregate economy. Topics include concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. **Students who have completed ECON 3150 may not enroll in this course.**

**ECON 2020 Principles of Microeconomics/3 sem. hrs.** Examines the processes of price determination output and resources allocation in perfect and imperfect competition. Topics include labor economics, international trade and finance, and alternative economic systems.

**ECON 2030 Economic Transformations and Society/3 sem. hrs.** Studies the impact of economic interactions within the whole ecological, social, and political fabric of society. Analyzes economic systems and issues within the context of human rights, environmental consequences, and ideological goals and outcomes.

**ECON 3010 Intermediate Macroeconomics/3 sem. hrs.** This course expands upon the tools of economic analysis covered in ECON 2010 Principles of Macroeconomics. An overview of current macroeconomic events is followed by an in-depth study of the methodologies used to predict economic activity. **Prerequisite:** ECON 2010.

**ECON 3150 Macroeconomics for Managers/3 sem. hrs.** An examination of basic economic concepts and economic issues of the aggregate economy. Provides a historical overview of economic philosophers. **Students who have completed ECON 2010 may not enroll in this course.**

**ECON 3160 Economics of Social Issues/3 sem. hrs.** Provides the analytical tools necessary to understand the economic aspects of contemporary social issues. Topics include analysis of poverty, higher education, crime, pollution, unemployment, and government and economic policies.

**ECON 3210 Monetary Theory and Policy/3 sem. hrs.** Examines the structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. **Prerequisite:** ECON 2010.

**ECON 4210 Business Cycles and Forecasting/3 sem. hrs.** Emphasizes the aggregate fluctuation in business. Reviews theories on the causes of business cycles. Describes the methods of measuring business cycles and forecasting cyclical behavior with the aid of indicators. **Prerequisite:** ECON 2010.

**ECON 4300 International Economics/3 sem. hrs.** Reviews theories and practices of trade, comparative advantage, trade barriers, balance of payments, economic development, and regional economic integration. **Prerequisites:** ECON 2010 and 2020.

**ECON 4910–4980 Advanced Special Topics/3 sem. hrs.** Examines advanced topics in economics that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for the given term. Students may reenroll for special topics covering different content.

## EARLY CHILDHOOD EDUCATION (EDEC)

**EDEC 3320 Sociological Foundations of Early Childhood Education/3 sem. hrs.** Students in this course will study sociological influences and issues—past, present, and future—that will enable early childhood professionals to assist young children and their families to meet the challenges of a pluralistic society in transition. This knowledge will assist students in the analysis of societal issues for making appropriate choices, adaptations, and modifications in their programs in order to provide developmentally appropriate programs and practices. This class is specifically designed to meet the sociological foundations requirement for students seeking certification in early childhood education, birth to age four or age three to grade three. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite:** PSYC 2370.

**EDEC 3350 Meeting the Special Needs of All Students/3 sem. hrs.** This course combines on-site visits to exemplary community programs that concentrate on meeting the special needs of children from birth to eight years old. Students will visit five sites for structured observations of model programs and then they will participate in four-hour classes focusing on the curricular and administrative aspects of the site visited. Readings and information provided will be analyzed, and students will consider the successes, challenges, and barriers of each model. They will explore how collaboration of services can work toward the goal of meeting the special needs of all children and their families. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECF 3330, PSYC 2370, and SOCL 1130.

**EDEC 3520 Developmentally Appropriate Integrated Curriculum and Practices/3 sem. hrs.** Students will select, create, organize, and use materials, activities, and environments that support developmentally appropriate practices. These practices will include arrangement of class environment, learning through play, facilitation of learning through technology, discovery learning and problem solving, creative expression, and developing children's abilities to be resourceful learners. In addition to class meetings, a minimum of 10 hours

of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EEC 3330, EDEC 3350, PSYC 2370, and SOCL 1130.

**EDEC 3530 Diagnosis, Assessment, and Evaluation of Young Children/3 sem. hrs.** Students in this course will be introduced to a philosophic overview of the assessment process, including transdisciplinary assessment teams and provisions for appropriate information gathering techniques—formal and informal—which includes the construction, selection, interpretation, and evaluation of diagnostic instruments. The role of technology in testing, record maintenance and composition of IEP/IFPSs will be discussed/modeled. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EEC 3330, EDEC 3350, and EDEC 3520.

**EDEC 3599 Special Topics in School-Age Child Care/3 sem. hrs.** This course provides education and technical assistance to managers and staff members of child care programs to enable them to understand the national accreditation standards for school-age child care and to make steps toward implementing the standards in their programs.

**EDEC 4320 Cultural Diversity and Family-Community Development/3 sem. hrs.** Students in this course will learn how to work with families and practice how to use materials in the home and community environment to foster development and the acquisition of skills. Students will examine information that can create a vital link among school, community, and home in our multi-ethnic society. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EEC 3330, EDEC 3350, EDEC 3520, EDEC 3530, EEC 3540, PSYC 2370, and SOCL 1130.

## EDUCATION (EDUC)

**EDUC 1100 Exploration of the Education Profession/3 sem. hrs.** This course is designed to provide students with an orientation to the education profession, including the examination of the institution of schooling in its social, legal, historical, and philosophical contexts through class sessions and clinical experiences. Students assess their personal qualities in relation to becoming an educator, engage in self-reflection and analysis of their perceptions of education, and develop a general understanding of the realities of American education. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EDUC 1410 Personal Career Development/3 sem. hrs.** This course includes the process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. **Identical to MGMT 1410 and PSYC 1410.**

**EDUC 2250 Caring for Infants and Toddlers/3 sem. hrs.** This course is offered through the Family Center and is designed for administrators in child care centers who are providing or planning to provide a program for infants and toddlers. The course provides the knowledge base for implementing a high-quality early childhood program. At the same time it provides trainees with hands-on opportunities to enhance their own abilities to identify and meet family needs, create a developmentally appropriate environment, respond to individual differences in families and infants, and create individual plans for continuing their own professional growth. This course is designed to meet CDA requirements in this area.

**EDUC 2260 Administration of Child Care and Education Programs/3 sem. hrs.** An overview of the skills required in the operation and management of an early care and education program. Incorporates organizational management, financial and legal issues, and programming for children and families. Meets the training requirements of the Overview of Child Care Management defined by the Florida Department of Children and Families and fulfills the course requirement for the foundational level of the child care administrator credential. Requires 10 hours of practical application experience.

**EDUC 3000 Clinical Experiences/0 sem. hrs.** Clinical experience required. Placement is provided for a 16-week period. This requires fingerprinting and security clearance and once the placement form is completed and processed,

the school system will provide the actual placement. This placement will be the setting for all clinical experiences required with courses taken throughout this 16-week period.

**EDUC 3001 Benchmark I/0 sem. hrs.** To register for Benchmark I courses, all parts of the CLAST or the equivalent components of PRAXIS as approved by the Florida Department of Education must be passed. If there are no scores, or the student has not passed all sections of the CLAST or PRAXIS, then the student may register only for “pre-benchmark” courses such as EDUC 1100, MATH 1025, or STDY 1025, if appropriate, as the student may not register for any other courses in the education major. The CLAST Score Report showing passing scores in all areas must be presented in order to register for EDUC 3001 Benchmark I, EDUC 3000 Clinical Experiences, and Block #1 courses: EDUC 3330 Integrating Instructional Technology in the Classroom; EDUC 3340 Psychological Foundations of Teaching; and EDUC 3350 Survey of Exceptional Student Education. Benchmark I requirements include completion of the preprogram questionnaire and self-assessment and background check/security clearances for field-based clinical experiences. Benchmark I requirements also include development of the portfolio through insertion of appropriate artifacts delineated in each course outline. The passing of all parts of the CLAST is a component of the matriculation process (see the heading “Matriculation Requirements for Education Majors” in this catalog for further information).

**EDUC 3170 Instructional Materials/3 sem. hrs.** Use of a variety of materials in an educational program, including literature, media, and independent-learning material. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EDUC 3330 Integrating Instructional Technology in the Classroom/3 sem. hrs.** Presents strategies for technological integration into the classroom curriculum in elementary/secondary learning environments. Hands-on experiences will allow students to apply teaching practices and research to specific learning needs of typical and atypical learners. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100. **In addition, students must have completed a computer literacy class (TECH 1110 or its equivalent) or a computer literacy test-out. Co-requisites:** EDUC 3000 and EDUC 3001.

**EDUC 3340 Psychological Foundations of Teaching/3 sem. hrs.** Provides a theoretical foundation for teaching. Students study theories of learning, motivation, and child development in relation to planning and implementation of instruction for diverse learners. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, PSYC 1020, and PSYC 2380. **Co-requisites:** EDUC 3000 and EDUC 3001.

**EDUC 3350 Survey of Exceptional Student Education/3 sem. hrs.** Foundations in exceptional student education in which historical perspectives, student characteristics, prevalence, incidence, etiology, and medical aspects of exceptional learners are discussed. Techniques of prevention and intervention from infancy through adulthood are explored via classification processes, the continuum of services, and the utilization of community services. Current trends and issues such as viewing learning styles of exceptional learners in relation to Gardner’s are discussed. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, and EDUC 3340. **Co-requisites:** EDUC 3000 and EDUC 3001.

**EDUC 3360 Principles and Practices of Instruction and Assessment I/3 sem. hrs.** Explores three pedagogical models usable with all students. The phases of instructional development—planning, implementation, and assessment—provide the framework for exploration of the models. Students are required to apply their knowledge of the pedagogical models by planning, implementing, and assessing lessons in an actual classroom. In addition to class meetings, a minimum of 10 hours of clinical experience is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, and EDUC 3350. **Co-requisites:** EDUC 3000 and EDUC 3001; or EDUC 3500 and EDUC 3501.

**EDUC 3400 Administrative Leadership and Decision Making for Early Childhood/3 sem. hrs.** This course is offered through the Family Center and is a review of various leadership styles and decision-making techniques as

they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships. This course is designed to meet CDA requirements in this area.

**EDUC 3410 Curriculum Decisions of Early Childhood Programs/3 sem. hrs.** This course is offered through the Family Center and involves a study of curriculums and activities to meet the student population's needs, with subsequent decisions as to appropriate methods, necessary materials, and use of time and space. Leadership in staff development to implement the decisions is included. This course is designed to meet CDA requirements in this area.

**EDUC 3500 Clinical Experiences/0 sem. hrs.** Clinical experience required. Placement is provided for a 16-week period. This requires fingerprinting and security clearance and once the placement form is completed and processed, the school system will provide the actual placement. This placement will be the setting for all clinical experiences required with courses taken throughout this 16-week period.

**EDUC 3501 Benchmark II/0 sem. hrs.** Benchmark II requirements include continuation of the development of the portfolio through insertion of appropriate artifacts delineated in each course outline. Students register for EDUC 3501 Benchmark II and EDUC 3500 Clinical Experiences concurrently with Block #2 courses. The matriculation process must be completed before beginning Benchmark II.

**EDUC 3620 Drug Prevention and Education/3 sem. hrs.** The classification and identification of drugs as well as behavioral criteria for recognizing alcohol and drug abuse are reviewed. Specific attention is paid to prevention, intervention, and education strategies within the family, school, and community. Methods for designing, implementing, and evaluating effective prevention programs among various cultures are examined. This course is designed to be of immediate practical use to counselors, teachers, and other professionals interested in effective drug prevention and education. **Identical to PSYC 3620.**

**EDUC 3630 First Aid and Emergency Care: Responding to Emergencies/3 sem. hrs.** This course is designed to prepare the student with first aid knowledge necessary to perform immediate and temporary care for most accidents, injuries, sudden illnesses, and emergencies. This course would also provide accident prevention information and personal safety. American Red Cross (ARC) certification available. Materials fee.

**EDUC 3640 Prevention and Treatment of Athletic Injuries/3 sem. hrs.** This course is designed to provide an in-depth study of the practices and techniques utilized in the prevention, care, and rehabilitation of injuries and accidents occurring in physical education, recreation, and athletics. Included would be the use of strapping, taping, and other support methods in a laboratory experience. Materials fee.

**EDUC 4000 Clinical Experiences/0 sem. hrs.** Clinical experience required. Placement is provided for a 16-week period. This requires fingerprinting and security clearance and once the placement form is completed and processed, the school system will provide the actual placement. This placement will be the setting for all clinical experiences required with courses taken throughout this 16-week period.

**EDUC 4001 Benchmark III/0 sem. hrs.** Benchmark III requirements include continuation of the development of the portfolio through insertion of appropriate artifacts delineated in each course outline. Students register for EDUC 4001 Benchmark III and EDUC 4000 Clinical Experiences concurrently with Block #3 courses. During Benchmark III, students make application for their teaching internship experience by the posted deadlines (see the heading "Internship" in the Department of Education section of this catalog for further information).

**EDUC 4120 Children's Literature/3 sem. hrs.** This course will explore various genres of children's literature, examine authors who have made important contributions, and determine literary and artistic criteria used to evaluate the literature. Students will have an opportunity to view and assess a variety of media that can be used to enhance the classroom literature program. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EDUC 4170 Adolescent Literature/3 sem. hrs.** A study of the type of literature available for the adolescent, with an emphasis on text selection and presentation. Students will examine ways of incorporating literature into the curriculum. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites: WRIT 1500, WRIT 2000, and EDUC 1100.**

**EDUC 4320 Classroom Management for Typical and Atypical Learners in the Multicultural Classroom/3 sem. hrs.** Explores various models for classroom management and the factors that influence classroom management (time, space, student motivation, and diversity) as they relate to effective teaching for all populations. This course contains required classroom management competencies for elementary and ESE majors. **Identical to ESED 4320. Prerequisites: EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ELEM 3530 or ESED 3530, ELEM 3540 or ESED 3540, and ELEM 3550 or ESED 3550. Co-requisites: EDUC 4000 and EDUC 4001; or EDUC 3500 and EDUC 3501.**

**EDUC 4500 Clinical Experiences/0 sem. hrs.** Clinical experience required. Placement is provided for a 16-week period. This requires fingerprinting and security clearance and once the placement form is completed and processed, the school system will provide the actual placement. This placement will be the setting for all clinical experiences required with courses taken throughout this 16-week period.

**EDUC 4501 Benchmark IV/0 sem. hrs.** Benchmark IV requirements include completion of the Florida Teacher Certification Exam at the professional level and subject-area level or the equivalent components of PRAXIS as approved by the Florida Department of Education. Benchmark IV requirements also include continuation of the development of the portfolio through insertion of appropriate artifacts delineated in each course outline. Students register concurrently for EDUC 4501 Benchmark IV and EDUC 4500 Clinical Experiences and Block #4 courses. Students must complete Benchmark IV before graduating. The final course for all education majors is EDUC 4580 Internship/Seminar, which is to be taken concurrently with the required reading course specified by the major. Participation in the internship is dependent on the results of the senior audit, conducted by advisers to verify that all course work has been satisfactorily completed.

**EDUC 4570 Internship/Seminar/12 sem. hrs.** A 16-week comprehensive review and practical application of educational philosophy, curriculum organization, and instructional methodology through a seminar format and a concurrent 14-week supervised student teaching assignment. **Prerequisite: written consent of internship coordinator.**

**EDUC 4580 Internship/Seminar/9 sem. hrs.** A 16-week comprehensive review and practical application of educational philosophy, curriculum organization, and instructional methodology through a seminar format and a concurrent 14-week supervised student teaching assignment. **Prerequisite: written consent of internship coordinator, successful completion of the senior audit, and completed application for internship placement. Co-requisite: ELEM 4560 or EECF 4560.**

**EDUC 4630 Principles of Coaching/3 sem. hrs.** Emphasis on theory and practice in coaching sports.

**EDUC 4640 Administration of Athletic Programs/3 sem. hrs.** A study of the duties and responsibilities of the athletics director for the purpose of improving the athletic program.

**EDUC 4680 Structural Linguistics/3 sem. hrs.** A study of the structure of language and basic principles of linguistics. Survey of different approaches and techniques used in language study. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EDUC 4910–4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

## EARLY CHILDHOOD EDUCATION (0–4) (EECB)

**EECB 4103 Active Learning and the Young Child/3 sem. hrs.** Students in this course will explore the role of activity and play in human development from birth to age eight. Students will be introduced to developmentally appropriate methods of play assessment, play facilitation, and intervention. Observation experiences will focus on recognizing developmental and individual characteristics of young children. Opportunities to provide materials and active learning experiences to support these characteristics will take place. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4104 Indoor/Outdoor Learning Environments/3 sem. hrs.** Students will be provided with information on how safe, healthy learning environments meet applicable rules and regulations as well as center/home accreditation standards. A framework for understanding indoor and outdoor learning environments that support active learning and the adult's role in creating and maintaining environments that recognize developmental and individual differences will be emphasized. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4105 Practices and Delivery Systems of Early Childhood Programs/3 sem. hrs.** Students in this course will explore, compare, and contrast developmentally appropriate practices and delivery systems of high-quality early childhood programs. Emphasis will be placed on theoretical and research foundations of programs, curriculum content, staffing, and scheduling patterns. The role of the triad of child, parent, and teacher in the structure of programs will be underscored. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4401 Management Strategies in Early Childhood of Typical and Atypical Children II/3 sem. hrs.** Students in this course will examine appropriate, developmentally sensitive strategies for managing behavior in typical and atypical children. Proactive strategies and performing functional analysis of behavior will be addressed. Behavior reduction programs and crisis management will be discussed. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4402 Instructional Technology for the Learning Environment/3 sem. hrs.** Students in this course will cover the successful integration of technological applications in a multiplicity of child care and early learning environments. The focus is on program management, technology for staff development, technological support for typical and atypical children, and technology to facilitate children's development and learning. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4403 Discovery and Exploration of the Physical World Through Science and Mathematics/3 sem. hrs.** Students in this course will utilize concrete materials and strategies that encourage the development of cognitive abilities that contribute to a young child's skill and acquisition for math and science concepts through activities utilizing developmentally appropriate practices. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**EECB 4404 Emergent Literacy and the Creative Arts/3 sem. hrs.** Students in this course will examine the relationship between the development of language/communication and its connection to emergent literacy. The focus will be on the acquisition of pre-reading and prewriting skills through developmentally appropriate activities and creating environments and teaching strategies/techniques that promote and enhance the development of literacy, which occurs through the integration of creative expression in art, drama, movement, and music. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

## EARLY CHILDHOOD EDUCATION PRIMARY (age 3–grade 3) (EECP) (Certification in prekindergarten/primary)

**EECP 3330 Integrating Instructional Technology into Early Childhood Education/3 sem. hrs.** Students in this course will cover the spectrum of conceptual understanding for the use of technology in early childhood education

as well as the technical skills for computer operation in prekindergarten/primary classroom environments. This course is intended for students in teaching preparation programs and teachers who wish to acquire the skills and knowledge necessary for the successful integration of technology into typical/atypical prekindergarten/primary settings for learning and administrative purposes. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, PSYC 2370, and SOCL 1130.

**EECP 3540 Services and Delivery Systems/3 sem. hrs.** Students will be involved in appropriate and varied service delivery systems, including home-based, center-based, and hospital-based environments. Curriculum methods, materials, and practices will provide for inclusion of children with special needs and their families, including the gifted and talented and will also provide for the needs of children and families who are linguistically and culturally diverse. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, and EDEC 3530.

**EECP 3550 Child Guidance and Classroom Management/3 sem. hrs.** Students in this course will examine appropriate and developmentally sensitive strategies for managing behavior in typically and atypically developing children ages three to eight years old. Performing functional analysis of behavior and collaboration with support specialties will be discussed. The importance of consistency and proactive strategies will be stressed. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, and EECP 3540.

**EECP 4330 Health, Nutrition, Safety, and Physical Development in Early Childhood/3 sem. hrs.** Students in this course will study how to promote maximum growth and psychological safety of young children. Emphasis is placed on the indicators and procedure to ameliorate child abuse and neglect. Sources of community support and resources to support prevention and family strength will be highlighted. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3520, EDEC 3530, EECP 3540, and EDEC 4320.

**EECP 4340 Developmentally Appropriate Practices for Teaching Literacy and Language Arts in Early Childhood Education/3 sem. hrs.** Students will plan, implement, and evaluate developmentally appropriate and integrated content and methodology in the area of emergent and developing language and literacy, including pre-reading and reading, prewriting and writing, and receptive, expressive, and interpretive communication. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EDEC 4320, EECP 3540, EECP 4330, EECP 4340, and EECP 4350.

**EECP 4345 Principles and Practices of Reading and Language Arts Assessment in Early Childhood Education/3 sem. hrs.** Students will investigate a range of literacy and reading techniques and materials that assess reading progress in the early childhood classroom. Students will apply, implement, and evaluate developmentally appropriate methods for evaluating, improving, and remediating individual pre-reading skills to ensure future success of all students within a diverse early childhood setting. In addition to class meetings, a minimum of 10 hours of clinical observation and participation within an early childhood setting (prekindergarten–grade 3) is required. **Prerequisites:** EDEC 3530, EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EECP 3540, EECP 3550, EDEC 4320, EECP 4330, and EECP 4340.

**EECP 4350 Developmentally Appropriate Practices for Teaching ECE Mathematics/3 sem. hrs.** Students will plan, implement, and evaluate developmentally appropriate and integrated content and methodology in the area of emergent and developing understanding of numeration and mathematical concepts. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EDEC 4320, EECP 3540, EECP 4330, and EECP 4340.

**EECP 4520 Developmentally Appropriate Practices for Teaching Reading in Early Childhood/3 sem. hrs.** This course examines concepts in reading, including sequential development, skills in word recognition, and comprehensive methods and materials. The rationale for each method is discussed and practical application with young children is stressed. This course is designed to focus on pre-reading and reading skills of students from age three to grade three. The relationship of writing, listening, and language to reading development is included. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EECF 3540, EECF 3550, EDEC 4320, EECP 4330, EECP 4340, and EECP 4350.

