The Marshall University Catalog fulfills two primary functions:
1. The rules and regulations, policies and procedures of the University, its divisions and its governing body, all of which apply to all students, are contained in this document. These rules apply during the publication year of the document and are subject to change during that year upon recommendation of the various divisions and approval of the president or governing body of the University.
2. The Catalog contains the specific requirements for all degrees and certificates awarded by the University. Any student who initially declares a major during the publication year of this Catalog and any student who declares a change of major during the publication year of this Catalog, enters into a contractual agreement between himself/herself and this University that insures that the requirements for his/her declared major will remain unchanged by subsequent Catalog publications. This agreement is in effect for a period of ten consecutive years for undergraduate degrees and certificates and five consecutive years for graduate degrees and certificates. Students are cautioned that programs leading to licensure may be altered by the outside licensing agency and are not subject to the contractual agreement.

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the undergraduate student body which reflect the interest, individual merit and availability of such individuals. The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Director of Human Resources, Old Main, Marshall University, Huntington, West Virginia 25755 (304) 696-6522

WEATHER POLICY STATEMENT

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy:
1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report to work.

Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time in the event compensatory time is owed them.

2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.

3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day normal campus operation is resumed.

4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

5. The President will notify the media by 7:00 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4:00 p.m. or later.

Disclaimer
The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant or student and Marshall University. The university reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever university authorities deem it expedient to do so.
Contact Directory

For specific information about academic or student services at Marshall University, the following telephone numbers are provided:

**Academic**  |  **Area Code (304)**
--- | ---
Admissions, Undergraduate | 696-3160
Admissions, Graduate | 696-6606
College of Business | 696-2314
College of Education | 696-3130
College of Fine Arts | 696-6433
College of Liberal Arts | 696-2350
College of Science | 696-2372
Community & Technical College | 696-3646
Enrollment Management | 696-2206
School of Medicine | 696-7000
School of Nursing | 696-3189

**Department/Division:**

- Academic Computing | 696-7310
- Accounting | 696-2310
- Adult and Technical Education | 696-6201
- Anatomy and Cell Biology | 696-7382
- Applied Science Technology | 696-3059
- Art | 696-6760
- Biochemistry and Molecular Biology | 696-7322
- Biological Science | 696-6791
- Business Technology | 696-3020
- Center for Academic Excellence | 696-6763/5421
- Chemistry | 696-2430
- Classical Studies | 696-6749
- Clinical Laboratory Sciences | 696-3188
- Communication Disorders | 696-2979
- Communication Studies | 696-6786
- Computer & Information Science | 696-5424
- Continuing Education | 696-3113
- Continuing Medical Education | 696-7019
- Counseling & Rehabilitation | 696-2917
- Criminal Justice | 696-3196
- Curriculum & Instruction Support Leadership Studies | 696-2962
- Developmental/General Studies | 696-3017
- Economics | 696-6492
- Engineering | 696-6660
- English | 696-2441
- Family & Community Medicine | 696-7255
- Finance & Business Law | 696-2667
- Geography | 696-2550
- Geology | 696-6720
- Health, Phy. Ed. & Recreation | 696-6491
- History | 696-6780
- Home Economics | 696-2507
- Human Dev. & Allied Technology | 696-6757
- Journalism & Mass Communication | 696-2360
- Management | 696-5423

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**Student Services**

- Alumni Affairs | 696-6656
- Arts & Sciences | 696-6656
- Athletic | 696-5409
- Ticket Office | 696-4373
- Attorney for Students | 696-2366
- Bookstore | 696-3622
- Cafeteria: Holderby Hall | 696-4895
- Twin Towers | 696-4984
- Campus Christian Center | 696-2444
- Career Counseling | 696-3111
- Disabled Students | 696-2271
- Greek Affairs | 696-2284
- Residence Services | 696-6765
- Student Activities | 696-6770
- Student Center | 696-6472
- Student Consumer Protection Agency/Off-Campus Housing | 696-6435
- Student Financial Assistance | 696-3162
- Student Government | 696-6435
- Student Support Services | 696-3164
- Student Tutoring Services | 696-2271
- Substance Abuse Education Program | 696-3315
- Theatre/Dance | 696-6442
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FIRST SEMESTER CALENDAR 1993-94

August 23, Monday, 8 a.m.-4:30 p.m. .................................. Regular Registration
August 24, Tuesday, 8 a.m.-4:30 p.m. .................................. Regular Registration
August 25, Wednesday, 8 a.m.-4:30 p.m. .............................. Regular Registration
August 26, Thursday, 8 a.m.-4:30 p.m. .............................. Regular Registration
August 27, Friday, 8 a.m.-3 p.m. ...................................... Last Day of Regular Registration for Fall Semester
August 28, Saturday, 9 a.m. ........................................... Residence Halls Open
August 30, Monday, 8 a.m. ............................................ First Day of Classes
August 30, Monday, 8 a.m.-5:30 p.m. ................................. Late Registration and Schedule Adjustment
August 31, Tuesday, 8 a.m.-4:30 p.m. ................................. Late Registration and Schedule Adjustment
September 1, Wednesday, 8 a.m.-4:30 p.m. ......................... Late Registration and Schedule Adjustment
September 6, Monday ..................................................... Labor Day Holiday - University Closed
September 17, Friday ..................................................... Application for December Graduation
September 17, Friday, 4:30 p.m. ...................................... Last Day to Drop 1st 8 Weeks Courses with "W" Grade
October 19, Tuesday ..................................................... Mid-Semester, 1st 8-Weeks Courses End
October 20, Wednesday ................................................... 2nd 8 Weeks Courses Begin
October 22, Friday, 4:30 p.m. ........................................... Last Day to Drop Courses with "W" Grade
October 23, Saturday ..................................................... Homecoming
October 25, Monday - December 10, Friday ......................... "WP" or "WF" Withdrawal Period
November 1 - 19 ............................................................. Advance Registration for Spring Semester for Currently Enrolled Students
November 3, Wednesday ................................................. Student Government Elections
November 5, Friday, 4:30 p.m. ......................................... Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
November 12, Friday, 4:30 p.m. ...................................... Last Day to Drop an Individual Class
November 22 - December 10 ............................................. Advance Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 23, Tuesday, After Last Class ............................ Thanksgiving Recess Begins
November 24, Wednesday, Noon ........................................ Residence Halls Close
November 25, Thursday ................................................... Thanksgiving Holiday - University Closed
November 26, Friday ...................................................... University Holiday - University Closed
November 28, Sunday, Noon ............................................. Residence Halls Open
November 29, Monday ..................................................... Classes Resume
December 6 - December 10 ............................................... "Dead Week"
December 10, Friday, 4:30 p.m. ...................................... Last Class Day and Last Day to Completely Withdraw For Fall Semester
December 13, Monday ..................................................... Exam Day
December 13 - January 2 ................................................... Advance Registration/Schedule Adjustment for Spring Semester is Suspended
December 14, Tuesday ..................................................... Exam Day
December 15, Wednesday ............................................... Study Day - Exams For Wednesday Classes 3 p.m. and After Will Be Held
December 16, Thursday ................................................... Exam Day
December 17, Friday ....................................................... Exam Day - Fall Semester Closes - Official Graduation Date For Fall Semester
December 17, Friday, 6 p.m. ............................................. Residence Halls Close
December 20, Monday ..................................................... Deadline for Submitting Final Set of Grades
December 23, Thursday, through January 2, Sunday .............. University Offices Closed

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SECOND SEMESTER 1993-94

January 3, Monday ................................................. University Offices Open

January 5, Wednesday, 8 a.m.-4:30 p.m ......................... Regular Registration
January 6, Thursday, 8 a.m.-4:30 p.m .......................... Regular Registration
January 7, Friday, 8 a.m.-3 p.m .................. Last Day of Regular Registration for Spring Semester
January 9, Sunday, 9 a.m ........................................ Residence Halls Open
January 10, Monday .................................................. First Day of Classes
January 10, Monday, 8 a.m.-4:30 p.m ........ Late Registration and Schedule Adjustment
January 11, Tuesday, 8 a.m.-4:30 p.m .................. Late Registration and Schedule Adjustment
January 12, Wednesday, 8 a.m.-4:30 p.m ........ Late Registration and Schedule Adjustment
January 17, Monday ..................... Martin Luther King Jr. Holiday - University Closed
January 21, Friday .......... Application for May Graduation Due in Academic Dean's Office
February 4, Friday, 4:30 p.m ........................... Last Day to Drop 1st 8 Weeks Courses with "W" Grade
March 2, Wednesday ........................................... Mid-Semester, 1st 8 Weeks Courses End
March 2-3, Wednesday & Thursday ........................ Student Government Elections
March 3, Thursday .................................................. 2nd 8 Weeks Courses Begin
March 4, Friday, 4:30 p.m .......................... Last Day to Drop Regular Semester Courses with "W" Grade
March 7, Monday - April 29, Friday ........................ "WP" or "WF" Withdrawal Period
March 25, Friday, 4:30 p.m .......................... Last Day to Drop 2nd 8 Weeks Courses With "W" Grade
March 25, Friday, 6 p.m .................................. Residence Halls Close
March 26, Saturday through April 4, Monday, 4 p.m .... Spring Break - Classes Dismissed
April 4, Monday, Noon ........................................ Residence Halls Open
April 4, Monday, 4 p.m .......................... Classes Resume
April 5, Tuesday - April 8, Friday ......................... Advance Registration for Summer Session for Currently Enrolled Students Only
April 8, Friday, 4:30 p.m .......................... Last Day to Drop an Individual Class
April 11 - June 10 .................................................. Continuous Registration for Summer Session Open to ALL Admitted Students
April 11 - April 29 ............................................. Advance Registration for 1994 Fall Semester for Currently Enrolled Students
April 25, Monday - April 29, Friday .......................... "Dead Week"
April 29, Friday, 4:30 p.m .......................... Last Class Day and Last Day to Completely Withdraw for Spring Semester
May 2 - May 30 .................................................. Advance Registration/Schedule Adjustment for Fall Semester is Suspended
May 2, Monday .................................................. Exam Day
May 3, Tuesday .................................................. Exam Day
May 4, Wednesday .............................................. Study Day - Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 5, Thursday .................................................. Exam Day
May 6, Friday .................................................. Exam Day
May 6, Friday, 6 p.m .......................... Residence Halls Close (except for graduating students)
May 7, Saturday, 11 a.m ........................................ 157th Commencement Exercises
May 9, Monday .................................................. Deadline for Submitting Final Set of Grades
May 30, Monday ............................................. Memorial Day Holiday - University Closed
May 31, Tuesday, 8 a.m ........................................ Advance Registration and Schedule Adjustment Resumes for Fall Semester for All Students Except First Time Fall Undergraduates

SUMMER SESSIONS 1994

June 10, Friday, 8 a.m.-4 p.m ......................... Regular Registration
June 12, Sunday, 9 a.m ........................................ Residence Halls Open
June 13, Monday .................................................. First day of Classes

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June 13, Monday, 8 a.m.-4 p.m.           Late Registration and Schedule Adjustment closes for 1st Summer Term
June 17, Friday                      Application for July Graduation Due in Academic Dean’s Office
July 1, Friday                        Last Day to Drop Courses With “W” Grade
July 4, Monday                        Independence Day Holiday - University Closed
July 5, Tuesday - July 14, Thursday   “WP” or “WF” Withdrawal Period
July 8, Friday                        Last Day to Drop An Individual Class
July 14, Thursday                     Last Class Day - Last Day to Completely Withdraw for 1st Term
July 15, Friday                       Final Examination Day - 1st Term Ends - Official Graduation Date for 1st Term
July 18, Monday, 4 p.m.              Deadline for Submitting Final Grades

Second Term

July 18, Monday, 8 a.m.-4 p.m.          Regular Registration
July 19, Tuesday                       First Day of Classes
July 19, Tuesday, 8 a.m.-4 p.m.        Late Registration and Schedule Adjustment closes for 2nd Summer Term
July 22, Friday                       Application for August Graduation Due in Academic Dean’s Office
August 5, Friday                      Last Day to Drop Courses with “W” Grade
August 8, Monday - August 18, Thursday “WP” or “WF” Withdrawal Period
August 12, Friday                     Last Day to Drop An Individual Class
August 18, Thursday                   Last Day of Classes for 2nd Term - Last Day to Completely Withdraw for 2nd Term
August 19, Friday                     Final Examination Day - 2nd Term Ends - Official Graduation Date for 2nd Term
August 19, Friday, 6 p.m.             Residence Halls Close
August 22, Monday                     Deadline for Submitting Final Grades
The Marshall University Story
The Marshall University Story

Marshall University, one of West Virginia's two State universities, encourages individual growth by offering programs and instruction in attainment of scholarship, acquisition of skills, and development of personality.

The university provides students with opportunities to understand and to make contributions to the culture in which they live; to develop and maintain physical health; to participate in democratic processes; to learn worthwhile moral, social, and economic values; to develop intellectual curiosity and the desire to continue personal growth; and to share in a varied cultural program.

Professional, technical, and industrial career studies are available through the various departments of the university.

Marshall also recognizes an obligation to the state and community by offering evening courses, off-campus classes, lectures, musical programs, conferences, forums, and other campus and field activities.

MISSION OF THE UNIVERSITY

Statement of Philosophy

While institutions of higher education differ in size and function, they share a common core of values; these help shape and guide their academic life. Marshall University is committed to seven basic principles.

The first and most basic commitment of Marshall University is to undergraduate education.

A second and major commitment of Marshall University is the enhancement of graduate education.

Third, Marshall University is committed to expanding the body of human knowledge and achievement through research and creative arts activities.

A fourth characteristic of Marshall University is its commitment to society through public service.

A fifth commitment of this university is diversity in its student body, its faculty and staff, and its educational programs.

A sixth commitment of Marshall University is to academic freedom and shared governance.

Finally, Marshall University is committed to assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance.

Identification of Areas of Current Emphasis

The following areas of emphasis will command the commitment of institutional resources.

A commitment to high quality undergraduate liberal arts education, broadly defined.

A commitment to rural health care, including medicine, nursing, nutrition, health education, health care management, etc.

A commitment to schools and schooling, including teacher education and the setting of the agenda for education in southern West Virginia.

Economic development, which would include programs in education, science, business, the Community and Technical College, perhaps engineering, and a broad range of fields.

A commitment to the fine arts and humanities because Marshall is and should be the cultural center of this community.

A new commitment to high quality graduate programs (masters, specialists, and doctoral degrees).

Finally, a university concerned with environmental issues which, unquestionably, will be a dominant factor of life in the 21st Century.
In accord with the first and most basic commitment of Marshall University as outlined in the Statement of Philosophy of the Mission Statement and the above seven areas of emphasis, Marshall University will strive to develop programs that will be recognized nationally for their excellence. Toward this goal strong emphasis will be placed on high quality teaching and interaction with the individual student. Uniform guidelines for monitoring instruction and corrective measures will be developed and implemented by college deans. Programs that have University commitment to independent accrediting will be brought into compliance and maintain accrediting agency guidelines.

HISTORY

The campus of Marshall University is located in Huntington, West Virginia, just across the Ohio River from Ohio, and thirteen miles from the Kentucky border. It is served by rail, air, and highway transportation.

Marshall University traces its origin to 1837, when residents of the community of Guyandotte and the farming country nearby decided their youngsters needed a school that would be in session more than three months a year. Tradition has it that they met at the home of lawyer John Laidley, planned their school, and named it Marshall Academy in honor of Laidley's friend, the late Chief Justice John Marshall. At the spot called Maple Grove they chose one and one-quarter acres of land on which stood a small log building known as Mount Hebron Church. It had been the site of a three-month subscription school and remained that for another term. Eventually $40 was paid for the site.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was conducted in 1838-39. For decades the fledgling school faced serious problems, most of them financial. The Civil War forced it to close for several years, but in 1867 the West Virginia Legislature renewed its vitality by creating the State Normal School at Marshall College to train teachers. This eased Marshall's problems somewhat, but it was not until the tenure of President Lawrence J. Corbly from 1896 to 1915 that the college began its real growth. In 1907, enrollment exceeded 1,000.

Since then Marshall's expansion has been consistent and sometimes spectacular. The College of Education, first called Teachers College, was organized in 1920 and the first college degree was awarded in 1921. The College of Arts and Sciences was formed in 1924, and the Graduate School was organized in 1948. The College of Applied Science came into being in 1960; the School of Business was formed in 1969. These were merged into the College of Business and Applied Science in 1972. In 1974 the School of Medicine and Associated Health Professions was established. The Community College was organized in 1975 and became the Community and Technical College in 1991, and the College of Science was authorized by the Board of Regents in 1976. In 1977, the Board approved change of name for the College of Arts and Sciences to the College of Liberal Arts, and for the College of Business and Applied Science to the College of Business. In 1978, the School of Nursing was established as a separate entity, the other Associated Health Professions were transferred from the School of Medicine to the College of Science, and the School of Journalism was authorized as a part of the College of Liberal Arts. The most recent addition was the College of Fine Arts in 1984. Marshall was authorized in 1992 to award the Ph.D. degree, in Biomedical Sciences.

Marshall was granted University status in 1961. As of April 1, 1993 alumni numbered approximately 60,000.

Since the formation of the West Virginia Board of Regents in 1969 and now under the University of West Virginia Board of Trustees, Marshall's progress as an urban-oriented university has been given strong impetus. As a result of this support, and because of its own active leadership and its location in the thriving Tri-State Area, Marshall is a university with excellent prospects for future development.

ACCREDITATION

Marshall University is accredited by the Commission on Institutions of Higher Education of
the North Central Association of Colleges and Schools. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education and the West Virginia State Department of Education. Marshall also is a member of the Council of Graduate Schools in the United States. Academic credits earned at Marshall University are fully standardized for acceptance by all other colleges and universities.

The Department of Chemistry is accredited by the Committee on Professional Training of the American Chemical Society. The Bachelor of Science in Nursing Degree Program is accredited by the National League for Nursing. The News-Editorial Sequence of the School of Journalism and Mass Communications is accredited by the American Council on Education in Journalism and Mass Communication. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Cytotechnology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology. The Medical Technology program and the Medical Laboratory Technician program are accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association. The Medical Record Technology program is fully accredited by the AMA's Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association. The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges, and the School's Residency Programs in Internal Medicine, Pathology, Transitional Residency, Surgery, Pediatrics, and Family Practice are accredited by the Accreditation Council for Graduate Medical Education. Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education. B.S. in Nursing is accredited by the National League for Nursing. The graduate program in the Department of Communication Disorders is accredited by the Ethical Standards Board of the American Speech-Language-Hearing Association. The Legal Assisting Program is American Bar Association Approved. The Athletic Trainer program is approved by the National Athletic Trainer Association. Park Resources and Leisure Service is accredited by the National Recreation and Park Association and the American Alliance of Leisure and Recreation. The University is an Agency Member Unit member of the American Home Economics Association. The Plan V Dietetic Program is an approved program of the American Dietetic Association Council on Education Accreditation/Approval, a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United States Department of Education. In the Business Technology Division, the Management Technology, Accounting, and Banking and Finance Programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP), Social Work is accredited by the Council on Social Work Education.

The university is approved for attendance of nonimmigrant international students under the Federal Immigration and Nationality Act, and is approved by the American Association of University Women. Other major organizations in which Marshall holds membership, in addition to those named above, are the American Association for Affirmative Action, American Association of State Colleges and Universities, the American Assembly of Colleges and Schools of Business, the American Association of Colleges for Teacher Education, Association for Schools, Colleges & University Staffing, The American Association of Community and Junior Colleges, the American Council on Education, the American Library Association, the Southern Council on College Education for Nursing, the Southern Conference, NACUBO-SACUBO, and the National Collegiate Athletic Association.

DIVISIONS

The university functions through nine divisions: College of Business, College of Education, College of Fine Arts, College of Liberal Arts, College of Science, Community and Technical College, Graduate School, School of Medicine, and School of Nursing.

MARSHALL UNIVERSITY LIBRARIES

The Marshall University Library System consists of the James E. Morrow Library and two branch libraries: The Health Sciences Library and the Music Library. The James E. Morrow
Library, constructed in 1929-31 and extensively remodeled in 1966-69, is a handsome campus landmark of imposing Georgian design and centrally located for campus access. Reader stations are available for 700 students including individual study carrels. The Health Science Library is located on the lower level of the Community and Technical College Building and the Music Library is on the first floor of Smith Music Hall. A Chemistry Collection is also located in the Chemistry Department.

On June 30, 1992, the Libraries' holdings totaled over one million bibliographic units of which 412,000 were bound volumes of periodicals and monographs. Additional holdings are available in other formats including microforms, cassettes, videos, and recordings. On-line access by author, title, subject and keyword searching is available to collections through VTLS, our automated system. An extensive U.S. Government documents collection of 816,300 publications is organized by the Superintendent of Documents classification.

The Special Collections Department provides materials on West Virginia, the Tri-State area and Appalachian region. Rare books, MU Archives, manuscripts, the Rosanna Blake Library of Confederate History, and the Hoffman Collection of Medical History are also located in Morrow Library.

STUDENT ACTIVITIES

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process.

Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, affairs, and off-campus and commuting students.

The various units within Student Activities are as follows:
1. Student Activities
2. Recognized Student Organizations
3. Judicial Affairs
4. Student Governance
5. Student Legal Aid
6. Greek Affairs (fraternities and sororities)

Education Records: Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 69 authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall University has adopted a policy to be implemented by all units of the institution. Upon enrollment in the university, the student and/or eligible parent(s) may request a copy of the policy.

Under the Act the student and eligible parent(s) are granted the following rights:

a. to be informed of the provisions of the Act through adoption of an institutional policy;
b. to inspect and review the records of the student;
c. to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
d. to review the record of disclosures which must be maintained by the university; and e. to seek correction of the record through a request to amend the record and to place a statement in the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy Education Records: Privacy Rights of Parents and Students from the Student Legal Aid Center, MSC, 2W29.

Complaints of alleged failure by the university to comply with the Act shall be directed to: The Family Educational Rights and Privacy Act Office
The University encourages complainants to lodge a formal complaint with either the Dean of Student Affairs, Ombudsman, or the Attorney for Students. Requests for further clarification on this Act, the regulations, and University policy should be directed to the Dean of Student Affairs or Student Legal Aid Center.

Liability

Marshall University, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the University cannot assume responsibility for personal injury to students.

Judicial Affairs

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the University embraces the concept that liberty and license are not synonymous, and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large.

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student’s registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in The Student Handbook. Copies of The Student Handbook are available in the Student Activities Office, the Student Government Office, and the office of the Dean of Student Affairs.

STUDENT DEVELOPMENT

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student’s personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling; reading and study skills development; tutorial services; minority, women and international student programs; health education; returning students and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (telephone 696-2324) except for the African American Student Program Office, located in 1W25 Memorial Student Center, and the Buck Harless Student Athlete Program, located in Rm. 3007 of the Henderson Center.

1. Counseling Center
2. International Students and Scholars
3. Student Athlete Program
4. Substance Abuse Programs
5. Women and Returning Students Programs
6. African-American Programs
7. Student Health Education Programs
8. Tutoring and Disabled Services
Student Health Service

Student Health Service (SHS) is provided by John Marshall Medical Services, Inc., an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays. After 5:00 p.m. Monday through Friday, all students in need of health care must go to Cabell Huntington Hospital (CHH) Immediate Care Unit, 1340 Hal Greer Boulevard. After 8:00 p.m. on Monday thru Friday and on Saturday, Sunday, and Holidays, all care at the Immediate Care Unit will be considered for validation as "Emergency Care".

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession). Marshall University students who present current validated activity and identification cards are eligible to use this service.

Learning Center — Community and Technical College

The Learning Center offers a 1-3 credit hour program (CR/NC) in the development of academic skills, math, writing, reading, spelling, vocabulary, study skills, English as a second language, GRE, SAT, PPST, Michigan Test preparation, and other areas. Each self-paced program is individually designed to the needs of the student. Students may use this course to build basic academic skills, reinforce class work, prepare for future studies, or refresh existing skills. Students may enroll in REA 148 throughout the semester. The Learning Center is located in the Community and Technical College Building, Room 138. For more information call 696-3016.

Psychology Clinic

The Department of Psychology staffs a clinic which provides consultation and services on a wide range of psychological problems for Marshall students, staff, and the general public. A variable fee schedule is negotiable. The clinic is located in Harris Hall and inquiries and appointment requests should be directed to the Department Office in Harris Hall 326, telephone 696-6446. The clinic is staffed by graduate students in clinical training; some faculty services are also available.

Speech and Hearing Center

The Department of Communication Disorders operates the center which provides free assistance to any Marshall student, or any member of their immediate family who wants help with speech and hearing problems.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialect or who have non-standard speech patterns not considered to be clinically significant but which they wish to change may be scheduled in the clinic.

The center is located in Smith Hall 143, telephone 696-3640.

Higher Education for Learning Problems

H.E.L.P. is an individualized tutorial program for learning disabled students. Assistance with course work, study skills, note-taking skills, and oral testing is available. Graduate assistants conduct tutorial sessions. Remediation in reading and spelling is available from Learning Disabilities Specialists. Application to H.E.L.P. must be made separately from application to the University and should be completed no less than one year in advance. Information from Dr. Barbara Guyer, Special Education, phone (304) 696-2851.
UNIVERSITY RESIDENCE HALLS

The Department of Residence Services provides on-campus living space for approximately 2,100 students. Individual halls will accommodate from 180 to 500 residents in rooms for two persons. All halls are located within easy walking distance of academic buildings. Each hall is managed by Director of Residence Services' staff in order to provide the students with the best possible living and learning conditions.

Housing for families, single graduate and married students is also provided in 78 furnished apartment style dwellings owned and operated by the university. Family student housing is located approximately four miles from the main campus.

Marshall University's policy requires that all full-time freshmen and sophomore students must again are exempt from this policy.

For additional information concerning on-campus housing, please contact the Department of Residence Services at (304) 696-6765.
Enrollment Management
GENERAL ADMISSION PROCEDURE

Persons applying for admission to Marshall University must file an application form provided by the Office of Admissions. All credentials in support of an application should be on file at least two weeks before the opening of a semester or term.

- A non-refundable $10 application fee is required for West Virginia residents.
- A non-refundable $25 application fee is required for metro and out-of-state students.
- A non-refundable $50 transfer evaluation fee is required for transfer students in addition to the application fee. Please make a separate check payable to Marshall University with student's name and Social Security number on check. The transfer evaluation fee will be applied to the student's first semester tuition.

Correspondence and matters pertaining to admissions should be addressed to:
Director of Admissions
Marshall University
400 Hal Greer Boulevard
Huntington, West Virginia 25755
Telephone 1-800-642-3463 or 1-304-696-3160

GENERAL REQUIREMENTS OF ALL APPLICANTS FOR ADMISSION

All credentials submitted in support of an application for admission become the property of the university and are not returned to the student. Such credentials include an official transcript of high school and/or college grades, ACT or SAT test scores, immunization record, and the application form for admission. The prospective student is responsible for the submission of all necessary forms and records in support of an application for admission. The Board of Trustees requires all first-time, full-time freshmen to submit the ACT or SAT test scores except those who graduated from high school more than five years ago.

Prospective students are notified as soon as action is taken on their applications. Admission is for one term only and may be used only for that time. If the student fails to register during the term for which he/she has been admitted, he/she must file another application and provide necessary credentials for any semester or term thereafter.

Admission to the university does not guarantee housing. An application for housing must be submitted after the student has been admitted to Marshall University. All housing arrangements must be made through the Office of Housing.

A housing reservation or a scholarship award or grant-in-aid is void unless the student applies for and is admitted to the university.

Any student admitted on the basis of false and/or incomplete credentials is subject to immediate dismissal from Marshall University.

All students must be fully admitted to re-enroll for succeeding terms.

NOTE: Community and Technical College admission requirements are different. (See Community and Technical College section of this catalog.)

ADMISSION AS FRESHMEN

Regular admission as freshmen is open to all students who have a high school diploma and an overall grade point average of at least a 2.00 (C average) or a composite score of at least 17 on the ACT or a combined score of at least 680 on the SAT and who have completed the 1990 Board of Trustees course requirements. GED scores are accepted for admission (see section on
Admission by General Education Development Tests. (Note: Community and Technical College admission requirements are different. See Community and Technical College section of this catalog.) A student who completes a college course while in high school or in summer school must submit a college transcript to the Admissions Office prior to first registration.

Conditional admission may be granted where there is evidence that the applicant has the potential to complete college-level work successfully. Students admitted will be evaluated at the conclusion of each semester and will be permitted to continue only if they are in good academic standing as determined by the college to which they have been admitted.

The following high school units are required for admission to the 4-year program of study. If a student does not meet the course requirements, see the section on the Transition Program.

### Board of Trustees Admissions Requirements

<table>
<thead>
<tr>
<th>Units</th>
<th>(Years)</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>English (including courses in grammar, composition, literature)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Social Studies (including U.S. History)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Mathematics (Algebra I and higher)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Laboratory Science (from Biology, Chemistry, Physics, and other courses with a strong laboratory science orientation)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Foreign Language</td>
</tr>
</tbody>
</table>

Students with a 2.70 GPA and ACT of 18 will be admitted to a 4-year degree program regardless of high school courses completed.

Admission to the university is not necessarily admission to a particular college or curriculum. Each student must meet the requirements of the college he/she wishes to enter, or of the degree sought.

Entrance into certain programs may entail requirements in addition to those stated above. For example, entrance into the nursing program requires early application deadline (see application jacket for date), adequate performance on the ACT or SAT and an interview. Applicants for the nursing program are required to submit two separate application forms and two transcripts, one set to be sent to the Office of Admissions and the other to the School of Nursing.

### TRANSITION PROGRAM

Baccalaureate applicants who do not meet one or more of the admission course requirements will first be admitted to the Transition Program in the Community and Technical College. The Transition Program offers courses which will satisfy the requirements for undergraduate admission. These courses do not satisfy any graduation requirements and must be passed before a student may be admitted to a 4-year degree program.

### EARLY ENTRANCE POLICY FOR GIFTED AND TALENTED STUDENTS
(Prior to their senior year in high school)

The Director of Admissions at Marshall University, together with the Director of University Honors, will admit exceptionally able students who have not completed public school for enrollment in university courses on either a full or part-time basis. These students will be supervised by the Director of Honors and will be eligible for all the privileges and opportunities accorded other Honors students.

To qualify for early entrance under this program, students must meet all of the criteria in the category for which they are applying:

### Full-time Admission

1. An ACT or SAT test score at least at the 85th percentile.
2. An intelligence test score at least at the 97th percentile or approved T.A.G. participation.
3. A B (3.00) or better overall grade point average.
4. Recommendation from two teachers who are familiar with the student's academic performance.
5. A written plan and agreement to finish the G.E.D. or H.S. diploma prior to graduation at Marshall University.

Part-time Admission
1. An ACT or SAT score at least at the 85th percentile or approved T.A.G. participation, or strong evidence of outstanding accomplishment in the discipline in which the student wants to enroll.
2. A B (3.00) GPA in the discipline in which the student wants to enroll.
3. Recommendations from two teachers who are familiar with the student's academic performance or by experts in the student's talent area.
4. A written plan and agreement to continue in high school during the part-time enrollment.

Admissions Procedure:
Students must submit to the Director of Admissions the normally required application materials for admission to Marshall University as well as those materials required by the Early Entrance program.

EARLY ADMISSION OF ACADEMICALLY OUTSTANDING HIGH SCHOOL STUDENTS (High school seniors only)

The university admits outstanding high school students who have completed the junior year. This program permits academically outstanding and talented students to accelerate their education by attending the Summer Session between the junior and senior year of high school, or if convenient they may enroll part-time during the senior year. To be eligible for admission under this program a student must:
1. Have completed the junior year of high school and be currently enrolled in high school.
2. Have a B (3.00) or better overall grade point average, 9th through 11th grades.
3. Have the recommendation of the high school principal.
4. Submit transcripts of high school credits and grades.

For additional information concerning this program, contact the Admissions Office.

THE AMERICAN COLLEGE TEST OR SCHOLASTIC APTITUDE TEST

The Board of Trustees requires all first-time, full-time Freshmen to submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) profiles before they register unless the student graduated from high school more than five years ago. ACT or SAT test scores are used in placing students in sections of English and Mathematics, for scholarship and loan applications, in the academic counseling programs of the colleges and to partially meet NCAA athletic eligibility requirements. High school students are urged to take either test during the first semester of their senior year at the nearest test center. Information and applications may be secured from the high school principal or counselor. The test results should be on file in the Admissions Office before a full-time student plans to participate in orientation or registration.

ACT-ADMISSIONS OPTION FOR FRESHMEN

The ACT Examination may be taken during the junior year of high school or early in the senior year. (Note: Marshall's code number 4526 should be listed). If ACT scores are received at Marshall no later than May 1 of the senior year, an application form will be mailed to the prospective applicant for completion. The high school counselor should confirm the grade-point average, sign the form, and mail it and a high school transcript to the Admissions Office.

If a person choosing the ACT-Admissions Option wishes to apply for financial aid, he/she must
take the ACT Examination no later than December of the senior year and request scores to be forwarded to Marshall University (4526).

If a person choosing the ACT-Admissions Option wishes to apply for sports programs, he/she will need to arrange for the grade-point average to be forwarded to the Admissions Office on the transcript mailed at the time of provisional admission. The official transcript of the high school record is required along with a NCAA Core Form.

ADMISSION OF TRANSIENT STUDENTS

Any person who is a degree candidate at another collegiate-level institution and wishes to enroll at Marshall for one term to use Marshall credit toward his degree may be admitted as a transient student. That student must submit an application to the Admissions Office and have his/her home college send a letter of good academic standing to the Admissions Office to be admitted.

ADMISSION OF TRANSFER STUDENTS

To be eligible for admission, transfer applicants must have an overall 2.00 GPA (C average) on all college work attempted and must be eligible to return to the institution or institutions from which they wish to transfer.

Transfer applicants must request official transcripts from the Registrar’s Office from all collegiate institutions attended to be sent directly to the Marshall Admissions Office. Transcripts marked “Issued to Student” or submitted directly by students cannot be accepted. All transfer applicants must pay a non-refundable transfer evaluation fee of $50.00 before an application is processed and credit evaluated. The $50.00 fee will be applied to a student’s tuition if he/she is enrolled in the semester admitted or within one year after that date. Transfer applicants with less than 26 semester hours credit must also submit an official high school transcript and ACT or SAT scores. The high school transcript will be evaluated according to freshmen admission standards (see section on Admission as Freshmen).

Any person who has attended another accredited post-secondary institution with or without earned credit, is classified as a transfer student. The University does not at any time or under any conditions disregard college or university credits attempted or earned elsewhere in order to admit an applicant solely on the basis of the high school record.

Transfer students who have earned a 2.5 GPA and are currently enrolled at another collegiate institution may be provisionally admitted pending receipt of the final transcript. Students with less than a 2.5 GPA and currently enrolled at another institution must submit a final transcript before admission can be granted.

The evaluation of transfer credit must be completed before students may register for courses. Since this is a complex process, it is important for students to apply and submit credentials at least two months prior to registration. All credentials submitted in support of an application for admission become the permanent property of the University.

The policy regarding transfer of student credits and grades between two-year and four-year institutions in the public higher education system of West Virginia is as follows:

Credits and grades earned for all baccalaureate level courses at any baccalaureate degree-granting institution in the West Virginia state-supported system of higher education shall be transferable to Marshall University.

Seventy-two hours of credits and grades earned for college-parallel courses completed at community colleges or branch colleges may be applied toward graduation at Marshall University.

Transfer students must fulfill the graduation requirements of Marshall University to receive a degree.

NOTE: A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.
ADMISSION OF PART-TIME STUDENTS

Part-time students must meet the same admission requirements as full-time students, with the exception of the ACT/SAT requirement, and the measles and rubella vaccination requirement.

ADMISSION OF SPECIAL STUDENTS

Applicants who hold the baccalaureate degree from an accredited institution may enroll for undergraduate courses by completing the application for admission and by presenting evidence of the receipt of the degree, either final transcript or diploma. Applicants who wish to pursue a second baccalaureate degree must apply as transfer students and submit official transcripts from all institutions attended.

ADMISSION OF AUDIT STUDENTS

Applicants who wish to audit classes must file an application for admission to the university and obtain the permission of the instructor to attend the class. The fees for attendance as an auditor are the same as those for other undergraduate students.

NON-DEGREE ADMISSIONS POLICY

Persons who desire university instruction without wishing to become undergraduate degree candidates may be admitted as non-degree students by completing the admissions application. Before enrolling in a class, non-degree students must obtain the permission of the dean of the college in which the course is being offered.

Non-degree students may apply later as advanced standing degree students by filing the necessary documents, provided they meet the admission requirements described in the current undergraduate catalog. However, work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Credits earned will be evaluated by the dean of the college to determine which courses may be transferred from non-degree to degree credit. The fees for attendance as a non-degree student are the same as those for other undergraduate students. Non-degree enrollment is not available for persons under suspension by the university.

A maximum of 30 semester hours of credit may be taken as non-degree credit by undergraduate students.

The non-degree student is not eligible for financial aid.

ADMISSION BY GENERAL EDUCATION DEVELOPMENT TESTS

Applicants for GED admission, veterans and nonveterans, must be past the age and time of their normal high school graduating class.

Applicants for admission who completed the test in the Armed Forces may have an official copy of their scores forwarded to the Office of Admissions by writing to DANTES, Princeton, New Jersey 08541.

A GED graduate is admitted on the basis of a standard score of 45 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test.

No course credit is granted for completion of the college level GED Test.

MEASLES AND RUBELLA VACCINATION REQUIREMENT

All full-time undergraduate students of the State System of Higher Education under the jurisdiction of the Board of Trustees who were born after January 1, 1957, except those exempted by this policy statement, shall be required to provide proof of immunity to measles and rubella. The student must provide proof of immunity prior to or during the first semester of enrollment or will
not be permitted to enroll in subsequent terms.

**ADVANCED PLACEMENT EXAMINATION**

Marshall University recognizes the examinations of the College Board Advanced Placement Program. A student who participates in the AP program and wishes to have his scores evaluated for credit should have his examination results sent to Marshall (code is 5396).

The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

The academic departments at Marshall have determined their particular policies on AP credit. Credit will not be allowed for scores below 3. Refer to the following chart for information on individualized examinations.

<table>
<thead>
<tr>
<th>AP TEST</th>
<th>REQUIRED SCORE</th>
<th>CREDIT AWARDED</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Studio-General or Art Studio-Drawing</td>
<td><strong>3</strong></td>
<td>BSC 104 &amp; 105</td>
<td>8</td>
</tr>
<tr>
<td>Biology</td>
<td><strong>3</strong></td>
<td>BSC 120 &amp; 121</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHM 203 &amp; 204</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>CHM 203, 204 &amp; 211</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CHM 203, 204, 211 &amp; 212</td>
<td>12</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CIS 101</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>ECN 250 &amp; 253</td>
<td>6</td>
</tr>
<tr>
<td>English Lit/Comp or</td>
<td>3</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English Lang/Comp</td>
<td><strong>4</strong></td>
<td>PSC 104</td>
<td>3</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td>5</td>
<td>PSC 104</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>HST 330 &amp; 331</td>
<td>6</td>
</tr>
<tr>
<td>American</td>
<td>3</td>
<td>HST 102 &amp; 103</td>
<td>6</td>
</tr>
<tr>
<td>European</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MTH 130</td>
<td>3</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4</td>
<td>MTH 130 &amp; 131</td>
<td>8</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>MTH 131 &amp; 230</td>
<td>9</td>
</tr>
<tr>
<td>Physics B or C</td>
<td><strong>3</strong></td>
<td>PHY 200</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>PHY 201</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>PHY 201 &amp; 203</td>
<td>6</td>
</tr>
</tbody>
</table>

**Academic department must review essay exam before credit will be awarded.

**COLLEGE LEVEL EXAMINATION PROGRAM**

The College Level Examination Program (CLEP) is offered at Marshall University and enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit. Intensive reading in a particular field, on-the-job experience, or adult education may have prepared the student to earn college credit through CLEP tests and thereby reduce the total amount of course work needed to complete degree programs. In addition, scores on the test may serve to validate educational experience obtained at a nonaccredited institution or through noncredit college courses. Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option. A student expecting to apply CLEP credit toward degree requirements must consult with his or her major department and academic dean. Applications can be obtained in the Admissions Office.
Marshall University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As a SOC member, Marshall recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

CREDIT FOR MILITARY EXPERIENCE AND TRAINING
Physical Education for Veterans

Students who have successfully completed Initial Entry Training (Basic Training and Specialty Training), and who have completed at least 12 semester hours at Marshall with a cumulative GPA of 2.0 or better, shall upon their request be granted a maximum of four semester hours of credit in physical education.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for certain kinds of training received in the Armed Forces. This is credit in addition to that for physical education.

Veterans should contact the Admissions Office for evaluation of training. A copy of the DD Form 214 must be presented at that time with any and all certificates of training, diplomas, or other proof of formal military training.

Veterans should also contact the Military Science Department if they are interested in receiving credit for military service and applying it toward receiving a commission as an Army officer.

United States Marine Corps Platoon Leaders Class

Equivalent credit in Military Science may be awarded for successful completion of the Marine Corps Platoon Leaders Class. Students who have completed this class may apply at the Marshall University, Department of Military Science Office for possible awarding of credit. Additional information concerning this class may be obtained by writing to:

United States Marine Corps
Officer Selection Office
641 Corporate Drive, Suite 104
Lexington, Kentucky 40503
(606) 223-2446

INTERNATIONAL STUDENTS

Marshall University is authorized under U. S. Federal law to enroll nonimmigrant students with F-1 or J-1 visa status.

International applicants must submit the following documents to be considered for admission:

1. A Marshall University application form, which is obtained by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25755-2020, U.S.A. (A $25.00 non-refundable application fee is required. Check should be made out to Marshall University with student's name and social security number clearly printed on it.) Transfer students are required to pay a $50.00 transfer fee.

2. Official transcripts in English of all high school, college or university academic credits and grades. The transcripts must be sent directly by the institution attended to the Marshall University Admissions Office.
3. Evidence of proficiency in the English language as indicated by one of the following:
   a. The Test of English as a Foreign Language (TOEFL) minimum score of 500 reported
directly to Marshall University Admissions Office by the Educational Testing Service,
Princeton, New Jersey 08540. Results from the test taken more than two years prior to
the date submitted will not be considered.
   b. Michigan Test of English Language Proficiency (MTELP) equated score of 79 minimum.
   c. Completion of the advanced level in an intensive English language program comparable
to level 9 of an English Language School (ELS).
   d. A degree or diploma from an accredited high school, college or university in which the
language of instruction is English.
   e. English is the official native language of the country of permanent residence (England,
Canada, New Zealand, etc.)

4. An affidavit of financial support either from a personal sponsor (parent, relative, friend,
etc.) or scholarship agency (government, corporation, etc.) stating the availability of funds
and the intention to support the educational and living expenses of the applicant for the
duration of studies at Marshall University. Applicants who are self-supporting should pro­
vide a statement so indicating and accompany the statement with documentary evidence
(bank statement, letter of employer, verifying study leave and salary arrangements, etc.) that
funds are available for study.

5. The American Association of Collegiate Registrars and Admissions Officers (AACRAO)
World Education Series Books will be used to determine admissibility of international students.
Upon receipt of the above documents, the applicant’s credentials are evaluated and a letter of
admission and I-20 Certificate of Eligibility are sent; however, a $10,000 deposit must be received
in the International Students’ Program Office before an I-20 form is issued to applicants from coun­
tries of proven credit risk, including Ghana, Iran, and Nigeria. Of this deposit, one-half (1/2) of
the full-time tuition and fees for one year, and room and board for one year, if contracted with
the University, is to remain on deposit as long as the student is enrolled. If the student subse­
quently moves off-campus, the money held for room and board will be refunded.

All nonimmigrant student applicants currently in the United States are required to submit an
"International Student Advisor’s Report" which should be completed by an official at the United
States educational institution last attended or currently being attended in the United States. Forms
may be obtained from the Marshall University Admissions Office.

The International Student Office will provide a list of courses designed to enable students to
improve English proficiency and aid them in their studies. Special courses include: Speech 240A,
Diction for International Students; and Independent Study Skills offered by the Community and
Technical College.

The international student must meet the measles/rubella vaccination requirement of the West
Virginia Board of Regents.

International students should address questions regarding their immigration status or ocher areas
to the Coordinator for International Students' Programs, 119 Prichard Hall (304/696-2379).

POLICY STATEMENT: INTERNATIONAL STUDENTS

MAJOR MEDICAL INSURANCE -- NON-IMMIGRANT STUDENTS

1. Every non-immigrant student must show proof of having a current major medical insur­
ance policy before being permitted to register each semester for any classes at Marshall
University.
2. Proof of coverage shall be provided by the coordinator of International Students in the form
of some written notification.
3. Before a non-immigrant student can be exempted from this policy, he/she must show proof
of status adjustment to permanent resident.
4. Prior to registering, students may secure information on insurance options from the Associ­
ate Dean for Student Affairs or the International Student Coordinator in Prichard Hall.

Adopted by Student Conduct and Welfare Committee, December 7, 1984; approved by the President, January 22, 1985.
POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES

(Board of Trustees Policy Bulletin No. 34)

Section 1. General
1.1 Scope - Policy regarding residency classification of students for admission and fee purposes.
1.2 Authority - West Virginia Code (18B-1-6 & 18B-1-7 18B-10.
1.3 Filing Date - June 1, 1990
1.4 Effective Date - July 2, 1990

Section 2. Classification for Admission and Fee Purposes
2.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person’s true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.
2.2 If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.
2.3 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile
3.1 Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.
Section 4. Dependency Status
4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.
4.2 A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. Change of Residence
5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person’s statements, but also by that person’s actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 3 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military
6.1 An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.
6.2 Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens
7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3 may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 8. Former Domicile
8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 9. Appeal Process
9.1 Each institution shall establish procedures which provide opportunities for students to
appeal residency classification decisions with which they disagree. The decision of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.1 An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.1a The institutional committee on residency shall be comprised of members of the institutional community, including faculty and student representatives, and whose number shall be at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.1b The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.2 The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.3 Residency appeals shall end at the institutional level.