**EECP 4530 Developmentally Appropriate Practices for the Integration of Creative Arts Across the Early Childhood Curriculum/3 sem. hrs.** Students will plan, implement, and evaluate developmentally appropriate and integrated content and methodology in the area of emergent and developing understanding of art, drama, movement, and music. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EDEC 4320, EECF 3540, EECP 4330, EECP 4340, and EECP 4350.

**EECP 4540 Developmentally Appropriate Practices for Teaching Science in Early Childhood/3 sem. hrs.** Students will plan, implement, and evaluate developmentally appropriate and integrated content and methodology in the area of emergent and developing understanding of sciences. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EDEC 4320, EECP 3540, EECP 4330, EECP 4340, EECP 4350, and EECP 4530.

**EECP 4550 Developmentally Appropriate Practices for Teaching Social Studies in Early Childhood/3 sem. hrs.** Students will plan, implement, and evaluate developmentally appropriate and integrated content and methodology in the area of emergent and developing understanding of social science. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EDEC 4320, EECP 3540, EECP 4330, EECP 4340, EECP 4350, EECP 4530, and EECP 4540.

**EECP 4560 Integrating Literacy Throughout the Early Childhood Curriculum/3 sem. hrs.** Students will focus on the review and application of varied samples of literature as they relate to the total curriculum, while integrating all phases of diversity in the early childhood classroom. The course examines the teacher's role in evaluating literature intended to foster students' ability to understand, recall, integrate information, and improve comprehension of the independent learner through the world of literature. In addition to class meetings, a minimum of 10 hours of clinical observation and participation within an early childhood setting (prekindergarten–grade 3) is required. **Prerequisites:** EDEC 3320, EECP 3330, EDEC 3350, EDEC 3520, EDEC 3530, EECF 3540, EECF 3550, EDEC 4320, EECP 4330, EECP 4340, EECP 4345, EECF 4350, EECF 4520, EECP 4530, and EECP 4550. **Co-requisite:** EDUC 4580.

## ELEMENTARY EDUCATION (ELEM)

**ELEM 1100 Introduction to Early Childhood Education I/3 sem. hrs.** This course focuses on meeting the physical and intellectual needs of the preschool child. Topics include characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for healthful living; a program to foster the growth of physical, affective, and cognitive competencies in the preschool child. This course is offered through the Family Center and is designed to meet requirements for the CDA Program.

**ELEM 1110 Introduction to Early Childhood Education II/3 sem. hrs.** Topics include fostering language growth and the development of a healthy self-concept; stages in language development and implementation to ensure optimum growth for the individual child; and identification of the children's strengths and their potential contributions to their positive self-image. This course is

offered through the Family Center and is designed to meet requirements for the CDA Program.

**ELEM 1120 Introduction to Early Childhood III/3 sem. hrs.** Topics include promoting development through management skills and parent/community involvement; the child as a member of his school, home, and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in teacher/parent relationships and an effective reporting procedure of a child's progress; and teacher/staff relationships that ensure a commitment to the goals of the center. This course is offered through the Family Center and is designed to meet requirements for the CDA Program.

**ELEM 3330 Assessment of Reading II/3 sem. hrs.** This course presents a more in-depth analysis of reading disabilities, including theories and practical techniques of teaching remedial, corrective, and advanced reading in grades K–12. In addition to class meetings, at least 10 hours of clinical experience are required.

**ELEM 3530 Science Curriculum for Elementary Education Majors/3 sem. hrs.** This course examines the pre-k through grade 12 science curriculum content that is based on National Research Council guidelines. Specific attention is given to major scientific concepts necessary for appropriate scope and sequence in teaching the elementary school curriculum. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, and ELEM 3350.

**ELEM 3540 Principles and Practices of Instruction and Assessment II/3 sem. hrs.** Explores three pedagogical models usable with all students. The phases of instructional development—planning, implementation, and assessment—provide the framework for exploration of the models. Students are required to apply their knowledge of the pedagogical models by planning, implementing, and assessing lessons in an actual classroom. In addition to class meetings, a minimum of 10 hours of clinical experience is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, and ELEM 3530. **Co-requisites:** EDUC 3500 and EDUC 3501; or EDUC 3000 and EDUC 3001.

**ELEM 3550 Methods of Teaching Science in the Elementary School/3 sem. hrs.** This course examines content and methods for teaching elementary school science using various approaches and resources. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ELEM 3530, and ELEM 3540. **Co-requisites:** EDUC 3500 and EDUC 3501; or EDUC 4000 and EDUC 4001.

**ELEM 4330 Mathematics Curriculum for Elementary Education Majors/3 sem. hrs.** This course examines the pre-k through grade 12 math curriculum content that is based on National Council of Teachers of Mathematics guidelines. Specific attention is given to major math concepts necessary for appropriate scope and sequence in the elementary school curriculum. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ELEM 3530, ELEM 3540, ELEM 3550, and EDUC 4320.

**ELEM 4340 Methods of Teaching Language Arts Through Children's Literature in the Elementary School/3 sem. hrs.** This course examines content and teaching strategies for teaching language arts through the use of children's literature. Emphasis is on the identification of high-quality children's books and the development of teaching strategies for integrated language arts instruction. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** WRIT 1500, WRIT 2000, EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, and ELEM 4330. **Co-requisites:** EDUC 4000 and EDUC 4001.

**ELEM 4350 Methods of Teaching Mathematics in the Elementary School/3 sem. hrs.** This course encompasses modern trends in elementary mathematics based on the National Council of Teachers of Mathematics guidelines.

Problem-solving strategies and manipulative and computer technology will be explored. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, EDUC 4320, ELEM 3540, ELEM 3550, ELEM 4330, and ELEM 4340. **Co-requisites:** EDUC 4000 and EDUC 4001; or EDUC 4500 and EDUC 4501.

**ELEM 4520 Methods of Teaching Literacy in the Elementary School/3 sem. hrs.** This course examines concepts in reading, including sequential development skills in both word recognition and comprehension methods and materials. The rationale for each method is discussed and practical application with an elementary school youngster is required. The relationship of writing, listening, and speaking to reading is included. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, ELEM 4330, ELEM 4340, and ELEM 4350. **Co-requisites:** EDUC 4000 and EDUC 4001; or EDUC 4500 and EDUC 4501.

**ELEM 4530 Integrating Art, Music, and Health Education Across the Curriculum/3 sem. hrs.** Examines the methodology for the integration of music, art, and health education into the elementary school curriculum. Age and grade appropriate methods, materials, activities, and assessment for each area will be introduced through practical applications that are based on current research. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, ELEM 4330, ELEM 4340, ELEM 4350, and ELEM 4520. **Co-requisites:** EDUC 4500 and EDUC 4501.

**ELEM 4540 Reading Assessment I/3 sem. hrs.** Examines recent trends in testing of word recognition and comprehension techniques. Students learn the appropriate use of methods and materials to improve reading performance. The rationale for each assessment technique is discussed and practical application with an elementary school youngster is required. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, ELEM 4330, ELEM 4340, ELEM 4350, ELEM 4520, and ELEM 4530. **Co-requisites:** EDUC 4500 and EDUC 4501.

**ELEM 4550 Methods of Teaching Social Studies in the Elementary School/3 sem. hrs.** Examines content, methodology, program development, appropriate activities, and evaluative techniques for elementary social studies. In addition to class meetings, at least 10 hours of clinical experience are required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, ELEM 4330, ELEM 4340, ELEM 4350, ELEM 4520, ELEM 4530, and ELEM 4540. **Co-requisites:** EDUC 4500 and EDUC 4501.

**ELEM 4560 Methods of Teaching Reading Across the Elementary Curriculum/3 sem. hrs.** This course addresses the significance of reading ability and study skills throughout the elementary school curriculum. The emphasis is on identifying sources of difficulties experienced by elementary school students in reading and learning from instructional materials. General strategies for learning from textbooks are examined as well as study skills and specific strategies for dealing with text materials from particular content areas. This course must be taken concurrently with the required internship (EDUC 4580). The internship environment meets the clinical experience requirement for this course. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 4320, ELEM 3530, ELEM 3540, ELEM 3550, ELEM 4330, ELEM 4340, ELEM 4350, ELEM 4520, ELEM 4530, ELEM 4540, and ELEM 4550. **Co-requisite:** EDUC 4580.

## MIDDLE SCHOOL SCIENCE EDUCATION (EMDS)

**EMDS 3520 Principles and Practices of Instruction and Assessment for Middle School/3 sem. hrs.** Explores three pedagogical models usable with all students. The phases of instructional development—planning, implementation, and assessment—provide the framework for exploration of the models. Students are required to apply their knowledge by planning, implementing, and assessing lessons in an actual classroom.

**EMDS 3530 Science Standards for Middle School/3 sem. hrs.** This course focuses on grades 5–9 science curriculum content based on the National Research Council (NRC) and Florida Sunshine State Standards. Attention is given to the connections among science concepts with reference to vertical scope and sequence throughout the grade levels. A particular strand of scientific knowledge is explored each week. Class activities will demonstrate how early concepts in that strand form a foundation of knowledge for more advanced concepts in the same strand at higher grade levels. Students will record the classroom exploration of each strand in a journal as a permanent record of the knowledge composing the grades 5–9 science curriculum.

**EMDS 3540 Reading and Study Skills in the Middle School/3 sem. hrs.** Designed specifically for content-area teachers, this course examines the role of reading and study skills in subject-area instruction. The focus is on how to help middle- and high-school students develop appropriate strategies for reading and learning from textbooks and other expository materials. Identifying and correcting reading problems, identifying text-based difficulties, and developing compensatory instructional strategies are addressed.

**EMDS 4320 Classroom Management in Middle School/3 sem. hrs.** Explores various models for classroom management and the factors that influence classroom management (time, space, student motivation, and diversity) as they relate to effective teaching for all populations. Course contains required classroom management competencies for middle school science education.

**EMDS 4330 Methods of Teaching Science in the Middle School/3 sem. hrs.** Methods for teaching science in the multicultural middle-school classroom are discussed, including hands-on approaches, multimedia resources and materials, and ideas drawn from the students' own experiences. Development of teaching skills and analysis of materials, methods, and programs for teaching science will be based on guidelines established in the Florida Sunshine State Standards. Instructional technology that reinforces the activity-based learning style in this content area will be identified.

## ENVIRONMENTAL SCIENCE/STUDIES (ENVS)

**ENVS 1040 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, water supplies, food supplies, pesticides, and pollution are covered.

**ENVS 1100 Environmental Science I/3 sem. hrs.** Environmental Science I provides students with a broad overview of a highly interdisciplinary subject by examining how man can best live with the Earth's environment. The first semester concentrates on the biological nature of environmental science: NIMBY, environmental justice, ecofeminism, biological communities, biodiversity, population, food, and hunger.

**ENVS 1101 Environmental Science I Lab/1 sem. hr.** The laboratory series connects science with teaching and the real world. Students are taught how to convert scientific themes into investigative packs of the curious nature of the middle-school student. The course will be taught in a format that utilizes easily accessible equipment or supplies and uses resources that are generally available within the community. Laboratory exercises connect environmental science with ecology, human population problems, biodiversity, soils, food, hunger, and nutrition.

**ENVS 1200 Environmental Science II/3 sem. hrs.** Environmental Science II provides students with a broad overview of a highly interdisciplinary subject. The course examines how man can best live with the Earth's environment. The second semester concentrates on the issues surrounding the physical nature of environmental science: air and water, urbanization, toxic waste, natural resource management, law, and politics.

**ENVS 1201 Environmental Science II Lab/1 sem. hr.** The laboratory series connects science with teaching and the real world. Students are taught how to convert scientific themes into investigative packs of the curious nature of the middle-school student. The course will be taught in a format that utilizes easily accessible equipment or supplies and uses resources that are generally available within the community. Laboratory exercises connect environmental science with drinking water, air and water pollution, recycling and garbage, household and toxic chemicals, as well as energy resources.

**ENVS 3100 Environmental Issues/3 sem. hrs.** Environmental Issues is designed to teach students that most of today's issues in environmental science are highly controversial and that advocating a policy stand on an environmental concern requires the balancing of the pros and cons of an issue. Several current areas will be introduced in an unbiased manner. The students will gain experience taking sides and debating issues by presenting objective perspectives on environmental topics. Topics include population growth, the new clean water act, recycling, and global warming. This course will complement the oral communication class, which students will take during the same semester.

**ENVS 3350 Environmental Law and Policy/3 sem. hrs.** Environmental Law and Policy analyzes environmental quality in terms of law and policy. Specific public policy issues are surveyed to develop alternative approaches for dealing with ecological problems and for illustrating the power of public opinion. This course also provides an understanding of the norms and institutions that comprise national and international environmental law. Specific topics considered include air pollution and protection of the atmosphere, hazardous waste, endangered species, the global commons, and laws of the sea. Statutes, regulations, and judicial decisions are emphasized to provide an overall analysis of environmental law. **Identical to LGST 3350.**

**ENVS 4300 Industrial Ecology/3 sem. hrs.** Industrial ecology is a new way of thinking about economy-environment interactions. It is the means by which humanity can deliberately and rationally approach and maintain a desirable carrying capacity, given continued economic, cultural, and technological evolution. Topics considered include the minimizing of energy-intensive process steps in manufacturing, the reduction of residues, and the importance of designing, building, maintaining, and recycling products in such a way that they impose minimal impact on the wider world.

**ENVS 4500 Practicum in Environmental Science/3–9 sem. hrs.** This is a nonpaying work and/or research experience. The position must be related to the student's academic program. Each participating student will be assigned a faculty sponsor with whom a tutorial contract will be written outlining the academic work to be completed during the practicum. Students must have an earned cumulative GPA of 2.5 or higher and must have completed a minimum of 36 academic credit hours. Students may accumulate up to nine credits working on one or several experiences.

**ENVS 4600 Practicum in Environmental Studies/3–9 sem. hrs.** This is a 10–20 hour per week, nonpaying work experience. The position must be related to the student's academic program with specific interest in either ecotourism or sustainability. Each participating student will be assigned a faculty sponsor with whom a tutorial contract will be written outlining the academic work to be completed during the internship. Students must have an earned cumulative GPA of 2.5 or higher and must have completed a minimum of 36 academic credit hours.

**ENVS 4999 Symposium in Environmental Science/Studies and Marine Biology/0 sem. hrs.** A required component for the environmental science/studies and marine biology majors is attending a weekly symposium. Local, state, national, and international experts representing a variety of disciplines found under the environmental science/studies umbrella are invited to present papers and presentations about current research and projects they are developing. The purpose of the symposium series is to reveal the most current issues in the fields as well as to provide current information on the opportunities available to students. **Identical to MBIO 4999.**

## EXCEPTIONAL STUDENT EDUCATION (ESED)

**ESED 3530 Educational Assessment of Exceptional Students/3 sem. hrs.** Assessment of exceptional students for instructional planning purposes is stressed. Topics include formal and informal evaluation techniques, as well as the interpretation, application, and communication of results. Emphasis is also placed on addressing programmatic needs from kindergarten through adulthood. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, and EDUC 3360. **Co-requisites:** EDUC 3500 and EDUC 3501; or EDUC 3000 and EDUC 3001.

**ESED 3540 Introduction to Language Development and Speech Disabilities/3 sem. hrs.** The study of language development and disorders, including the impact of language on learning and augmentative forms of communication. Individual needs and remediation concerns are addressed from early childhood to adulthood. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, and ESED 3530. **Co-requisites:** EDUC 3500 and EDUC 3501.

**ESED 3550 Vocational/Functional Life Skills/3 sem. hrs.** Personal and social skills for exceptional learners are stressed through emphasis on employability skills, career awareness, and transition planning for adult living. Teaching major competencies necessary from kindergarten through adulthood in the areas of vocational and social needs is explored and applied. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ESED 3530, and ESED 3540. **Co-requisites:** EDUC 3500 and EDUC 3501; or EDUC 4000 and EDUC 4001.

**ESED 4320 Classroom Management for Typical and Atypical Learners in the Multicultural Classroom/3 sem. hrs.** Explores various models for classroom management and the factors that influence classroom management (time, space, student motivation, and diversity) as they relate to effective teaching for all populations. This course contains required classroom management competencies for elementary and ESE majors. **Identical to EDUC 4320.** **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ELEM 3530 or ESED 3530, ELEM 3540 or ESED 3540, and ELEM 3550 or ESED 3550. **Co-requisites:** EDUC 4000 and EDUC 4001; or EDUC 3500 and EDUC 3501.

**ESED 4330 Education of the Mildly Handicapped/3 sem. hrs.** Nature and needs (definitions, learning characteristics, prevalence, incidence, etiology, medical aspects) of mildly handicapped students are stressed. Curricular planning, prevention, and intervention strategies for exceptional learners (emotionally handicapped, mildly mentally handicapped, and specific learning disabled) from kindergarten through adulthood in resource room or full inclusion settings are explored and applied. Professional organizations, array of services, utilization community services, IEPs, and placement processes are emphasized. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ESED 3530, ESED 3540, ESED 3550, and ESED 4320. **Co-requisites:** EDUC 4000 and EDUC 4001.

**ESED 4360 Educational Programming for the Emotionally Handicapped/3 sem. hrs.** Emphasis is placed on instructional strategies for teaching students who are emotionally handicapped. Development, implementation, and evaluation of individualized educational plans are stressed. Instructional techniques, motivational strategies, and data-based management for students ranging in age from kindergarten through high school are investigated and applied. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites:** EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ESED 4320, ESED 3530, ESED 3540, ESED 3550, ESED 4330, ELEM 4340, and ELEM 4350. **Co-requisites:** EDUC 4000 and EDUC 4001; or EDUC 4500 and EDUC 4501.

**ESED 4501 The Gifted Student: Nature and Needs/3 sem. hrs.** A study of the characteristics of the gifted and talented, identification of procedures, and the utilization of assessed strengths and weaknesses to maximize educational and social growth. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite:** senior standing.

**ESED 4502 Educational Procedures for the Gifted/3 sem. hrs.** A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and effective growth. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite:** senior standing.



**ESED 4503 Educating Special Populations of Gifted Students/3 sem. hrs.** This course deals with educating special populations of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted students. It includes student characteristics and programmatic adaptations. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite: senior standing.**

**ESED 4504 Theory and Development of Creativity in Gifted Students/3 sem. hrs.** This course will provide an overview of theory, research, practical strategies, and resources on creativity, with an emphasis on classroom application for gifted students. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite: senior standing.**

**ESED 4505 Guiding and Counseling the Gifted Student/3 sem. hrs.** A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic growth. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisite: senior standing.**

**ESED 4530 Classroom Procedures for Mentally Handicapped/3 sem. hrs.** Emphasis is placed on instructional strategies for teaching students who are mentally handicapped. The development, implementation, and evaluation of individualized educational plans are stressed. Special approaches to teaching functional skills, developmental programming, and data-based management for students ranging in age from kindergarten through high school are investigated and applied. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites: EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ESED 4320, ESED 3530, ESED 3540, ESED 3550, ESED 4330, ESED 4360, ELEM 4350, and ELEM 4520. Co-requisites: EDUC 4500 and EDUC 4501.**

**ESED 4550 Methods and Materials for Teaching SLD Learners/3 sem. hrs.** Emphasis is placed on instructional strategies for teaching students with specific learning disabilities. Specialized approaches to teaching basic skills and adaptation of curriculum and materials for students ranging in age from kindergarten through high school are investigated and applied. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Prerequisites: EDUC 1100, EDUC 3330, EDUC 3340, EDUC 3350, EDUC 3360, ESED 3530, ESED 3540, ESED 3550, ESED 4320, ESED 4330, ESED 4360, ESED 4530, ELEM 4340, ELEM 4350, ELEM 4520, and ELEM 4540. Co-requisites: EDUC 4500 and EDUC 4501.**

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) (For teacher education students only)

**ESOL 2903 Cross-Cultural Studies/3 sem. hrs.** This course will enable students to expand their knowledge of a multiplicity of cultural groups nationwide. This knowledge will allow them to identify culture-specific verbal and nonverbal communications and school behaviors resulting from cultural variations and their influence on student behavior/attitudes. The use of recent research findings and cross-cultural awareness will assist participants in maximizing student learning and in designing culturally sensitive instructional materials while exhibiting appropriate teacher behaviors in cross-cultural school settings. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**ESOL 4900 Survey in Teaching Limited English Proficient Students/3 sem. hrs.** An overview of the required components for the ESOL Add-On Endorsement, including the Florida Performance Standards and program design matrices, which are used to verify the attainment of specified competencies. This is an elective offered for school district personnel who need to meet specific district requirements. This course is not designed to meet any of the ESOL requirements for early childhood, elementary, or exceptional student education majors. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required.

**ESOL 4901 Methods of Teaching ESOL/3 sem. hrs.** This course will assist participants in identifying and selecting instructional strategies, approaches, and materials for the development of listening, speaking, reading, and writing skills in ESOL classrooms. Knowledge of these elements will be demonstrated

by development and presentation of lesson plans appropriately based on age, language proficiency, cultural background, and learning styles. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Co-requisites: EDUC 3500 and EDUC 3501.**

**ESOL 4902 ESOL Curriculum and Materials Development/3 sem. hrs.** Participants will learn how to design various models of appropriate ESOL curriculums to evaluate instructional materials, to select appropriate ESOL content according to levels of proficiency in the language arts, and to select and use effective instructional technologies/materials, including computers, VCRs, audiocassettes, etc. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Co-requisites: EDUC 4000 and EDUC 4001.**

**ESOL 4904 Linguistics for ESOL Educators/3 sem. hrs.** This course deals with the basic systematic and subsystemic organization of language, including phonology, morphology, syntax, and possible linguistic interferences in these areas for LEP students from diverse backgrounds. Students will learn how to compare language acquisition of different age groups, to identify principles of contrastive and error analysis, and to identify exceptionalities characteristic of LEP students with special needs. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Co-requisites: EDUC 4500 and EDUC 4501.**

**ESOL 4905 Testing and Evaluation in ESOL/3 sem. hrs.** Participants will learn to identify suitable ESOL assessment instruments and placement tests for ESOL students. Students will be required to identify available tests and construct necessary ESOL test items in the cultural and language arts areas. The design and interpretation of appropriate testing—proficiency and achievement measures—as well as the interpretation of such assessment will be stressed. Necessary record keeping of these documents will be discussed. In addition to class meetings, a minimum of 10 hours of observation and participation in a clinical setting is required. **Co-requisites: EDUC 3500 and EDUC 3501.**

## FINANCE (FINC)

**FINC 1000 Academy of Finance/3 sem. hrs.** A series of five courses given by the Broward County School Board to high-school juniors and seniors.