Adopted: West Virginia Board of Trustees, February 2, 1971
Revised: February 8, 1973; November 13, 1973; October 2, 1981; October 8, 1985; April 8, 1986; February 14, 1990
STUDENT FINANCIAL ASSISTANCE

Marshall University offers financial assistance to students through a large number of academic scholarships, grants, loans and employment.

APPLICATION FOR FINANCIAL ASSISTANCE

All students seeking financial assistance must apply annually. Students (new and continuing) wishing consideration for academic scholarships or for any of the federally funded financial aid programs must complete and submit an Institutional Application for Financial Aid. To guarantee consideration for an academic scholarship this form must be received in the Office of Student Financial Assistance by February 1. Incoming freshmen and transfer students must also be admitted by February 1.

Students applying for federal "need-based" aid should also submit the Pennsylvania Higher Education Assistance Agency (PHEAA) Free Application for Federal Student Aid as soon after January 1 as possible. The PHEAA Form is used to determine a student's ability to meet the cost of education, which in turn determines financial need or eligibility for financial aid. Four to six weeks after the PHEAA Need Analysis Form is mailed, a Pell Grant Student Aid Report will be sent to the student. The student should immediately forward the Pell Grant SAR to Marshall for consideration. The PHEAA Form may be obtained in the Office of Student Financial Assistance or from a high school guidance counselor.

Stafford, PLUS and Supplemental Loan applications may be secured from the Office of Student Financial Assistance or from a participating lender.

FINANCIAL ASSISTANCE PROGRAMS

The academic scholarship program is funded through many standing scholarships. Those wishing consideration need only to apply as noted in the preceding section; applications for specific scholarships are not required. Awards are made to students who have the following academic credentials or who meet the criteria designated by a specific academic department or donor. To guarantee consideration, continuing students must maintain a 3.5 grade point average (GPA) at Marshall. Incoming transfer students must have a 3.5 cumulative grade point average from all prior institutions attended and a 26 ACT Composite Score. Incoming freshmen must have a 3.5 GPA and a 26 ACT Composite Score (in-state students with a 3.35 GPA and a 27 ACT Composite Score or a 3.20 GPA and a 28 or 29 ACT Composite Score will also be considered). Other special groups such as SCORES winners, outstanding black high school students, and merit scholarship finalists and semifinalists, are awarded annually. Limited resources require that priority be given to WV residents and students from Lawrence and Gallia Counties, OH as well as students from Lawrence, Carter, Boyd, and Greenup Counties, KY. Students residing outside this identified priority area will receive consideration when funding is available.

Incoming freshmen with ACT composite scores of 30 or higher will be invited to apply for John Marshall Scholarships. For more information, refer to the section on Honors Programs and Scholarships.

Other financial aid programs include the following: Federal Pell Grants, MU Grants, Federal Supplemental Educational Opportunity Grants, West Virginia Higher Education Grants, Federal Perkins Student Loans, Federal Stafford Student Loans, Federal PLUS/Supplemental Loans, and Federal Work Study. For more information, contact the Office of Student Financial Assistance at (304) 696-3162 or 1-800-438-5390.
SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY FOR UNDERGRADUATE STUDENTS

In order for students to receive financial aid, Federal Regulations require that a student be making measurable satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients’ academic progress. (These standards insure the proper distribution of financial aid to eligible students.) The satisfactory academic progress standards for financial aid eligibility for students pursuing baccalaureate degrees are as follows:

Students who have registered for 0-30 credit hours must have completed 50% of the credits registered for and have a cumulative GPA of 1.60.
Students who have registered for 31-64 credit hours must have completed 67% of the credits registered for and have a cumulative GPA of 1.70.
Students who have registered for 65-89 credit hours must have completed 75% of the credits registered for and have a cumulative GPA of 1.80.
Students who have registered for 90+ credit hours must have completed 80% of the credits registered for and have a cumulative GPA of 2.00.

Eligibility as an undergraduate will cease with the completion of the first baccalaureate degree.

The satisfactory academic progress standards for financial aid eligibility for students in the Community and Technical College are as follows:

Students who have registered for 0-30 credit hours must have completed 67% of the credits registered for and have a cumulative grade point average of 1.70.

Students who have registered for 30+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.00.

Based on a program maximum of 68 hours, eligibility will be limited through the 85th credit hour. Students in programs requiring fewer hours may have their eligibility terminated sooner. Eligibility as a student in the Community and Technical College will cease with the completion of the first associate degree.

Eligibility for students in the Community and Technical College Transition Program is limited to 2 regular semesters or 30 hours of remedial courses (whichever is completed earlier). Courses taken while enrolled in the Transition Program will be included in the determination of satisfactory academic progress eligibility for all subsequent two year or four year program enrollment.
Orientation/Academic Advising

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring, and summer terms to help freshmen, transfer students, and their parents learn more about Marshall and meet students, staff, faculty, and administrators. Faculty members, administrators, and peer advisors assist new students with academic advising and inform incoming students regarding university policies, regulations, and community life. A one time only, non-refundable $40.00 fee is charged to all new students who attend the Orientation Program. Each new student should attend one of the orientation programs.

Academic advising policies vary according to each College. Those students who have not declared a major are enrolled in the College of Liberal Arts and are advised through the Academic Advising Center located in Old Main, Room 2-B.

For information on Orientation or academic advising, please write to New Student Orientation/Academic Advising, Marshall University, 400, Hal Greer Boulevard, Huntington, West Virginia 25755 or telephone 696-2354 (1-800-438-5392).

Placement Center

The Placement Services' staff provides a multitude of services for underclassmen, graduating seniors, Community and Technical College graduates, alumni, graduate students and professionals of Marshall University.

It is particularly important that students make full use of all available assistance, especially in these times when the search for career employment after graduation has become unusually competitive. By taking advantage of the Placement Services extensive resources and experience, students will greatly enhance their chances of securing satisfying employment. The services relating to employment skills or information needed in pursuit of employment include:

1. Part-time or Full-time Student Employment

   Employers are increasingly impressed by graduates who have had work experience in addition to their academic training. This is particularly true if the work activity is related to career goals. In the employers' estimation, this prior exposure to work provides proof of genuine interest in the career field, more intense knowledge of the field, and reference sources. For this reason, the Placement Services' staff provides employment leads for jobs listed by area citizens and companies. Students may call at Placement Services to review the positions listed and apply if interested and qualified.

2. Summer Employment Assistance

   The summer months present another opportunity for students to acquire work experience in addition to defraying college expenses. If students find it difficult to work while attending school, they will find it helpful to use their summers in productive employment. The Placement Staff can help with identification of summer job openings and preparation of resumes, application letters, and interviewing. The experience gained in professionally applying for jobs can, in itself, be invaluable for the postgraduation job search.

3. Special Career Programs

   Each year the Placement Services' sponsors career related events which permit students to meet personally with employers in their chosen career fields. Periodically Career Fairs are held in a variety of disciplines such as Business, Health, Social Service, Graduate and Professional School Day
and Education. Employers are invited to the campus so students can informally discuss employment or career questions with them.

Another career offering is entitled the Extern Experience. This volunteer program permits students to identify a career field in which they have interest and then be assigned to an actual employer site within the Huntington area. Students spend from 15 to 25 hours with this employer on a no-salary basis to gain valuable insights into the job assignments and requirements, work environment, co-workers' salary ranges, and day to day activities of a particular career. Students can elect to be placed in more than one setting to help them make a valid choice. The sophomore and junior years seem to be the most appropriate time for career researching experiences such as the extern program.

4. Job Search Skills

For graduates in many degree fields the degree simply gives a "ticket to the race." Competition is inevitable in the search for many career positions. One of the very vital service areas of the Placement Services, therefore, involves instruction in conducting a self-inventory of skills and interests, writing a resume and letters of application, interview techniques, company information, addresses of employers, file preparation, and all related aspects of conducting a job search. The ability to present oneself convincingly is especially important.

5. Job Assistance to Graduates (4 year and 2 year)

A primary function of the Placement Services is to assist students in finding a suitable position after graduation. While campus recruiting has diminished somewhat in the last few years, approximately 125 organizations still visit the campus to interview graduating students in many fields. Besides arranging these personal interview opportunities, Placement Services also distributes a bi-weekly Employment Opportunities Bulletin that lists current job openings in human services, education, business and civil service. This bulletin is available for mailing to graduates for a nominal charge even after graduation so that job leads can continue to be received. A very practical knowledge of comparative salaries, fringe benefits, company policies and training can be gained from employment interviewing. Another vital need for graduates seeking career positions is the identification of addresses for contacting prospective employers. Placement Services is a prime source for this information on either a local, state, or national scale.

6. Alumni Assistance

Placement Services does not stop at graduation. In fact, all services available to undergraduates continue indefinitely after graduation. The kinds of assistance most commonly sought by alumni are requests for vacancy information and forwarding of personal employment screening data to prospective employers. Alumni are encouraged to seek assistance even if they did not register as Marshall students. Information on any program or service can be obtained by calling (304) 696-2371 or stopping at the Placement Services at 17th Street and 5th Avenue.

Student Support Services

The Student Support Services Program is a federally funded program which provides a wide range of academic and cultural enrichment programs to a special identified group of Marshall students. Services are provided which allow students to develop reading and learning skills and to improve study habits. A tutorial component is available to supplement classroom instruction and to help students better understand subject matter in most freshman and sophomore level courses. Counseling is also available to help students in academic planning, social development, and career decision making. For additional information, call 696-3164.
Financial Information
Financial Information

FEES

The university and its governing board reserve the right to change fees and rates without prior notice.

Please Note: All fee listings in the fee section of this catalog show the rates authorized and in effect for the 1992-93 academic year. New rates applicable to the 1993-94 academic year were not available on the date of publication. When the rates for the 1993-94 academic year are authorized and approved, fee schedules will be available in the Office of the Bursar and the Office of the Registrar. The new rates will become effective with the Fall Semester of the 1993-94 academic year.

ENROLLMENT FEES

Regular Semester

<table>
<thead>
<tr>
<th></th>
<th>Resident Rate</th>
<th>Metro Fee 1</th>
<th>Nonresident Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$135.00</td>
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<td>Registration Fee</td>
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<td>Higher Education Resources Fee</td>
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<td>Student Center Fee</td>
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<td>Institutional Activity Fee</td>
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<td>Intercollegiate Athletics Fee</td>
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<td>Instructional Improvement fees</td>
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<td><strong>$896.00</strong></td>
<td><strong>$1,568.00</strong></td>
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<td>Total Regular Student Fee</td>
<td>$1,000.00</td>
<td>$200.00</td>
<td>$2,539.00</td>
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</table>

1 Fee is applicable to students with residency classifications in the county of Lawrence, state of Ohio and the counties of Boyd, Carter, Greenup, and Lawrence, Commonwealth of Kentucky.
2 HERF specific College of Business fee is assessed to all junior and senior College of Business and Computer Information Science majors.

RESIDENCE HALLS FEES

<table>
<thead>
<tr>
<th></th>
<th>19-Meal</th>
<th>15-Meal</th>
<th>10-Meal</th>
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<td><strong>Triple Occupancy</strong></td>
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<tr>
<td>Buskirk</td>
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<td>Buskirk</td>
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<td>1,805.00</td>
<td>1,735.00</td>
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<td>Twin Towers</td>
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<td>Buskirk</td>
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<td>Twin Towers</td>
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<td><strong>Other Accommodations</strong></td>
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<td>Triple-two persons</td>
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<td>1,840.00</td>
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Triple-one person  2,060.00  2,025.00  1,955.00
Double-one person  2,010.00  1,975.00  1,905.00

SUMMER TERM - 5 WEEKS

Double Occupancy
Holderby  560.95
Buskirk  575.00
Twin Towers  590.65
Holderby (Double for one person)  628.15

Single Occupancy
Holderby  606.25
Buskirk  653.15
Twin Towers  675.00

Rates for Married Students Housing

Efficiency Apartment  $205.00
One Bedroom Apartment (Old Building)  235.00
Two Bedroom Apartment (Old Building)  265.00
One Bedroom Apartment (New Building)  315.00
Two Bedroom Apartment (New Building)  345.00

SPECIAL FEES

Apartment Lease Deposit .............................................................................. $100.00
Application Fees:
Resident - Undergraduate ........................................................................ $ 10.00
Resident - Graduate .................................................................................. $ 15.00
Non-Resident - Undergraduate and Metro ................................................ $ 25.00
Non-Resident - Graduate and Metro ......................................................... $ 25.00
Resident - School of Medicine ................................................................... $ 30.00
Non-Resident - School of Medicine .......................................................... $ 50.00
School of Nursing ...................................................................................... $ 30.00
Apartment Lease Deposit ........................................................................... $100.00
Cable Television Fee-Dorm ......................................................................... $ 16.00
Cap and Gown Purchase (Keepsake cap and gown). Purchase at Bookstore:
Associate Degree
Baccalaureate Degree
Master's Degree, including hood and gown
Cap and Gown Rental - Doctor's Degree (payable to the Bookstore)
Damage Deposit - married students' apartments ...................................... $ 50.00
Improper Check-out Fee-Dorm ................................................................. $ 25.00
Late Registration/Payment Fee ................................................................... $ 20.00
Mail Box - Re-Key (per lock) ...................................................................... $ 10.00
Off Campus Course Fee ............................................................................ $ 60.00
Orientation Fee .......................................................................................... $ 40.00
Regents BA Degree Evaluation ................................................................... $200.00
Reinstatement Fee - Course Schedule ...................................................... $ 10.00
Residence Hall Rooms - Damage Deposit ................................................ $ 50.00
Residence Hall Rooms - Key Replacement (re-key fee) ............................. $ 15.00
Residence Hall Rooms - Reservation Deposit ........................................... $ 50.00
Residence Hall Rooms - Summer Conference Rate, Single, per night ........ $ 12.00

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Financial Information/35
Returned Check Fee ................................................................. $ 15.00
Transfer Evaluation Fee ........................................................ $ 50.00
Validation Exam Fee ............................................................ $100.00
Graduation Fees
  Associate Degree .................................................................. $ 10.00
  Baccalaureate Degree ........................................................ $ 15.00
  Master's Degree .................................................................. $ 20.00
  First Professional Degree ................................................... $ 25.00
Identification card replacement fee ............................................ $ 5.00
Language/Reading Education Center
  Individual Testing .............................................................. $ 10.00
  Diagnostic Testing ............................................................ $ 50.00
  Tutorial Services ................................................................ $ 5.00
Meal Card Replacement Fee .................................................. $ 10.00
Parking Fees, Per regular semester .......................................... $ 25.00
  Per Summer Term (5 weeks) ............................................. $ 5.00
Psychology Clinic Charges (Marshall Students/Staff)
  Diagnostic Evaluation ....................................................... $ 25.00
  Individual Therapy (per hour) .......................................... $ 10.00
Psychology Clinic Charges (Non-Marshall Clients)
  Diagnostic Evaluation ....................................................... $ 50.00
  Individual Therapy (per hour) .......................................... $ 20.00
Speech and Hearing Center charges:
  All services are free to Marshall University students, faculty and staff and members of their immediate families.
Transcript Fees —Each student receives the first transcript without charge. A charge of $5.00 is made for each additional transcript.
  Special fee for activity for a spouse of a full-time student
  ($42 Athletics; $10.45 Artists Series) ..................................... $ 52.45

PAYMENT OF FEES

Tuition fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall University Schedule of Courses, the university's official Bulletin of Course Listings and Registration Instructions as published by the Office of the Registrar for each term of enrollment. Enrollments (registrations) not paid on or before the official due dates will be cancelled and the student will be subject to withdrawal from the university (see Withdrawal/Reinstatement Policy). Failure to receive an invoice will not be accepted as a reason for missing the payment deadline. Reregistration for enrollments not paid by the official due dates will be required when allowed and approved by the appropriate academic dean and the Office of the Registrar.

No financial credit will be extended for enrollment fees. A student's residence hall fee (room and board) is due at a semester rate payable in accordance with dates established by the Office of Residence Services.

Students who are recipients of financial aid through the university's loan or scholarship program, the university's Department of Intercollegiate Athletics, or any governmental agency, or by private loan or scholarship, must complete arrangements for payment through the Director of Student Financial Aid (Room 122, Old Main Building) and the university Bursar (Room 101, Old Main Building).

A student's registration is not complete until all fees are paid.

A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. A charge of $15.00 will be made for each check returned unpaid by the bank.

A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.

Students who withdraw properly and regularly from the institution will receive refunds of fees.
paid in accordance with the refunding policy.
A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

REFUND PROCEDURE
During the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published in the Marshall University Schedule of Courses Bulletin, enrollment fees (tuition fees) will be refunded to students for:
1. Classes officially dropped from the student's course schedule that reduce the student's total scheduled semester hours from full-time status to part-time status. Example: Undergraduate enrollment dropping of classes to adjust course schedule from 12 or more hours to less than 12 hours.
2. Classes officially dropped from the student's course schedule when the enrollment is in a current part time status that reduce the student's total scheduled semester hours. Example: Undergraduate enrollments dropping classes to adjust course schedule from 11 hours to 10 hours to 9 hours, etc.
3. Official complete withdrawals from all classes from the student's course schedule. Example: Undergraduate withdrawal from enrollment - 12 or more hours to 0 hours, 11 hours to 0 hours, 10 hours to 0 hours, etc.

At the conclusion of the Late Registration and Schedule Adjustment period, refunds will be processed only to students who completely withdraw from the semester or summer term.

Cancellation of Class:
When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class cancelled unless he registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action or withdrawals due to nonpayment of financial obligations.

Food Service Plans
Refunds when applicable will be prorated on the basis of a full week of 10, 15, or 19 meals and not on the total number of meals remaining on the meal plan for the semester.

Refunds to students called to armed services - enrollment fee only will be processed in accordance with policy established by the Office of the Registrar.

Late fees are nonrefundable.

WITHDRAWAL/REINSTATEMENT FOR NONPAYMENT OF FEES AND OTHER FINANCIAL OBLIGATIONS
A. ENROLLMENT AND RESIDENCE HALL FEES
1. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for students not paying fees. The withdrawal will be "Administrative-Nonpayment of Enrollment or Residence Hall Fees" and will be dated to the census date which is to result in an erasure of all entries on the permanent record.
2. The Registrar will telephone the instructors involved indicating that the student should not be permitted to continue in attendance in the class.
3. The Registrar will send written notification to the student, his instructors, and his academic dean that the student has been withdrawn and that the student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar's Office will notify the student and his academic dean. The academic dean will have discretion to determine reinstatement.
In case of reinstatement by the dean, the student, the instructors, the registrar, and the Bursar's Office will be notified in writing immediately.
5. Upon receipt of reinstatement notice from the academic dean, the Registrar will initiate the procedure to reinstate the student in the courses for which the student was enrolled at the time of withdrawal.

6. Students who do not meet their financial obligation for enrollment and residence hall fees will have all entries of that registration on the Registrar’s permanent record erased.

7. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid. The full payment of charges and balances outstanding on the books of the university in account with a student will be considered prerequisite to the issuance of any certificate of attendance or credit, the awarding of a diploma or the conferring of a degree.

8. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/ Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

B. OTHER OBLIGATIONS

1. Failure to properly fulfill other types of financial obligations may result in administrative withdrawal from the university.

2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be “Administrative Nonpayment of Financial Obligations” and will be dated with the effective date of processing of the withdrawal. Under these conditions, the procedures outlined under A-2, A-3, A-4 and A-5 above will be followed.

3. Students who do not meet these “Other Financial Obligations” and who are administratively withdrawn from the university will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.

4. A student who owes other types of financial obligations to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.

5. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Vice President for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/ Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

Financial Assistance Programs Available:

Army ROTC Scholarships - Army ROTC scholarships are offered for four, three, and two years for the pursuit of undergraduate four-year degrees, and are awarded on a competitive basis to the most outstanding students who apply.

Four-year scholarships are awarded to students who will be entering college as freshmen. High school seniors should apply for the four-year scholarships by December first of their senior year. Three and two-year scholarships are awarded to students already enrolled in college and to Army enlisted personnel on active duty. Students who attend the Camp Challenge of the Two-Year Program may compete for two-year scholarships while at camp.

Each scholarship pays for up to $7000 or 80% annually, and required educational fees, and provides a specified amount for textbooks, supplies and equipment. Each scholarship also includes a substance allowance of $100.00 a month up to $1,000 for every year the scholarship is in effect. The total value of a scholarship will depend upon the tuition and other educational expenses.

Special consideration for an Army ROTC scholarship is given to students pursuing degrees in nursing, engineering, physical sciences, and other technical skills currently in demand by the Army. Students who receive a scholarship will be required to attain an undergraduate degree in the field
in which the scholarship is awarded.

All cadets in the Advanced Course receive a subsistence allowance of $100.00 a month up to $1,000 for each of the two years (this is not in addition to the subsistence allowance provided to scholarship winners), as well as pay for attending the six-week Advanced Camp. Students attending the Camp Challenge of the Two-Year Program also receive pay for this camp.

Scholarship applications are available through the Department of Military Science by calling 304-696-6450 or coming to Gullickson Hall, Marshall University, Huntington, WV 25701.

**Athletic Scholarships** - Students wishing information regarding athletic grants-in-aid should write to Marshall University, Director of Athletics, P.O. Box 1360, Huntington, WV 25715. Normally such assistance is offered by the Financial Aid Advisory Council after recommendations are received from the Director of Athletics.

Financial assistance recipients who are eligible for refunds of fees paid to the University for tuition, fees, room and/or board will receive a refund only after the assistance disbursed to the student for the payment period has been recovered.

Should you have questions regarding these or other concerns with financial assistance, more specific information is available in the **Student Handbook** or from the Office of Student Financial Assistance, telephone 1-800-642-3463 (in-state only) or 1-304-696-3162.
CATALOG TERMS AND DEFINITIONS

Following are definitions of terms used in the academic sections of this catalog.

PROGRAM: A program is a unified, complementary series of courses or learning experiences that lead to a degree.

MAJOR: A major is an area of concentration requiring at least 24 semester credits for completion. It is offered within one department or by a combination of two or more departments.

MINOR: A minor is a program of study outside the major department requiring at least 12 semester credit hours for completion. All courses for a minor are offered within one department with no more than 3 credits at the 100 level.

OPTION: An option is a defined series of courses within a major or degree program that prepares students for a specific profession. Options are found in those majors which are broad enough to accommodate a variety of professional applications.

SPECIALIZATION: A particular line of research or study restricted to a special branch or field of activity within a profession. (In College of Education, what a student is certified to teach. Viewed as a major and/or a minor.)

CONCENTRATION: A sequential arrangement of courses with a specialized emphasis within a major and/or option.

SEQUENCE: Same as Option in the School of Journalism.

CREDIT HOUR: One lecture credit hour is given normally for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent. One laboratory credit hour requires at least 30 hours of laboratory work per one lecture credit plus necessary outside preparation or equivalent. Laboratory experiences are complements to classroom courses that focus on the theory and principles of the discipline. They are organized activities involving the observation and verification of experiments and experimental techniques.

PRACTICUM: A practicum is a learning activity that involves the application of previously learned processes, theories, systems, etc. Generally credit is assigned on the same basis as that of a laboratory.

FIELD EXPERIENCE: Same as Practicum within the Department of Sociology/Anthropology.

INDEPENDENT STUDY: Independent Studies are tutorials, directed and independent readings, directed and independent research, problem reports, and other individualized activities designed to fit the needs of students within the major.

INTERNSHIP: Internships are supervised, off-campus contractual work-study arrangements with external agencies or institutions.

SEMINAR: A seminar is a small group of students engaged in advanced study of the original research or some important recent advancements in the field. Seminars are organized under the direction of a faculty member, and credit is allowed according to university regulations for granting semester-hour credit.

WORKSHOP: Workshops are highly practical, participatory courses usually designed for advanced students or professionals. They provide experience or instruction in a new technique, theory or development in a given discipline. If credit is granted, appropriate university guidelines will be followed.

SPECIAL TOPICS: Special Topics are experimental courses that may be offered twice by a given department with no prior committee approval. Such courses may satisfy university, college or department requirements toward a given degree and may carry specific requisites. No more than 6 such credits may be applied toward an associate degree and no more than 12 toward a baccalaureate degree.

DEVELOPMENTAL COURSES: Developmental courses assist students in their attainment of selected basic cognitive, psychomotor, or affective skills. These courses may be given for credit but cannot be used to satisfy Graduation Requirements.
TRANSCRIPT: A transcript is a copy of the student's permanent academic record. An official transcript can only be issued by the Office of the Registrar. See Transcript of Academic Records for additional information on the procedure for obtaining a transcript.

STUDENT SCHEDULING AND COURSE INFORMATION

Semester Hours

The semester hour is the basis of college credit within the institution. Normally one semester credit hour is given for each 15 classroom contact hours, which usually assumes approximately 30 hours of outside preparation or equivalent. In schedule preparation one semester hour usually represents the credit received for passing a subject scheduled one hour per week in a regular semester. Laboratory courses require the scheduling of two or three hours per week for each semester hour of credit.

Semester Load

To make normal progress toward graduation, the student should complete approximately 16 or 17 semester hours each semester or a proportionate amount during a summer term. Semester loads of 19 or more hours, or summer term loads of 7 or more hours may be taken with permission of the academic dean if not stipulated in a specific degree program.

Schedule Adjustment

Schedule adjustment is the adding or dropping of courses or the changing of class hour or day after a person has registered in any semester or term. The specific Schedule Adjustment Period for any semester or term is defined in the Schedule of Courses for that semester or term. After the conclusion of the defined Schedule Adjustment Period, students are not permitted to add classes or make changes in class hours or days, nor are late registrations permitted except with the permission to the student's academic dean. Dropping of classes after the Schedule Adjustment Period is defined under dropping of courses.

Full Time student

A student carrying at least 12 semester hours of undergraduate courses or a combination of 12 semester hours of undergraduate and graduate courses in a regular semester, or at least 4 semester hours in a five-week summer term.

Numbering of Courses

Courses numbered 000-099 are developmental courses and cannot be used to satisfy graduation requirements. Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-499 are primarily for juniors and seniors. Courses numbered 500 and above are for graduate and medical students.

CLASSIFICATION OF STUDENTS

Students who have completed 90 hours or more of college work are classified as seniors. Students who have completed at least 58 hours and less than 90 hours of college work are classified as juniors. Students who have completed at least 26 hours and less than 58 hours of college work are classified as sophomores. Students who have completed less than 26 hours of college work are classified as freshmen.
FACULTY-STUDENT ADVISORY PROGRAM

Each student admitted to Marshall University is assigned to a faculty advisor, usually in the field in which the student has expressed an interest. The advisor renders academic guidance by assisting in the preparation of class schedules, by counseling the student in meeting degree requirements, and by checking with the student on academic progress.

Students should always interact with their Academic Advisor prior to the initial registration for any semester or term. Some colleges now require such interaction. See individual college announcement for specific information concerning your college's requirement.

DROPPING COURSES OR COMPLETELY WITHDRAWING FROM THE UNIVERSITY

1. Dropping of Courses
Dropping a course after the schedule adjustment period requires that a drop form bearing appropriate signatures be submitted to the Registrar's office. Appropriate signatures vary with the academic calendar and are as follows:
   A. Dropping a course before the published "W" date requires the signature of the faculty member.
   B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.

Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

2. Withdrawal from the University
Withdrawal from the university is defined as dropping all classes for which a student is registered.

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is not possible to withdraw by telephone.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office. The postmark on mail requests will be the official date of withdrawal.

The university's refund policies, as stated under "Refund of Fees", require relinquishing of the student activity card at the time of withdrawal.

First Week Class Attendance. Any student who is officially registered for a class and fails to attend the class during the first week is subject to begin withdrawn by the faculty member. Withdrawals during this period by the faculty for non-attendance will result in refunds in conformance with Refund Policy.

3. Grades Assigned in Case of Dropping Courses or Withdrawal from the University
In all cases of dropping courses or withdrawal from the university the instructors will report grades as follows:
   A. A student dropping courses or withdrawing from the university on or before the eighth Friday after the first class day of the regular semester will receive a grade of "W". During the summer session the "W" period ends on the third Friday after the first day of class. For eight-week courses and other courses of varying lengths, the "W" period ends on the Friday immediately following the midpoint in the course. Students dropping or withdrawing after the "W" period will receive a "WP" or "WF".
   B. A "W" grade or a "WP" (withdrawn passing) grade will have no bearing on the student's grade point average. A "WF" (withdrawn failing) will be the equivalent of an "F" grade.
   C. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the Semester or summer term.

4. Final Date for Dropping or Withdrawing
The final date for dropping an individual class is the Friday before the beginning
of the last 3 full weeks of classes in a regular term. The last date for complete withdrawal from the University is the last day of classes.

5. Military Service

Men and women called to active duty in the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term, and full credit, but no refund of fees, shall be granted if the call comes thereafter; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bonafide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three-fourths of a semester or more are to be shown on the student's permanent record card.

MANDATORY WITHDRAWAL FOR MEDICAL REASONS

1. A student will be subject to a mandatory medical withdrawal if it is determined by the Dean of Student Affairs and/or designee that the student is endangering himself or other members of the university community by his/her continued membership in the university community.

2. Through an approved designee, the Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that said student behavior or health habits warrant it.

3. The student shall be referred to the appropriate health physician and a written document of evaluation and recommendations will be requested and forwarded to the university designee. The university will then act upon the evaluation and recommendations with regard to the student's continuation at Marshall University.

4. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal.

5. Students will be accorded an informal hearing before the Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the mandatory withdrawal.

6. In the event that the student declines the opportunity for such an evaluation, a withdrawal for medical reasons may be unilaterally effected by the university.

7. Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.

8. A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.

Adopted by Student Conduct and Welfare Committee, December 7, 1984; approved by the President, January 22, 1985.

COURSE SYLLABI POLICY

During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items: 1) attendance policy, 2) grading policy, 3) approximate dates for major projects and exams, and 4) a description of the general course content.

This policy may not apply to the following types of courses: thesis, seminar, special topics, problem report, independent study, field work, internships and medical clerkships.

Adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.
CLASS ATTENDANCE POLICY

It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Accordingly, each instructor prepares at the beginning of each semester a written statement setting forth his policy for consideration of unexcused absences, make-up examination, and related matters, which will be in force for the semester. This statement is filed with the chairman of the department and a statement of policy on attendance appropriate to each class is read at the first class meeting.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should not be penalized.

First Week Class Attendance Policy

Any student who is officially registered for a class and fails to attend the class during the first week, is subject to being withdrawn by the faculty member. Withdrawals during this period by the faculty for non-attendance will result in refunds in conformance with Refund Policy.

AUDITING COURSES

Audit students are those who enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Audit students receive no academic credit. Auditing is allowed only when there is space available in the class and the academic dean having jurisdiction over the course authorizes audit status. Enrollment for audit is limited to the regular registration period for the semester or term. Students who want to audit classes must enroll and pay fees in the same manner and at the same tuition rate as students enrolling for credit. Faculty members wanting to audit courses must secure approval of their dean and the instructor of the course or courses desired and must enroll in the regular manner for such courses.

Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. It is the prerogative of the instructor to notify the respective dean and the Registrar’s Office to withdraw the auditor from the class if attendance or other requirements are not met. It is the responsibility of the instructor to discuss the requirements of the course with the auditor.

It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a semester or summer term.

CREDIT/NON-CREDIT OPTION

A student may elect to present a maximum of 18 semester hours of credit on a credit/non-credit basis towards fulfillment of requirements of a baccalaureate degree. Credit completed through the College Level Examination Program (CLEP) does not count as a part of the 18-hour limit under the CR/NC option. The decision to take a course on a credit/non-credit basis must be made during registration and may not be changed after the end of the registration period. Courses taken on this basis must be in areas other than the student’s major or teaching specialization.

Some departments and colleges have special regulations regarding CR/NC. The student is advised to consult with the department chairman or the dean of the college prior to registration for CR/NC. Courses completed under the CR/NC option are not reflected in the student’s grade point average. A course attempted under the option for which a grade of NC is received may be repeated under the option or for a letter grade.

A letter grade of C or better must be achieved to receive a CR grade. For the letter grades of D and F, an NC grade will be recorded. Students may not be awarded a “WF” under this option. All withdrawals under CR/NC option will receive a “W” grade.
D & F REPEAT REGULATIONS

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student’s record.

Marshall University policy stipulates that only by repeating this course for a letter grade and by no other means, including CLEP examination or courses taken under the CR/NC Option, can the original grade be disregarded.

Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Nothing in this policy shall interfere with provisions of Board of Trustees Policy Bulletin No. 60.

Adopted: February 8, 1972; Revised: December 14, 1985
West Virginia Board of Regents Policy Bulletin No. 20
Board of Trustees policy effective July 1, 1989

ACADEMIC FORGIVENESS POLICY

Amended and approved at December 9, 1986, APSC meeting

The academic forgiveness policy allows academic forgiveness of D and F grades for purposes of calculating the grade-point average (GPA) required for graduation. This policy is designed to assist students who previously left college with low grades and will be implemented, provided certain conditions are satisfied, where the D and F repeat rule is not applicable.

The student wishing forgiveness must not have been enrolled on a full-time basis or on a part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness. Only D and F grades received prior to the five-year, non-enrollment period may be disregarded for GPA calculation.

In order to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Marshall University after the non-enrollment period, earn at least a 2.0 GPA on all work attempted after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for GPA computation will remain on the student’s permanent record.

This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculation for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Board of Regents Bachelor of Arts Program is governed by a different forgiveness policy.

To implement this policy, the student must submit a written request to the Dean of the College in which the student plans to earn a degree or certificate. This request must identify the non-enrollment period and the courses and grades which the student wishes to be deleted from the GPA calculation. The Dean can accept, modify, or reject the student's request and will provide the student with the justification for modification or rejection upon request.

Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation.

The decision of forgiveness must be made anew whenever the student changes program, department, college or institution.

CREDIT BY EXAMINATION

Credit by examination is granted at Marshall University in many academic departments. Information can be obtained by contacting the chairman in a particular department.
DEAN'S LIST

Students registering for 12 or more hours of courses for which they are receiving letter grades, and who at the end of a semester have a grade average of “B” or above are considered honors students. A list of such students constitutes “The Dean’s List” of the undergraduate college of enrollment.

HONORS STUDENTS IN GRADUATE COURSES

On recommendation by the Department Chairperson and with the approval of the undergraduate Dean and the Dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses. Students with an overall GPA of 3.0 or better who have attained senior status have standing eligibility to take courses at the graduate level (500 or 600 series) upon application. Complete applications must be on file in the Graduate School Office and permission secured prior to the opening of the term of enrollment. Credit for graduate courses completed as a senior can be applied to either an undergraduate or a graduate degree at Marshall University but not to both. Grades received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student's undergraduate GPA.

INTER-COLLEGE TRANSFER

All decisions regarding a student's transfer to another college within the university are controlled by the student and the dean of the college to which the student proposes to transfer.

Individuals who are returning to the university from one or more years of active military duty are eligible to enter the college of their choice.

PUBLIC SERVICE INTERNSHIP

The Public Service Internship Program was developed by the Board of Trustees to place qualified students in state government agencies for an off-campus learning period of one semester. Students enrolled in this program work a forty-hour week with an executive agency in a supervised intern program. They also attend a weekly seminar conducted by the state program coordinator and have a directed studies program conducted by their major department at Marshall.

Participants must be full-time enrollees of Junior or Senior rank. They also must have the approval of their department chairperson and the university selection committee. Final placement is made by the state program coordinator. For their participation in the program students receive 12 hours of academic credit and an educational stipend.

Academic credit for the program is offered in the following three courses:

488. Directed Studies 3 hours
489. Seminar in Public Service 3 hours
490. Public Service Internship 6 hours

These courses will carry the sponsoring department’s designator.

The student's major department will determine how the credit is to be allocated in order to meet departmental requirements. All courses must be taken in order to receive credit. Students interested in this program should contact the Department of Political Science early in the semester prior to the one in which they wish to participate.

CONTINUING EDUCATION

Marshall University, through the Office of Continuing Education in the Community and Technical College, offers a non-collegiate credit “Continuing Education Unit” program designed to give recognition to persons continuing their education through certain types of short courses, seminars, conferences, and workshops. The program is designed for industry, business, educational, civic, professional, and other groups.

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One Continuing Education Unit is defined as: ten contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units may be awarded as whole units or as whole units plus tenths of units. Awards may be made for less than ten contact-hours of work.

Continuing Education Units are appropriately awarded for only non-credit work and cannot legitimately be considered for conversion to college credits; nor can college credits be legitimately converted to CEU’s.

A separate permanent record will be maintained by the university of all CEU’s earned.

For further information, please contact the Director of Continuing Education, Marshall University Community and Technical College, 696-3113.

ACADEMIC COMMON MARKET
Out-of-State Programs at Reduced Tuition

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to both baccalaureate and graduate programs not otherwise available in West Virginia. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Graduate School Office, Old Main 113, or the Board of Trustees.

ACADEMIC PUBLICATIONS OF THE UNIVERSITY

The university issues seven bulletins annually: the General Undergraduate Catalog, the Catalog of the Graduate School, the School of Medicine Bulletin, the admission bulletin, the schedule of courses for each semester, and the summer session bulletin. Other special publications are issued from time to time.

GRADe INFORMATION AND REGULATIONS

GRADeS AND QUALITY POINTS

The following system of grades and quality points is used within the institution:

A. For superior performance. Four quality points are earned for each semester hour with a grade of A.
B. For performance distinctly above the average in quality. Three quality points are earned for each semester with a grade of B.
C. For performance that is average quality. Two quality points are earned for each semester hour with a grade of C.
D. For performance of below-average quality. One quality point is earned for each semester hour with a grade of D.
F. Failure, given for unsatisfactory work. Zero quality points.
W. Withdrawn on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session.
WP. Withdrawn passing after the ‘‘W’’ period.
WF. Withdrawn failing after the ‘‘W’’ period. A WF is equivalent to an F. Zero quality points.
I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason. The I grade is not considered in determining the quality point average. The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of
receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failing grade will be recorded. If the student originally enrolled in the course under the Credit/No Credit Option, the removal will be under the same option in certain previously approved situations. An incomplete grade may be removed by repeating the course within the twelve-month period. All grades remain on the student’s permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.

CR/NC. Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses elected by the student for the credit/non-credit option or for courses designated by the department chairperson for credit/no credit grading. CR and NC are not considered in determining the quality point average.

READMISSION OF INELIGIBLE STUDENTS

Students who have been declared ineligible to attend either the fall or spring semester may attend either or both summer terms to improve their academic standing. After the student has reduced the quality point deficiency to fewer than 20 or by the number stipulated by his or her college, he or she may petition for readmission and enrollment in the fall or spring semester. If the student’s academic standing does not improve, he or she will be subject to dismissal from the university.

Any student who enters another college or university following academic dismissal from Marshall University and thereafter seeks readmission to Marshall is classified as a transfer student and is governed by the regulations applying to transfer students.

It should be understood, however, that students must have a quality point average of 2.0 or higher on all work attempted at Marshall University. Quality points earned at another institution may not be used to reduce a quality point deficiency created at Marshall. (See Board of Trustees transfer policy)

ABSENCES FROM EXAMINATIONS

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student the grade of I is reported, and the student may, upon application, take the examination at a later date. (See “Incomplete” under Grades and Quality Points)

DEAD WEEK

The last five class days of the fall and spring semesters shall be designated as DEAD WEEK. Examinations that are designated as 15% or more of the final course grade may not be given during this period. Major papers and/or projects defined as 15% or more of the final course grade may be assigned during this period only if stipulated in the official course syllabus which is to be distributed at the beginning of the semester. Night classes, laboratories, freshmen English composition courses, and any classes meeting once a week shall be exempt from the requirements. New material and make-up examinations may be introduced or conducted during the DEAD WEEK. DEAD WEEK is not intended to be incorporated in the Intersession or Summer Session of the University.

REPORTING OF FINAL GRADES

Grades of the current semester or summer term and the cumulative quality point average are mailed to the student as soon as possible following each semester or term of enrollment by the Office of the Registrar.
TRANSCRIPTS OF ACADEMIC RECORD

Every student is entitled to one free official transcript of his or her record. Each additional copy costs $3.00. Transcript requests are normally processed within 24 hours of receipt. A longer period is required for processing if the request is received at the close of a semester or summer term.

Students who default in the payment of any university financial obligation or have other obligations to the university forfeit their right to claim a transcript until all such obligations are resolved. Transcript requests are to be sent directly to the Office of the Registrar and may be in the form of a letter or on the Transcript Request forms available in the office. All requests are prepared in the order in which they are received.

GRADUATION INFORMATION

This is the general information for the University. See the specific section for the college in which you are enrolled for possible additional graduation requirements.

OFFICIAL GRADUATION DATES

Marshall University observes one Commencement Exercise and four graduation dates during an academic year. The official graduation dates are: the last day of the first 5 week summer term; the last day of the second 5 week summer term; the last day of final examinations for the fall semester; and the day of Commencement for the spring semester. Students that complete all requirements for a degree at any time other than the above dates will be graduated on the next successive date. Students will not be graduated on any dates other than those identified above. Students graduating at the end of either summer term or at the end of the fall term of an academic year are invited to participate with the spring graduates in the Commencement Exercises.

APPLICATION FOR GRADUATION

It is the responsibility of every student to apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements. The specific application for your college may be obtained from the office of your academic dean. It is a requirement of the University that a receipt showing payment of the graduation fee accompany your completed application for graduation. The deadline for applying for graduation for every semester or term in the academic year is listed in the Calendar at the beginning of this Catalog or in the current Schedule of Courses.

GRADE-POINT AVERAGE REQUIRED FOR GRADUATION

Quality points are based on the following quality point values for each semester HOUR of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F", "WF"-0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

a. Courses with grades of "W", "WP", "I", and "CR/NC."

b. Courses in remedial and/or developmental education.

c. Courses taken on an audit basis.

d. Courses which have been repeated under the "D and F Repeat Provisions."

GRADE POINT AVERAGE DEFINED

1. Candidates for graduation must have a quality point average of 2.0 or higher overall on all college work attempted.

2. Candidates for graduation must also have a quality point average of 2.0 or higher overall in their major area of study.
3. Candidates for graduation must have a quality point average of 2.0 or higher overall on all work attempted at Marshall University. Colleges and specific programs may have unique requirements that are more stringent than stated above. All candidates for graduation must meet the specific requirements of the degree they are seeking. It is the student’s responsibility to keep informed on quality point standing and degree and/or certificate requirements. This information can be obtained from the dean of the college in which the student is registered.

MINIMUM RESIDENCE REQUIREMENTS FOR GRADUATION

For all undergraduate degrees (except the Regents Bachelor of Arts Degree and Community and Technical College Associate Degree) at least one year’s work in residence is required, one semester of which must be in the senior year. A “year in residence” must represent not less than two semesters work in residence or one semester and two summer terms with not less than 24 hours credit. For students transferring into Marshall University, at least 12 hours of 300/400 level course work must be taken in the college of residence, and at least 15 hours must be taken in the major field at Marshall University. (Except “Combined College and Professional Programs.”)

Candidates for bachelor’s degrees who initially enter Marshall University within 10 years of their date of graduation may graduate by meeting requirements in effect at the time of their entrance provided that they have never altered their original degree objective. When the time between entrance and graduation is greater than 10 years, the student must meet the graduation requirements in effect on the date of graduation. For courses no longer offered, substitutions may be made by permission of the academic dean.

Students in the College of Education must meet the college residency requirements and the prevailing requirements for teacher certification. All students are to refer to individual colleges for any additional residency requirements.

For all Community and Technical College Associate Degree and Certificate programs, at least 12 hours credit must be earned in residence. These 12 hours must be for regular coursework (excluding Non-Collegiate Learning), must be taken for letter grades (excluding CR/NC), and must be applicable to the degree program.

For Community and Technical College students, “in residence” means on-campus or at one of the formal off-campus instruction sites.

CATALOG OF RECORD

The catalog of record is the catalog that identifies the graduation requirements that must be met by a particular student in pursuit of a specific degree. The catalog of record is that academic catalog that is in effect at the time the student declares the degree program (major) in which they intend to graduate.

QUALIFYING EXAMINATION IN ENGLISH COMPOSITION

To encourage an acceptable standard of written English, the university requires for graduation a grade of C or better in English 102 or 201H or the passing of a qualifying examination in English composition. Students enrolled in Associate Degree programs who receive A, B, or C in Com 122 - Business Communications II, Com 132 - Technical Communications II, or Com 112 - Communications II, will be excused from the EQE. Students who receive a D in these courses will take the EQE.

The examination is given six times each year: twice during each regular semester and once each summer term. Students in four-year programs take the examination at the first opportunity after they have reached junior classification (58 hours credit, including the required courses in composition). Students in associate degree (two-year) programs are eligible to take the examination in their second year, after they have passed six hours of freshman English/Communications (not including English 099 or Communications 094).

International students from countries whose national language is not English and students who
receive A, B, or C in English 102 or 201 H are excused. Students receiving credit for English 102 as a result of passing the CLEP Subject Examination in Freshman English after September 1, 1976 are also excused. For all others in the undergraduate colleges, passing the examination is a requirement for graduation. Passing the examination is also a requirement for admission to student teaching.

The date of the student’s passing, or a notation of being excused, is entered on the student’s permanent record. Those who do not pass the examination are required to attend the noncredit English Composition Clinic in the next half-semester before they retake it. The examination may be taken as many times as necessary.

GRADUATION WITH HONORS

1. Baccalaureate Degree Candidates for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diploma their honor status as determined by the following scale for final cumulative grade point average:
   Summa cum laude (3.85 and above)
   Magna cum laude (3.60 to 3.84)
   Cum laude (3.30 to 3.59)

   NOTE: Honor calculations are not rounded.

   To be eligible for graduation with honors:
   a. A transfer student from a two-year college within the state system must have earned at least 56 hours of work at Marshall University (all work to be included in determining graduation with honors).
   b. A transfer student from a four-year institution within the state system must have earned a minimum of 36 hours of work at Marshall University (all work to be included in determining graduation with honors).
   c. All other transfer students must have earned at least 64 hours of work at Marshall University, at least 50 percent of which must be upper division level work, and graduation with honors must be achieved both on the work taken at Marshall University and all academic work attempted at the collegiate level regardless of the institution attended.