**FINC 2030 Financial and Accounting Management in Health Care/3 sem. hrs.** Use of accounting information in making managerial decisions. Topics include third-party payers, volume forecasting, budgeting procedures, and rate-setting techniques. Offered in HCS only.

**FINC 3010 Corporation Finance/3 sem. hrs.** Applies financial management to organizations. Topics include ratio analysis, leverage, cash budgeting, and capital structure. **Prerequisite: ACCT 2100 or ACCT 2200.**

**FINC 3110 Financial Management/3 sem. hrs.** A continuation of Corporation Finance. Topics include present value analysis, rate of return, and other techniques used to evaluate investment alternatives. **Prerequisite: FINC 3010.**

**FINC 3120 Principles of Investments/3 sem. hrs.** Investment management is emphasized including financial statements and portfolio management. Analyzes financial statements, discusses the use of rating services such as Moody's and Standard and Poor's, and compares growth and income investments.

**FINC 3130 Securities Analysis/3 sem. hrs.** Builds on the foundation of investment management developed in FINC 3120 Principles of Investments by focusing on the management of funds of institutional investors, including insurance companies, pension funds, and foundations. **Prerequisite: FINC 3120.**

**FINC 3150 Banking and Financial Institutions/3 sem. hrs.** Studies the operation in commercial banks, savings and loan associations, and savings banks. Topics include loans, mortgages, bonds, investments, trusts, marketing, and auditing. Discusses the impact of federal and state regulations on financial institutions.

**FINC 3200 Individual Financial Management/3 sem. hrs.** Surveys the major elements of individual financial management. Topics include money management, credit and debt management, insurance, major expenses, college planning, retirement planning, and investments.

**FINC 4120 Advanced Financial Management/3 sem. hrs.** This course explores the role of the financial manager in finding sources of corporate funds, valuation, and capital budgeting. This course also examines financial forecasting and short- and long-term financing. **Prerequisite:** FINC 3110.

**FINC 4130 Portfolio Theory/3 sem. hrs.** This course covers portfolio theory with an emphasis on capital asset pricing, arbitrage pricing, pricing of derivatives, interest rates, and bond management. Internet exercises will be used extensively. **Prerequisite:** FINC 3130.

**FINC 4550 International Finance and Banking/3 sem. hrs.** Topics include international monetary systems, foreign exchange markets, exchange rates, international financial institutions, and capital markets. **Prerequisite:** ECON 2010.

**FINC 4910–4980 Advanced Special Topics/3 sem. hrs.** Examines topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

## GEOGRAPHY (GEOG)

**GEOG 2050 Survey of Geography/3 sem. hrs.** Study of geographic characteristics, area relationships, and major regional problems, and their impact on the Western world. Study of physical, human, economic, and political resources.

**GEOG 2260 Geography of Natural Resources/3 sem. hrs.** Study of the natural resources within the framework of the man-environment system. Included are problems related to pollution, populations, technology, growth, conservation of the environment, and developmental planning as they relate to the various geographic areas of the Western world and the non-Western world.

**GEOG 2280 Introduction to Oenology: The World of Wines/3 sem. hrs.** Study of major wine regions of the Western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. **Prerequisite:** must be the legal drinking age.

**GEOG 2910–2990 Special Topics in Geography/3 sem. hrs.** Topics in geography that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

**GEOG 3000 Geography of Ecotourism/3 sem. hrs.** Geography of Ecotourism examines physical and cultural attributes of countries and regions in the context of tourism. A general emphasis provides a broad overview of tourism around the world, but the majority of the instruction deals with the examination of ecotourism from a thematic viewpoint so that practitioners can learn to identify geographic locations with specific attractions and apply concepts so as to construct activities in any country.

**GEOG 4910–4980 Advanced Special Topics in Geography/3 sem. hrs.** Advanced topics in geography that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

## GENDER STUDIES (GEST)

**GEST 2050 Introduction to Gender Studies/3 sem. hrs.** This course introduces students to the interdisciplinary field of gender studies. It is designed to help students develop a critical framework for thinking about questions relating to gender and the ways that gender is constructed and institutional-

ized. Attention is paid to ongoing debates concerning public and private, the politics of embodiment and sexuality, equality and difference, the intersection of gender with other axes of subordination, identity politics, and essentialism.

**GEST 3110 Gender, Sexuality, and the Family/3 sem. hrs.** This course considers the socialization into masculine and feminine identities, sexual and reproductive choices, and examines the cultural context in which values about sexuality and gendered roles within the family are formed. **Identical to SOCL 3110.**

**GEST 3300 Gender at Work/3 sem. hrs.** This course examines the workplace as a specific cultural context in which identifiable values, ethics, and mores come into play, particularly as they relate to issues and imbalances related to gender and cultural diversity. **Identical to SOCL 3300.**

**GEST 3360 Psychology of Gender/3 sem. hrs.** This course examines theories about, as well as the psychological and social factors related to, gendered-identities, roles, and behaviors. **Identical to PSYC 3360.**

**GEST 4900 Special Topics in Gender Studies/3 sem. hrs.** This course serves as a capstone to gender studies and provides the opportunity for treatment of special topics and/or internships combined with independent research projects. **Prerequisite:** GEST 2050 or permission of instructor.

## GLOBAL STUDIES (GLBS)

**GLBS 2160 African Studies/3 sem. hrs.** African traditions and the challenge of modern development: an interdisciplinary overview of traditional African systems and societies and their impact on the development of political, social, and economic institutions; the legacy of European colonialism to emerging African nations; and the challenge of development in the 20th and 21st centuries.

**GLBS 2250 The Pacific Rim/3 sem. hrs.** The challenge of development in Southeast Asia and Latin America: using selected Southeast Asian and Latin American nations as focal points, the course provides an interdisciplinary overview of systems and societies in two distinct regions of the world and their relationship to past and future development. The goal of this course is to establish a hemispheric and global consciousness in the student.

**GLBS 2500 Global Issues/3 sem. hrs.** This course examines some of the increasingly complex and diverse issues confronting humanity. It examines the great diversity of opinion that people hold on important global issues, such as population, natural resource utilization, development, human rights, and values.

## HISTORY (HIST)

\* **HIST 1030 American History to 1865/3 sem. hrs.** American history from its colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

\* **HIST 1040 American History Since 1865/3 sem. hrs.** American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

\* **HIST 1090 Early Western Society/3 sem. hrs.** A historical study of the major political, social, economic, philosophical, and religious movements shaping Western society in the period preceding the Renaissance.

\* **HIST 1110 Modern Western Society/3 sem. hrs.** A historical examination of modern Western society since the Middle Ages emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

\* **HIST 2050 The American Experience/3 sem. hrs.** An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

\* **HIST 2100 Roots of Western Society/3 sem. hrs.** A historical examination of Western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the Western heritage.

**HIST 2130 The Formation of Latin America/3 sem. hrs.** Ancient America to the Mexican Revolution: an interdisciplinary study of ancient American and Latin American systems and societies. The course examines ways in which essential elements of indigenous cultures have had an impact on the development of Latin American political, social, and economic institutions; the impact of Iberian history and socioeconomic systems on the discovery, colonization, and development of American nations; the legacy of Spanish and Portuguese colonialism to emerging Latin American states; and the major goals and consequences of 19th century neocolonialism.

**HIST 2140 Modern Latin America/3 sem. hrs.** The 20th and 21st centuries: using Latin America and the Caribbean as a focal point, the course provides an interdisciplinary overview of contemporary American systems and societies and their place in a rapidly changing, increasingly interdependent world. Topics discussed will include the causes and goals of revolution in Latin America, Latin American debt and development, U.S.-Latin American relations, and a new hemispheric order for the 21st century.

\* **HIST 3010 Constitutional History I/3 sem. hrs.** A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. **Prerequisite: sophomore standing.**

\* **HIST 3020 Constitutional History II/3 sem. hrs.** Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. **Prerequisite: HIST 3010.**

**HIST 3030 Studies in American History/3 sem. hrs.** A study of a specific period in American history, such as the Civil War and Reconstruction, the New Deal Era, the Vietnam War, or recent U.S. diplomatic history. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisite: HIST 1030, HIST 1040, or HIST 2050.**

**HIST 3040 Studies in European and Non-Western History/3 sem. hrs.** A study of a specific period in European or non-Western history, such as Europe in the 20th century, the Holocaust, or modern African history. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisite: HIST 1090, HIST 1110, or HIST 2100.**

**HIST 4900 Special Topics in History/3 sem. hrs.** Advanced studies in selected topics in history, such as the historiography of the Progressive Movement, interpretations of the American Revolution, the role of technology in the American economy, or environmental history. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisite: one HIST course or instructor permission.**

## HOSPITALITY MANAGEMENT (HMG)

**HMG 3060 Hospitality and Business Law/3 sem. hrs.** An introduction to the legal aspects of managing a hospitality enterprise. Topics include essential legal information for compliance with the law as operator and customer in the context of hospitality management.

**HMG 3130 Human Resource Development/3 sem. hrs.** Emphasizes human resource development within hospitality and tourism organizations. Contemporary theories and practices are reviewed with practical applications for the hospitality industry. **Prerequisite: HMG 3110.**

**HMG 3300 Food and Beverage Operations/3 sem. hrs.** Addresses management of food and beverage operations. Emphasis is on front- and back-of-the-house operations. Staffing and accounting guidelines are reviewed.

**HMG 3310 Nutrition and Sanitation/3 sem. hrs.** Focuses on issues of health-consciousness and food quality and safety. Examines retail restaurant food service trends, marketing, recipe development, and menu planning. Topics include effective food-handling techniques, methods for prevention of food-borne illnesses, and causes of food contamination.

**HMG 3350 Volume Food Management/3 sem. hrs.** Covers both the history of and contemporary issues in the volume food industry. Examines the various industries involved in volume feeding, and the types of services offered. Familiarizes students with processes, equipment, facilities, trends, opportunities, and challenges associated with this industry.

**HMG 3450 Guest Services and Rooms Division Management/3 sem. hrs.** Introduces front-office procedures and back-of-the-house housekeeping operations. Front-office operations emphasize reservations, registration, night audit, checkout, and billing procedures. Housekeeping operations emphasize staff motivation, ordering and inventory control of housekeeping products, hiring of staff, and basic guestroom cleaning procedures.

**HMG 3500 Managing International Hospitality Operations/3 sem. hrs.** Focuses on the procedures used in the day-to-day operations of hospitality and tourism organizations. Reviews management systems that lead to the delivery of high-quality service/products. Examines hotels, cruise ships, travel organizations, convention services, gaming, and transportation.

**HMG 3520 Applied Research and Market Development/3 sem. hrs.** Reviews methodologies used to solve market-development problems. Acquaints the student with questionnaire design, interview and observation techniques, hypothesis testing, and descriptive and inferential statistics.

**HMG 3600 Hospitality, Tourism, Sports, and Entertainment Law/3 sem. hrs.** Examines the laws related to each of the industries. Topics include tort liability, constitutional and statutory law, government regulations, risk management, agency principles, forms of business organization, contract law, and ethics.

**HMG 3820 The Tourism System/3 sem. hrs.** Explores the interdisciplinary relationships of world tourism traffic flows, attractions, and entertainment events.

**HMG 3830 Public Tourism and Cultural Events/3 sem. hrs.** Examines the art and science of celebration and the impact of special tourism events. Students develop an understanding of the planning, promotion, and management of cultural events on worldwide and local community bases.

**HMG 3860 The Cruise Attraction/3 sem. hrs.** Provides the student with a comprehensive foundation in the cruise travel industry. Cruise travel history, facts about major cruise lines, and specialty yacht vacations are reviewed.

**HMG 4020 Ethics in Hospitality Management/3 sem. hrs.** Examines the moral aspects of decision-making processes within hospitality organizations. Ethical issues include workers' and consumers' rights, managerial responsibilities, community obligations, and social responsibilities. **Prerequisites: HMG 3110 and HMG 3060, or HMG 3180.**

**HMG 4060 Legal Aspects of Tourism Events/3 sem. hrs.** Introduces the student to laws relevant to the cruise and tourism industry. **Prerequisite: HMG 3060.**

**HMG 4310 Restaurant Management Seminar/3 sem. hrs.** Reviews the types of restaurants and consumer perceptions of the restaurant experience. Discusses menu planning, price, merchandising, marketing, and control. **Prerequisites: HMG 3300 and permission of the instructor.**

**HMG 4350 Food and Beverage Purchasing/Control/3 sem. hrs.** Provides the knowledge necessary to implement an F and B purchasing program and an F and B control system in restaurants and medium-sized hotels. **Prerequisites: HMG 3300 and MATH 1330.**

**HMG 4370 Food Facilities Design/3 sem. hrs.** Focuses on transforming plans and budgets into a workable operation and how best to work with design experts in developing new or renovated food service designs. **Prerequisite: HMG 3300.**

**HMG 4500 Hospitality/Tourism Practicum/3 sem. hrs.** The practicum applies management skills in an industry setting or develops knowledge and skills in an area that is less familiar to the learner. The practicum requires a minimum of a full semester (16 week) commitment and can be taken at any point during or after the final year of study.

**HMG 4840 Special Interests and Ecotourism/3 sem. hrs.** Examines issues in the development of sustainable tourism resources including social, political, and economic factors and their impact on the environment. **Prerequisite:** HMG 3820.

**HMG 4850 Theme Parks and Entertainment Attractions/3 sem. hrs.** Reviews the origin of theme parks and attractions as well as the relationship between attractions, hotels, restaurants, and community infrastructure. **Prerequisite:** HMG 3820.

**HMG 4860 World Event and Conference Planning/3 sem. hrs.** This application-oriented course deals with planning and managing conventions and meetings. Topics include meeting planning, exhibit services, theme design, banquet and volume food service, site selection, association organizational structure, transportation, and pre/post-conference packaging. **Prerequisite:** HMG 3820.

**HMG 4980 Special Topics in Hospitality/Tourism/3 sem. hrs.** Provides advanced students with the opportunity to pursue areas of major interest within the hospitality and tourism areas under the guidance of a faculty member.

## HUMANITIES (HUMN)

**HUMN 1410 Explorations in the Humanities/3 sem. hrs.** This introductory humanities course examines life from two perspectives: the self and the self and society. The arts and humanities will be viewed as the product of past and present human intellect and imagination that tells us what we believe in, what we stand for, and what we value.

**HUMN 3510 The American Experience in Literature/3 sem. hrs.** Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors. (Offered in the BPM and EDU programs only.)

**HUMN 4900 Special Topics in the Humanities/3 sem. hrs.** Advanced studies in selected cross-disciplinary areas of the humanities, including such topics as comparative religion, death and dying, or popular culture. Specific focus to be announced. May be repeated once for credit, if content changes and with departmental approval. **Prerequisite:** one 2000-level PHIL, ARTS, LITR, or HIST course.

**HUMN 4999 Senior Project/3 sem. hrs.** An internship with a professional organization related to the arts and humanities (such as an art museum, cultural center, library, literacy program, foundation, or governmental agency). Each student will carry out a project of his/her own choice under close faculty supervision and submit a final written assignment. Specific focus to be announced. **Prerequisite:** senior standing.

**COOP 3814 Cooperative Education I in Humanities /1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**COOP 3914 Cooperative Education II in Humanities /1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** COOP 3814, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3814 Internship I in Humanities /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3914 Internship II in Humanities /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3814, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

## INTERNSHIP (INTN)

**INTN 3810 Internship I in Accounting**  
**INTN 3811 Internship I in Business**  
**INTN 3812 Internship I in Computer Science**  
**INTN 3814 Internship I in Humanities**  
**INTN 3815 Internship I in Legal Studies**  
**INTN 3816 Internship I in Biology**  
**INTN 3818 Internship I in Marine Biology**  
**INTN 3819 Internship I in Psychology**  
**INTN 3820 Internship I in Paralegal Studies**

**1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3910 Internship II in Accounting**  
**INTN 3911 Internship II in Business**  
**INTN 3912 Internship II in Computer Science**  
**INTN 3914 Internship II in Humanities**  
**INTN 3915 Internship II in Legal Studies**  
**INTN 3916 Internship II in Biology**  
**INTN 3918 Internship II in Marine Biology**  
**INTN 3919 Internship II in Psychology**  
**INTN 3920 Internship II in Paralegal Studies**

**1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** Internship I, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

## LATIN AMERICAN AND CARIBBEAN STUDIES (LACS)

**LACS 3000 Special Topics in Latin American and Caribbean Studies/3 sem. hrs.** Topics in Latin American and Caribbean studies not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

**LACS 4850 Preparation for Field Study/3 sem. hrs.** This course is designed to prepare students for total immersion into Latin American culture, with emphasis on the culture and environment of the Peruvian Amazon. Students will examine how others deal with the experience of separation from one's culture and integration into another. To aid in their own integration process, students will examine the geography, culture, and the current events of Peru and the Amazon region. **Prerequisite:** permission of instructor.

**LACS 4860 Field Study in Latin America I/3 sem. hrs.** A field experience relating to selected topics in Latin American and Caribbean studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll in field study experience covering different topics and cultures. **Prerequisite:** permission of instructor.

**LACS 4870 Field Study in Latin America II/3 sem. hrs.** Advanced field experience relating to selected topics in Latin American and Caribbean studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll in field study experience covering different topics and cultures. **Prerequisite:** permission of instructor.

## LEGAL STUDIES (LGST)

**LGST 2010 Law in Action: Introduction to Legal Reasoning/3 sem. hrs.** An introduction to the structure and basic decisional processes of the American legal system. The course material examines the central issues and processes of the legal system from the perspective of their everyday working relationships and how courts work. **Prerequisite:** WRIT 1500.

**LGST 2100 The Legal Profession/3 sem. hrs.** A study of the historical and social development of the legal profession in America from the colonial period to the present, with emphasis on the structure of legal education, ethical standards, and the public policy role of lawyers.

**LGST 2400 Comparative Legal Systems/3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to, and expression of, the cultures from which they derive.

**LGST 3000 Interdisciplinary Studies in Law/3 sem. hrs.** This course thematically explores interdisciplinary topics of law and society. The theme varies from term to term and may involve an exploration of one of the following relationships: children and the law, cultural minorities and the law, economic growth and the law, federalism and the law, judiciary and democracy, legal anthropology, popular culture and the law, psychology and the law, slavery and the law, and women and the law.

**LGST 3260 Judicial Politics and Process/3 sem. hrs.** This class will examine both the formal and informal practices and rules that shape the American judicial system. Utilizing a political science/legal anthropology approach, it will ask who uses the courts, why they use the courts and what they hope to achieve. In doing so, it will seek to assess the effectiveness of American justice by analyzing such topics as the formal structures of the American judicial system and the judicial appointment, socialization, and the decision-making process. **Prerequisite:** HIST 3020.

**LGST 3300 Legal Research and Writing/3 sem. hrs.** Students will learn basic primary and secondary resources and legal research skills. Book, online, CD-ROM, and Internet resources will be covered. Two memorandums of law and law library research skill exercises will be required. **Prerequisites:** LGST 2010 and junior standing required.

**LGST 3350 Environmental Law and Policy/3 sem. hrs.** Environmental Law and Policy analyzes environmental quality in terms of law and policy. Specific public policy issues are surveyed to develop alternative approaches for dealing with ecological problems and for illustrating the power of public opinion. This course also provides an understanding of the norms and institutions that comprise national and international environmental law. Specific topics considered include air pollution and protection of the atmosphere, hazardous waste, endangered species, the global commons, and laws of the sea. Statutes, regulations, and judicial decisions are emphasized to provide an overall analysis of environmental law. **Identical to ENV 3350.**

**LGST 4050 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course also examines the leading United States Supreme Court cases in the area. **Prerequisite:** HIST 3020.

**LGST 4260 Private Law and Modern American Thought/3 sem. hrs.** This course examines, in depth, one or more areas of private law, such as contracts, torts, or corporations and considers them in the context of modern legal thought. The emphasis will be on 20th-century America. **Prerequisite:** HIST 3020.

**LGST 4300 Mock Trial/3 sem. hrs.** Students will learn basic trial presentation and strategy skills, including opening and closing arguments, cross and direct examination, jury selection, and voir dire. This is a performance/skill course. Each student will be required to participate in both a civil and criminal mock trial. **Prerequisites:** LGST 3300 and senior standing required.

**LGST 4400 Special Topics in Legal Studies/3 sem. hrs.** This course examines selected topics in legal studies. Topics vary each semester. This course may be repeated once for credit, if content changes and with departmental approval. **Prerequisite:** senior standing or instructor approval.

**LGST 4410 International Law/3 sem. hrs.** An introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties and agreements, law of the sea, and claims against nations. **Prerequisite:** junior/senior standing or instructor approval.

**LGST 4450 Capstone Course in Legal Studies/3 sem. hrs.** Senior research and reading project. Drawing together diverse themes from legal studies, this seminar will focus on important links within the triad of law, morals, and public policy. **Prerequisite:** HIST 3020.

**LGST 4900 Study Abroad/1-6 sem. hrs.** A study abroad experience relating to selected topics in legal studies. Topics and credits vary. **Prerequisite:** permission of department director.