2. Associate Degree Candidates for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diplomas their honor status as determined by the following scale for final cumulative GPA.

   NOTE: Honor calculations are not rounded.

   To be eligible to graduate with honors:
   a. A transfer student must have earned at least 36 hours of work at Marshall University.
   b. All college-credit work completed by a student at Marshall University or at any other institution within the state system is included in determining graduation with honors.
   c. All transfer students desiring to graduate with honors must have earned at least 32 hours of work at Marshall University applicable to an associate degree program and must have attained honors for all work attempted at Marshall and honors for all academic work attempted at the collegiate level regardless of the institution attended.

ADDITIONAL BACHELOR'S DEGREE

A person may receive more than one Baccalaureate Degree by completing all of the major and minor requirements for the desired subsequent degree. A minimum of 30 additional hours will be required after receipt of the previous Baccalaureate degree. Grade point averages and graduation with honors must conform to existing university policies. Two or more Baccalaureate degrees may not be awarded simultaneously.

ADDITIONAL ASSOCIATE DEGREE

A person may receive more than one Associate Degree by completing all of the requirements for the desired subsequent degree. A minimum of 20 hours will be required in addition to the
receipt of the previous Associate or Baccalaureate Degree. Grade point averages and graduation with honors must conform to existing university policies.

ADDITIONAL CERTIFICATE

A person may receive more than one Certificate or receive a Certificate after earning a Bachelor or Associate Degree by completing all of the requirements for the desired subsequent Certificate. A minimum of ten hours will be required in addition to the receipt of previous degree or certificate. Grade point averages and graduation with honors must conform to existing university policies.

POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL (Board of Trustees Policy Bulletin No. 17)

It is the policy of the Board of Trustees that the transfer of credits among the institutions in the system will be complete, consistent with appropriate and legitimate academic program(s) integrity:

To this end, the following policy guidelines are hereby promulgated:

1. Undergraduate level credits and grades earned at any public institution governed by the Board of Trustees shall generally be transferable to any other such institution.

2. At least 64 and no more than 72 hours of credits and grades completed at community colleges or branch colleges in the West Virginia state system of higher education shall be transferable to any baccalaureate degree-granting institution in the state system.

3. All grades earned for college credit work within the state system shall be counted for purposes of graduation with honors, and transfer students from within the state system shall be treated the same for this purpose as generic students.

4. With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at public institutions governed by the Board of Trustees shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a nontransfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program.

Credit hours taken in general education toward associate degrees will count toward the total number of general education credit hours required at the baccalaureate degree-granting institution.

5. There shall be developed and maintained specific detailed articulation agreements between appropriate institutions in the state system. Particularly community colleges, community college components, and branch colleges will indicate clearly in catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer; any such course(s), however, will be transferred as elective credit up to the maximum herein required.

6. A statewide Ad Hoc Articulation Council appointed by the Chancellor consisting of two (including at least one faculty member) representatives from free-standing components and branch colleges, two (including at least one faculty member) representatives from baccalaureate degree-granting institutions, the Chairman of the Advisory Council of Students or his representative, and two representatives from the Board of Trustees' staff shall be convened as a facilitating body in cases of disagreements between institutions over the transfer of credit. This Council will make a report and a recommendation to the Chancellor.

7. Consistent with provisions above, each baccalaureate degree-granting institution may require transfer students to meet any of the following standards:

(a) An average of "C" on previous work attempted and the required grade point average
for admission to a particular program.
(b) The completion of 36 or more additional hours of credit in residence, regardless of the
number of hours transferable.
(c) The completion of 16 of the last 32 hours before graduation in residence.
Any policies of this Board contrary to the foregoing are rescinded.

Adopted: West Virginia Board of Regents July 10, 1979
Board of Trustees policy effective July 1, 1989

DEGREE PROGRAMS OFFERED AT MARSHALL UNIVERSITY

Associate Degrees and Certificates of Proficiency

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>College</th>
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</thead>
<tbody>
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<td>Accounting</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Automotive Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
</tr>
<tr>
<td>Aviation Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Banking and Finance</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Computer Technology</td>
<td>C.P./A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Electronics Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Emergency Medical Technology</td>
<td>C.P.</td>
<td>Community and Technical</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Legal Assistant</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Management Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Business Management Specialization</td>
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<td>Industrial Management Specialization</td>
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<td>Real Estate Management Specialization</td>
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<td>Retail Management Specialization</td>
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<tr>
<td>Medical Laboratory Technology</td>
<td>A.A.S.</td>
<td>Science</td>
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<tr>
<td>Medical Record Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Occupational Development Tech</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Office Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Administrative Secretarial Specialization</td>
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<td>Information Processing Specialization</td>
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<td>Legal Secretarial Specialization</td>
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<tr>
<td>Medical Secretarial Specialization</td>
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<tr>
<td>Police Science</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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<tr>
<td>Radiologic Technology</td>
<td>A.A.S.</td>
<td>Community and Technical</td>
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Baccalaureate Degrees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>B.B.A.</td>
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<tr>
<td>Basic Humanities</td>
<td>B.A.</td>
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<tr>
<td>Classics Option</td>
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<tr>
<td>Philosophy Option</td>
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<tr>
<td>Religious Studies Option</td>
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<tr>
<td>Biological Science</td>
<td>B.S.</td>
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<tr>
<td>Business Information Systems</td>
<td>B.B.A.</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B.S.</td>
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<tr>
<td>Chemistry (Intensive)</td>
<td>B.S. Chemistry</td>
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<tr>
<td>Communication Disorders</td>
<td>B.A.</td>
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<tr>
<td>(5 year program-must complete M.A. to be certified)</td>
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<tr>
<td>Communication Disorders</td>
<td>B.A.</td>
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<tr>
<td>Communication Studies</td>
<td>B.A.</td>
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<tr>
<td>Communication Education</td>
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<td>Interpersonal Communication Option</td>
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<td>Organizational Communication Option</td>
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<tr>
<td>Public Communication Option</td>
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Computer Science  B.S.  Science
Counseling and Rehabilitation  B.A. (non-teaching)  Education
Criminal Justice  B.A.  Liberal Arts
  Corrections Option
  Law Enforcement Option
  Legal Studies Option
Cytotechnology  B.S. Cytotechnology  Science
Dietetics  B.S. (non-teaching)  Education
Economics  B.A.  Liberal Arts
Economics  B.B.A.  Business
Education, Elementary  B.A.  Education
  (See Teaching Specializations)
Education, Secondary  B.A.  Education
  (See Teaching Specializations)
English  B.A.  Liberal Arts
Finance  B.B.A.  Business
  Finance Option
  Banking Option
  Insurance Option
Fine Arts  B.F.A.  Fine Arts
  Music Option
  Theatre Option
  Visual Arts Option
Foreign Languages  B.A.  Liberal Arts
  Classical Language (Latin)
    French
    German
    Spanish
Geography  B.A., B.S.  Liberal Arts
Geology  B.A., B.S.  Science
History  B.A.  Liberal Arts
Home Economics  B.A. (non-teaching)  Education
  Fashion Merchandising Option
  Food Service Management Option
International Affairs  B.A.  Liberal Arts
Journalism & Mass Communications  B.A.  Liberal Arts
  Advertising Option
  Broadcast Option
  Broadcast News Option
  Magazine Option
  News-Editorial Option
  Public Relations Option
Management  B.B.A.  Business
  Management Option
  Health Care Option
  Operations Option
Marketing  B.B.A.  Business
  Marketing Option
  Retail Option
  Transportation Option
Mathematics  B.S.  Science
Medical Technology  B.S.M.T.  Science
Nursing  B.S.N.  Nursing
Park Resources & Leisure Services  B.S. (non-teaching)  Education
Leisure Services Option
Parks and Conservation Option
Therapeutic Recreation Option
Physical Education B.A. (non-teaching) Education
Adult Fitness Option
Athletic Training Option
Sports Communication Option
Sports Management and Marketing Option

Physics B.S. Science
Political Science B.A. Liberal Arts
Psychology B.A. Liberal Arts
Regents Bachelor of Arts R.B.A. Marshall U.
Safety Technology B.S. (non-teaching) Education
Social Work B.S.W. Marshall U.
Sociology B.A. Liberal Arts
Sociology Option
Anthropology Option

Undergraduate Teaching Specializations

Multi-Subject Education K-8 (Elementary)

Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.

Elementary Specializations:

Consumer and Homemaking 5-8
  Early Education PK-K
  French 5-8
  General Science 5-8
  Language Arts 5-8
  Math 5-8
  Mentally Impaired K-12
  Oral Communication 5-8
  Physically Handicapped K-12
  Social Studies 5-8
  Spanish 5-8

Secondary Programs

Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.

Art Education K-12, Comprehensive
Art Education 5-12
Athletic Trainer 5-12
Biological Science 9-12
Business Education 9-12, Comprehensive
Business Principles 9-12
Chemistry 9-12
French, 5-8
French, 5-12
General Science, 5-12
Health Education, 5-12
Home Economics 5-12; Vocational-Comprehensive
  Occupational Home Economics 9-12;
  Consumer and Homemaking 5-8
Journalism, 9-12
Language Arts, 5-8
The Doctor of Medicine degree (M.D.) is offered by the Marshall University School of Medicine.

GRADE APPEAL POLICY, ACADEMIC PROBATION, INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES, AND ACADEMIC DISHONESTY

Marshall University's policies in the above areas are in keeping with Board of Trustees Policy Bulletin No. 60, which is reproduced in its entirety in the Student Handbook.

REGENTS BACHELOR OF ARTS DEGREE

Marshall University Regents Bachelor of Arts Degree Program (RBA) is a nontraditional program designed for the adult student. It is different from the usual baccalaureate degree plan in many respects. College credit counting toward the degree requirements may be awarded to students in the program for documented learning resulting from work or life experience. While the program is designed to insure the Regents B.A. Degree student a sound educational foundation, rigid specialization requirements are not imposed. Each applicant creates with the assistance of an advisor the course program that best fits individual needs.

The central principle that underlies the life experience assessment process is that WHAT the student knows is more important than how it was learned. If a student can demonstrate knowledge and skills reasonably comparable to what the college trained student knows, credit hours may be awarded toward the RBA Degree. The student must provide evidence of possessing college equivalent knowledge or skills. The term “life experience” is a partial misnomer since credit is not given for simply any kind of adult life experience, but only for those experiences that produce learning and skills comparable to the outcomes of courses of training at post-secondary levels. There will be a $200.00 fee for the faculty evaluation of this experience, regardless of the number of credit hours awarded. These college equivalent credits will be placed on the student’s permanent record when all other requirements for the degree have been fulfilled.

Admissions Criteria

Where applicable, the general admission requirements and procedures as stated in the undergraduate catalog are to be followed by persons entering the Regents B.A. Degree Program. Because the program is designed for responsible adults, however, the following additional regulations apply:

1. Admission is open only to those who have graduated from high school at least four years ago. For those passing a high school equivalency test, admission must be at least four years after their class graduated from high school.
2. Full-time students enrolled in other baccalaureate colleges or programs may not be admitted
to the Regents program; students who have not been engaged in such full-time study for at least one calendar year may be eligible for admission with the approval of the Coordinator.

3. Part-time Marshall students may be admitted to the Regents program only with the permission of the Coordinator and the dean or chairman of the program in which they are currently enrolled.

4. No student may be simultaneously enrolled in the Regents program and another baccalaureate program. A student with an accredited baccalaureate degree will not be admitted to the program.

5. After disregarding F's earned more than four years before application to the Regents program, at least a 2.0 grade point average is required for admission.

Graduation Requirements:
Total Credit Hours: 128
General Education Hours: 36
Upper Division Hours: 40 (300-400 level courses or equivalent)
Grade Point Average: 2.00
Residence: 15 classroom credit hours earned at any of the schools in West Virginia's public higher education system

Transfer Credits: In transferring credits from accredited institutions of higher learning to the Regents B.A. Degree Program, all passing grades are accepted; however, only 72 hours from a community college can be applied toward the degree. Transfer credits will be assessed for purposes of meeting General Education requirements, the Upper Division Hour requirement, and course prerequisites.

Rules Relating to F's: All F's received four years or more before admission to the program are disregarded. This policy pertains only to the calculation of the GPA required for admission to the program and graduation. It does not pertain to GPA calculated for special academic recognition, such as graduating with honors.

Grades and Grading: Grading will follow Marshall's current requirements.
Honors Credit: Students can substitute an Honors course for General Education Requirements. Those interested in doing so should confer with the coordinator or the Director of Honors.

General Education Requirements ........................................... 36
There must be a minimum of at least 6 hours in each of the following areas:

I. Communications (6 hours minimum)
   English 101, 102
   Communication Studies 103, or 305, 207
   Communication 221, 222, 231

II. Humanities (6 hours minimum)
   Courses to be chosen from the following:
   Religious Studies - Any courses
   Classical Studies - Any courses
   English - Any literature courses
   Modern Languages - Any courses
   Fine Arts 101
   Art 112, or any art history courses
   Music 142, 176, 230, 250
   Philosophy - Any courses except 304

III. Natural Sciences (6 hours minimum)
   Courses to be chosen from the following:
   Chemistry - Any courses
   Physics - Any courses
   Geology - Any courses
Geography 101, 320, 425, 429, 430
Biological Science - Any courses

IV. Social Sciences (6 hours minimum)
Courses to be chosen from the following:
Economics - Any courses
Geography - Any courses except 101, 320, 425, 429, 430
History - Any courses
Political Science - Any courses
Psychology - Any courses
Sociology - Any courses
Anthropology - Any courses
Social Studies - Any courses

The student must satisfy any necessary prerequisites before advanced courses may be counted toward the General Education requirement.

The Program Coordinator assists Regents B.A. Degree students in completion of admission documents, course enrollment, assessment for work and life experiences, and other factors, and will provide application forms and other information to prospective students.

For additional information contact:
Regents B.A. Degree Program
Marshall University
Huntington, West Virginia 25755-2050 or call (304) 696-6400

UNIVERSITY HONORS PROGRAM

Purpose

The Marshall University Honors Program was established in the early 1960s to provide maximum educational opportunities for students of high ability. Honors students are encouraged to raise their expectations of themselves by pursuing enriched courses both within and beyond the regular curriculum. The program supports intellectual excellence and creativity by bringing together outstanding students and stimulating professors. The Honors Program is housed in the Center for Academic Excellence, Old Main 230.

Admission Requirements

Students may begin Honors work at any stage in their college career, although many begin as freshmen. Entering freshmen with an ACT composite of 26 (or SAT equivalent), and a 3.3 GPA, may enroll in any Honors course. Transfer students or already enrolled students with a minimum 3.3 GPA can enroll in any Honors course.

The Program

The Honors Program consists of three separate but interconnected components:
1. Entering freshmen should register for HON 101: Introduction to Honors. This is an enriched, Honors section of the New Student Seminars for freshmen. This one credit course meets for the first eight weeks of the semester. It offers Honors students a chance to meet others like themselves, to become familiar with the Honors Program, and to learn through small group discussion about college life and about planning their academic future.
2. Each semester University Honors provides several team-taught, small, interdisciplinary seminars for freshmen and upperclass students. Led by two professors from different disciplines, the 4 credit seminars enable students to study in depth a special topic outside and beyond the regular curriculum. Past seminars have covered such areas as War in the Twentieth Century, Primatology and Human Evolution, America in the Sixties, and Privacy. Seminar titles appear in the official schedule of courses which is published each semester.
NOTE: Students can use Honors Seminar credits to fulfill department major or college general education requirements. See the Executive Director, CAE (Old Main 230), for instructions and forms.

3. In addition to University Honors seminars, individual departments offer Honors-enriched versions of regular courses. While the prerequisites for department Honors courses vary, they normally require at a 3.0 GPA. The prerequisites for these courses are stated in each department's course listing in the M.U. Undergraduate Catalog.

ACC 250H: Principles of Accounting-Honors
CHM 190-191H: Honors in Chemistry
CHM 290-291H: Honors in Chemistry
CHM 390-391H: Honors in Chemistry
CIS 101H: Computer and Data Processing-Honors
CMM 104H: Honors in Speech Communication
ECN 250H: Principles of Microeconomics Honors
ECN 253H: Principles of Macroeconomics Honors
ENG 201H: English Composition Honors
FIN 323H: Principles of Beginning Finance Honors
HST 103H: The Twentieth Century World-Honors
HST 330H: American History to 1877-Honors
HST 331H: American History Since 1877-Honors
MGT 320H: Principles of Management-Honors
MKT 340H: Principles of Marketing-Honors
PHL 200H: Introduction to Philosophy: Ancient Period-Honors
PSY 201H: General Psychology-Honors
SOS 106H: Twentieth Century World Honors
SOS 208H: Social Problems in a Global Context - Honors

NOTE: Many departments also offer individualized programs of study for Honors credit called Readings for Honors.

Graduation in University Honors

Students who wish to become Honors Scholars in the University Honors Program must maintain a cumulative 3.3 GPA in all courses and a cumulative 3.3 GPA in Honors courses. In addition to their college and department major requirements, they must complete 24 semester hours of:

HON 101: Introduction to Honors 1hr.

HON 150: Critical Issues choose 1 4 hrs.
HON 195: Science and the Arts
HON 196: The American Experience
HON 197: Ideas in Social Science
HON 294: Ideas in Social Science
HON 295: Ideas in Science
HON 296: Ideas in the Humanities
HON 395: Interdisciplinary Honors choose 2 8 hrs
HON 396: Interdisciplinary Honors
HON 480: Interdisciplinary Honors
HON 481: Interdisciplinary Honors

any combination of Department Honors Courses, Readings for Honors, or H-Option Courses (see below).  

TOTAL: 24 hrs.

The Honors Option allows an Honors student [3.3 GPA] enrolled in a regular course to make it an Honors course and to receive Honors credit. The student and instructor, in advance of the semester in which the course is offered, arrange to do a part of the work of the course as Honors caliber. H-option instructions and forms are available in the CAE (OM 230).

Recognition:

1. The official transcript will state that the University Honors Program has been successfully completed.
2. The diploma will note graduation in University Honors.

JOHN MARSHALL SCHOLARS

Scholarship

Students accepted each year as John Marshall Scholars will receive for four years (as long as they maintain a 3.5 GPA), tuition, fees, and a stipend.

Admission Requirements

Students with ACT composites of 30 or higher and who are admitted by February 1, and who have submitted a Financial Aid Institutional Application, will be invited to apply. Recipients are selected by the Financial Aid Advisory Council. Priority is given to residents of West Virginia, Lawrence and Gallia Counties Ohio, and Boyd, Greenup, Carter, and Lawrence Counties, Kentucky.

Program

The academic program consists of an introductory seminar, a core of interdisciplinary seminars, and course requirements of the student's major department and college.

Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HON 101:</td>
<td>Introduction to Honors</td>
<td>1 hr.</td>
</tr>
<tr>
<td>Choose 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HON 150:</td>
<td>Critical Issues</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 195:</td>
<td>Science and the Arts</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 196:</td>
<td>American Experience</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 197:</td>
<td>Ideas in Social Science</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 294:</td>
<td>Ideas in Social Science</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 295:</td>
<td>Ideas in Science</td>
<td></td>
</tr>
<tr>
<td>HON 296:</td>
<td>Ideas in the Humanities</td>
<td></td>
</tr>
<tr>
<td>Choose 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HON 395-396:</td>
<td>Interdisciplinary Honors</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>HON 480-483:</td>
<td>Interdisciplinary Honors</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

TOTAL 9 hrs.
Advising

The Executive Director, CAE will work closely with John Marshall Scholars, aiding each student in the development of an academic program, and providing group programming and special services.

SOCIETY OF YEAGER SCHOLARS

The Marshall University Society of Yeager Scholars is named for United States Air Force Brigadier General (Retired) Charles E. "Chuck" Yeager, the first man to break the "sound barrier" in his historic 1947 flight of the Bell-X-1 aircraft. The purpose of the Society of Yeager Scholars is to provide an outstanding education for outstanding students. The Society desires to provide the Scholars with opportunities to expand intellectual abilities, to develop leadership potential, to become effective communicators, and to gain the skills and knowledge necessary for successful careers. The men and women accepted into the Society each year will receive tuition, fees, textbooks, one-half of room and board, education-related travel expenses.

Academic Program

The academic program provided the Yeager Scholars consists of a number of elements:

1. A core of four interdisciplinary seminars, one each semester for the first two years. The seminars will cover communication and computers; humanities; theories of science and statistics; arts and history.

2. The development of proficiency in a modern language through a series of specially integrated courses, leading to opportunities to utilize the language in study or travel abroad.

3. Additional courses in the natural and social sciences, and in literature, to round out the core curriculum of a Scholar's program.

4. Study at Oxford University, Oxford, England, in the summer between the sophomore and junior years.

5. Independent study, guided by a mentor professor, leading to a senior project.

The core curriculum is designed to assist each Yeager Scholar in developing skills in analysis, synthesis, and critical thinking. Each Scholar will be expected to demonstrate superior skills in written and oral communication. In order to remain in the Yeager Scholar program, each student must maintain a cumulative 3.5 grade point average.

CORE CURRICULUM

Seminars:

There are four interdisciplinary seminars, one each semester of the first two years of study, each carries five credit hours for a total of 20 hours.

YGS 161 Seminar in Communication and Computers
YGS 162 Seminar in Humanities, Texts, and Values
YGS 271 Seminar in Theories of the Natural and Social Sciences and Statistics
YGS 272 Seminar in Arts and History

Language Study:

Yeager Scholars will be expected to develop a proficiency in a foreign language in preparation for travel and study abroad. The purpose of the language program, therefore, is to insure that they achieve a level of competence in a foreign language high enough for them to communicate effectively and to succeed in classes at a foreign university.

For those Scholars who have completed at least two years of high school foreign language instruction, and who wish to continue study in that language, a maximum of 18 hours will be
required. For those Scholars who have no foreign language experience, or who decide to start another
language, a maximum of 24 hours will be required.

For those Scholars who have completed at least two years of high school foreign language instruc-
tion, and who wish to continue study in that language, a maximum of 12 hours will be required.
For those Scholars who have no foreign language experience, or who decide to start another lan-
guage, a maximum of 18 hours will be required.

Literature:

Two three credit-hour classes for a total of 6 credit hours.

Each Yeager Scholar will take two literature courses to be selected with the approval of the Direc-
tor or mentor. Courses will be chosen for the depth and breadth they will provide the individual
student's education. They may be selected to extend a student's previous work or to fill gaps in
the student's background. Not all literature courses currently offered may be used to fulfill this
requirement. Permission must be obtained from the Chair of the Yeager Steering Committee.

Social Sciences:

Six credit hours chosen from the following:
1. History or culture course. The requirement for a history of culture course can be met
 by taking courses in the Department of History or by taking Social Studies 104, 105, or
 106, or by taking French 405, 406, Spanish 405, 406, German 405-406, or Classics 435, 436.
2. One course from the following:
   Communication Studies 303, 308, 409
   Economics
   Political Science
   Psychology (201H or another)
   Sociology-Anthropology (except SOC 108)
   Geography 100, 203
   Speech 303, 308, 409
   Math 131, 140, 190*

*A Mathematics course may be required by the college in which the Yeager Scholar is a major.

Natural Sciences:

Eight to ten credit hours chosen from the following:
  Biological Sciences (BOT, BSC, ZOO)
  Geology
  Chemistry
  Physics

The core curriculum will total 58-66 credit-hours. Some of the hours in Literature, Social and
Natural Sciences may also apply to the student's major.

Advising

The Director of the Society of Yeager Scholars will work closely with a mentor/advisor from each
Scholar's major field in developing the program of study for each Scholar. Both the Director and
the mentor/advisor must approve each Scholar's schedule and program of study.
College of Business
College of Business

Course work in Business Administration has been offered at Marshall University for many years. The School of Business was established in 1969. In 1972 the School of Business and the College of Applied Science were merged to form the College of Business and Applied Science, bringing together under one administrative unit a number of programs in professional and preprofessional education. In 1974, the Health Profession programs were transferred to the newly established School of Medicine and Associated Health Professions, and in 1975, all associate degree programs were transferred to the Community and Technical College. The Department of Military Science is housed in the college. Today the college offers programs which lead to the Bachelor of Business Administration degree. The name of the division was changed to College of Business. A Master of Business Administration degree was initiated in 1969 and a Master of Science in Accounting began in 1980.

MISSION OF THE COLLEGE

The College of Business seeks to prepare students for professional careers in business, government and nonprofit organizations through quality instruction. The curricula of the college are designed to provide a broad general education in the arts and sciences, an understanding of the body of knowledge common to all areas of business, and the unique skills applicable to individual vocations.

Programs leading to a bachelors degree are offered in accounting, computer science, business information systems, economics, finance, management and marketing. The college cooperates with the Graduate School in providing programs leading to the Master of Business Administration degree. Programs leading to a commission in the United States Armed Forces are also offered by the Military Science Department.

The college is committed to rendering service to the tri-state business community and to encouraging research and other scholarly activity by faculty and students. The Research and Economic Development Center enables faculty and student participation in practical research and useful service. Additionally, students have the opportunity to gain practical experience through participation in the Internship Program offered by the college and area businesses.

The college is a member of the American Assembly of Collegiate Schools of Business and endorses that organization's dedication to the promotion and improvement of higher education in business administration and management.

ORGANIZATION

The College of Business is organized into six departments:
1. Accounting
2. Economics
3. Finance and Business Law
4. Management
5. Marketing
6. Military Science

DEGREE PROGRAMS

The College of Business offers the following degree programs:
1. Bachelor of Business Administration degree, with majors in:
   a. Accounting
   b. Economics
   c. Finance (Option in Insurance or in Banking)
   d. Management (Option in Health Care Management or in Operations Management)
e. Marketing (Option in Transportation)
f. Business Information Systems

2. Master of Business Administration: a complete description of the MBA program is given in the catalog of the graduate school.

SPECIAL OFFERINGS

1. Evening classes are offered on a regularly scheduled basis.
2. Off-campus courses, workshops, and seminars are offered by special arrangement.
3. Honors classes are offered by each of the departments.
4. A cooperative education/internship program is offered by the college and area businesses.
5. Credits earned through the College Level Examination Program (CLEP) are accepted.
6. A minor in Business Administration for students in other colleges.

ADMISSION

Regular admission to the University constitutes admission to the College of Business for entering freshmen and students transferring from other institutions of higher education; there is no separate admissions procedure. Students in other colleges within Marshall University must have attained a 2.0 grade point average on all work attempted to be eligible for transfer to the College of Business.

For students transferring into Marshall University, the College of Business will permit application of any appropriate transfer credits accepted by the University to meet general education requirements, lower division business requirements, or nonbusiness electives. For application to fulfill upper division business requirements and electives, accepted transfer credits must have been earned at the upper division levels; otherwise, mastery of the corresponding upper division coursework at Marshall must be validated in the department offering the coursework.

MAINTENANCE OF ACADEMIC PROGRESS

To continue in the College of Business, students are expected to make progress towards graduation. Progress is to be defined as completion of Graduation Requirements as described below. A student who does not meet the 2.0 grade point average in all coursework and/or in the required business courses may be declared ineligible to continue in a subsequent term.

ADVISING

The departments of the College of Business maintain full-time advising for freshmen, sophomores, and upper division students in their respective majors. Students are assigned to a faculty advisor in their designated major department and are notified of their advisor as soon as possible after entering the College and selecting a major. Students have the option to change majors at any time during their college tenure.

GRADUATION REQUIREMENTS

The following general requirements must be met by all students seeking bachelors degrees through the College of Business:
1. Satisfaction of all university requirements for graduation.
2. Completion of all curricular requirements specified for the major and degree.
3. Completion of the following residency requirements:
   a. Earn at least 36 semester hours at Marshall.
   b. Earn at least 12 hours of senior level coursework in the College of Business at Marshall.
   c. Earn at least 15 hours in the major field at Marshall.
   d. Earn at Marshall 16 or more of the last 32 hours credited toward the degree.
4. Earn at least a 2.0 Grade Point Average (GPA) in each of the following four categories:
a. All coursework attempted at Marshall and elsewhere.
b. All Marshall coursework.
c. All College of Business coursework (including courses in Economics).
d. All coursework attempted and included in the major(s) at Marshall.

5. Successful validation of transfer work as required.
6. Removal of all Incompletes and, if required, passing of the English Qualifying Examination.
7. At most, 18 semester hours of coursework (consisting only of general education requirements and/or free electives) taken under the Credit/No Credit option may be applied toward graduation requirements. College of Business and other required courses may not be taken on a Credit/No Credit basis.

8. All candidates for graduation should, for their own protection, file an Application for Graduation Form in the semester PRIOR to the semester in which all requirements for the degree are to be met. This will enable the student to make all necessary schedule adjustments to correct potential graduation deficiencies.

All candidates for graduation must file a written Application for Graduation Form and a Diploma Graduation Fee Receipt with the records clerks in Corbly Hall 113 immediately after the beginning of the semester or summer term in which all requirements for the degree are to be met and by the deadline date printed in the catalog and schedule. A student on probation will not be permitted to apply for graduation.

To ensure graduation at the end of the term of application, all records should be documented with needed transcripts, substitution forms, grade changes, lower division validations, and English qualifying exam results by the posted deadline date.

Students should not plan to graduate at the end of a term in which they are completing required work at another institution.

BUSINESS ADMINISTRATION

Bachelor of Business Administration

A candidate for the degree of Bachelor of Business Administration (BBA) must complete general university and College of Business requirements for graduation.

Candidates for the BBA must earn a minimum of 128 semester hours, distributed among four broad and basic groups or blocks of the degree program: (1) at least 53 semester hours selected from a set of General Education Requirements to insure the student’s fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, American Institutions and International Institutions; (2) 36 semester hours of Common Requirements in Business; (3) courses to complete one of the major fields of study: Accounting, Business Information Systems, Economics, Finance, Management or Marketing; and (4) electives to complete the student’s program.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies 207 and one of the following</td>
<td>6</td>
</tr>
<tr>
<td>CMM 308, 315, 319, 322, 401.....</td>
<td>6</td>
</tr>
<tr>
<td>English 101, 102</td>
<td></td>
</tr>
<tr>
<td>English 099 is required for students with English ACT scores less than 16. The graduation requirement is increased three hours for students completing this course.</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>To meet this requirement, the student may select from among any courses offered by the Departments of Classical Studies, English, Philosophy or Religious Studies. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.</td>
<td>6</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>To meet this requirement, the student may select from among courses offered by the Departments of Art (except Art 113, 340, 460); Music, Theatre/Dance, Physical Education 160, 261; or Fine Arts 101. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.</td>
<td>2 or 3</td>
</tr>
</tbody>
</table>
Natural Sciences ........................................................................ 7 or 8
To meet this requirement the student may select from among any courses offered by the Depart­ments of Biological Sciences, Chemistry, Geology, Physics and Physical Science, or Geography 101. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.

Mathematics ........................................................................ 8
Mathematics 120 and 190. (Mathematics 099: required for students with mathematics ACT score less than 10. The graduation requirement is increased three hours for students who complete this course).

Behavioral Sciences ................................................................ 6
Psychology 201 and Sociology 200 or Anthropology 201.

American Institutions .............................................................. 6
To meet these requirements, the student must complete 6 hours selected from the following:
1. Anthropology - 430, 455
2. Economics - 310, 326, 328, 330, 332, 342, 350, 405, 415, 450
5. Political Science - 104, 202, 233, 301, 303, 307, 376, 423, 429, 433, 436, 440, 461, and 484

In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.

International Institutions ............................................................ 6
To meet these requirements, the student must complete 6 hours selected from the following:
2. Economics - 408, 420, and 460
5. Modern Languages - All courses count
7. Social Studies - 104, 105, and 106

In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.

COMMON REQUIREMENTS IN BUSINESS BBA DEGREE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Literacy Test</td>
<td>3</td>
</tr>
<tr>
<td>FIN 207: Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td>ACC 215, 216: Principles of Accounting</td>
<td>6</td>
</tr>
<tr>
<td>MGT 218: Business Statistics</td>
<td></td>
</tr>
<tr>
<td>ECN 250: Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECN 253: Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 320: Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 323: Principles of Business Finance</td>
<td></td>
</tr>
<tr>
<td>MKT 340: Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 420: Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGT 460: Business Policy (Must be taken last)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>33</td>
</tr>
</tbody>
</table>

NOTE: Also required is CL req. before Sophomore year.

SUGGESTED PROGRAMS OF STUDY FOR THE FIRST TWO YEARS
(For all BBA Programs except BIS)

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 120</td>
<td>3</td>
<td>Communication Studies 207</td>
<td>3</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics 190</td>
<td>5</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>2-3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Hrs.</td>
<td></td>
</tr>
<tr>
<td>Accounting 215</td>
<td>3</td>
</tr>
<tr>
<td>Economics 250</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 200 or Anthropology 201</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Communication Studies electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**SUGGESTED PROGRAMS OF STUDY FOR THE LAST TWO YEARS**

**ACCOUNTING**

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Hrs.</td>
<td></td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 311</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 318</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Hrs.</td>
<td></td>
</tr>
<tr>
<td>Accounting 313</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 429</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 414</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>MGT 420</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**BUSINESS INFORMATION SYSTEMS**

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester Hrs.</td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>CSD 101</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Second Semester Hrs.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 216</td>
<td>3</td>
</tr>
<tr>
<td>Economics 253</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201</td>
<td>3</td>
</tr>
<tr>
<td>Management 218</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Finance 207</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

1 Majors in Health Care Management take an American Institutions elective. Majors in BIS, see program under BIS heading.
2 Choose one of the following from CMM: CMM 308, CMM 315, CMM 319, CMM 322 or CMM 401.
3 Accounting electives should be chosen from one of the following three groups with advice from the student’s advisor:
   Public Accounting - ACC 448, ACC 430, ACC 451.
   Industrial Accounting - ACC 448, ACC 415, ACC 418, ACC 430.
   Not-for-Profit Accounting - ACC 358, ACC 412, ACC 418, ACC 430.

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### BUSINESS INFORMATION SYSTEMS

#### Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 215</td>
<td>3</td>
<td>Accounting 216</td>
<td>3</td>
</tr>
<tr>
<td>Economics 250</td>
<td>3</td>
<td>Economics 253</td>
<td>3</td>
</tr>
<tr>
<td>Comm. Studies Elective&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
<td>Psychology 201</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 200 or Anthropology 201</td>
<td>3</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>CSD 119</td>
<td>3</td>
<td>CSD 120</td>
<td>3</td>
</tr>
<tr>
<td>Finance 207</td>
<td>3</td>
<td>Management 218</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 300</td>
<td>3</td>
<td>Finance 323</td>
<td>3</td>
</tr>
<tr>
<td>Management 310</td>
<td>3</td>
<td>International Institutions Elective</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Management 320</td>
<td>3</td>
</tr>
<tr>
<td>American Institution Elective</td>
<td>3</td>
<td>Management 330</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions Elective</td>
<td>3</td>
<td>Management 340</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD Elective (300-400 level)</td>
<td>3</td>
<td>Management 418</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Management 410</td>
<td>3</td>
<td>Management 440</td>
<td>3</td>
</tr>
<tr>
<td>Management 420</td>
<td>3</td>
<td>Management 441</td>
<td>3</td>
</tr>
<tr>
<td>Management 430</td>
<td>3</td>
<td>American Institution Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### ECONOMICS

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Economics electives&lt;sup&gt;2&lt;/sup&gt;</td>
<td>6</td>
</tr>
<tr>
<td>international Institution Elective</td>
<td>3</td>
<td>Finance 323</td>
<td>3</td>
</tr>
<tr>
<td>Economics 328</td>
<td>3</td>
<td>American Institutions Elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
<td>Economics 326</td>
<td>3</td>
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<tr>
<td>American Institution Elective</td>
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</table>

#### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics elective&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Economics 423</td>
<td>3</td>
<td>Economics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Humanities Electives</td>
<td>3</td>
</tr>
<tr>
<td>Economics 440</td>
<td>3</td>
<td>Elective</td>
<td>1-3</td>
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<tr>
<td>Management 420</td>
<td>3</td>
<td>Economics 465</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td><strong>Total</strong></td>
<td><strong>13-15</strong></td>
</tr>
</tbody>
</table>

---

<sup>1</sup>Choose one of the following from CMM: CMM 308, CMM 315, CMM 319, CMM 322 or CMM 401.

<sup>2</sup>Economics majors must select four (4) Economics courses at the 300-400 level excluding Economics 326, 328, 440, 423, 465.
## FINANCE

### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Finance 325</td>
<td>3</td>
</tr>
<tr>
<td>Finance 323</td>
<td>3</td>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Finance 321</td>
<td>3</td>
<td>Finance 308</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
<td>Finance 370</td>
<td>3</td>
</tr>
<tr>
<td>Institutional Institutions elective</td>
<td></td>
<td>Finance 330</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>15</strong></td>
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### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance 425</td>
<td>3</td>
<td>Finance 470</td>
<td>3</td>
</tr>
<tr>
<td>Finance 435</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Finance 440</td>
<td>3</td>
<td>Humanities electives</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 420</td>
<td>3</td>
<td>Finance elective†</td>
<td>3</td>
</tr>
<tr>
<td>Free Electives</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td></td>
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</table>

## FINANCE (BANKING OPTION)²

### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Finance 370</td>
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<tr>
<td>Finance 323</td>
<td>3</td>
<td>Finance 325</td>
<td>3</td>
</tr>
<tr>
<td>Finance 321</td>
<td>3</td>
<td>Finance 308</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions elective</td>
<td>3</td>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
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<td><strong>Total</strong></td>
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<td><strong>15</strong></td>
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### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance 425</td>
<td>3</td>
<td>Finance 415</td>
<td>3</td>
</tr>
<tr>
<td>Finance 435</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Finance Elective†</td>
<td>3</td>
<td>Finance 470</td>
<td>3</td>
</tr>
<tr>
<td>American Institute Elective</td>
<td>3</td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 420</td>
<td>3</td>
<td>Humanities elective</td>
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<td>Free Elective</td>
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<td><strong>Total</strong></td>
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## FINANCE (INSURANCE OPTION)

### Third Year

<table>
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<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing 340</td>
<td>3</td>
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<tr>
<td>Finance 323</td>
<td>3</td>
<td>Finance 329</td>
<td>3</td>
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<tr>
<td>Finance 321</td>
<td>3</td>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
<td>Finance 308</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions elective</td>
<td>3</td>
<td>Finance 370</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

†Finance electives - Any Finance course numbered at the 300 or 400 level, ACC 318, ACC 348, ACC 418, ECN 310, ECN 420, ECN 450.
²Finance (Banking option) - Students in the "Two Plus Two" Community College/College of Business Banking program must meet all of the General Education Requirements of the College of Business in order to receive their BBA degree. Students are encouraged to consult with both Community College and College of Business advisors.
### MANAGEMENT

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 300</td>
<td>3</td>
<td>Finance 423</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Management 419</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
<td>Management 422</td>
<td>3</td>
</tr>
<tr>
<td>Management electives 1</td>
<td>6</td>
<td>International Institutions Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>American Institutional Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
</table>

#### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 420</td>
<td>3</td>
<td>Management 423</td>
<td>3</td>
</tr>
<tr>
<td>Management 424</td>
<td>3</td>
<td>Management 425</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective 2</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>Humanities electives</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
<td><strong>Total</strong></td>
<td>13-15</td>
</tr>
</tbody>
</table>

### MANAGEMENT (HEALTH CARE OPTION)

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 320</td>
<td>3</td>
<td>Finance 423</td>
<td>3</td>
</tr>
<tr>
<td>International Institutes electives</td>
<td>3</td>
<td>Finance 351</td>
<td>3</td>
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<tr>
<td>Marketing 340</td>
<td>3</td>
<td>Management 354</td>
<td>3</td>
</tr>
<tr>
<td>Management 350</td>
<td>3</td>
<td>Finance 356</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
<td>Accounting 358</td>
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</table>

#### Fourth Year

<table>
<thead>
<tr>
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<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 420</td>
<td>3</td>
<td>Management 423</td>
<td>3</td>
</tr>
<tr>
<td>Management 424</td>
<td>3</td>
<td>Management 472</td>
<td>4</td>
</tr>
<tr>
<td>Management 471</td>
<td>4</td>
<td>Management 300</td>
<td>3</td>
</tr>
<tr>
<td>Management 455 or 460</td>
<td>3</td>
<td>Management 455 or 460</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective 3</td>
<td>3</td>
<td>Management elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td><strong>Total</strong></td>
<td>16-17</td>
</tr>
</tbody>
</table>

1 Management electives: All 400 numbered management courses plus MGT 350, 354, 461; ACC 318, 348; ECN 326, 328, 330; FIN 308, MKT 437, 442; CIS 201 or 203, 474; MS 301, 302, 402.
2 Strongly recommended during the summer immediately after third year.

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Marshall University 1993-95 Undergraduate Catalog  
College of Business/73
### MANAGEMENT (OPERATIONS OPTION)

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 318</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
</tr>
<tr>
<td>International Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Management Elective†</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 15**

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 418</td>
<td>3</td>
</tr>
<tr>
<td>Management 420</td>
<td>3</td>
</tr>
<tr>
<td>Finance 323</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective†</td>
<td>3</td>
</tr>
<tr>
<td>Management elective†</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 15**

#### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Management 427 or 425</td>
<td>3</td>
</tr>
<tr>
<td>Management 422</td>
<td>3</td>
</tr>
<tr>
<td>Management 300</td>
<td>3</td>
</tr>
<tr>
<td>Management elective†</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
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**Total: 18**

<table>
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<th>Hrs.</th>
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<tbody>
<tr>
<td>Management 426</td>
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<td>Management 460</td>
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<td>Humanities elective</td>
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</tr>
<tr>
<td>Management 423</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total: 13-15**

### MARKETING

**Second Year**

Marketing 231, Required for second year.

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
</tr>
<tr>
<td>Free elective</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 330</td>
<td>3</td>
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**Total: 15**

<table>
<thead>
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<tbody>
<tr>
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<td>Marketing elective†</td>
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<td>Finance 323</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 15**

#### Fourth Year

<table>
<thead>
<tr>
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<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Management 420</td>
<td>3</td>
</tr>
<tr>
<td>Management 424 or 422</td>
<td>3</td>
</tr>
<tr>
<td>Marketing elective†</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 442</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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**Total: 18**

<table>
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<th>Hrs.</th>
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</thead>
<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>Humanities electives</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total: 13-15**

### MARKETING (TRANSPORTATION OPTION)

(Not: Marketing 231 required in second year)

#### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Institutions elective</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Institutions elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

**1.** Management Operations Option Electives — All 400 numbered management courses plus MGT 350, 354, 461; ACC 348, 428; EGN 350; FN 398; MKT 377, 442; CIS 301 or 203.

**2.** Marketing electives: select four 300-400 Marketing courses, two of the four courses must be at the 400 level.
Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs</th>
<th>Second Semester</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management 422/424</td>
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<td>Marketing 430</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 442</td>
<td>3</td>
<td>Management 460</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions elective</td>
<td>3</td>
<td>Elective</td>
<td>1-3</td>
</tr>
<tr>
<td>Marketing elective</td>
<td>3</td>
<td>Marketing elective</td>
<td>3</td>
</tr>
<tr>
<td>Management 429</td>
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<td>Humanities elective</td>
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</tr>
<tr>
<td>Elective</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

18                                                                 13-15

MINOR IN BUSINESS ADMINISTRATION

Students enrolled as non-business majors frequently desire a limited but structured background in the functional areas of business. This program will enable students to pursue this goal through completion of selected courses in business that are taken by all business students along with business electives.

Because the business core encompasses much of the foundation work required, completion of the minor would facilitate entry into the M.B.A program.

Program Features

Students may enter the program on attainment of junior status and prior to the semester or term in which they plan to complete all graduation requirements. Enrolling students must have a declared non-business major and have achieved a 2.0 grade point average on all work attempted at the time of entrance to the program. Approval for enrollment must be obtained from the Dean of the College of Business and the Dean of the college in which the student is majoring. Enrollment in the program carries the stipulation that the minor is then a requirement in the student's degree program.

Prior to admission to the program, the student must also have completed course work consisting of Principles of Economics, Principles of Accounting, Statistics and Computer Science or approved equivalents. The student must have earned at least a 2.0 grade point average in these courses.

Program Requirements

Course work for the minor in Business Administration consists of eighteen hours of designated business courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 320 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 340 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 323 Principles of Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 207 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Business Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

The Business Electives must be 400-level business courses taken with approval of the Dean of the College of Business. All prerequisites must be completed prior to taking a course.

Students must achieve a 2.0 grade point average in the eighteen specified hours of business. The eighteen hours of upper division business course work must be completed at Marshall University.

1Marketing Transportation Option electives: select three courses from MKT 349, 351, 414, 449, 450. Two of the three electives must be at the 400 level.
during the junior and senior years. Courses required in the program may not be used simultaneously towards any other major or minor degree program at Marshall University or elsewhere other than as electives. The Dean of the College of Business must authorize the recording of the minor on the transcript. The minor must be completed prior to receiving the bachelor’s degree.

**Enrollment Procedure**

The student should complete the program application and obtain approval from his/her college dean. The completed application and a copy of the student’s academic records should be submitted to the Dean of the College of Business for approval.

**MILITARY SCIENCE**

**U.S. Army Reserve Officers’ Training Corps**

The Marshall University Reserve Officers’ Training Corps Program, established at Marshall in September, 1951, is open to both men and women. The objective of this program is to produce leaders who are capable of serving as officers in the U.S. Army active and reserve forces. It provides a basic military education which, in conjunction with other college disciplines, develops those attributes essential for successful executive performance. Individuals who successfully complete all of the training may be commissioned in the United States Army, the United States Army Reserve, or the National Guard on graduation from the university.

**Curriculum**

The ROTC program is divided into two parts—the Basic Course and the Advanced Course. The Basic Course (MS I and MS II) consists of 100-and 200-level Military Science classes and is designed primarily for freshman and sophomore students. Students do not incur a military obligation in the Basic Course. The Advanced Course (MS III and MS IV) consists of 300-and 400-level Military Science classes and is reserved for junior and senior students as well as for graduate students. In the Advanced Course, the student receives a cash allowance, and a military obligation is incurred.