**COOP 3815 Cooperative Education I in Legal Studies/1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**COOP 3915 Cooperative Education II in Legal Studies/1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** COOP 3815, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**INTN 3815 Internship I in Legal Studies/1-3 sem. hrs.** A 10-20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**INTN 3915 Internship II in Legal Studies /1-3 sem. hrs.** A 10-20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3815, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

## LITERATURE (LITR)

\* **LITR 2010 British Literature/3 sem. hrs.** A survey of major literary movements and writers, from the *Beowulf* poet to the present. The course examines themes common to different historical periods. **Prerequisites:** READ 1000 and WRIT 1500 with a C- or higher.

\* **LITR 2020 American Literature/3 sem. hrs.** A survey of American literature from the Puritans to the present, emphasizing major authors and identifying themes common to different historical periods. **Prerequisites:** READ 1000 and WRIT 1500 with a C- or higher.

\* **LITR 2030 World Literature/3 sem. hrs.** A survey of selected masterpieces by writers who have influenced the evolution of world culture, such as Homer, Dante, and Cervantes. **Prerequisites:** READ 1000 and WRIT 1500 with a C- or higher.

\* **LITR 3010 Studies in British Literature/3 sem. hrs.** A study of a specific period in British literary history (e.g., the Middle Ages, the Renaissance, Romanticism, Modernism). Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 3020 Studies in American Literature/3 sem. hrs.** A study of a specific period in American literary history (e.g., the Puritans and Revolutionaries, Transcendentalists, 19th-century realists). Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 3030 Studies in World Literature/3 sem. hrs.** A study of a specific period in world literary history (e.g., the Classical era, Medieval period, the Renaissance, the Enlightenment, Romanticism, Modernism). Specific focus

to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 3040 Women and Literature/3 sem. hrs.** Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 3050 Area Studies in Literature/3 sem. hrs.** A study of the literature of a specific group or region, such as Celtic and Irish literature, Latin American and Caribbean literature, or African American literature. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 3610 Literary Genres/3 sem. hrs.** An introduction to major genres (poetry, drama, and the novel) through the reading of important works of various periods. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 4060 Critical Theories and Gender/3 sem. hrs.** This course introduces students to contemporary feminist criticism and gender theory from Simone de Beauvoir to the present and explores the potential usefulness of theoretical constructs in examining literature. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 4700 Major Authors/3 sem. hrs.** This course examines the life and work of a single major author from a variety of critical perspectives. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 4710 Legends and Motifs in Literature/3 sem. hrs.** This course explores a single legend or motif that has captured the imagination of authors from ancient Greece to the present. Such legends may include a single figure, such as King Arthur, Oedipus, Antigone, Don Juan, Faust, or a character type, such as the vampire, the detective, or the femme fatale. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisites:** WRIT 2000 and one 2000-level LITR course.

\* **LITR 4900 Special Topics in Literature/3 sem. hrs.** Topics, which vary from year to year, may include a history of literary criticism; a study of literature in relation to a specific field (politics, law, science); or an exploration of a particular form (travel literature, autobiography, etc.) or theme (literature and the city, literature and the self). Recommended for advanced students. Specific focus to be announced. May be repeated once for credit, if content changes and with department approval. **Prerequisite:** one 3000-level or 4000-level LITR course.

## MANAGEMENT (MGMT)

**MGMT 1410 Personal Career Development/3 sem. hrs.** Works with students to identify vocational interests and aptitudes, obtain information about occupations, gain experience through practicums and cooperative education, and establish career plans. **Identical to EDUC 1410 and PSYC 1410.**

**MGMT 2050 Principles of Management/3 sem. hrs.** Provides an overview of management history and theory, schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

**MGMT 2510 Supervisory Skills/3 sem. hrs.** Studies the changing responsibilities of first-level supervisors. Topics include high-quality management, multicultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

**MGMT 2910–2990 Special Topics/3 sem. hrs.** Examines management topics that are not included in regular course offerings and may be taken without

prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**MGMT 3000 Fire Administration/3 sem. hrs.** Studies fire service organization and management. Topics include styles of fire department leadership, organizational structures, administrative strategies, and the legal and ethical considerations of modern fire departments. Explores future directions in fire protection management.

**MGMT 3020 Organizational Communication/3 sem. hrs.** Reviews formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication.

**MGMT 3070 Stress Management/3 sem. hrs.** Examines the impact of stress management on the work place and the quality of work life. Topics include individual vulnerability to stressors, the environment in which vulnerability is exposed to stressors, and the resulting behavioral symptoms. **Identical to PSYC 3070.**

**MGMT 3200 Public Administration/3 sem. hrs.** Explores the nature and scope of public administration. Topics include governmental proprietary enterprises, regulation of business, bureaucratic organization, administration, relationships, and policy making.

**MGMT 3210 Public Budgeting, Planning, and Control/3 sem. hrs.** Reviews the concepts and processes of budgeting. Topics include essentials of risk management, managing static risk, and capital budgeting. **Prerequisite:** ACCT 2100.

**MGMT 3480 Industrial Psychology/3 sem. hrs.** Emphasizes a general knowledge of industrial/organizational psychology as well as its application to solving real-world problems. Topics include job satisfaction, job design and organizational development, human factors, and environmental stressors on workers.

**MGMT 3500 EMS Management/3 sem. hrs.** Provides an overview of management methods and procedures in emergency medical service organizations. Topics include ethical and legal considerations, budget preparation, records management, public relations, intergovernmental relations, conflict resolution, cultural diversity, and personnel management issues.

**MGMT 3560 Substance Abuse in Business and Industry/3 sem. hrs.** Reviews alcohol and substance abuse problems in business and industry and the role of management in dealing with these problems. Studies company policies regarding substance abuse, effective educational and intervention programs, and implementation strategies.

**MGMT 3660 Management Information Systems/3 sem. hrs.** Discusses the use of computers in business, as well as database management and information system fundamentals.

**MGMT 3770 Production and Inventory Control/3 sem. hrs.** Analyzes systems, materials flow networks, methods of control, and forecasting of market and resource activities. Examines the criteria for determining output, pricing, capital cost, investments, and profit centers.

**MGMT 3880 Operations Management/3 sem. hrs.** A problem-oriented course in production and operations management. Topics covered include inventory control, production control, quality control, services management, and facilities management and control. **Prerequisite:** MATH 1030.

**MGMT 4000 Project Management/3 sem. hrs.** Surveys the techniques used to improve the efficiency and effectiveness of fire protection methods. Evaluates the methods available for identifying needs, managing short- and long-term plans, and monitoring change.

**MGMT 4010 Health Care Organization and Administration/3 sem. hrs.** Provides an overview of health care organization in the U.S. from a systems perspective and the administrative implications of health care organization models. Offered in HCS only.

**MGMT 4020 Legal Aspects of Health Care Administration/3 sem. hrs.** Studies the liabilities and responsibilities of health care institutions and professionals. Reviews federal, state, and local regulation of health services. Offered in HCS only.

**MGMT 4050 Organization Development and Change/3 sem. hrs.** Applies behavioral science knowledge and practices to help organizations improve the quality of work life and experience strategies for achieving change.

**MGMT 4150 Legal Environment of Management/3 sem. hrs.** Surveys public law and regulation of business. Examines employer-employee, labor-management, debtor-creditor, and buyer-seller relationships.

**MGMT 4160 Human Resource Management/3 sem. hrs.** Surveys personnel policies, techniques, and methods. Topics include wage and salary management, personnel selection and placement, labor relations, and employee rights.

**MGMT 4170 Organization Behavior/3 sem. hrs.** Explores the interaction of individuals and the organization as a dynamic interplay that affects total organizational effectiveness. Topics include the role of effective communication in the organization, motivation, leadership, and values.

**MGMT 4200 Administrative Law/3 sem. hrs.** Introduces students to important legal issues involving administrative law and administrative process. Topics include regulation, rule making, adjudication, hearings, discretion, tort liability, and judicial review. Covers the role of administrative agencies in the regulative process.

**MGMT 4210 Issues in Public Policy/3 sem. hrs.** Case studies cover topics such as regulatory and redistributive public policies, policy evaluation, and the impact of politics on policy analysis.

**MGMT 4250 Strategic Human Resource Management/3 sem. hrs.** A capstone course covering the HRM function in organizations, with specific emphasis on training, development, and career pathing of employees; stress management; and labor relations and negotiations. **Prerequisite:** MGMT 4160.

**MGMT 4300 Managing Workplace Diversity/3 sem. hrs.** Prepares students to manage in the diverse work place. Emphasis is on practical, experiential classroom activities designed to help students understand the range of cultural behaviors and expectations found in the work place.

**MGMT 4450 Labor Relations and Negotiations/3 sem. hrs.** Examines labor relations in terms of collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. **Prerequisite:** MGMT 4160.

**MGMT 4500 Legal Aspects of Fire Administration/3 sem. hrs.** Reviews the laws that apply to fire service organizations and their employees. Examines the law-making authority and process at the federal, state, and local levels as it applies to emergency service personnel.

**MGMT 4600 International Management/3 sem. hrs.** Explores the context of international management and the organization of multinational firms. Topics include organizational problems in international operations, international financial management, international personnel management, relations with host governments, and comparative management. **Prerequisite:** BUSS 3550.

**MGMT 4910–4980 Advanced Special Topics/3 sem. hrs.** Examines topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**MGMT 4990 Advanced Special Topics: Total Quality Management/3 sem. hrs.** Examines the theory and practice of total quality management (TQM) as applied in business organizations. Topics include philosophies of Demming, Juran, Crosby, and others; continuous process improvement; self-directed work teams; and building a high-quality culture.

## MARINE BIOLOGY (MBIO)

**MBIO 2400 Marine Biology/3 sem. hrs.** This introductory course for the marine biology major will acquaint the student with a wide variety of topics incorporated in marine biological studies. Focus will be placed on the physiological, chemicochemical, and biological constraints of marine organisms, their habitat, and community interactions. Two weekend field trips are required.

**MBIO 2500 Oceanography/Lab/4 sem. hrs.** Study of the physical and life sciences as they apply to the ocean. Oceanographic sampling and laboratory analysis techniques are covered.

**MBIO 2910 Introductory Marine Bio Field Topics/1 sem. hr.** Introductory topics in marine biological science that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for different topics.

**MBIO 3250 Coastal Marine Communities/3 sem. hrs.** Visits to mangrove forests, seagrass beds, sandy shorelines, and hard-bottom habitats will expose students to the wide variety of marine communities in and around southeast Florida. Relationships within and among these communities will exemplify their interdependence. These systems will be studied at both the macro and micro levels. Several field trips are required, to be scheduled either during class time or on weekends. **Prerequisite:** BIOL 1510. **Successful completion of one of the following courses is strongly recommended:** MBIO 2500, MBIO 3650, or BIOL 3200.

**MBIO 3350 Gulf Stream Ecology/3 sem. hrs.** This course will be team taught by experts in a range of different oceanographic subdisciplines. In this way, students will gain hands-on field and laboratory experience working with a range of organisms collected from several local habitats. Topics explored will include microbial ecology, macroinvertebrate ecology, and vertebrate ecology. Students will become familiar with the techniques used to collect and study these different groups in the field. In the laboratory, they will conduct experiments to elucidate their function within the different ecosystems sampled.

**MBIO 3650 Marine Vertebrates/3 sem. hrs.** This course is an introduction to marine vertebrates and their evolution, systematics, anatomy, physiology, ecology, and behavior. The focus will be on the organisms and their interactions with the marine environment, their interactions with each other, and their interaction with other species. A major goal will be to explain the great diversity and adaptations of vertebrate animals with examples involving local marine species. **Prerequisite:** BIOL 1510.

**MBIO 3750 Coral Reefs and Coral Communities/3 sem. hrs.** This class introduces students to the biology and ecology of corals and coral-associated organisms. Topics include coral distribution, abundance, diversity, taxonomy, endosymbionts, reproduction, predator-prey relationships, and anthropogenic and natural disturbances. Active classroom discussion will be encouraged during and following the presentation of material by the professor. A formal discussion period on selected papers will be conducted during each class. Material will be presented from a global perspective, with focus on the South Florida and Caribbean marine environment. Two weekend field trips are required. **Prerequisite:** MBIO 2400.

**MBIO 4150 Applied Marine Biology/3 sem. hrs.** Topics include the impacts of marine pollution, underwater structures, and overfishing on selected marine communities. The use of novel bio-compounds in marine biotechnology, aquaculture, and applied marine genetics will be explored. The social, ethical, and moral implications of this new technology will be examined.

**MBIO 4210 Ecology of the Great Barrier Reef/3 sem. hrs.** This course is an intensive, academically rigorous experience designed to provide students with an integrated understanding of reef ecology. The remote location in a protected marine area provides access to an unequalled classroom setting. A typical day involves lecture, snorkeling, field write-ups, oral presentations, and compilation of faunal and trips lists. There are reefs in the lagoon, and boats are taken to outlying reef areas.

**MBIO 4230 Belize Reef Ecology/3 sem. hrs.** This course is intended as an entry-level residential field experience for marine science majors. The primary

focus of the course is a weeklong field experience at South Water Caye, Belize. Students undertake projects to be completed during their stay on the Caye. A written paper must be submitted. This experience provides complete immersion in the subject matter and brings together a number of academic disciplines; it also provides a synthesis of information enabling students to incorporate knowledge from prior course work in a field setting. **Prerequisites:** BIOL 1510, MBIO 2400, or permission of the instructor.

**MBIO 4250 Ecology of the Galapagos Islands/3 sem. hrs.** This intensive lecture and field experience will introduce and amplify principles of evolutionary ecology in the unique setting of the Galapagos Islands. Lectures will cover the historical, geological, and biological aspects of the archipelago. The field portion of the course will include visits to the Charles Darwin Research Station and Galapagos National Park Service on the island of Santa Cruz and a one-week cruise to visit islands in the southern, central, and western portions of the archipelago.

**MBIO 4910 Marine Biology Field Topics/1-3 sem. hrs.** Advanced topics in marine biology that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for different content.

**MBIO 4999 Symposium in Environmental Science/Studies and Marine Biology/0 sem. hrs.** A required component for the environmental science/studies and marine biology majors is attending a weekly symposium. Local, state, national, and international experts representing a variety of disciplines found under the environmental science/studies umbrella are invited to present papers and presentations about current research and projects they are developing. The purpose of the symposium series is to reveal the most current issues in the fields as well as to provide current information on the opportunities available to students. **Identical to ENVS 4999.**

**COOP 3818 Cooperative Education I in Marine Biology/1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**COOP 3918 Cooperative Education II in Marine Biology/1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** COOP 3818, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3818 Internship I in Marine Biology/1-3 sem. hrs.** A 10-20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

**INTN 3918 Internship II in Marine Biology/1-3 sem. hrs.** A 10-20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3818, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. **Contact coordinator of experiential learning.**

## MARKETING (MRKT)

**MRKT 2110 Sales Management/3 sem. hrs.** Emphasizes sales-force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered.

**MRKT 2210 Retail Management/3 sem. hrs.** Examines effective marketing strategies specific to the retail establishment. Topics include organizational structure, store location, personnel selection, merchandising, promotion, and service.

**MRKT 2901 Special Topics: Customer Service Theory and Practices/3 sem. hrs.** Reviews methods to measure and enhance customer service productivity. Focuses on customer service as a total organizational philosophy, tech-

niques of motivating customer service workers, and raising consumer satisfaction.

**MRKT 2902 Special Topics: Public Relations/3 sem. hrs.** Strategies to establish and maintain goodwill between a person or organization and the public. Analyzes public relations strategies and campaigns using case studies.

**MRKT 2910-2990 Special Topics/3 sem. hrs.** Examines topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**MRKT 3010 Channels of Distribution/3 sem. hrs.** Explores the role of marketing channels in establishing an effective marketing strategy. Topics include physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized "middlemen." **Prerequisite:** MRKT 3050.

**MRKT 3050 Marketing Principles and Applications/3 sem. hrs.** Focuses on marketing concepts including consumer behavior and market analysis.

**MRKT 3080 Cooperative Education/0 sem. hrs.** Work placement for a period of 16-18 weeks. The placement will be related to the student's program of study.

**MRKT 3100 Marketing Services/3 sem. hrs.** Explores the marketing of services, highlighting the distinctions that exist in the marketing of intangibles. Presents strategies for marketing of services versus the traditional product-related marketing. **Prerequisite:** MRKT 3050.

**MRKT 3210 Advertising and Sales/3 sem. hrs.** Introduces the basic principles and concepts of marketing communication. Focus is on effective advertising campaigns and sales promotional plans for business. **Prerequisite:** MRKT 3050.

**MRKT 4210 Marketing Communication Strategies/3 sem. hrs.** Stresses the development of promotion objectives and the planning and integration of these programs with other aspects of marketing. **Prerequisite:** MRKT 3050.

**MRKT 4310 Consumer Behavior/3 sem. hrs.** Analyzes the effectiveness of marketing strategies in yielding desired consumer responses, including the push-versus-pull strategy and the selling approach versus the marketing approach. **Prerequisites:** MGMT 4170 and MRKT 3050.

**MRKT 4350 Service Quality Management/3 sem. hrs.** Develops a conceptual understanding of high-quality service marketing. Topics include the distinctive aspects of services, consumer behavior, services management, and services research. **Prerequisite:** MRKT 3050.

**MRKT 4500 International Marketing/3 sem. hrs.** Studies the scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, and export/import management. **Prerequisites:** BUSS 3550 and MRKT 3050.

**MRKT 4710 Marketing Strategy/3 sem. hrs.** Examines marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation; the use of marketing research; test marketing of products; and intercompany coordination of pricing and promotion. **Prerequisite:** MRKT 3010.

**MRKT 4901 Advanced Special Topics: Customer Service Practicum/3 sem. hrs.** The requirements of this experiential course are: (1) The student will have passed an NSU-approved corporate training program in customer service or (2) The student will complete a customer service project under the supervision of a faculty member and a corporate sponsor.

**MRKT 4910-4980 Advanced Special Topics/3 sem. hrs.** Examines topics in marketing that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.



## MATHEMATICS (MATH)

**MATH 1000 Essential Mathematics/3 sem. hrs.** This course is designed to provide a brief review of basic computational skills in fractions, decimals, and rational numbers. It expands into a comprehensive study of introductory algebra including: variable expressions, linear equations and inequalities, polynomials, exponents, algebraic word problems, factoring, and quadratic equations. **Prerequisite:** placement examination required.

**MATH 1025 CLAST Preparation Mathematics/3 sem. hrs.** This course is designed to review the mathematics skills necessary to be successful on the College Level Academic Skills Test (CLAST). These skills are included in the following five broad areas: arithmetic; geometry and measurement; algebra; statistics and probability; and logical reasoning. Test-taking strategies and problem-solving techniques will also be addressed in this course. Cannot be used toward graduation requirements. **Prerequisites:** all required MATH courses and a CLAST score between 260-290 inclusively.

**MATH 1030 Intermediate Algebra I/3 sem. hrs.** The first course in a two-course sequence designed to provide students with a full range of algebra skills. This course is designed for students who have had some algebra. Topics covered include the real numbers, polynomials, linear equations and inequalities in one and two variables, functions, and systems of linear equations. A grade of C- or better is required to move on to subsequent courses. **Prerequisite:** placement examination or MATH 1000 with a grade of C- or higher.

**MATH 1040 Intermediate Algebra II/3 sem. hrs.** The second course in a two-course sequence designed to provide students with a full range of algebra skills. This course includes the prerequisite skills for calculus classes. Topics include rational expressions and functions, roots, quadratic functions, exponents and logarithms, and conic sections. **Prerequisite:** placement examination or MATH 1030 with a grade of C- or higher.

**MATH 1200 College Algebra/3 sem. hrs.** This course is for students with a strong background in algebra. Students will study fundamental concepts of algebra; equations and inequalities; functions and graphs; and polynomial, rational, exponential, and logarithmic functions. **Prerequisite:** placement examination or MATH 1040 with a grade of C- or higher.

**MATH 1250 Trigonometry/3 sem. hrs.** This course will complete the sequence of courses necessary to begin the study of calculus. A thorough study of trigonometric functions, analytic trigonometry, and numerous applications will be covered. **Prerequisite:** placement examination or MATH 1200 with a grade of C- or higher.

**MATH 2080 Applied Calculus/3 sem. hrs.** This course covers functions, graphs, and derivatives of algebraic functions; introduction to derivatives of trigonometric functions; exponential and logarithmic functions; application of derivative to business problems; and related rates and maximum/minimum problems. **Prerequisites:** placement examination or MATH 1200 with a grade of C or higher.

**MATH 2100 Calculus I/4 sem. hrs.** Functions, limits, and derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, and definite and indefinite integrals with applications. **Prerequisite:** placement examination or MATH 1250 with a grade of C- or higher.

**MATH 2200 Calculus II/4 sem. hrs.** Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, and inverse trigonometric functions. L'Hopital's rule and improper integrals. **Prerequisite:** MATH 2100 with a grade of C- or higher.

**MATH 3020 Applied Statistics/3 sem. hrs.** An introductory course in the use of descriptive and inferential statistics. Topics to include graphical and numerical descriptive measures, probability, common random variables and their distributions, sampling procedures, confidence intervals, and hypothesis testing (including tests for independence and goodness of fit). **Prerequisite:** placement examination or MATH 1030 or higher with a grade of C- or better.

**MATH 3030 Applied Statistics II/3 sem. hrs.** Introductory aspects of inferential statistics and experimental design are covered. Course material includes hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, and elementary design of experiments. Stress will be placed on interpreting studies that employ these techniques. **Prerequisite:** MATH 3020 with a grade of C- or higher.