The military science curriculum can be taken in conjunction with any of the four-year university degree programs and may be applied toward graduation requirements as electives. Students who attain a high standard of military and academic achievement may be afforded an opportunity to apply for a Regular Army commission with a beginning salary of about $22,000 per year.

**Two-Year Program**

Students who have not attended the first two years of Military Science may gain credit by attending Camp Challenge (MS 251) at Fort Knox, Kentucky. Students are awarded three hours credit for this camp and are paid approximately $730. Students may also gain two years of ROTC credit through an on-campus program conducted during the regular summer semester. Students interested in the two-year program should contact the Military Science Department. Also, qualified veterans and students who have had Junior ROTC in high school may be awarded credit for the first two years of ROTC.

**Eligibility**

To be eligible for enrollment in ROTC, an applicant must be a regularly enrolled full-time student physically capable of participating in a normal college physical education program. To progress to the Advanced Course, students must meet age, physical condition, moral standards, have a 2.0 overall grade point average, and be entering their junior year of college.
Scholarships and Allowances

Scholarships are available for two, three, or four years. For further information contact the Military Science Department, Room 217 Gullickson Hall (telephone 696-6450). During the last two years of the program all students enrolled in the Advanced Course receive a cash allowance of $100 per month. In order to be eligible for commissioning, students must attend one Advanced Camp, which is six weeks of military training. All travel and basic expenses are paid by the Department of the Army. Additionally, cadets are paid approximately $730 for participating in this training. Total remuneration for the final two years is approximately $2,500. All textbooks, uniforms, and equipment are furnished at no cost to students.

Graduate Schooling

A delay to pursue a Master’s Degree in any subject discipline other than religious studies may be granted for a special period of up to 24 months. These opportunities are available before entering active duty, or at some later date. Future officers involved in a legal course of study or in a medical science may delay their active duty for a period necessary to complete their studies, but not more than 36 months. All of these programs are varied and require intense application as a student.

Military Science Extracurricular Activities

In addition to ROTC classes, the Military Science Department also offers unique opportunities in other activities. These activities are designed to create new and lasting friendships as well as to develop spiritual and mental leadership. Among the extracurricular activities in the Military Science Program are: The Color Guard unit, Intramural Sports, the Rangers, the Rifle Team, Scabbard and Blade, and Christian Fellowship.
College of Education
College of Education

MISSION OF THE COLLEGE

The College of Education is one of the oldest academic units within Marshall University. When the West Virginia Legislature purchased Marshall College in 1867, it also insured the preparation of teachers by establishing the West Virginia State Normal School as part of the college program. This function has remained an integral part of the university mission throughout the years. The College of Education continues to prepare teachers and other professional educators, including counselors, principals, supervisors, superintendents, athletic trainers, and speech/language pathologists. It also provides continuing education opportunities for professional educators. All teacher education programs at Marshall University are under the control of the College of Education.

In addition to teacher education programs, the college administers related academic programs in Dietetics, Fashion Merchandising, Food Service Management, Parks and Leisure Services, Counseling and Rehabilitation, Safety Technology, and non-teaching physical education programs in Adult Fitness, Sports Communication, and Sports Management and Marketing. The College of Education provides educational services for students and the community which include the Research Coordinating Unit (RCU), the Autism Center, Nursery School, Learning Resources Center (LRC), the Center for Higher Education for Learning Disabled People (HELP) and the Marshall University Reading and Learning Center (MURAL). The College of Education provides education and services for a program that is open, complex, demanding, and evolving. It meets the academic needs of educators and other professional personnel in the area of educational services.

COLLEGE OF EDUCATION STUDENTS

Students who desire to become teachers in pre-kindergarten/Kindergarten, elementary, and secondary schools or at the college level, and who are confident that they can attain the standards of academic and professional competency required, enroll in the College of Education. Faculty advisors and the representatives of the Academic Dean’s office direct students in programs of their choice throughout their college careers. Students who are enrolled in another college or school of the university may enroll for ten (10) semester hours in the field of professional education if they desire. There is no credit hour limit on enrollment in other academic departments administered by the College of Education.

CERTIFICATE RENEWAL

Marshall University, in addition to offering teacher preparation programs, is actively involved in the continuing education of all professional teachers. The West Virginia Board of Education has approved a program of continuing education for all professional teachers and school service personnel. Information relative to renewal of a teacher’s professional certificate is available from the Office of the Dean, College of Education. Fees to determine program requirements for additional endorsements or permits are as follows: Marshall University transcripts only, $5.00; multiple institutions, $20; international institutions, $30.

CREDIT FOR COURSES OFFERED EXTERNALLY

Credits earned through correspondence, extension, military service, radio, television, and special examinations are accepted up to a maximum of 28 semester hours. Courses are accepted only if such courses are offered by institutions of higher education which are accredited by a regional accreditation association of secondary schools and colleges and the National Council for Accreditation of Teacher Education. Enrollment for any such credit should be approved through the Dean’s Office prior to enrollment.
PRE-STUDENT TEACHING LABORATORY EXPERIENCES

All Teacher Education students participate in experiences which permit them to observe children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the public schools of the area and non-school agencies. Students who enroll for these activities must meet the standards of dress and conduct which apply to teachers in the school or staff in the agency to which they are assigned.

The first of these activities accompanies Educational Foundations 218, Human Development. As a corequisite students must register for EDF 270, Level I Clinical Experience. The nature of the public school experience, its length, and location are determined by the Director of Clinical Experiences.

The second pre-student teaching clinical experience required for all Teacher Education students is a corequisite of the student's "methods" course. The "methods" course for elementary, early childhood, and special education students is CI 343. The "methods" course for secondary students is associated with their subject specialization: CI 428, CI 467, CI 468, CI 469, CI 473, CI 474, CI 476, CI 477, CI 478, CI 479, MKE 405, HEC 306, CD 468, and EDF 319 (music majors only). The corequisite for all of the above courses is CI 470, 471, or 472 Level II Clinical Experience. Students who plan to enroll in CI 470, 471, or 472, should consult with their advisors prior to registering for classes in order to plan for appropriate time allowances for the clinical experience.

Certain other programs require laboratory experiences that are associated with specific courses. Students should examine the Courses of Instruction section of this catalog for descriptions of courses in their programs.

TUBERCULOSIS TEST

West Virginia state law requires that all persons working with children in public schools have a negative tuberculosis test report. Tuberculosis test reports are valid for two years. Students entering public schools for any clinical experience must present this report to the school principal. Information about testing procedures is available in the Office of the Director of Clinical Experiences.

ADMISSION TO THE COLLEGE OF EDUCATION

Regular admission to the University constitutes admission to the College of Education for entering freshmen and students transferring from other institutions of higher education; there is no separate admission procedure. Students in other colleges within Marshall University must have attained a 2.0 grade point average on all work attempted overall to be eligible for transfer to the College of Education.

ADMISSION TO TEACHER EDUCATION

While enrolled in Educational Foundations 319, each student will be asked to submit an Application for Admission to Teacher Education. During the semester the application is submitted the student will be evaluated for admission to Teacher Education. Following the completion of Educational Foundations 319 the student will be notified whether or not he/she is admitted to Teacher Education. Enrollment in Clinical Experience II (CI 470, 471, or 472), or any class for which it is a co-requisite or pre-requisite, is prohibited until notification of acceptance into Teacher Education is received.

To be eligible for full admission to Teacher Education, a student must have achieved the following:
1. Enrollment in the College of Education.
2. Sixty (60) semester hours completed. Transfer students must complete at least one semester (12 hours) of course work at Marshall University before applying for admission to teacher education.
3. Grade point requirements:
   a. 2.5 GPA overall and on all course work completed at Marshall University.
   b. 2.5 GPA in Professional Education.
c. 2.5 GPA in each specialization
4. A grade of “C” or above in English 101, 102, or 201H, and Communication Studies 103 or 305, and CI 101 or Math 110 and above; and each course taken to satisfy the general requirement for science.
5. Satisfactory completion of the West Virginia State Department of Education’s preprofessional skills requirement (PPST). This requirement consists of satisfactory completion of a battery of tests for the areas of Math (172), Reading (172), and Writing (171).
6. Recommendation submitted by the EDF 218 instructor and the EDF 270 public school supervisor following the completion of the required clinical hours.
7. Recommendation of the EDF 319 instructor.
8. Completion of the Speech and Hearing Screening.
9. Art students must have completed and passed a sophomore review by the Art faculty.
10. Recommendation form submitted by the HPER Division stipulating the Physical Education major has completed and passed Physical Education 211 and ALL EIGHT (8) skill competencies.
11. Recommendation by Teacher Education Standards Committee (TESC).

Any student who is DENIED admission to teacher education should inquire in the Dean’s office, JH211, for the appropriate appeal procedures. The student must initiate the appeals process, in writing, seven (7) days prior to the first day of classes.

Note: The College of Education may recommend for teaching certificates only U.S. citizens.

STUDENT TEACHING

An applicant for a professional certificate who is to be recommended to his/her state department must complete student teaching at Marshall University.

Any course work in addition to the student teaching block must be approved by the Director of Clinical Experiences prior to registration. Any additional class scheduled during this period must meet after 4:00 p.m. No student may take more than sixteen (16) semester hours during the student teaching semester.

Students are assigned to public schools which have an agreement to provide student teaching experiences in cooperation with Marshall University. Since the supply of supervising teachers is limited and the College of Education has a large supply of teacher candidates, it is sometimes necessary that students be assigned to selected schools away from campus. It is not possible to place students in schools within walking distance. Students must provide transportation to student teaching site(s). Students are advised not to commit themselves to long-term leases since it may be necessary for some to seek housing in areas which are beyond commuting distance. In all cases the responsibility rests with the Director of Clinical Experiences, and with the approval of the public school administration of the school in which the student is to be placed. Students who are assigned a student teaching position but who do not complete the assignment may not be assured of a future assignment.

Admission to student teaching at Marshall University requires the following:
1. Admission to Teacher Education.
2. Application for Student Teaching. Applications must be completed by midterm of the semester previous to enrolling for this experience. The deadline date for making application for student teaching will be posted outside the dean’s office. Students must file in the office of the Director of Clinical Experiences, an application for permission to enroll for each course in the student teaching block.
3. Attendance at an orientation program. The program may include large group meetings and seminars. Orientation periods are scheduled twice each year. Students who have not successfully completed the orientation period will not be admitted to student teaching. When the student makes application for student teaching, information concerning the dates of the orientation periods will be provided.
4. A quality point average of 2.5 or better in all courses attempted and on all coursework at Marshall University; in all courses in the teaching specializations; and in all courses
in professional education. Students should review their program sheets to identify professional education courses. It will be the student's responsibility to insure that the above grade averages have been met prior to entering student teaching. Any student who enters teaching without the above grade averages will be withdrawn by administrative action.

5. The completion of approximately three-fourths (3/4) of the course work in the teaching specialization(s). Applicants must complete a minimum of 100 hours prior to the beginning of student teaching.

6. Completion of the specialization methods courses. Elementary education students must complete CI 343, CI 446, and CI 471. Secondary education students must complete the methods course and CI 470 as identified on their student evaluation forms. Students seeking middle school endorsements must complete CI 401 and CI 403. Music majors must complete CI 472 as a co-requisite with EDF 319.

NOTE: Students who are members of varsity teams may not participate in the student teaching program during the active season of their particular sport; e.g., football team members may enroll for student teaching only during the spring semester, basketball team members may enroll for student teaching only during the fall semester, etc.

ACADEMIC PROBATION

Any student who has less than a 2.0 average is on academic probation.

SCHOLASTIC INELIGIBILITY

Students are subject to the academic and behavioral regulations of the university. For failure to comply with such regulations, a student may be suspended as provided by the Board of Trustees.

1. A student on probation must show the improvement stipulated by the College of Education during each succeeding term in which he/she is enrolled. Students failing to meet this standard, may be declared ineligible to attend the next regular academic semester or may be dismissed from the university.

2. A student who has a deficit of 20 or more quality points and who did not receive the reduction stipulated by the College of Education on all work attempted during the period of last enrollment will be declared ineligible to attend the next regular academic semester. Permission to enroll in summer school must be obtained from the Dean's Office.

GRADUATION REQUIREMENTS

Graduation requirements in the College of Education differ by program area. General requirements for teacher education and human services programs are listed. Individual program requirements are identified with the specific programs.

Teacher Education Programs

1. Admission to teacher education.
2. Satisfactory completion of the culminating clinical experience (student teaching).
3. Completion of all required courses in each specialization(s), preprofessional skills, general education, and professional education.
4. Grade point averages of:
   a. 2.5 overall and on all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average. Except in the case of "D & F" repeat policy.
   b. 2.5 in each specialization.
   c. 2.5 in professional education.
5. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.
Human Services Programs
1. Grade point averages of 2.0 overall and on all courses attempted at Marshall, unless a higher GPA is specified by the program. Transfer credit may not be used to increase the grade point average. Except in the case of “D & F” repeat policy.
2. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.

CERTIFICATE REQUIREMENTS (WEST VIRGINIA)

In addition to the graduation requirements, the prospective educator must meet the following requirements:
1. Acceptable score on the Pre-Professional Skills Test (PPST)
2. Admission to teacher education.
3. Acceptable score on content specialization examinations for each teaching specialization. All students except Speech Pathology majors should complete the test(s) during their senior year. Students in the graduate program in Speech Pathology and Audiology are required to pass the content specializations test after admission to candidacy and before completion of the masters degree.
4. Quality point average of 2.5 or better for all courses attempted.
5. Quality point average of 2.5 or better in all comprehensive or subject specializations. All courses within the selected comprehensive or subject specialization(s) are considered in computing the grade point average, whether or not they are listed as requirements for the student’s specific comprehensive or subject specialization(s)\(^1\).
6. Quality point average of 2.5 or better in all professional education courses.\(^1\)
7. Quality point average of 2.5 or better in all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average except in the case of “D & F” repeat policy.

Students seeking certification in states other than West Virginia should check with the appropriate state department of education.

RESIDENCY REQUIREMENTS

Students who expect to complete degree requirements in the College of Education are required to complete their student teaching, a majority of their professional education courses, and the majority of each teaching specialization requirement at Marshall University, which must include at least one year’s work in residence, one semester of which must be in the senior year. A “year in residence” must represent not less than 30 weeks work in residence with not less than 24 hours credit. Students must complete at least 56 hours at Marshall University.

Candidates for a bachelor’s degree who entered Marshall University within ten years prior to their graduation may graduate by meeting the requirements in effect at the time of their entrance into the College of Education provided that:

A. The West Virginia Department of Education will accept the program under the Approved Program arrangements.
B. The candidate for the degree and/or certification makes continuous progress toward the degree requirement. Continuous progress will be defined as a minimum of three (3) hours of approved credit within an academic year (including summer school).

When the candidate fails to complete the requirements within ten (10) years, or fails to make continuous progress, he/she must meet the graduation/certification requirements in effect at the time of graduation or program completion. Any questions related to this matter should be referred to the Dean of the College of Education.

\(^1\)Upper division content specialization and professional education courses must be taken at the 300-400 level. Lower division classes are not equivalent courses and may not be substituted.
PROGRAM REQUIREMENTS

The following information refers to programming required in the College of Education.

1. Students must complete the curricular requirements as outlined in the undergraduate catalog in effect at the time they enter Marshall University or as outlined in this catalog.

2. A minimum of 128 semester hours is required for graduation.
   a. Credits for English 099, Preparatory English, Math 099, Developmental Mathematics, and other developmental courses are not included in the minimum 128 hour total.
   b. Students enrolling in the first year of a foreign language must complete six (6) semester hours if it is to be included in the minimum 128 semester hours required for graduation. Students who complete one-half or three (3) semester hours of the requirement must complete an additional three (3) hours of credit for a total of 131 semester hours for graduation.

3. A minimum of 45 semester hours must be earned in 300-400 level courses. Courses transferred from two-year colleges may not be used as part of the 300-400 level requirements. Courses transferred from four-year accredited colleges retain their original numbers.

4. Although students are expected to complete a majority of their work at Marshall University, it is possible to complete some course work at other institutions. Arrangements for such enrollment must be made in advance of enrollment.

5. Specializations may be taken in the following areas:

TEACHER CERTIFICATION PROGRAMS

MULTI-SUBJECT EDUCATION K-8 (Elementary)
(Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.)

Elementary Programs
Consumer and Homemaking 5-8
Early Education PK-K
English/Language Arts 5-8
French 5-8
General Science 5-8
Math 5-8
Mentally impaired K-12
Oral Communication 5-8 (Speech)
Physically Handicapped K-12
Social Studies 5-8
Spanish 5-8

Secondary Programs
(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)
  Art Education 5-12
  Athletic Training 5-12
  Biological Science 9-12
  Business Education 9-12 —Comprehensive
  Business Principles 9-12
  Chemistry 9-12
  English/Language Arts 5-8
  English/Language Arts 5-12
  French 5-8
  French 5-12
  General Science 5-8
General Science 5-12
Health Education 5-12
Home Economics 5-12, Vocational-Comprehensive
  Occupational Home Economics 9-12
Consumer and Homemaking 5-8
Journalism 9-12 (must choose a second 5-12 or K-12 specialization)
Latin 9-12
Marketing Education 9-12 —Comprehensive
Mathematics 5-12
Mathematics 5-8
Oral Communication 5-8 (Speech)
Oral Communication 5-12 (Speech)
Physical Education 5-12
Physics 9-12
Safety 9-12
Social Studies 5-8
Social Studies 5-12 —Comprehensive
Spanish 5-8
Spanish 5-12

Elementary and Secondary Programs
(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)
  Art Education K-12 - Comprehensive
  Music Education K-12 - Comprehensive
  Physical Education K-12
  School Library Media K-12
  Speech-Language Pathology K-12 — Comprehensive

Human Service Programs (Comprehensive)
(Only one specialization is required.)
  Adult Fitness
  Athletic Training
  Counseling and Rehabilitation
  Dietetics (Plan V)
  Fashion Merchandising
  Food Service Management
  Park Resources and Leisure Services
  Leisure Services
  Parks and Conservation
  Therapeutic Recreation
  Safety Technology
  Sports Communication
  Sports Management and Marketing

Students may obtain program sheets from the College of Education office. These forms will assist in the planning and in the recording of progress.

GENERAL REQUIREMENTS

Teacher Preparation Programs
The general requirements for a Bachelor of Arts (B.A.) degree in the College of Education are as follows:
A. FINE ARTS (Select 4 hours from the following) ........................................ 4

1Courses in this category MAY NOT be completed under the credit/non-credit option.
A. FINE ARTS (Select 4 hours from the following) ........................................... 4  
  Art 112, Art Appreciation  ................................................................................. 2  
  Music 142, Music Appreciation  .................................................................... 2  
  Theatre 112, Theatre Appreciation .................................................................. 2  
  
B. ENGLISH COMPOSITION ............................................................................. 6  
  English: 101 and 102 or 201H  ......................................................................... 6  
  ENGLISH LITERATURE (Select 6 hours from the following) ......................... 6  
  At least 3 hours MUST come from English 317, 319, 321, 323, 450 or 451 .... 3  
  Three hours may come from English 304, 305, 306, 307, 308, 310, 311, 313, 315, 320, 325, 329, 331, 340, 360 .......................... 3  
  
C. MATHEMATICS (Select 3 hours from the following) ................................ 3  
  Curriculum and Instruction 101, Mathematics for Elementary ..................... 3  
  Teachers (Elementary majors)  ...................................................................... 3  
  Mathematics 110, Introduction to College Mathematics  (Secondary majors) ... 3  
  Mathematics 120, Algebra (Math and Science majors)  ......................... 3  
  
D. CURRICULUM AND INSTRUCTION 102 ..................................................... 1  
  Computer Applications in the Classroom (ALL majors) ............................... 1  
  
E. PHYSICAL EDUCATION (Select 2 hours from physical education activities courses) ......................................................................................... 2  
  
F. SCIENCE (Select 8 hours from the following) ........................................... 8  
  Biological Science 104 and/or 105 ................................................................. 4-8  
  Biological Science 120 and/or 121 (for Science majors) ............................ 4-8  
  Chemistry 203 or Chemistry 204 or Chemistry 211 or Chemistry 212 and Chemistry 213 or Chemistry 214 or Chemistry 215 or Chemistry 216 .............................. 3-6  
  Geography 101, Physical Geography .......................................................... 4  
  Geology 110 and 210L or Geology 200 and 210L ....................................... 4-8  
  Physics 201 and 202, or 203 and 204 ......................................................... 4-8  
  Physical Science 109, 109L or 110, 110L .................................................... 4-8  
  
G. SOCIAL STUDIES ..................................................................................... 12  
  (Select 6 hours from Social Studies 104, 105, or 106) ................................. 3  
  Social Studies 104 ....................................................................................... 3  
  Social Studies 105 ....................................................................................... 3  
  Social Studies 106 ....................................................................................... 3  
  and  
  Social Studies 207 ....................................................................................... 3  
  Social Studies 208 ....................................................................................... 3  
  
H. COMMUNICATION STUDIES (3 hours required) .................................... 3  
  Communication Studies 103, Fundamentals of Speech Communication .... 3  
  Communication Studies 104H, Honors in Speech Communication  ............... 3  
  Communication Studies 305, Principles of Public Communication  ............. 3  
  Total General Requirement Hours .............................................................. 45  

1. Music Majors required to complete 2 hours only (ART 112 or THE 112).  
2. This is an accelerated course for freshmen selected on the basis of ACT scores.  
3. This course has a prerequisite.  
4. Math and Science majors must complete Math 120 course or greater.  
5. All Human Development majors (excluding Occupational Child Care) must complete CHM 203 and 204 and CHM 215 or 216.  
6. This is a beginning course open to juniors and seniors who have not had Speech 103 or by permission of the chairman of the Speech Department.
OTHER REQUIREMENTS
A. 128 Minimum Semester Hours
B. 45 Upper Division Hours (course with 300-400 numbers)
C. Pre-Professional Skills Tests (PPST)
D. Content Specialization Test(s) (Teaching Majors)

TEACHING CERTIFICATION PROGRAMS

The College of Education offers the following programs leading to teaching certification by the West Virginia Department of Education.

SPECIALIZATION REQUIREMENT SHEETS

Specialization sheets which more specifically outline degree requirements are available from the College of Education Dean's office. Students are encouraged to request these sheets from the Dean's Office.

AREAS OF SPECIALIZATION

Listed under the appropriate Elementary, Middle Childhood or Secondary, or Non-Teaching Specializations are minimum requirements for graduation. The specializations are listed in alphabetical order and indicate the appropriate grade level.

ART K-12

A. Teaching Specialization ........................................... 54
   Art 113, 203, 214, 215, 217, 218, 255, 256, 301, 307, 340, 350,
   401, 402, 406, 460 ........................................... 48
   Art: (select three hours) 305, 306, 308 .......................... 3
   Art: (select three hours) 403, 405, 407, 409, 412, 413 ........... 3

B. Professional Education ........................................... 37
   Curriculum and Instruction 403, 405, 409, 421, 445, 450, 468, 470 ..... 27
   Educational Foundations 114, 218, 270, 319 .......................... 9
   ITL 365 .......................................................... 1

C. General Requirements (see page 84) ......................... 45

D. Pre-Professional Skills Tests (PPST)

E. Content Specialty Test(s)

F. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.

G. At the end of the third semester, art students must submit a portfolio of art work completed in ART 203, 214, 215, 217, and 218 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.