**MATH 3100 Differential Equations/3 sem. hrs.** Solving first-order ordinary differential equations, exact, separable, and linear. Applications to rates and mechanics and theory of higher-order linear differential equations. Methods of undetermined coefficients and variation of parameters; application to vibration, mass, and electric circuits; and power series solutions. Partial differential equations and their application to electronics and electrical engineering problems. Solutions of initial boundary problems. Fourier series, Fourier transforms, inhomogenous problems, Laplace transforms, and introduction to numerical methods. **Prerequisite:** MATH 2200.

**MATH 3250 Euclidean Geometry/3 sem. hrs.** Plane Euclidean geometry starts with a vocabulary of terms, definitions, and postulates, then works its way into direct and indirect proofs, and then finishes with similar figures, triangles, circles, and areas. The study of coordinate, solid, and non-Euclidean geometries will be left as an option (directed study) to the interested individual student. **Prerequisite:** MATH 1200 with a grade of C- or higher.

**MATH 3300 Introductory Linear Algebra/3 sem. hrs.** Appropriate for any student seeking a first course in linear algebra. The focus of the course is on matrix theory and its applications. **Prerequisite:** MATH 2200 or departmental approval.

**MATH 3350 Number Theory/3 sem. hrs.** Topics covered include divisibility, theory of primes, numerical functions, and congruence classes. **Prerequisites:** MATH 2200 and MATH 3250.

**MATH 3900 History of Mathematics/3 sem. hrs.** Covers from the early development in mathematics to current thinking. Students will gain the perspective that mathematics is the cumulative creation of many people over time. **Prerequisites:** MATH 2200, MATH 3250, and MATH 3350.

**MATH 4050 Advanced Calculus I/3 sem. hrs.** Begins with analytic geometry and vectors in several dimensions and continues with partial differentiation of functions of several variables and its applications, including linear programming, multipliers, and linear regression. Finally, double and triple integrals and their applications are also covered. **Prerequisite:** MATH 2200 with a grade of C- or higher.

**MATH 4060 Advanced Calculus II/3 sem. hrs.** Begins with a study of vector functions of one variable and their applications and continues with vector fields including line and surface integrals. The major theorems of vector calculus, including the divergence theorem, Green's Theorem, and Stoke's Theorem, are also covered. **Prerequisite:** MATH 4050 with a grade of C- or higher.

**MATH 4500 Probability and Statistics/3 sem. hrs.** Probability function, random events, expectation, conditional probability distribution functions, and foundations of statistics. **Prerequisite:** MATH 2200 with a grade of C- or higher.

**MATH 4990 Independent Study in Mathematics/1-12 sem. hrs.** The student selects and independently carries out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** to be determined by the faculty and department director.

## PARALEGAL STUDIES (LEGS)

**LEGS 1150 Introduction to Law and the Legal Profession/3 sem. hrs.** Topics will include the structure and decisional processes of the American legal system, sources of law, methods of dispute resolution, the roles of the attorney and the paralegal, legal analysis, interviewing techniques, and ethics for paralegals. This course is not required for those students who have taken LGST 2010. **Also offered as LEGS 0015/Noncredit.**

**LEGS 2100 Legal Research and Writing I/3 sem. hrs.** Students will study primary and secondary sources of law, obtain legal research and writing skills, learn how to use a law library, and obtain computer-assisted legal research training. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. This course is not required for students who have taken LGST 3300. Also offered as LEGS 0010/Noncredit.

**LEGS 3050 Criminal Law and Procedure/3 sem. hrs.** This course covers the study of both substantive criminal law and criminal procedure. Students will learn the elements of major crimes and defenses. Students also will examine the constitutional aspects of criminal procedure, including searches, seizures, and arrests; interrogation; the pretrial process; trial; sentencing; and appeal. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as CRJU 2200 and as LEGS 0005/Noncredit.

**LEGS 3210 Computer Applications for the Legal Profession/3 sem. hrs.** Theory and application of programs for computers that are used in the legal profession. Hands-on experience with microcomputers and specialized software utilized by the legal profession. **Prerequisites:** TECH 1110 and LEGS 1150 or LGST 2010 or permission of the coordinator. Also offered as LEGS 0021/Noncredit.

**LEGS 3260 Real Estate Practice I/3 sem. hrs.** Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0026/Noncredit.

**LEGS 3300 Torts and Civil Litigation/3 sem. hrs.** This course covers tort law, including such topics as intentional torts, negligence, strict liability, products liability, defamation, and defenses to torts. Students also will examine the civil litigation process, including evidence, the rules of civil procedure, discovery, jury selection, and pretrial work. Students will prepare pleadings and pretrial discovery. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0030/Noncredit.

**LEGS 3360 Wills, Trusts, and Estates I/3 sem. hrs.** Topics will include intestacy, wills, trusts, living wills, will substitutes, probate, estate administration, and estate and gift taxes. Students will prepare wills and estate administration documents. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0036/Noncredit.

**LEGS 3400 Business Relations and Organizations/3 sem. hrs.** Topics will include contracts (the essential elements, defenses to enforceability, third-party beneficiaries, and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0040/Noncredit.

**LEGS 3550 Family Law/3 sem. hrs.** Topics will include prenuptial and post-nuptial agreements, marriage, dissolution, equitable distribution, alimony, shared parental responsibility, child support, property settlement agreements, adoption, and paternity and juvenile law. **Pre/Corequisites:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0050/Noncredit.

**LEGS 4060 Debtor and Creditor Relations/3 sem. hrs.** Topics will include the following: the bankruptcy process and alternative remedies; secured parties under the Uniform Commercial Code; judgment liens; locating debtors' property; enforcement of judgments by way of garnishment, attachment, and replevin; and exempt property. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100, 3400, and 3300 or permission of coordinator.

**LEGS 4110 Legal Research and Writing II/3 sem. hrs.** This course will commence with a review of all basic primary and secondary sources. Florida research tools and special topical reference materials will also be covered. Advanced training in computer-assisted legal research will be provided. Legal writing will be emphasized. There will be a variety of written work ranging from everyday correspondence to memoranda of law. **Prerequisites:** LEGS 1150 or LGST 2010 and LEGS 2100 or permission of coordinator.

**LEGS 4270 Real Estate Practice II/3 sem. hrs.** Topics will generally be chosen from among the following: title problems; mortgage foreclosures; landlord-tenant; commercial real estate transactions; condominiums; construction liens; and environmental matters. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100 and LEGS 3260 or permission of coordinator.

**LEGS 4310 Advanced Litigation/3 sem. hrs.** The following topics under the Florida Rules of Civil Procedure will be covered: pleadings; service of process; parties; default; dismissals; discovery in all of its forms; the trial stage; judgments; and postjudgment relief. Students will work on civil cases in several areas of law, where they will apply many of the procedural rules that they have studied. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100 and LEGS 3300 or permission of the coordinator.

**LEGS 4370 Wills, Trusts, and Estates II/3 sem. hrs.** Topics will generally be chosen from among the following: probate litigation; mechanisms to transfer property; will and trust drafting; homestead; the federal estate and gift tax system; the Florida estate tax; and preparation of federal estate and gift tax returns. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100 and 3360 or permission of the coordinator.

**LEGS 4410 Corporate Regulation and Change/3 sem. hrs.** Topics will include the following: capitalization; debt and equity financing; federal and state securities regulation; mergers; asset and stock acquisitions; reorganizations; and drafting corporate documents. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 3400 and 2100 or permission of coordinator.

**LEGS 4470 Emerging Technologies and the Legal Profession/3 sem. hrs.** This course covers emerging technologies and their impact on the legal profession. Topics covered will include an overview on the Internet, conducting legal research on the Internet, electronic filing with government agencies and the courts, "non-legal" Web sites with legal-specific applications, using email in law practice, legal trends on the Internet, ethical issues pertaining to emerging technologies, and law as applied to computers and other technology. **Prerequisites:** TECH 1110, LEGS 1150 or LGST 2020, and LEGS 3210, 2400, and 2100 or permission of coordinator.

**LEGS 4510 Specialty Course/3 sem. hrs.** The subjects covered by this course will generally be chosen from among the following: administrative law; alternative dispute resolution; employment law; health law; immigration law; insurance law; international law; and patents, trademark, and copyright law. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100 or permission of coordinator.

**LEGS 4560 Elder Law/3 sem. hrs.** Topics will include the following: incapacity; types of guardians; guardianship practice and procedure; alternatives to guardianships, such as durable powers of attorney, trusts, health care surrogates, and representative payers; government benefits such as Social Security, Medicare, and Medicaid; and housing options such as "reverse mortgages," life care contracts, adult congregate living facilities, and nursing homes. **Prerequisites:** LEGS 1150 or LGST 2010, and LEGS 2100, or permission of coordinator.

**COOP 3820 Cooperative Education I in Paralegal Studies /1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**COOP 3920 Cooperative Education II in Paralegal Studies /1-3 sem. hrs.** A 10-20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** COOP 3820, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**INTN 3820 Internship I in Paralegal Studies /1-3 sem. hrs.** A 10-20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

**INTN 3920 Internship II in Paralegal Studies /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites:** INTN 3820, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.

## PHILOSOPHY (PHIL)

**PHIL 1300 Critical Thinking/3 sem. hrs.** A study of the basic conceptual tools needed to recognize, formulate, and evaluate arguments. Designed for the student who wishes to reason more effectively and critically.

**PHIL 2000 Moral Issues/3 sem. hrs.** This course provides an introduction to moral reasoning through a philosophical examination of important ethical concepts, such as ethical theory, relativism, egoism, and virtue. Topical moral problems such as world hunger, abortion, and animal rights (among others) will be used as illustrative examples. Students will be introduced to the idea that ethical problems are largely a matter of reason, that progress toward solutions can be gained through an application of normative ethical (philosophical) theory.

**PHIL 2300 Philosophical Issues/3 sem. hrs.** A study of the basic problems, methods, and chief types of philosophy. Consideration will be given to the relation of philosophy to other forms of inquiry.

**PHIL 3010 Ethical Issues in Communication/3 sem. hrs.** This course provides an introduction to moral reasoning through a philosophical examination of major ethical problems in communications, such as those encountered by media professionals: conflicts of interest, morally offensive content, media influences on anti-social behavior, confidential sources, privacy, truth and honesty in reporting, among others. Students will be introduced to the idea that ethical problems are largely a matter of reason, that progress toward solutions can be gained through an application of normative ethical (philosophical) theory. **Prerequisite:** WRIT 2000.

**PHIL 3180 Biomedical Ethics/3 sem. hrs.** This course provides an introduction to moral reasoning through a philosophical examination of major problems in biomedical ethics, such as abortion, euthanasia, allocation of resources, medical experimentation, genetic engineering, confidentiality, among others. Students will be introduced to the idea that ethical problems are largely a matter of reason, that progress toward solutions can be gained through an application of normative ethical (philosophical) theory. **Prerequisite:** WRIT 2000.

**PHIL 3220 Philosophy of Science/3 sem. hrs.** A study of the conceptual foundations of modern science. The course focuses on the philosophical analysis of scientific method and its basic concepts and assumptions. **Prerequisite:** WRIT 2000.

**PHIL 3330 History of Political Thought I/3 sem. hrs.** A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Augustine, Aquinas, Machiavelli). **Prerequisite:** WRIT 2000.

**PHIL 3340 History of Political Thought II/3 sem. hrs.** A study of the classic works of political philosophy from the early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx). **Prerequisite:** WRIT 2000.

**PHIL 3360 Environmental Ethics/3 sem. hrs.** This course provides an introduction to moral reasoning through a philosophical examination of major problems in environmental ethics, such as the relationship between human beings and living and non-living environment, controlling nature, land use, assessing risk, responsibility to future generations, and the roles of science, among others. Students will be introduced to the idea that ethical problems are largely a matter of reason, that progress toward solutions can be gained through an application of normative ethical (philosophical) theory. **Prerequisite:** WRIT 2000.

**PHIL 3660 Philosophy of Law/3 sem. hrs.** A critical examination of basic analytic and normative questions pertaining to law. The course may include such topics as the nature of law, law and morality, legal responsibility, civil disobedience, and the justification of punishment. **Prerequisite:** WRIT 2000.

**PHIL 4900 Special Topics in Philosophy/3 sem. hrs.** A careful and critical study of one or more of the outstanding works in philosophy and/or an in-depth study of one philosophical issue. This course may be repeated once for credit if content changes. Departmental approval required. **Prerequisite:** WRIT 2000; PHIL 1300 or permission of instructor.

## PHYSICAL SCIENCES (PHYS)

**PHYS 1020 Concepts in Physical Science/3 sem. hrs.** This course is designed to introduce the student to the basic concepts of physical science. The emphasis will be on the nature of science as a creative human enterprise and the key role that it plays in modern society. The course will cover mechanics, electricity and magnetism, optics, atomic and subatomic physics, the structure of matter, and relativity. Conceptual understanding and the ability to apply the ideas to everyday phenomena and common technological devices will be stressed. **Prerequisite:** MATH 1030.

**PHYS 1021 Concepts in Physical Science Lab/1 sem. hr.** This laboratory series connects science with teaching and the real world. Students are taught how to convert scientific themes into investigative packets for the curious nature of the middle-school student. The lab will be taught in a format that utilizes easily accessible equipment or supplies and uses resources that are generally available within the community. Laboratory exercises connect physical science with mechanics, thermodynamics, electricity, magnetism, and optics. The student will develop experiences in designing, setting up, and running an array of experiments, demonstrations, and other activities appropriate for middle-school classes.

**PHYS 1060 Introduction to Oceanography/3 sem. hrs.** Examination of the physical, chemical, biological, and geological properties of the world ocean. The interdisciplinary approach will introduce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

**PHYS 1500 Introduction to Astronomy/3 sem. hrs.** General survey of main topics in astronomy, including the sun and planets, the solar system, galaxies and nebulae, black holes and neutron stars, stellar evolution, and cosmology.

**PHYS 2050 Physical Geology/Lab/4 sem. hrs.** Study of the Earth, its materials, surface, interior features, and processes of formation and change. Includes laboratory sessions.

**PHYS 2150 Historical Geology/Lab/4 sem. hrs.** Study of the Earth's history through geologic time; its major geologic periods, formations, and evolution as evidenced through the fossil record. **Prerequisites:** BIOL 1500 and BIOL 1510.

**PHYS 2160 Essentials of Earth and Space Science/3 sem. hrs.** This course will cover topics from earth science, including the basic concepts needed to understand geology, oceanography, the atmosphere, the weather, and earth history. Topics from space science will include the sun, planets, and solar system; the galaxy and larger structures; and the composition and evolution of stars, cosmology, and exotic objects such as quasars and black holes.

**PHYS 2161 Essentials of Earth and Space Science Lab/1 sem. hr.** This laboratory series connects science with teaching and the real world. Students are taught how to convert scientific themes into investigative packets for the curious nature of the middle-school student. The lab will be taught in a format that utilizes easily accessible equipment or supplies and used resources that are generally available within the community. Laboratory exercises connect earth science with geologic time periods and fossilization, mapping, weathering, and identification of major groups of minerals. Laboratory exercises are also created to foster an understanding of the solar system and universe through star mapping, analyzing data from NASA images, and connections with the physical attributes of Earth to her sister planets.

**PHYS 2350 General Physics I/Lab/4 sem. hrs.** First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. Includes laboratory sessions. **Prerequisite:** MATH 1250 with a C- or better.

**PHYS 2360 General Physics II/Lab/4 sem. hrs.** Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. **Prerequisite:** PHYS 2350 with a C or better.

**PHYS 2370 General Physics I Lab/1 sem. hr.** First of a two-part laboratory session covering mechanics, thermodynamics, vibrations, and waves. **Prerequisites: MATH 1250 and departmental approval.**

**PHYS 2380 General Physics II Lab/1 sem. hr.** Second of a two-part laboratory session covering electricity and magnetism, optics, and modern physics. **Prerequisites: MATH 1250 and departmental approval.**

**PHYS 2400 Physics I/Lab/4 sem. hrs.** Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, MASS, Newton's Laws, work energy, gravitation, momentum, rotational motion, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. **Prerequisite: MATH 2200.**

**PHYS 2410 General Physics I/3 sem. hrs.** First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. This course does not include a lab. **Prerequisite: MATH 1250.**

**PHYS 2420 General Physics II/3 sem. hrs.** Second of a two-part series covering electricity and magnetism, optics, and modern physics. This course does not include a lab. **Prerequisite: MATH 1250 and PHYS 2350.**

**PHYS 2500 Physics II/Lab/4 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. **Prerequisite: PHYS 2400 with a C- or better.**

**PHYS 2910–2990 Special Topics in Physics/3 sem. hrs.** Topics in physical science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

**PHYS 3100 Biophysics/3 sem. hrs.** Applications of basic physical principles to problems in biology and medicine. Topics include mechanical aspects of the skeletal and muscular systems, fluid mechanics, osmosis and diffusion, effects of radiation on living systems, metabolism, medical imaging, the physics of sight and hearing, and the electrical properties of the nervous system and heart. **Prerequisites: PHYS 2350 and BIOL 1500. Corequisite: PHYS 2360.**

**PHYS 3300 Fundamentals of Optics/3 sem. hrs.** This is an introductory optics course suitable for students without a calculus background. It covers the fundamental principles of geometrical and physical optics with some emphasis on the optics of vision. It also serves as an introduction for students of optometry and related sciences. **Prerequisites: MATH 1250 and PHYS 2350 or higher.**

**PHYS 3700 Modern Physics/3 sem. hrs.** This is an introductory modern physics course suitable for students without a calculus background. It will cover special relativity, quantum mechanics, and nuclear and particle physics. The concepts will be applied to a variety of situations including some in the field of medicine. **Prerequisites: MATH 1250 and PHYS 2360 or higher.**

**PHYS 4990 Independent Study in Physics/1–12 sem. hrs.** The student selects and independently carries out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite: to be determined by the faculty and department director.**

## POLITICS AND PUBLIC AFFAIRS (POLS)

**POLS 1010 American Government and Politics/3 sem. hrs.** An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

**POLS 2010 Comparative Government/3 sem. hrs.** This course will examine the elements of foreign systems of governance including constitutions, history, ideologies, institutions, and political parties. Attention will be given to how legislation is enacted, how elections are conducted, and the relationship between the judicial, executive, and legislative branches of government.

**POLS 3900 Special Topics in Political Science/3 sem. hrs.** Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

## PSYCHOLOGY (PSYC)

**PSYC 1020 Introduction to Psychology/3 sem. hrs.** An introduction to theory, research, and applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and the identification and treatment of mental illness.

**PSYC 1410 Personal Career Development/3 sem. hrs.** The process of career development applied to oneself: identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. **Identical to EDUC 1410 and MGMT 1410.**

**PSYC 1640 Current Perspectives in Substance Abuse/3 sem. hrs.** An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems.

**PSYC 2110 Human Sexuality/3 sem. hrs.** Anatomy/physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality.

**PSYC 2130 Family Relationships/3 sem. hrs.** Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. **Identical to SOCL 2130. Prerequisite PSYC 1020 or SOCL 2020.**

**PSYC 2330 Interpersonal Communication/3 sem. hrs.** Study of human communications, interpersonal relationships, and small-group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, and assertiveness and leadership. Experiential learning included.

**PSYC 2350 Life-Span Human Development/3 sem. hrs.** This course is designed to provide the student with an understanding of systematic changes within the individual from conception through death. Unlike many studies of development, this course is structured around issues of development rather than examination of development from a chronological perspective. This structure will allow the student to more completely grasp life-span issues. Family, social roles, lifestyles, psychological disorders, mental abilities, and death and dying will be examined. Students may not receive credit for this course if they have taken PSYC 2380.

**PSYC 2360 Adolescent Psychology/3 sem. hrs.** This course will provide an overview of the principles, theories, and research pertaining to the development of the adolescent. Topics include physical, emotional, social, intellectual, moral, and personality development, as well as the importance of the home, school, and community. Students may not receive credit for this course if they have taken PSYC 2380.

**PSYC 2370 Early Childhood Growth and Development/3 sem. hrs.** Students in this course will critically examine theories and research concerning the cognitive, social-emotional, and physical development of the typical and atypical child from birth to age eight. Emphasis will be placed on the ability to observe and describe child behavior and to understand the principles and processes that govern growth and development in the early childhood years. Implications of knowledge of child development for parental behavior, professional practices, and social policy will also be considered. Students may not receive credit for this course if they have taken PSYC 2380.

**PSYC 2380 Child and Adolescent Development/3 sem. hrs.** Aspects of growth and development during childhood and adolescence: physiological,

cognitive, personality, and social. Students may not receive credit for PSYC 2350, 2360, or 2370 if they take this course. **Prerequisite: PSYC 1020.**

**PSYC 2390 Adulthood and Aging/3 sem. hrs.** Developmental experiences of maturity. Physiological and psychological aspects of aging. **Prerequisite: PSYC 1020.**

**PSYC 2450 Forensic Psychology/3 sem. hrs.** This course covers the interaction of psychology and the legal system. Students will learn how psychologists help courts make decisions about the competency of people to stand trial, insanity, sentencing, committing people to psychiatric treatment against their will, competency to manage one's own affairs, and awarding money for psychological harm. Students will also explore the role of psychologists in finding serial killers, dealing with hostage takers, and rehabilitating criminals.

**PSYC 2460 Health Psychology/3 sem. hrs.** This course covers stressors and health, health behavior promotion, and psychological treatment for cancer, heart disease, and other medical disorders.

**PSYC 2470 Loss, Grief, and Bereavement/3 sem. hrs.** This course addresses the issues of loss accompanying the death of a loved one and the handling of grief for people of all ages. Sensitizes students to their own feelings about death, describes the rites of passage, and identifies methods of resolution for grief. This course will be beneficial to individuals in their own lives, as well as to those who will be involved in counseling.

**PSYC 2500 Psychology of Leadership/3 sem. hrs.** This course covers the goals of leadership, the assessment of leader performance, leadership theories, leadership practices, principles of leadership in varying cultures and types of organizations, and situational and personality influences on leadership. Students will apply leadership principles in natural settings.

**PSYC 2800 Introductory Practicum/1–6 sem. hrs.** An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on-site and by the academic division. **Prerequisites: PSYC 1020 and prior written approval by the department director.**

**PSYC 2910–2990 Special Topics/3 sem. hrs.** Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**PSYC 3000 Psychological Research Methods/3 sem. hrs.** Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. **Prerequisites: LANG 1120, MATH 3020, and PSYC 1020.**

**PSYC 3030 Experimental Psychology (Laboratory)/3 sem. hrs.** Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors. **Prerequisite: PSYC 1020.**

**PSYC 3070 Stress Management/3 sem. hrs.** This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which vulnerability is exposed to stressors, and the resulting behavioral symptoms. **Identical to MGMT 3070.**

**PSYC 3160 Social Psychology/3 sem. hrs.** Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and advertising, aggression and TV violence, prejudice, and conformity. **Prerequisite: PSYC 1020.**

**PSYC 3210 Personality/3 sem. hrs.** Survey of psychoanalytic, humanistic, cognitive, and behavioral theories of personality. Current issues and personality research. **Prerequisite: PSYC 1020.**

**PSYC 3260 Abnormal Psychology/3 sem. hrs.** Diagnoses, causes, and prognoses for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. **Prerequisite: PSYC 1020.**

**PSYC 3300 Behavior Modification/3 sem. hrs.** Behavior modification techniques applied to diverse areas such as mild and severe behavior problems in children and adults, behavioral medicine, organizational behavior, sports psychology, and self-management. **Prerequisite: PSYC 1020.**

**PSYC 3360 Psychology of Gender/3 sem. hrs.** This course examines theories about, as well as the psychological and social factors related to, gendered identities, roles, and behaviors. **Identical to GEST 3360.**

**PSYC 3450 Introduction to Interviewing and Counseling Techniques/3 sem. hrs.** General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships. **Prerequisites: PSYC 1020 and PSYC 2330.**

**PSYC 3480 Industrial/Organizational Psychology/3 sem. hrs.** Survey of psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real-world problems. Discussion of personnel decisions, organizational training, organizations and their influence on behavior, job satisfaction, job design and organizational development, human factors, and environmental stressors on workers.

**PSYC 3500 Community Psychology/3 sem. hrs.** Prevention, recognition, and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. **Prerequisite: PSYC 1020.**

**PSYC 3510 Human Learning and Cognition/3 sem. hrs.** Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. **Prerequisite: PSYC 1020.**

**PSYC 3550 Substance Abuse and the Family/3 sem. hrs.** Emphasis will be on family problems as well as changes in family functioning that accompany chemical dependency. The concept of substance abuse as a family illness and the roles within the family as they relate to both maintaining addiction and affecting the recovery process will be explored. Family systems theory of counseling will be introduced. Domestic violence issues will also be covered. **Identical to SOCL 3550.**

**PSYC 3570 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** This course will provide a sound introduction to the pharmacology and physiology of licit and illicit drugs. Psychological effects of psychoactive substances will be explored. Signs and symptoms of substance abuse, diagnostic criteria for evaluating chemical dependency (including familiarization with the DSM-IV), and physical and psychiatric disorders related to substance abuse will be studied. Among the topics covered will be AIDS, an introduction to dual diagnosis, relapse, and relapse prevention.

**PSYC 3580 Rehabilitation Strategies for Substance Abuse/3 sem. hrs.** This course will focus on the various types of therapeutic approaches that may be successfully employed in the treatment of substance abuse problems and the types of facilities available. Treatment planning, clinical documentation and supervision, influences of managed care and other third-party payers will be thoroughly examined. Special needs and approaches to rehabilitation for women, adolescents, and specific cultural groups will be addressed. Intervention strategies, including information and referral services, self-help groups, and employee-assistance programs will also be covered. Ethical and treatment issues related to managed care and the rehabilitation process will be discussed.

**PSYC 3600 Criminal Justice and Substance Abuse/3 sem. hrs.** This course will focus on the interface between treatment providers and the criminal justice system. The student will learn how to work within the various levels of the court system (juvenile, appellate, superior), as well as diversionary programs, such as drug court. Involuntary commitment procedures, state regulations,

and federal requirements will be explored in detail. In addition, the social impact and historical influences of drugs on society will be examined.

**PSYC 3620 Drug Prevention and Education/3 sem. hrs.** The classification and identification of drugs as well as behavioral criteria for recognizing alcohol and drug abuse are reviewed. Specific attention is paid to prevention, intervention, and education strategies within the family, school, and the community. Methods for designing, implementing, and evaluating effective prevention programs among various cultures are examined. This course is designed to be of immediate practical use to counselors, teachers, and other professionals interested in effective drug prevention and education. **Identical to EDUC 3620.**

**PSYC 3630 Ethical and Professional Development for Substance Abuse Counselors/3 sem. hrs.** This course examines personal and professional ethics issues faced by counselors today. Conflicts among personal, legal, and professional demands will be explored in depth. Students will learn to recognize agents of change and resistance through personal experience in the classroom. This course will also focus on how the mental health professional becomes upwardly mobile within the field. Personal marketing strategies, in the context of ethical considerations, will be discussed.

**PSYC 3710 History and Theories of Psychology/3 sem. hrs.** Exploration of the historical roots of psychology, and the bases and growth of psychology as a science. Examines the major historical and contemporary theories of psychology, with an emphasis on enduring issues. **Prerequisite: PSYC 1020.**

**PSYC 3760 Multicultural Issues in Psychology/3 sem. hrs.** Issues relevant to the field of psychology. Examinations of different cultural groups and their values as they pertain to the individual, the family, time, proxemics (personal and interpersonal space), communication styles, and body language. Different cultural worldviews will be explored as they pertain to locus of control, conception of mental illness, and attitude toward seeking psychological help.

**PSYC 3800 Current Psychotherapies/3 sem. hrs.** This course is designed for the advanced undergraduate student. It is also intended for those in the field who desire a refresher course in counseling theory and practice. It is a comprehensive introduction into the most popular counseling theories and techniques currently in use. The needs of special populations, including substance abuse clients, adolescents, and clients from other cultures are examined. Format for this course includes lecture and discussion sessions, role playing, and audio/videotape critique sessions.

**PSYC 4050 Psychological Tests and Measurements/3 sem. hrs.** Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. **Prerequisites: MATH 3020, PSYC 1020.**

**PSYC 4150 Principles of Group Counseling/3 sem. hrs.** This course covers the essential elements of group counseling, with a specific focus on substance abuse problems. Includes group leadership styles, facilitation skills, group dynamics, the stages of group development, and techniques for dealing with specific problems that often occur in a group setting. Emphasis on experiential learning. **Prerequisites: PSYC 1020, PSYC 2330, and PSYC 3450.**

**PSYC 4600 Biological Bases of Behavior/3 sem. hrs.** Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites: BIOL 1100 or BIOL 1510; PSYC 1020. Identical to BIOL 4600.**

**PSYC 4800 Practicum in Psychological Research/3 sem. hrs.** Experience in doing research under the supervision of the academic division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA-format report. **Prerequisites: PSYC 3000 and prior written approval by the division director.**

**PSYC 4810 Practicum in Community Psychology/3 sem. hrs.** Experience in applying psychological principles in a human services agency. Supervision

on-site; weekly team meetings at the university. Written reports required. **Prerequisites: PSYC 2330, PSYC 3300, PSYC 3450, and PSYC 3500.**

**PSYC 4840 Advanced Practicum in Psychology/3–6 sem. hrs.** Students will gain experience in a specialty area of psychology by working with teams of faculty members and graduate students. They will be able to observe and participate in both research and applied clinical work. To enroll in this practicum, students need junior or senior standing and written approval of the director of undergraduate behavioral sciences and approval of the director of any graduate program where the student may be placed. **Prerequisite: PSYC 3000 and junior or senior standing.**

**PSYC 4880 Senior Seminar in Psychology/3 sem. hrs.** Students will have the opportunity to integrate information from a variety of specialties in psychology. Each seminar will have a focal theme that will allow students to gain new perspectives, as well as apply knowledge from prior courses and experiences. **Prerequisite: senior standing.**

**PSYC 4910–4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in psychology that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**PSYC 4990 Independent Study in Psychology/1–6 sem. hrs.** The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisites: PSYC 3000 and written consent of instructor and department director.**

**COOP 3819 Cooperative Education I in Psychology /1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**COOP 3919 Cooperative Education II in Psychology /1–3 sem. hrs.** A 10–20 hour per week, paid work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: COOP 3819, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3819 Internship I in Psychology /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

**INTN 3919 Internship II in Psychology /1–3 sem. hrs.** A 10–20 hour per week, nonpaying work experience for 16 weeks in the student's major area of study or area of career interest. **Prerequisites: INTN 3819, cumulative GPA of 2.5 or higher, completion of 36 or more credit hours, and permission of instructor. Contact coordinator of experiential learning.**

## COLLEGE READING (READ)

**READ 1000 College Reading/3 sem. hrs.** Develops literal and critical reading strategies that an active reader needs in order to master college course work. Students will focus on vocabulary knowledge and improving literal, analytical, inferential, and critical reading skills.

## SCIENCE (SCIE)

**SCIE 1150 Great Experiments in Science/1–6 sem. hrs.** An outline course in which students review some of the experiments and scientists that have shaped the fields of biology, chemistry, and physics. Students will receive one unit of credit for completion of 10 modules. Completion of all 60 modules results in six credits. The course culminates in a lecture given by a prominent scientist concerning a current topic in scientific research. The course is intended to advance scientific literacy and to examine the impact of science on our health, technology, and culture. Students may reenroll but cannot accrue more than a total of six credits.

**SCIE 2900 Special Introductory Topics in Science/1-3 sem. hrs.** Introductory topics in biological science that are not included in regular course offerings. Specific content and prerequisites announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

**SCIE 3210 History of Science/3 sem. hrs.** This course is a survey of science and scientists from ancient to modern times. The major advancements in life sciences, medicine, and oceanography will be discussed from the perspectives and tenor of the times. Some original literature and autobiographies as well as historical reviews will be assigned and discussed.

**SCIE 4490 Research Methods/3 sem. hrs.** This course will present a broad theoretical outline for the design and implementation of research projects. Topics to be covered include problem definition, principles of design, sampling, measurement concepts, and research proposal preparation. Although this is not a course in statistics, a brief overview of univariate and bivariate statistics will be presented. This course will also cover the presentation of results, including graphics. It is assumed that the student will have some background in basic statistics and have some familiarity with computers.

**SCIE 4900 Special Topics in Science/1-3 sem. hrs.** Topics in advanced science that are not included in a regular course offering. Prerequisites may be required. Specific content and prerequisites are announced in the course schedule for the given term. Students may reenroll for special topics covering different content.

**SCIE 4990 Independent Study in Science/1-12 sem. hrs.** Students select and independently carry out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite: to be determined by the faculty member and department director.**

### SERVICE LEARNING (SERV)

**SERV 2900–4999 Service-Learning Credit/1 sem. hr.** Each semester faculty members offer a number of one-credit courses, combining classroom instruction with community service. Specific offerings are listed in the course schedule. Depending on the project, the course may be applied toward the student's specialty. May be repeated. **Prerequisite: approval of instructor.**

**SERV 3980 Service-Learning and the Professions/2 sem. hrs.** Students will engage in service experiences within their future professional area and relate their experiences to current moral and social issues within professional literature and practice. Students will meet on alternative weeks and engage in required online discussions of their service and required readings. SCORE students will develop proposals for service projects. All students will examine the relationships among civic activism and social, community, and professional change; development; and responsibility.

### SOCIOLOGY (SOCL)

**SOCL 1130 Family Systems/3 sem. hrs.** Students in this course will be introduced to family systems theory and will be provided with a basic understanding of the field of family therapy as it applies to systems consultations with families and schools. A resource-based approach to working with children and parents that highlights family strengths and attends to larger systems issues will be stressed.

**SOCL 2020 Introduction to Sociology/3 sem. hrs.** The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

**SOCL 2130 Family Relationships/3 sem. hrs.** Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Covers both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. **Identical to PSYC 2130. Prerequisite: SOCL 2020 or PSYC 1020.**

**SOCL 2510 Social Problems/3 sem. hrs.** Focuses on a number of contemporary social problems, analyzing causative factors and exploring alternative

solutions. Examines the role of community service agencies in the improvement of some of these problems. **Prerequisite: SOCL 2020.**

**SOCL 3020 Community Service Systems/3 sem. hrs.** An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

**SOCL 3030 Transcultural Issues in Health Care/3 sem. hrs.** Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

**SOCL 3110 Gender, Sexuality, and the Family/3 sem. hrs.** This course considers the socialization into masculine and feminine identities and sexual and reproductive choices, and examines the cultural context in which values about sexuality and gendered roles within the family are formed. **Identical to GEST 3110.**

**SOCL 3300 Gender at Work/3 sem. hrs.** This course examines the workplace as a specific cultural context in which identifiable values, ethics, and mores come into play, particularly as they relate to issues and imbalances related to gender and cultural diversity. **Identical to GEST 3300.**

**SOCL 3550 Substance Abuse and the Family/3 sem. hrs.** Emphasis will be on family problems as well as changes in family functioning that accompany chemical dependency. The concept of substance abuse as a family illness and the roles within the family as they relate to both maintaining addiction and to affecting the recovery process will be explored. Family systems theory of counseling will be introduced. Domestic violence issues will also be introduced. **Identical to PSYC 3550.**

### SPANISH (SPAN)

**SPAN 1210 Elementary Spanish I/3 sem. hrs.** Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

**SPAN 1220 Elementary Spanish II/3 sem. hrs.** Continuation of SPAN 1210. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. **Prerequisite: SPAN 1210.**

**SPAN 1230 Spanish Conversation I/3 sem. hrs.** For students who want to acquire survival skills in Spanish to help them communicate with Spanish speakers. **May be taken in conjunction with SPAN 1210 or SPAN 1220.**

**SPAN 1240 Spanish Conversation II/3 sem. hrs.** Continuation of SPAN 1230. Further development of basic conversational skills. **May be taken in conjunction with SPAN 1220 or SPAN 2210.**

**SPAN 2210 Intermediate Spanish I/3 sem. hrs.** Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite: SPAN 1220.**

**SPAN 2220 Intermediate Spanish II/3 sem. hrs.** Continuation of SPAN 2210. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite: SPAN 2210.**

**SPAN 2230 Intermediate Spanish Conversation/3 sem. hrs.** For students with intermediate-level Spanish reading and writing competency who wish to increase their speaking and comprehension skills. **May be taken with SPAN 2220, SPAN 3230, or SPAN 3240.**

**SPAN 3230 Advanced Spanish/3 sem. hrs.** Improvement of literacy and conversation skills. Includes a grammar review, oral and written drill, phonetic theory, and practice for speech refinement. **Prerequisite: SPAN 2220.**

**SPAN 3240 Introduction to Spanish Literature/3 sem. hrs.** Selected master works of Spanish and/or Latin American literature read in the original and critically analyzed in Spanish. **Prerequisite: SPAN 2220.**

## SPORT AND WELLNESS (SPWS)

**SPWS 1200 Sport and Wellness Management/3 sem. hrs.** Studies the responsibilities involved in the administration of sport and wellness programs. Examines the fundamental components of sport and wellness management: personnel issues, event and facility management, marketing, promotions, fund-raising, budgeting, ethics, sports law, and public relations.

**SPWS 2200 Historical Perspectives in Sport and Wellness/3 sem. hrs.** Develops an understanding of how sport evolved within society. Examines the early assumptions about sport and wellness and how they were transformed by the social, economic, and philosophical changes taking place in society.

**SPWS 3100 Legal Aspects of Sport and Wellness/3 sem. hrs.** Reviews the legal considerations, responsibilities, and liabilities of institutions and their personnel as related to sport and wellness. Examines sport and event management, personnel relations, and governmental regulations that impact sport and wellness.

**SPWS 3300 Facility and Event Management/3 sem. hrs.** Studies the guidelines and principles of managing events and facilities. Topics include concepts in event logistics, critical planning techniques, negotiations, and funding.

**SPWS 3400 Financing and Fund-Raising in Sport Management/3 sem. hrs.** Reviews the basic concepts of financial management as it pertains to sport fund-raising activities. Studies specific fund-raising techniques and tactics, public relations, promotion, and publicity.

**SPWS 3500 Sport Finance/3 sem. hrs.** Studies the basic concepts and theories of financial management as applied to sports. Topics include financing of arenas and stadia, compensation strategies, and the budgeting process.

**SPWS 4200 Sport and Wellness in our Social Institutions/3 sem. hrs.** Examines sport in social institutions and the place of sport in community-based programs, commercial culture, and educational systems. Special emphasis will be on sport and social mobility.

**SPWS 4300 Sport, Wellness, and Diversity/3 sem. hrs.** Studies sport from the perspective of diversity as manifested in race, gender, religion, nationalism, and philosophy. Examines how diversity is related to the growth, development, and current status of the sport experience.

**SPWS 4400 Sport and Wellness Administration/3 sem. hrs.** Focuses on the specific details involved in administering sport and wellness programs. Topics include insurance, ticketing, personnel evaluation, and specific logistical problems.

**SPWS 4500 Sport Marketing/3 sem. hrs.** Studies public attitudes as related to the marketing of sport. Topics include demographics, market research instruments, and public relations. Utilizes an integrated approach to marketing that explores the various media outlets.

**SPWS 4800 Practicum/Field Experience I/3 sem. hrs.** Provides the student with the opportunity to link theory and practice. Participating students perform, under supervision, various activities assigned by a practicing sport manager. Approval of assignment is required.

**SPWS 4900 Practicum/Field Experience II/3 sem. hrs.** Provides the student with the opportunity to link theory and practice. Participating students perform, under supervision, various activities assigned by a practicing sport manager. Approval of assignment is required. **Prerequisite: SPWS 4800.**

**SPWS 4950 Practicum/Field Experience III/3 sem. hrs.** Provides the student with the opportunity to link theory and practice. Participating students perform, under supervision, various activities assigned by a practicing sport manager. Approval of assignment is required.

## STUDY SKILLS (STDY)

**STDY 1025 Reading and Writing Preparation for the CLAST/3 sem. hrs.** This course focuses on providing intensive preparation designed to assist students in successfully completing the Essay, English Language Skills and

Reading Skills sections of the College Level Academic Skills Test (CLAST) required by the state of Florida for individuals planning to receive a teaching certificate from the state. In addition, the course offers all students an opportunity to improve general reading and writing skills critical to college-level performance. Cannot be used toward graduation requirements.

**STDY 1050 Study Skills/1 sem. hr.** This course is designed to develop the learning and organizational skills necessary to be highly successful in the content area to which the adjunct course is attached. Active participation offers the opportunity to improve overall academic performance by providing transferable skills and the support system necessary for overall college success.

## INFORMATION TECHNOLOGY (TECH)

**TECH 1110 Technology in the Information Age/3 sem. hrs.** Basic technology skills for survival in the "information age" are covered. Students achieve fluency using the technology skills needed for academic course work, and they acquire the knowledge required for success in the "real world" of work, lifelong learning, and rapidly changing technology. Students demonstrate mastery researching online databases, navigating and publishing on the Web, and demonstrating proficiency in a software package that integrates word-processing, spreadsheet, chart, multimedia presentation, and database applications. Some material is included by direct request of professors in the majors and involves technology skills students are expected to know and use in their course work. Students customize projects to an area of their major or intended profession. Technology's impact and ever-increasing rate of change are covered throughout. Activities are hands-on, and class meets in the MicroLab.

**TECH 2000 Computer Technology: The Impact and Implications/3-4 sem. hrs.** Students in this course will explore the computer technology currently used in society with focus on their intended profession. They will study the impact of technology on the national culture and focus on their chosen area of study: business, health, education, the arts, etc. Students will visit a field site to observe firsthand the administrative and creative job responsibilities relating to technology in their profession. They will also explore the effects of technology on selected human issues based on their findings: interpersonal communication, equity, health, ethics, etc. Students will use the latest electronic research and presentation tools to report their findings.

**TECH 2130 Business Applications of Microcomputers/3 sem. hrs.** Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. **Prerequisites: ACCT 2100 and TECH 1110. Identical to BUSS 2130.**

**TECH 2150 Introduction to Internet Resources/3 sem. hrs.** Introduction to accessing resources on the Internet. History and overview of the Internet, and standard Internet protocols, i.e., TCP/IP. Effective use of Internet search tools for research; both text-based and graphical browsers will be covered. Overview of LYNX and introduction to the Hypertext Markup Language (HTML), creating HTML documents and personal Web sites. Emphasis on extensive use of Internet tools for accessing resources for all academic disciplines. **Prerequisite: TECH 1110 or permission of department.**

**TECH 3000 Multimedia Design/3 sem hrs.** This course teaches the basic skills of documentation, design, and production of information for both synchronous and asynchronous presentations. Programs used in this course will include PhotoShop, QuarkXpress, and video production software. Students will build Web sites, use digital photography to create brochures and publications, and learn to make effective presentations about a variety of topics. Students should have a working knowledge of the Internet, the World Wide Web, and PowerPoint presentation software.

**TECH 3520 Emerging Technology in Education/3 sem. hrs.** Students examine and evaluate state-of-the-art technology tools and developments that have the potential to enhance the curriculum and aid in administrative tasks. This includes tools and techniques to remain current in technology as it develops. Proficiency in using the World Wide Web as an educational tool is stressed. Students research and explore practical solutions to existing and developing educational problems by utilizing technology. **Prerequisite: TECH 1110.**



**TECH 3530 Multimedia Technology for Educators/3 sem. hrs.** Students learn the theories and concepts of multimedia design, presentation, and interactive delivery. They use various software packages in projects to enhance curriculum and its delivery in the various content areas. Teachers focus on multimedia and hypermedia as authentic learning tools for their future students to enhance knowledge and meet their ever-expanding needs in the 21st century. **Prerequisite: TECH 1110.**

**TECH 4050 Business Data Communication/3 sem. hrs.** Introduction to basic business data communications for managers. Protocols, services, interfaces, and platforms for the transmission of data across local and wide area networks will be discussed. Emphasis will be on managerial decisions regarding topology, equipment, network design, and software development. A project-management approach will be utilized. Topics will include synchronous and asynchronous communication, bridges, routers, ISDN, ATM, and the OSI model. **Prerequisite: TECH 1110.**

**TECH 4510 Utilizing Technology to Develop Curriculum/3 sem. hrs.** Students explore current methodologies utilizing state-of-the-art technology as tools within the curriculum to meet specific educational objectives in the content areas as well as enhancing delivery. In this hands-on class, students examine and analyze the issues and consequences of the explosion of information and how to implement it in thematic units to strengthen the delivery of the curriculum. The aspects of human-computer interface are examined with emphasis on redesigning text-based instruction to increase effectiveness through use of technology when and where it is appropriate. **Prerequisite: TECH 1110.**

**TECH 4900 Directed Project/3–8 sem. hrs.** A major project will be completed by the student under the direction of a faculty member. **Identical to CSIS 4900. Prerequisite: requires senior standing.**

**TECH 4990 Independent Study in Technology/1–12 sem. hrs.** The student selects and independently carries out library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite: to be determined by the faculty and department director.**

## WRITING (WRIT)

\* **WRIT 1000 Basic Writing/3 sem. hrs.** A writing workshop emphasizing basic writing skills such as mechanics, organization, and critical reading. The course will focus primarily on the writing process, grammar, and the production of clear, well-structured essays. This course prepares students for WRIT 1500.

\* **WRIT 1500 College Writing/3 sem. hrs.** A writing workshop with instruction in the principles and skills of argumentation and critical reading. Students will receive instruction in basic methods of research and documentation of sources and in computer use. **Prerequisites: placement examination or WRIT 1000 with a C- or higher.**

\* **WRIT 2000 Advanced College Writing/3 sem. hours.** A writing workshop with advanced instruction in argumentation as it applies in various professional settings. The course also includes additional instruction in critical reading, research, and writing. **Prerequisites: READ 1000 and WRIT 1500 with a C- or higher.**

\* **WRIT 2010 Introduction to Journalism/3 sem. hrs.** A writing workshop with advanced instruction in the forms, methods, and styles of news writing. Students will engage in the process of putting out an undergraduate newspaper. The course also includes additional instruction in critical reading, research, and writing. **Prerequisites: READ 1000 and WRIT 1500 with a C- or higher.**

\* **WRIT 2020 Writing About Literature/3 sem. hrs.** A writing workshop that provides advanced instruction in argumentation and an introduction to literary genres that may include poetry, fiction, drama, and essays. **Prerequisites: READ 1000 and WRIT 1500 with a C- or higher.**

\* **WRIT 2150 Argumentative Writing for Business/3 sem. hrs.** A writing course designed to introduce the student to various argument strategies appropriate to the business environment. Particular attention will be paid to the relative value of inductive and deductive forms of argument as well as an understanding of the differing forms of argumentative fallacies. Students will practice the use of various rhetorical devices to enhance and hasten agreement.

**WRIT 3020 Creative Writing: Poetry/3 sem. hrs.** An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. **Prerequisites: READ 1000 and WRIT 1500 with a C- or higher.**

**WRIT 3030 Creative Writing: Fiction/3 sem. hrs.** An examination of the fundamentals of writing fiction; learning to use the techniques and tools of the fiction writer. Students will read a variety of fictional works and will attempt to develop their own voices and narrative style. **Prerequisites: READ 1000 and WRIT 1500 with a C- or higher.**

**WRIT 3110 Writing for the Professions/3 sem. hrs.** A survey of English composition skills and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. Includes writing competency exam and research paper. **Prerequisites: READ 1000 and WRIT 2000.**

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**PEMRA O'CONNOR**

*Enrollment Representative*  
B.A. University of Istanbul  
M.S. Nova Southeastern University

**PATRICIA OTWAY**

*Supervisor of Interns, Education*  
B.A. University of Florida  
M.S. Florida International University

**CARLO PALAZZESE**

*Coordinator of Community College Relations*  
B.S. Nova University  
M.B.A. Nova Southeastern University

**MADELINE HAUG PENNA**

*Coordinator of Community Service Programs*  
B.A. Montclair State College  
M.A. University of Florida

**JUDITH A. PERKEL**

*Senior Academic Adviser, Math, Science, and Technology*  
B.A. University of Miami  
M.S. Nova Southeastern University

**PATRICIA PRADO**

*Academic Program Manager-Tampa, Off-Campus Academic Operations*  
B.A. College of William and Mary  
M.A. Florida State University

**BENJAMIN PRILL**

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B.S. Nova Southeastern University

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M.I.B.A. Nova Southeastern University

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**LORI REMBE**

*Head Volleyball Coach, Athletics*  
B.S. Memphis State University  
M.S. University of Memphis

**ZEIDA RODRIGUEZ**

*Admissions Counselor*  
B.S. Nova University  
M.I.B.A. Nova University

**RAYMOND ROMERO**

*Game Operations/Assistant Baseball Coach, Athletics*

**ROBERT ROSADO**

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A.S. State University of New York at Farmingdale  
B.A. City College of New York  
M.A. City College of New York

**ALYSSA ROTHMAN**

*Assistant Director, Office of Online Programs*  
B.A. University of Massachusetts  
M.S. Nova Southeastern University

**MARILYN RULE**

*Head Women's Basketball Coach, Athletics*  
B.A. Florida Atlantic University

**REGINA SCHAWAROCH**

*Enrollment Representative*  
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M.S. Nova Southeastern University

**LES SCHUMACK**

*Science Laboratory Manager, Math, Science, and Technology*  
B.S. University of Winnipeg  
M.S. University of Manitoba

**CHERYL SEMMEL**

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B.S. Nova Southeastern University

**JANETTE SMITH**

*Coordinator of Database Administration/  
Programming, Dean's Office*  
B.S. Nova Southeastern University  
M.B.A. Nova Southeastern University

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*Academic Adviser, Liberal Arts*  
B.S. Jersey City State College  
M.A. Jersey City State College

**L. ANTHONY SPENCE**

*Academic Program Manager, Off-Campus Academic Operations*  
B.S. Long Island University

**NEIL STARR**

*Math Specialist, Academic Services*  
B.S. University of Tampa  
M.S. Florida International University  
Ed.D. Nova Southeastern University

**GRADY SWEETON, JR.**

*Academic Program Manager, Off-Campus Academic Operations*  
B.B.A. Faulkner University  
M.S. Troy State University

**MARCIA SWOPE**

*Math Specialist, Academic Services*  
B.S. Nova Southeastern University  
M.S. Nova Southeastern University

**TRACY TEMPLIN**

*Admissions Counselor*  
B.S. Nova Southeastern University

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B.S. Nova Southeastern University  
M.S. Nova Southeastern University

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*Enrollment Representative*  
B.S. Florida International University

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B.S. Nova University  
M.S. Nova Southeastern University

**ALVIN WHITE**

*Academic Program Manager-Jacksonville, Off-Campus  
Academic Operations*  
B.S. Florida A&M University  
M.S. Columbia University  
Ed.D. Nova University

# NSU OVERVIEW, ADMINISTRATION, AND POLICIES

## ABOUT NOVA SOUTHEASTERN UNIVERSITY

Nova University, chartered by the state of Florida in 1964, comprises 16 centers, colleges, and schools offering master's, educational specialist, and doctoral degree programs, as well as postgraduate education. The Farquhar Center for Undergraduate Studies offers undergraduate education, and University School, a demonstration school, serves children from early childhood through high school. The university also offers nondegree continuing education and certificate programs.

In 1994, Nova University merged with Southeastern University of the Health Sciences to become Nova Southeastern University. The institution gained programs in the health professions (osteopathic medicine, optometry, pharmacy, dental medicine, medical sciences, and allied health) as a result of this union.

From its beginning, the university has distinguished itself by its innovative outlook; its unique programs, which provide both traditional and nontraditional choices in education; and its multidisciplinary research aimed at solving problems of immediate concern to mankind.

The main campus of Nova Southeastern University is located on a 232-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue.

## NSU BOARD OF TRUSTEES

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August C. Paoli, J.D.  
*Vice Chair*

Ray Ferrero, Jr., J.D.  
*President*

W. Tinsley Ellis, J.D.  
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Zachariah P. Zachariah, M.D.

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Bruce McAllister, J.D.  
Paul M. Sallarulo  
J. Kenneth Tate

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J. Wallace Wrightson

### President Emeritus

Abraham S. Fischler, Ed.D.

## NSU ADMINISTRATION

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*President*

**Joel S. Berman, J.D.**

*Vice President for Legal Affairs*

**Douglas G. Buck, D.P.A.**

*Associate Vice President for Human Resources*

**Ronald J. Chenail, Ph.D.**

*Assistant to the President for Academic Affairs*

**George L. Hanbury II, M.P.A.**

*Executive Vice President for Administration*

**W. David Heron, M.B.A., CPA**

*Vice President for Finance*

**Marilyn Johnson, M.S.**

*Vice President for Institutional Advancement*

**Frederick Lippman, R.Ph.**

*Executive Vice Chancellor and Provost,  
Health Professions Division*

**John Losak, Ph.D.**

*Vice President for Research and Planning*

**Virginia McLain, M.S.**

*Associate Vice President for Information Technologies*

**Donald E. Riggs, M.L.S., Ed.D.**

*Vice President for Information Services and University Librarian*

**John J. Santulli II, M.B.A.**

*Associate Vice President for Facilities Management*

**Morton Terry, D.O.**

*Chancellor, Health Professions Division*

**Brad A. Williams, Ed.D.**

*Dean of Student Affairs*

## NSU DEGREE OFFERINGS

### Fischler Graduate School of Education and Human Services

M.A.	Teaching and Learning
M.S.	Education (15 specializations)
M.S.	Human Services
M.S.	Instructional Technology and Distance Education
M.S.	Speech-Language Pathology
Ed.S.	Educational Specialist (15 specializations)
Au.D.	Doctor of Audiology
Ed.D.	Child and Youth Studies
Ed.D.	Educational Leadership
Ed.D.	Higher Education
Ed.D.	Instructional Technology and Distance Education
SLP.D.	Doctor of Speech-Language Pathology

### Wayne Huizenga Graduate School of Business and Entrepreneurship

M.Acc.	Master of Accounting
M.B.A.	Business Administration
M.B.A.	Health Services Administration
M.I.B.A.	Master of International Business Administration
M.P.A.	Master of Public Administration
M.S.	Health Services Administration
M.S.	Human Resource Management
M.S.	Taxation
D.B.A.	Doctor of Business Administration
D.I.B.A.	Doctor of International Business Administration
D.P.A.	Doctor of Public Administration

### Health Professions Division

B.S./M.P.H.	Physician Assistant
M.B.S.	Biomedical Sciences
M.M.S.	Medical Science
M.O.T.	Occupational Therapy
M.P.T.	Physical Therapy
M.P.H.	Public Health
D.M.D.	Dental Medicine
D.O.	Osteopathic Medicine
O.D.	Optometry
O.T.D.	Doctor of Occupational Therapy
Pharm.D.	Doctor of Pharmacy
Ph.D.	Occupational Therapy
Ph.D.	Physical Therapy

**Shepard Broad Law Center**

M.H.L. Health Law  
J.D. Law

**School of Computer and Information Sciences**

M.S. Computer Information Systems  
M.S. Computer Science  
M.S. Computing Technology in Education  
M.S. Management Information Systems  
Ph.D. Computer Information Systems  
Ph.D. Computer Science  
Ph.D./Ed.D. Computing Technology in Education  
Ph.D. Information Science  
Ph.D. Information Systems

**School of Social and Systemic Studies**

M.S. Dispute Resolution  
M.S. Family Therapy  
Ph.D. Dispute Resolution  
Ph.D. Family Therapy

**Oceanographic Center**

M.S. Coastal Zone Management  
M.S. Marine Biology  
M.S. Marine Environmental Science  
Ph.D. Oceanography/Marine Biology

**Center for Psychological Studies**

M.S. Psychopharmacology (Postdoctoral  
master's degree)  
M.S. Mental Health Counseling  
M.S. School Guidance and Counseling  
Ph.D. Clinical Psychology  
Psy.D. Clinical Psychology

**Cross-Center Programs**

M.S. Criminal Justice

**Farquhar Center for Undergraduate Studies**

B.A. Humanities  
B.S. Accounting  
B.S. Applied Professional Studies  
B.S. Biology (premedical)  
B.S. Business Administration  
B.S. Computer Information Systems  
B.S. Computer Science  
B.S. Early Childhood Education  
B.S. Elementary Education  
B.S. Environmental Science/Studies  
B.S. Exceptional Education  
B.S. Legal Studies (prelaw)  
B.S. Marine Biology  
B.S. Paralegal Studies  
B.S. Professional Management  
B.S. Psychology  
B.S. Sport and Wellness Studies

## PROVISIONS

The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova Southeastern University. Regulations and requirements, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The university further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission based on false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work that he or she may have done at the university. Upon dismissal or suspension from the university for cause, there will be no refund of tuition and fees. The balance due Nova Southeastern University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova Southeastern University student has the right to inspect and review his or her educational record. The policy of the university is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to university officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student has the right to petition Nova Southeastern University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the university decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. A schedule of fees and a listing of the types and locations of educational records are contained in this policy.

Nova Southeastern University does not discriminate on the basis of disability, sex, race, religion, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The university registrar and director of human resources have been designated as student and employee coordinators, respectively, to ensure compliance with the provisions of the applicable laws and regulations relative to nondiscrimination.

The school is authorized under federal law to enroll nonimmigrant alien students.

Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 262-7241 or toll free 800-541-6682, ext. 7241.

## NSU POLICIES GOVERNING STUDENT RELATIONS

### General

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" as used in this catalog defines the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

### Institutional and Academic Information

Nova Southeastern University and its composite academic units periodically publish bulletins or catalogs describing the university and its academic programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with the academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the Office of the University Registrar maintain at least one full-time employee to assist all students in obtaining information.

### Financial Aid

The Office of Student Financial Assistance administers Nova Southeastern University's financial aid programs, which include grants, loans, scholarships, and student employment. The purpose of these programs is to provide monetary assistance to qualified students to meet their educational objectives. In addition, professional financial aid counselors can help students plan the most efficient use of financial resources for their education.

Underlying the awarding of financial assistance is the philosophy that the student and his/her family have the primary responsibility for contributing, from earnings and savings, toward the student's college education. Financial aid serves as a supplement to the student's contribution. Students do not have to be admitted to apply for financial aid; however, they must be registered in order for financial aid funds to be disbursed.

### **Applying for Financial Aid**

In order to receive financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Students may begin the application process in early January. In addition to the FAFSA, students must complete and submit the NSU Application for Student Aid to the Office of Student Financial Assistance. The earlier students apply, the better chance of receiving maximum funds. The priority deadline to receive most of our campus-based financial aid is April 15, 2001 (for the 2001–2002 academic year). In most cases, students must demonstrate financial need, which is determined through the Federal Methodology based on information provided on the FAFSA.

There are several ways to submit the FAFSA. The fastest way to apply is electronically through the Department of Education's Web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on the NSU financial aid Web site at [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid). By applying on the Web, students lessen the chance of errors due to built-in edits, and the processing time for receipt of the Student Aid Report (SAR) Acknowledgment Form is reduced to one to two weeks. Students may also apply on the paper FAFSA, which has a turnaround time of three to four weeks. Students may request a FAFSA from the high-school guidance office, college financial aid office, and public library or by calling the Federal Student Aid Information Center at 800-433-3242 or on the Web. Students who received financial aid in 2000–2001 will receive a Personal Identification Number (PIN) in order to complete the renewal FAFSA, which as a reduced number of items to complete. The PIN eliminates the need for students to submit a signature page (parents of dependent students must still send a signature page). The NSU financial aid Web site contains tips on completing the FAFSA and other relevant financial aid information including related Web sites. In order to avoid errors, please read instructions and use the correct income tax return when completing the FAFSA.

It is very important that students complete all forms correctly and respond promptly to all inquiries in order to prevent delays in processing. Awards are made only for the academic year and are available each January for the following academic year. The deadline for receipt of the FAFSA by the Central Processor is July 1, 2002, for the 2001–2002 academic year. There is no exception to the deadline. However, to

assure that financial aid is processed on time, it is recommended that students send the FAFSA at least two weeks before the deadline.

The Office of Student Financial Assistance staff is always willing to assist students in understanding the financial aid process. For additional information, students may use the financial aid Web site at [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid) or call 800-806-3680.

### **General Eligibility Criteria**

Students applying for most financial aid programs must meet the following eligibility criteria:

- Be a U.S. citizen, national resident, or permanent resident
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program at NSU
- Have a valid Social Security number
- Have a high-school diploma/GED/certificate of completion of a home-study program recognized by the student's home state
- Make satisfactory academic progress toward a degree
- Establish financial need
- Register for Selective Service, if required
- Sign a statement on the FAFSA certifying they will use federal student aid only for educational purposes
- Not be in default on a federal student loan or owe a repayment on a federal student grant
- Be enrolled at least half time to be eligible for Federal Family Education Loan (FFEL) Stafford Loan funds
- Not be convicted of an illegal drug offense

### **International Students**

International students who intend to reside in the United States and who are required to obtain an I-20 visa must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. For further information, contact the International Student Adviser, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 262-7240 or toll free 800-541-6682, ext. 7240.

### **Veterans' Benefits**

Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 262-7241 or toll free 800-541-6682, ext. 7241.



### **Notice of Nondiscrimination**

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

The Office of the University Registrar is designated as the policy coordinator to ensure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.

### **Grievances**

When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Grievance procedures are explained in the "Problem Resolution Procedures" section of this catalog.

### **Student Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
3. All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

### **Student Participation in University Governance**

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student government are members of the President's Student Advisory Committee, which meets monthly with the president and appropriate senior administrative staff to discuss university matters of general interest to the student body.

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self-study subcommittee.

### **ADA Policy Statement**

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by reason of his or her disability. For additional information on the university ADA policy and obtaining reasonable accommodations, please contact the ADA coordinator of the applicable center or program.

## **CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY**

### **Purpose**

This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

### **Nova Southeastern University Statement of Academic Rights and Responsibilities**

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university

- scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

### A. Academic Standards

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

**1. Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author but, if that is the case, those ideas or words must be indicated in a manner consistent with a university-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination.

**2. Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgment be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (A) (1) or (A) (2) is considered plagiarism at Nova Southeastern University.

**3. Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

**4. Acts Prohibited.** Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals.

Violations of academic responsibility include, but are not limited to

- plagiarism
- any form of cheating
- conspiracy to commit academic dishonesty
- misrepresentation
- bribery in an attempt to gain an academic advantage
- forging or altering documents or credentials
- knowingly furnishing false information to the institution

**5. Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

### B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to

- theft
- vandalism
- disruptive behavior
- possession or use of firearms, fireworks, explosives, or other dangerous substances or items
- possession, transfer, sale, or use of illicit drugs
- appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
- violations of housing regulations
- any act or conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
- threats of or actual damage to property or physical harm to others
- failure to pay tuition and fees in a timely manner

Furthermore, Nova Southeastern University prohibits any activity that may be construed as hazing. ("Hazing" is defined

as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university.)

2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

### C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The university and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

### D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplementary standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplementary standard violations. Any student found guilty of a violation of the academic, conduct, or supplementary standards will be subject to disciplinary action, including expulsion from the university.

### Student Code of Computer Ethics

Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined online or in a student's academic program office.

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. Ethical conduct by students in the use of this technology is the same as in all other areas of university life, and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility.

For more detailed information on Nova Southeastern University's Student Code of Computer Ethics, please consult the program's *Student Handbook*.

### Privacy of Records

Nova Southeastern University maintains a system of records that includes application forms, admission test scores, and

transcripts of students' previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing before September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

### Reservation of Power

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

## PROBLEM-RESOLUTION PROCEDURES

As part of a university particularly concerned with serving students, the Farquhar Center for Undergraduate Studies is committed to maintaining policies and procedures that facilitate and support the student community. As a center with a diverse student population engaged in both traditional and nontraditional delivery of curriculums, we must be sure that procedures for student grievances are clearly stated and fairly implemented.

Many problems are the result of miscommunications. Policies and procedures are described in the *Center for Undergraduate Studies Catalog*, schedules, program brochures, information sheets, and in periodic special mailings. Students must follow policies and specific instructions in these documents. Channels for action do exist. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without fear of retribution.

Before initiating a formal grievance, students are encouraged to pursue local or departmental resolutions to problems. Academic difficulties in a class should always be discussed first with the instructor teaching the class. Problems that cannot be resolved through interaction with an instructor, or academic issues that are more broadly based, should be discussed with an academic adviser, who then may refer students to a more appropriate resource.

Student athletes should refer to the NSU *Student-Athlete Guidelines* for additional information regarding athletics-related problem-resolution procedures.

Off-campus students should bring unresolved issues with a faculty or staff member to their local site administrator first.

### Grievance Time Limitation

Any grievance procedure must be initiated in a timely fashion within the term that the student, faculty member, or administrator became aware of the grievance issue. The griever waives all rights under the grievance procedure if each step is not followed within the prescribed time limit.

### Student Grievance

In the case of a student grievance concerning a policy or an administrative action, the student should begin with step one of the administrative grievance procedure. In the case of a student grievance concerning an academic activity or an instructor, the student should begin with step one of the academic grievance procedure.

Grievances brought to the Office of the Dean without prior review by the appropriate academic or administrative resource person will not be considered.

Grievances that concern harassment or discrimination in service or instruction should be brought to the appropriate academic or administrative director, not to the person providing the service or instruction.

## ADMINISTRATIVE GRIEVANCE PROCEDURE

### Step One:

- A. The student will discuss the grievance within the term of the grievable event with the appropriate administrator.
- B. If the student and the administrator do not satisfactorily resolve the issue, the administrator and the student must (in a timely manner) each schedule an individual conference with the assistant dean.
- C. If the issue is not satisfactorily resolved during the individual conferences with the assistant dean, the assistant dean will schedule (in a timely manner) and preside at a joint conference with both the administrator and the student.
- D. If, after this joint conference, the issue is still not resolved, either the student or the administrator may initiate step two of the administrative grievance procedure; this action must take place in a timely manner.

### Step Two:

- A. A notification of grievance form (obtained from the Office of the Dean) must be completed and submitted to the assistant dean, with a copy sent to the dean of the Farquhar Center. This form must be submitted in a timely manner following the completion of step one of the grievance procedure.
- B. In a timely fashion, the dean of the Farquhar Center will notify the student and administrator of a grievance judgment hearing to discuss and resolve the issue.
- C. This hearing will include the student, the dean or his/her designee, the appropriate director, the Grievance Judgment Committee, and any others directly involved in the grievance. The hearing will be conducted by the dean of the Farquhar Center or his/her designee.
- D. At this hearing, the Grievance Judgment Committee will hear the case. The committee will report, in writing, its finding to the dean. The dean will inform the parties involved of the final decision, in writing, in a timely manner after the hearing. This judgment will be considered final.

## ACADEMIC GRIEVANCE PROCEDURE

### Step One:

- A. The student will discuss the grievance within the term of the grievable event with the instructor related to the grievable event.
- B. If the student and the instructor do not satisfactorily resolve the issue, the instructor and the student must (in a

timely manner following their discussion) each schedule an individual conference with the appropriate academic director. C. If the issue is not satisfactorily resolved during the individual conferences with the academic director, the academic director will schedule (in a timely manner) and preside at a joint conference with both the instructor and the student. If the issue concerns the fairness of a grade, the student will not be permitted to proceed any further with the grievance procedure unless evidence of discrimination or a violation of the student's rights can be presented.

D. If, after this joint conference, the issue (other than fairness of grade issues) is still not resolved, either the student or the instructor may initiate step two of the academic grievance procedure; this action must take place in a timely manner.

#### **Step Two:**

A. A notification of grievance form (obtained from the Office of the Dean) must be completed and submitted to the assistant dean, with a copy sent to the dean of the Farquhar Center and the appropriate academic director. This form must be submitted in a timely manner following the completion of step one of the grievance procedure.

B. In a timely fashion, the dean of the Farquhar Center will notify the student and instructor of a grievance judgment hearing to discuss and resolve the issue.

C. This hearing will include the student, the dean or his/her designee, the appropriate director, the Grievance Judgment Committee, and any others directly involved in the grievance. The hearing will be conducted by the dean of the Farquhar Center or his/her designee.

D. At this hearing, the Grievance Judgment Committee will hear the case. The committee will report, in writing, its finding to the dean. The dean will inform the parties involved of the final decision, in writing, within one week after the hearing. This judgment will be considered final.

#### **Grievance Judgment Committee**

1. Annually, the dean of the Farquhar Center will appoint a standing Grievance Judgment Committee consisting of two students and two employees of the Farquhar Center. The dean will convene this committee whenever a hearing is needed. After a hearing, the committee will reconvene to come to a judgment on the grievance. The judgment will be determined by a majority vote of the four appointees. In case of a tie vote, the dean will be informed and will cast the deciding vote.

2. Students on the committee will be appointed based, in part, on recommendations given by the Student Government Association. The committee will be determined in August and will be in effect from September 1 until the following August 31. If any member of the committee is substantively involved in a grievance, an alternate will be chosen by the dean using the same selection guidelines.

#### **Procedural Review**

Final decisions in grievances brought by or against a student shall be reviewable as to procedures followed within 15 days of the hearing by the university's Student Affairs Committee, which shall inquire only as to the following matters:

1. Did the Farquhar Center have a grievance procedure conforming to the university's Uniform Grievance Policy in all respects to the grievance in question?

2. If an appealing party was denied a remedy by the center for failure to timely avail him/herself of the grievance procedure, had steps been taken by the center to ensure the likelihood that such individuals would be on notice of the procedure as required by the university's Uniform Grievance Policy?

3. Was the grievance procedure, with respect to the aggrieved party, followed by the center in all respects?

4. The Student Affairs Committee will forward its findings on these questions and its recommendations, if any, to the president of the university. If all three questions are answered in the affirmative, the president shall inform the parties and the center in question that the decision of the center is ratified without further recourse.

5. If any of the questions are answered in the negative, the president shall inform the parties and the center of the committee's recommendations for the further handling of the student grievance.

## **STUDENT ACTION FORMS**

Occasionally a student may desire to request a waiver from a specific university or undergraduate policy due to unusual circumstances. The procedure to use in such a case calls for completing a student action form (SAF), available from academic advisers. The form should be completed according to the specific instructions outlined on the SAF. All SAFs *must be signed* and reviewed by the student's academic adviser before a course of action is determined.

## **HONOR COURT**

The Farquhar Center for Undergraduate Studies Honor Court is a body of faculty members, students, and administrators responsible for hearing cases through an educational peer review process that determines student accountability for alleged violations of the code of conduct and issues appropriate sanctions.

An Honor Court hearing is not analogous to a criminal trial or proceeding. It is intended to maintain strong working relationships among individuals within the NSU community. A functional community must have a clear and common expectation of what is right and wrong; it must share responsibilities and power and be grounded in fairness.

The NSU community has an academic tradition to uphold. The Honor Court was established to educate participants about that tradition, to create a forum for people to discuss differences, and to ensure that the community is not damaged by unacceptable behavior. Though penalties may be issued by the court, the purpose is to improve the community, not to harass an individual.

The Honor Court will not address cases that warrant immediate attention as determined by the dean or his/her designee owing to the severity of the violation or the potentially volatile nature of the offense. Further, at his/her discretion, the dean or his/her designee may choose to hear cases that must be kept in strict confidence.

#### **Program Charge**

In addition to hearing cases, the Honor Court has an educational mission to foster educational responsibility and the growth of the academic community at the center. To that end, the Honor Court will sponsor seminars, workshops, and other activities to increase awareness of the need for academic integrity and honesty.

#### **Membership**

The Honor Court shall consist of two students, two faculty members, and one administrator. Additionally, one student, one faculty member, and one administrator will serve as alternates. One faculty member will serve as chair. The chair will be a nonvoting member (except in the case of a tie) and will coordinate all aspects of the Honor Court.

An additional nonvoting representative from student services will serve as the records coordinator and trainer. All members are encouraged to attend all meetings. Alternate members as well as full members of the court shall vote on issues, such as clearing applicants for membership on the court and procedural issues important to the functioning of the court. Only regular members or alternate members standing in for a regular member shall vote on the resolution of cases brought before the court.

### **SELECTION**

#### **Students**

Two students and one alternate will be elected by the student body. Interested parties must complete an application and interview with the standing Honor Court and be recommended by the Honor Court before elections are held.

#### **Faculty**

Two faculty members and one alternate will be elected by the Faculty Council. They will serve two-year alternating terms. The faculty will determine who will serve as chair for the succeeding year in May of the previous year.

#### **Administrators**

One administrator and one alternate will be appointed by the dean. The administrators will serve two years.

All elections will be held in the spring. Terms will begin at the start of the academic calendar year. All members will receive appropriate training.

### **HONOR COURT PROCEDURE**

The Honor Court will meet on an as-needed basis during the academic year to hear cases. Additional meetings can be called at the discretion of the chair. Hearings for violations of the code of conduct that occur during the summer will be postponed, if possible, until the court reconvenes at the start of the academic year. Cases that require a more timely response will be considered by a provisional committee (appointed by the Honor Court by the end of the winter semester) consisting of one student, one faculty member, and one administrator.

Allegations against a student may be initiated by any member of the NSU community, but should be pursued through the appropriate channels as outlined below:

**In cases of academic dishonesty:** In cases of academic dishonesty occurring in the classroom, the faculty member has the option of discussing the incident with the student and deciding the sanction deemed appropriate. A memo describing the offense and sanction may be forwarded to the student, the academic director of the department, and to the Honor Court.

#### **OR**

Should the faculty member decide that in addition to faculty sanctions (failing the course, refusing to accept the paper, etc.), the incident is so blatant or serious it requires further review, the faculty member will request a review of the incident by the Honor Court. The faculty member will submit a written incident report to the Honor Court within seven calendar days of the discovery of the offense, unless exceptional circumstances prevail.

In other cases of academic dishonesty, the incident should be referred to the director who has jurisdiction over the area in which the offense occurred.

**In cases of nonacademic offenses:** In cases of nonacademic offenses, the RA, public safety officer, faculty member, or other student affairs personnel may submit an incident

report. The director has the option of following his or her department's internal procedure for reviewing and dealing with nonacademic offenses. A memo describing the offense and the sanction may be forwarded to the Honor Court.

**OR**

The director may request a review of the incident by the Honor Court. In this case the director will submit a written incident report to the Honor Court within seven calendar days of the discovery of the offense, unless exceptional circumstances prevail.

**Notification**

The chair will forward a written statement of the charges to the student, notifying him or her of the next meeting of the Honor Court, giving the student not less than seven calendar days to prepare for the hearing. The formal hearing will not be held less than seven calendar days from the date of the original charge letter, unless the student charged waives this limit. The student will be instructed to submit supporting documents at least three calendar days before the hearing to confirm his/her presence at the scheduled hearing date. The chair and records coordinator may gather documentary information to submit to members of the court before the hearing. The student charged is entitled to select a student, faculty, or staff adviser to assist in preparation for the hearing. However, the adviser or any other counsel may not accompany the accused student to the hearing.

**Hearing Protocol**

A. Unless exceptional circumstances prevail, the student must attend the scheduled hearing. It is the student's responsibility to attend the scheduled hearing. Failure to attend a scheduled hearing without prior notification to the chair means the student has waived the right to attend and the hearing will be held in his/her absence.

B. Hearings will be closed and recorded on audiotape. The chair will exercise control over the hearing to avoid needless consumption of time through repetition of information and to prevent the harassment or intimidation of participants. Any member of the court may request that the body go into private session to discuss and decide a matter by majority vote. The hearing can be recessed at any time by the chair.

C. Hearings will be informal:

1. The chair will read the charges and explain the process of the court.
2. The person bringing charges will explain the charges.
3. The student being charged will offer explanation of his/her behavior.
4. The court will conduct an informal question-and-answer period.
5. The student being charged may be present during the hearing up until the time the members of the court deliberate on the case. The person bringing charges has the option

of being present while the person being charged is present, or may testify as a witness and not be present during the remainder of the hearing. The taking of witnesses' statements may be done by discussion, though each witness will be subject to questioning by both the person being charged and the person bringing charges. Witnesses will be present during a hearing only when they are called on to provide information and answer questions. While written statements are admissible, every student has the right to confront and question the principal person bringing charges.

6. The specifics of the case will remain confidential.

D. After all information has been presented and the accused has made a final statement, the Honor Court will meet in private to discuss the case, reach its decision, and determine sanction(s), if appropriate.

E. The student will return to hear the court's decision.

F. Written notification of the sanction(s), including deadlines for completion of community service or other conditions, will be given to the student, the person bringing the charges, the dean, the assistant dean, and the court's records coordinator.

G. Fulfillment of all sanctions will be monitored by the court's records coordinator.

**Sanctions**

Sanctions that may be imposed by the court include, but are not limited to, the following:

**A. Expulsion from NSU:** Expulsion from the university is an involuntary permanent separation of a student from the university. This is a permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges. Expulsion or suspension will appear on the student's academic transcript.

**B. Suspension from the Farquhar Center for Undergraduate Studies:** Mandatory, involuntary separation from the Farquhar Center for Undergraduate Studies for a period of time specified in an order of suspension. Expulsion and/or suspension will appear on the student's academic transcript.

**C. Final Disciplinary Probation:** A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. It specifies a time period during which another violation of university policies and regulations will automatically raise the question of potential suspension or expulsion from the university and/or housing. If the stated conditions are fulfilled during the time specified, the probation is removed and the student is returned to

his/her original status. Final disciplinary probation will appear on the student's academic transcript. In some cases, the student may be allowed to petition for its removal.

**D. Disciplinary Probation:** A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. It specifies a time period during which the student is on probation in terms of personal conduct but may remain in housing and on campus under specified conditions according to university policies. At the end of the probation period, if all conditions have been met, the probation will be lifted and the student shall return to his/her original status. If conditions are broken, the student will face serious disciplinary sanctions, which may include the loss of housing. Disciplinary probation will appear on the student's academic transcript. In some cases, the student may be allowed to petition for its removal.

**E. Written Disciplinary Warning:** This sanction indicates misconduct more serious than that necessitating a verbal warning, but not serious enough for probation. This sanction will remain in effect for a designated period of time. Certain conditions will be outlined for students to meet regarding their behavior during the designated period of time. If the conditions are broken, students will face more serious disciplinary sanctions.

**F. Verbal Warning:** A verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning may be noted in a student's file.

**G. Termination or Change in University Residence Hall Room Assignment:** A disciplinary sanction that terminates or changes the student's contract for housing. This will be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the director of residential life or a designee.

**H. Counseling Intervention:** When extreme behavior indicates that counseling may be beneficial, the student may be referred. In cases where the use of alcohol accompanies a violation of regulations, the student may be required to attend an alcohol education workshop.

**I. Other Appropriate Action:** Disciplinary action not specifically outlined above may be applied.

#### Appeals

**A. Academic Dishonesty Cases:** Appeals for cases of academic dishonesty should be pursued through the Farquhar Center for Undergraduate Studies' grievance procedure. Only the process or penalty may be questioned on appeal.

**B. Disciplinary Cases:** Appeals for disciplinary cases should be pursued through the Office of the Vice President of Student Services.

#### Review Process

The Honor Court document and process will be reviewed yearly, at the end of the winter semester, by a committee consisting of three students, two faculty members, and two members of the administration. Committee members will be recommended by the standing Honor Court and the dean. The review committee will meet with the court to discuss changes and then vote to accept or reject proposed changes. Final approval by the dean must be submitted by the end of the winter semester.

## COMMUNICABLE DISEASES POLICY

It is the intent of the university to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the university. Employees and students of the university who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The university will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

#### Policy Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the university, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:

- a. members of the board of trustees
- b. guest lecturers
- c. vendors

The term "student" shall include all persons enrolled at the university, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the assistant director of human resources



for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the assistant director of human resources will, after notification of the issues presented to the university president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The university will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study as long as he or she is able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current university policy for sick or annual leave as other employees.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the university shall make accommodations for the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or student) may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrates that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the university when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a current health or safety threat to self or others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The university shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

## **POLICY ON SEXUAL HARASSMENT**

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission–promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtures is made a term or condition of employment
- employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
- an individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere

### **A. At Nova Southeastern University, sexual harassment of or by employees includes:**

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
3. Verbal abuse that is sex oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually oriented comments or innuendoes or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the human resources department and should be reported promptly to the director of human resources.

**B. At Nova Southeastern University, sexual harassment of students by employees is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when**

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment and can include
  - unwelcome patting, pinching, or touching
  - offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## **POLICY ON THE ACCEPTABLE USE OF COMPUTING RESOURCES**

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University (NSU). It applies to all users of the university's computing resources, including students, faculty members, staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, and local area networks for which the

university is responsible, as well as networks throughout the world to which the university provides computer access.

The computing resources of NSU are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see subheading "Related Policies") and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU Copyright Policy may be examined in the Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the university's programs of instruction and research and the legitimate business of the university
2. To harass, threaten, or otherwise cause harm to specific individuals or classes of individuals
3. To impede, interfere with, impair, or otherwise cause harm to the activities of others
4. To download, post, or install to university computers or transport across university networks material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the preceding five categories include

- Using computer resources or information/data gained from computer resources for personal or any other unauthorized reasons
- Sending email or matters not concerning the legitimate business of the university
- Sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone

- Accessing or attempting to access another individual's data or information without proper authorization (e.g., using another's computing account and password to look at his/her personal information)
- Creating or forwarding or in any way participating in the distribution of electronic chain mail, pyramid schemes, or sending forged or falsified email
- Obtaining, possessing, using, or attempting to use someone else's password, regardless of how the password was obtained
- Copying a graphical image from a Web site without permission
- Posting a university site-licensed program to a public bulletin board
- Using illegally obtained licensed data/software or using licensed data/software in violation of their licenses or purchase agreements
- Releasing a virus, worm, or other program that damages or otherwise harms a system or network
- Preventing others from accessing services
- Attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- Using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the university
- Viewing, distributing, downloading, posting, or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
- Using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)
- Violating federal copyright laws or the NSU Copyright Policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Chief Academic Officer, or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this policy, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources and appropriate disciplinary actions may be taken, up to and including dismissal.

## **DRUG-FREE CAMPUS POLICY**

In order to comply with the Drug-Free Schools and Communities Act (Pub.L No. 101-226, Title 34 C.F.R., part 86), NSU has adopted the following policy for all workplace, school, campus and field-based programs:

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on NSU owned or controlled property and as a part of any of its activities. The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician. No NSU employee or student is to report to work or school while under the influence of illicit drugs or alcohol. There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### **On Campus:**

Nova Southeastern University Student Counseling Service  
Farquhar Center Annex, Suite 200  
(954) 262-7301

Nova Southeastern University Community Mental Health Center

Davie (954) 262-5730  
Lauderdale Lakes (954) 262-5663

### **Community:**

Department of Children and Families  
Substance Abuse Program Office  
1317 Winewood Boulevard, Bldg. 6, 3rd Floor  
Tallahassee, Florida 32399-0700  
(850) 487-2920

When you use or deal in drugs, you also risk incarceration and/or fines. In addition to federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for a misdemeanor ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1)(e), Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under §316.1936, Florida Statutes: It is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state, or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. Second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months imprisonment. Third conviction will result in not less than \$1,000 fine or more than \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

NSU requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. In order to comply with federal law, NSU must notify any federal contracting agency within 10 days of having received notice that any employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. Any criminal drug convictions in the workplace must be reported by the employee to his or her university supervisor or department head within five days of the date of such conviction. The university will discipline any employee who is so convicted, or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within 30 days' notice of such conviction.

Any NSU employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All NSU faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All NSU

students will, as a condition of their enrollment, abide by the terms of this policy.

### **Alcohol and Other Drugs**

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the university community—students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), the university endeavors to prevent substance abuse through programs of education and prevention.

The university recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the university's policy to work with members of the university community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The university also recognizes that the possession and/or use of certain substances is illegal, and the university is obligated to comply with local, state, and federal laws.

While on campus or engaged in any university-related activity, members of the university community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal.

Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the university will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.

Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the university community who has a substance abuse problem lead a productive and/or academic life free of substance abuse.

Members of the university community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

### **Substance Abuse Awareness, Education, and Prevention**

Nova Southeastern University's activities in substance abuse awareness, education, and prevention exist to encourage members of the university community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- to educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences

- to inform members of the university community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- to support those who choose not to drink alcohol or to use other drugs
- to teach those who choose to drink alcohol to do so responsibly
- to help those who abuse alcohol or other drugs

In order to achieve these goals, the university operates and/or engages in the following programs and activities:

*Alcohol and Drug Resource Center.* The resource center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the university's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the center's staff to disseminate information within their centers.

*Advisory Committee.* This is a group of administrators, faculty members, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

*Alcohol and drug awareness activities.* Under the direction of the resource center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The target audience includes all students, employees, and faculty members of the university, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The university supports National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

*Student organizations.* The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).

*Alcohol and drug workshops.* Workshops are provided for student leaders and for employees as part of the university's staff-development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.

*Academic courses.* Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Resource Center to ensure that the substance abuse content of courses is consistent with university policies.

*Orientation.* Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general introduction to the problems of substance abuse and includes a statement of the university's policy on drugs and alcohol. The information is presented in a positive manner. The resource center works with the academic centers to prepare the materials presented.

## SMOKING

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (residence halls), which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

## PARENT/LEGAL GUARDIAN NOTIFICATION POLICY

University personnel may, at times of extreme concern for a student's welfare, notify parent(s) or legal guardian(s) of students under 21 years of age in writing and/or by phone when alcohol or drug violations of university policy occur.

## EMERGENCY EVACUATION PROCEDURES

1. All employees and students must calmly exit the building, using the stairway exits.
2. Do not use elevators; they should be inoperable once a pull station has been alarmed. In the event of a fire, people using the elevator could become trapped.
3. Individuals with certain physical disabilities may require assistance in evacuating the building. In an actual emergency, students with certain mobility impairments may want (or need) to wait in a closed stairwell for rescue by fire department personnel and/or campus public safety officials. If this is

the case, please be sure the stairwell is closed and notify fire or campus public safety representatives immediately. Always ask students with physical disabilities what support they may need, which may include other means of exiting the building with assistance by others.

4. Once out of the building, *do not* go back in. The fire chief is the only one who can authorize reentry.

5. Keep out of the lobby and clear of emergency vehicle routes. You must remain a safe distance from the building (50 feet minimum).

## HURRICANE POLICY

In the event of a hurricane watch or warning, or other emergency situation, the president of NSU will decide whether the university will be closed. Students should tune in to the radio and television stations listed below for status reports:

### RADIO STATIONS

WNSU ca FM 92.9  
WIOD AM 610  
WINZ AM 940  
WFTL AM 1400  
WHYI FM 100.7  
WBGG FM 105.9  
WRMA FM 106.7

### TELEVISION STATIONS

WFOR CHANNEL 4  
WTVJ CHANNEL 6  
WSVN CHANNEL 7  
WPLG CHANNEL 10  
WLTW CHANNEL 23  
WYHS CHANNEL 69



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