H. A successful exhibition of creative work must be presented by the students during the senior year.

ART 5-12

A. Teaching Specialization ........................................... 45

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1 No courses listed in specialization requirements may be taken on CR/NC basis.
2 Courses in this specialization may also be part of General Requirements.

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Art: (select three hours) 305, 306, 308 3

B. Professional Education ................................................. 37
Curriculum and Instruction 401, 403, 421, 445, 450, 452, 468, 470 27
Educational Foundations 114, 218, 270, 319 9
ITL 365 1

C. General Requirements (see page 84) .................................. 45

D. A second 5-8, 5-12, K-12 or 9-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

G. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.

H. At the end of the third semester art students must submit a portfolio of art work completed in Art 203, 214, 215 and 217 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.

I. A successful exhibition of creative work must be presented by the students during the senior year.

BIOLICAL SCIENCE 9-12

A. Teaching Specialization .......................... 43-44
Biological Science 120, 121, 212 or 214, 320, 322, 324 and 415 or 416 28
Chemistry 211, 212 and 216 8
Physics 201 and 202 4
Electives: (Select three or four hours from the following courses: Biological Science 302, 430, 460 3-4

B. Professional Education .......................... 31
Curriculum and Instruction 421, 445, 450, 470, and 474 21
Educational Foundations 114, 218, 270, 319 9
Instructional Technology and Library Science 365 1

C. General Requirements (see page 84) ................. 45

D. A second K-12, 5-8, 5-12, or 9-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

BUSINESS EDUCATION COMPREHENSIVE 9-12

A. Teaching Specialization .......................... 51
Accounting 215, 216 and 348 or any approved 300 or 400 level accounting 3-hour elective 9
Economics 250 3
Finance 307 3
Management 320 3
Marketing 340 3
Office Technology 112, 114, 261, 236, 237 and 265 18
Business Education 305, 325, and 421 9

1Courses in this specialization may also be a part of General Requirements.
2Chemistry 116 is preferred. Chemistry 213, 214 or 215 are acceptable.
3Requirements may be reduced for those who pass proficiency test.
4Students with high school typewriting and/or shorthand may request to test out of OT 113 (Typing I), OT 114 (Typing II), OT 111 (Shorthand I), and/or OT 216 (Introduction to Word Processing). Check with the Division of Office Technology in the Community College for proficiency test dates.
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<tr>
<td>Instructional Technology and Library Science 365</td>
<td>1</td>
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</tbody>
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<table>
<thead>
<tr>
<th>C. General Requirements (see page 84)</th>
<th>45</th>
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<tr>
<th>D. Pre-Professional Skills Test (PPST)</th>
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<tr>
<th>E. Content Specialty Test(s)</th>
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</table>

| F. To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification. |

**BUSINESS PRINCIPLES 9-12**

<table>
<thead>
<tr>
<th>A. Teaching Specialization</th>
<th>42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 215, 216, and 348 or any approved 300 or 400 level accounting 3-hour elective</td>
<td>9</td>
</tr>
<tr>
<td>Economics 250</td>
<td>3</td>
</tr>
<tr>
<td>Finance 307</td>
<td>3</td>
</tr>
<tr>
<td>Marketing 340</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology 261, 236, 237 and 265</td>
<td>12</td>
</tr>
<tr>
<td>Business Education 305, 325, and 421</td>
<td>9</td>
</tr>
<tr>
<td>Vocational and Technical Education 425</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Professional Education</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction 421, 445, 450, 469, and 470</td>
<td>21</td>
</tr>
<tr>
<td>Educational Foundations 114, 218, 270, 319</td>
<td>9</td>
</tr>
<tr>
<td>Instructional Technology and Library Science 365</td>
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<table>
<thead>
<tr>
<th>D. A second K-12, 5-8, 5-12 Teaching Specialization</th>
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<tr>
<th>E. Pre-Professional Skills Tests (PPST)</th>
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<tr>
<th>F. Content Specialty Test(s)</th>
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</thead>
</table>

| G. To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification. |

**CHEMISTRY 9-12**

<table>
<thead>
<tr>
<th>A. Teaching Specialization</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211 and 212</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry: (choose four hours) 213, 214, 215, 216</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 307, 327, 345, 361, 365, 366</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Professional Education</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction 421, 445, 450, 470, 474</td>
<td>21</td>
</tr>
<tr>
<td>Educational Foundations 114, 218, 270, 319</td>
<td>9</td>
</tr>
<tr>
<td>Instructional Technology and Library Science 365</td>
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</tbody>
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<tr>
<th>C. General Requirements (see page 84)</th>
<th>45</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization</th>
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<table>
<thead>
<tr>
<th>E. Pre-Professional Skills Tests (PPST)</th>
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<tr>
<th>F. Content Specialty Test(s)</th>
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1Requirements may be reduced for those who pass proficiency test.
2Students with high school typewriting and/or shorthand may request to test out of OT 113 (Typing I), OT 114 (Typing II), OT 111 (Shorthand I), and/or OT 126 (Introduction to Word Processing). Check with the Division of Office Technology in the Community College for proficiency test dates.
3Courses in this specialization may also be a part of General Requirement.
 EARLY EDUCATION PK-K

A. Teaching Specialization -Elementary K-8

- Art 113, 340  
- Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446  
- Geography 317  
- Health Education 321  
- History 330, 331  
- Music 242, 342  
- Physical Education 314  
- Science: (choose 12 hours)  
  - Biological Science 104, 105  
  - Physical Science 109, 109L, 110, 110L  
- Social Studies  
  - Social Studies 403  
  - Select 6 hours from the following: Social Studies 104, 105, or 106

B. Teaching Specialization -Early Education, Ages 3-5

- Home Economics 303, 435  
- Speech Pathology and Audiology 418

C. Professional Education

- Curriculum and Instruction 367, 405, 409, 410, 421, 471  
- Educational Foundations 114, 218, 270, 319  
- Instructional Technology and Library Science 365

D. General Requirements (see page 84)

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

ELEMENTARY K-8 (Multi-Subject)

A. Teaching Specialization

- Art 113, 340  
- Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446  
- Geography 317  
- Health Education 321  
- History 330, 331  
- Music 242, 342  
- Physical Education 314  
- Science: (choose 12 hours)  
  - Biological Science 104, 105  
  - Physical Science 109, 109L, 110, 110L  
- Social Studies  
  - Social Studies 403  
  - Select 6 hours from the following: Social Studies 104, 105, or 106

B. Professional Education

- Curriculum and Instruction 367, 405, 409, 421, 471  
- Educational Foundations 114, 218, 270, 319  
- Instructional Technology and Library Science 365

1Courses in this specialization may also be a part of General Requirement.
2Six of these hours are included in the General Requirements.
C. General Requirements (see page 84) ............................................ 45
D. 128 minimum semester hours
E. 45 minimum upper division (300-400) hours
F. Pre-Professional Skills Tests (PPST)
G. Content Specialty Test(s)

ENGLISH/LANGUAGE ARTS 5-8

A. Teaching specialization
   Curriculum and Instruction 303 or ITL 405 3
   English 300, 301, 402, 450 or 451 12
   English-Electives: 405 or 475 3
   English-Electives: 304 or a 300-400 level course in twentieth century literature 3
   Communication Studies 320 and 450 5

B. Professional Education Requirements ........................................ 13-15
   Curriculum and Instruction 401, 403, 445, 452

C. General Requirements (see page 84) ............................................ 45

D. A second K-8, 5-12, 9-12, or K-12 Specialization

E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

ENGLISH/LANGUAGE ARTS 5-12

A. Teaching specialization
   English 300, 301, 325, 402, 405, 420, 475 21
   English: (select three hours) 450, 451 3
   English: (select 12 hours in English at the 300-400 level. One course MUST be at the 400 level) 12
   Select 3 hours from English 305 or 313
   Select 3 hours from English 304, 315, 320 or 329
   Select one 400 level course, preferably a period course; and
   3 hours elective

B. Professional Education .................................................... 37
   Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 477 27
   Educational Foundations 114, 218, 270, 319 9
   Instructional Technology and Library Science 365 1

C. General Requirements (see page 84) ............................................ 45

D. A second 5-8, 5-12, K-12, or 9-12 Specialization

E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

FRENCH 5-8

A. Teaching Specialization
   French 101, 102, 203, 204 12
   French Conversation 310 or 311 3
   French Civilization 405 or 406 3

B. Professional Education .................................................... 13-15

1. This specialization may not be combined with English/Language Arts 5-12.
2. Courses in the specialization may also be a part of the General Requirements.
3. This specialization may not be combined with French 5-12.
4. Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign languages are elected as specializations, the minimum requirements for the second language and shall be 24 semester hours.

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Curriculum and Instruction 401, 403, 445, 452

C. General Requirements (see page 84) ............................................... 45

D. A specialization for Elementary Education K-8, 5-12, 9-12, or K-12

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

FRENCH 5-12

A. Teaching Specialization

1. French 101, 102, 203, 204 12
2. French Laboratory Techniques 314 3
3. French Conversation 310 or 311 3
4. French Grammar and Composition 315 or 316 3
5. French Civilization 405 or 406 (with consent of instructor) 3
6. French Literature (select three hours with consent of advisor) 3
7. French Elective (select three hours with consent of advisor) 3

B. Professional Education

Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470 and 478 27
Educational Foundation 114, 218, 270, 319 9
Instructional Technology & Library Science 365 1

C. General Requirements (see page 84) ............................................... 45

D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

GENERAL SCIENCE 5-8

A. Specialization Requirements

1. Biological Science 120, 121, 320 12
2. Geology 200 and 210L 4
3. Physical Science 109 and 109L 4
4. Physical Science 110 and 110L 4
5. Physical Science 400 and 400L 4

B. Professional Education

Curriculum and Instruction 401, 403, 445, 452 13-15

C. General Requirements (see page 84) ............................................... 45

D. A second Specialization for K-8, 5-12, 9-12, or K-12

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

GENERAL SCIENCE 5-12

A. Teaching Specialization

1. Biological Science 120, 121, 320 12
2. Chemistry 203, 204 and two labs from Chemistry 213, 214, 215 or 216 10
3. Geology 200, 210L 4
4. Physical Science 400, 400L 4
5. Physics 201-202, 203-204 8

1 Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign languages are elected as specializations, the minimum requirements for the second language shall be 24 semester hours.
2 This Specialization may not be combined with General Science 5-8.
3 Courses in the Specialization may also be a part of the General Requirements.
B. Professional Education .......................................................... 37
  Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 474 27
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology and Library Science 365 1
C. General Requirements (see page 84) ............................................... 45

D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

HEALTH EDUCATION 5-12

A. Teaching Specialization ......................................................... 30
  Health Education 220, 221, 222, 321, 325, 426 18
  Physical Education 201, 345 6
  Safety Education 235 3
  Home Economics 210 3
B. Professional Education .......................................................... 37
  Curriculum and Instruction 401, 403, 405, 421, 428, 445,
  450, 452, 470 27
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology and Library Science 365 1
C. General Requirements (see page 84) ............................................... 45

D. A second K-12, 5-12, 9-12, or 5-8 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

HOME ECONOMICS 5-12

1This specialization may not be combined with Home Economics S-12.
2Courses in this category MAY NOT be completed under the credit/non-credit option.

A. Teaching Specialization ......................................................... 28
  Home Economics 110B, 112 or 213, 210, 212B, 303, 306B, 314B,
  351B, 354B, 358, 406B, 415, 444B 3
B. Professional Education Requirements* ............................................. 12
  Curriculum and Instruction 401, 403 and Student Teaching
C. General Requirements (see page 84) ............................................... 48-49

D. Completion of a second K-8, 5-12, 9-12, or K-12 Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

HOME ECONOMICS COMPREHENSIVE 5-12

A. Teaching Specialization ......................................................... 47
  Home Economics 110, 203, 210, 212, 213, 303, 314,
  351, 354, 358, 415, 416, 420, 427, 444 44
  Home Economics Electives: (select three hours from upper division
  courses) 3
B. Professional Education .......................................................... 42
  Curriculum and Instruction 401, 403, 421, 445, 470 12
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology and Library Science 365 1
  Home Economics 201, 305, 306, 406, 450 20
C. General Requirements (see page 84) ............................................... 48-49

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**HOME ECONOMICS OCCUPATIONAL 9-12**

**A. Teaching Specialization**

**Option A — Childcare Services** ................................................... 27
- Home Economics 210, 303, 415, 416, 435 15
- Art 113 3
- Theatre 225 3
- Physical Education 260 3
- Management 360 3

**Option B — Food Services** ................................................... 24
- Home Economics 110, 203, 210, 402, 405, 407, 413 21
- Management 360 3

**B. Professional Education** ..................................................... 38
- Curriculum and Instruction 421, 445, 450 6-10
- Educational Foundations 114, 218, 270, 319 9
- Instructional Technology and Library Science 365 1

**C. General Requirements (see page 84)** ........................................ 45

**D. A second 5-8, 5-12, 9-12, or K-12 specialization**

**E. Pre-Professional Skills Tests (PPST)**

**F. Content Specialty Test(s)**

**G. 1500-2000 hours of related work experience. Consult Home Economics Work Experience Coordinator for specific requirements.**

**JOURNALISM 9-12**

**A. Teaching Specialization** ..................................................... 33
- Journalism 150, 201, 202, 241, 302, 360, 402, 404, 428, 440 30
- Journalism Elective (select three hours from any other Journalism courses)

**B. Professional Education** ..................................................... 31
- Curriculum and Instruction 421, 445, 450, 470, and Methods 21
- Educational Foundations 114, 218, 270, 319 9
- Instructional Technology and Library Science 365 1

**C. General Requirements (see page 84)** ........................................ 45

**D. A second 5-12 or K-12 Teaching Specialization (Excluding School Library Media & Safety)**

**E. Pre-Professional Skills Tests (PPST)**

**F. Content Specialty Test(s)**

**LATIN 9-12**

**A. Teaching Specialization** ..................................................... 33
- Classical Studies 436 3
- Latin 101, 102, 203, 204, 240 15
- Latin Electives: (select 15 hours with approval of advisor) 15

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1. Choose one option for completion of this endorsement.
2. In the Food Services Option, students must complete Chemistry 203, 204, and 215 or 216.
3. HEC 450 will be taken for 6 credits rather than 12 when the specializations combined with a specialization other than home economics that required CI 450.
4. Methods course must be completed in the 5-12 or K-12 specialization which must accompany Journalism.
5. Latin requirements may be reduced if a student is given advanced placement for high school courses covering equivalent content. If two foreign languages are selected as specializations, the minimum requirements for the second language shall be 24 hours.

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B. Professional Education .......................................................... 37
   Curriculum and Instruction 421, 445, 450, 470, 478  27
   Educational Foundations 114, 218, 270, 319     9
   Instructional Technology and Library Science 365   1
C. General Requirements (see page 84) .............................................. 45
D. A second 5-8, 5-12 or K-12 Teaching Specialization
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

MARKETING EDUCATION COMPREHENSIVE 9-12

A. Teaching Specialization ......................................................... 45
   Accounting 215                                               3
   Marketing Education 205, 301                                  6
   Economics 250, 253                                            6
   Management 320, 360, 424                                      9
   Marketing 231, 340, 341, 344                                 12
   Communication Studies 207                                     3
   Vocational Technical Education 422, 425                      6
B. Professional Education ........................................................ 31
   Curriculum and Instruction 421, 445, 450, 470                  18
   Educational Foundations 114, 218, 270, 319                    9
   Marketing Education 405                                       3
   Instructional Technology and Library Science 365              1
C. General Requirements (see page 84) ........................................... 45
D. Pre-Professional Skills Tests (PPST)
E. Content Specialty Test(s)
F. Program requires 2,000 hours of verified work experience in the marketing or service occupations. Wage-earning experience shall be in businesses that (1) sell goods at retail, (2) services at retail, including financial and transportation services, and (3) wholesale.

MATHEMATICS 5-8¹

A. Teaching Specialization² ...................................................... 21
   Mathematics (MTH) 130, 140, 225, 330, 400, 401
   Mathematics (MAT) 115
B. Professional Education ....................................................... 13-15
   Curriculum and Instruction 401, 403, 445, 452
C. General Requirements (see page 84) ........................................ 45
D. A second K-8, 5-12, 9-12, or K-12 Teaching Specialization
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

MATHEMATICS 5-12³

A. Teaching specialization⁴ ......................................................... 34-35
   Mathematics 131, 230, 231, 330, 443, 445, 448, 449, 450  31
   Mathematics Electives: (select three or four hours from Math courses at 300 or 400 level) 3.4
B. Professional Education ......................................................... 37

¹This Specialization may not be combined with Mathematics 5-12.
²Semester hours may be reduced if a student receives advanced standing for required content.
³This Specialization may not be combined with Mathematics 5-8.
⁴Semester hours may be reduced if a student receives advanced standing for required content.
Mentally Impaired K-12

A. Teaching Specialization — Elementary

Art 113, 340
Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446
Geography 317
Health Education 321
History 330, 331
Music 242, 342
Physical Education 314
Science: (select 12 hours from the following)
  Biological Science 104, 105
  Physical Science 109, 109L, 110, 110L
Social Studies
  Social Studies 403
Select 6 hours from the following: Social Studies 104, 105, or 106

B. Teaching Specialization — Mental Retardation K-12

Curriculum and Instruction 320, 433, 435, 439, 453
Music 115, 116, 121, 215, 216, 301, 315, 415, 422, 423, 425
Music Electives: (select two hours from the following)
  320 or 321
Music Electives: (select three hours from the following)
  261, 262, 263, 264

C. Professional Education

Curriculum and Instruction 367, 403, 405, 409, 421, 450
Instructional Technology and Library Science 365

D. General Requirements (see page 84)

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

Music K-12

A. Teaching Specialization

Applied Music Major
Applied Music Minor
Music Major Ensemble
Music 115, 116, 121, 215, 216, 301, 315, 415, 422, 423, 425
Music Electives: (select two hours from the following)
  320 or 321
Music Electives: (select three hours from the following)
  261, 262, 263, 264

B. Professional Education

Curriculum and Instruction 403, 405, 409, 421, 450
Curriculum and Instruction 445, 472

---

1This program is an endorsement to Elementary Education. The graduate will be prepared for teaching Elementary K-8 and the Mentally Retarded K-12.
2Courses in this Specialization may also be a part of General Requirements.
3Six hours of Science are included in General Requirements.
4These six hours are also included in General Requirements.
5Students who complete instrumental major and minor are required to complete Music 312-313 as part of minor requirements. Other specific requirements for applied minor areas must comply with current regulations as published by the Department of Music.
C. General Requirements (see page 84).............................................. 43
D. Pre-Professional Skills Tests (PPST)
E. Content Specialty Test(s)

ORAL COMMUNICATION 5-8 (COMMUNICATION STUDIES)

A. Teaching Specialization ......................................................... 18
   Speech 202, 240, 300, 345, 450 15
   Theatre 225 3
B. Professional Education ........................................................ 13-15
   Curriculum and Instruction 401, 403, 445, 452
C. General Requirements (see page 84).............................................. 45
D. A specialization for Elementary Education K-8, 5-12, 9-12, or K-12
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

ORAL COMMUNICATION 5-12 (COMMUNICATION STUDIES)

A. Teaching Specialization ......................................................... 33
   Journalism 230 9
   Communication Studies 202, 240, 300, 310, 320, 345, 450 24
   Theatre 150, 151, 222, and 437 9
B. Professional Education ........................................................ 37
   Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 476 27
   Educational Foundations 114, 218, 270, 319 9
   Instructional Technology and Library Science 365 1
C. General Requirements: (see page 84).............................................. 45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)
G. Oral Communication specialists must pass the voice and articulation screening test. Those who must receive therapy at the Speech Clinic will not receive academic credit for clinic participation. Specialists are also required to participate in cocurricular activities before their senior year. Activities and hours of participation will be recorded by the Communication Studies Department.

PHYSICAL EDUCATION K-12

A. Teaching Specialization ......................................................... 52-55
   Health Education 222 3
   Physical Education 118, 201, 211, 218, 260, 310, 311, 314, 321,
   345, 350, 365, 369, 410, 435 41
   Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics.) (See letter H)
   Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter H)
B. Professional Education ........................................................ 37
   Curriculum and Instruction 403, 405, 409, 421, 445, 450, 470, 473 27

1 Students in Music K-12 are not required to complete Music 142 (2 hours).
2 This Specialization may not be combined with Oral Communication 5-12.
3 Courses in this specialization may also be a part of General Requirements.

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H. Motor Skills Requirement. Skill competency may be completed by receiving an A or B in both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor tests with an A or B. This requirement must be completed prior to enrolling in CI 473.

1. A competency test can be completed in one of two ways:
   a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.
   b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed the competency is fulfilled.

NOTE: Once the cognitive test has been passed the student will not repeat that portion of the competency test a second time, although the student fails the psychomotor test.

2. The motor skills which can be used to fulfill these competencies have been divided into three areas:
   a. Dance: Two beginning skills are required.
   b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.
   c. Team Sports: One beginning skill and one intermediate skill are required.

NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.

4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.

PHYSICAL EDUCATION 5-12

A. Teaching Specialization

Health Education 222
Physical Education 118, 201, 211, 218, 310, 311, 321, 345, 365, 369, 410, 435

1Courses in this specialization may also be a part of General Requirements.

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Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics. See section H.)

Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See section H)

B. Professional Education .......................................................... 37
   Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 473  27
   Educational Foundations 114, 218, 270, 319  9
   Instructional Technology & Library Science 365  1

C. General Requirements (see page 84) ........................................ 45

D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialization Test(s)

G. Must complete 4 intramural activities per year.

H. Motor Skills Requirement. Skill competency may be completed by receiving an A or B in both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor test. This requirement must be completed prior to enrolling in CI 473.

1. A competency test can be completed in one of two ways:
   a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.
   b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed, the competency is fulfilled.

   NOTE: Once the cognitive test has been passed the student will not repeat the portion of the competency test a second time, although the student fails the psychomotor test.

2. The motor skills which can be used to fulfill these competencies have been divided into three areas:
   a. Dance: Two beginning skills are required.
   b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.
   c. Team Sports: One beginning skill and one intermediate skill are required.

   NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.

4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.

PHYSICAL EDUCATION – ATHLETIC TRAINING 5-12
(Second Major Only)

A. Teaching Specialization .......................................................... 46
Health Education 220, 222 ............................. 6
Physical Education 201, 202, 215, 321, 345, 348, 422, 435, 476, 479, 490 ............................. 31
Physical Education 375 or 478 ............................. 3
Home Economics 210 ............................. 3

B. Professional Education .......................................................... 37
Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, and a methods course (in second field)
EDF 114, 218, 270, 319, ITL 365
C. General Requirements (see page 84) ............................................... 45
D. A second 5-12, 9-12, K-8, or K-12 Teaching Specialization
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)
G. 800 hours of practical experience under the supervision of a certified athletic trainer.
H. Admission to Athletic Training (GPA 2.5)

PHYSICALLY HANDICAPPED K-12

A. Teaching Specialization —Elementary K-8 ............................. 76
Art 113, 340 ............................. 6
Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 343, 370, 445, 446 ............................. 29
Geography 317 ............................. 3
Health Education 321 ............................. 3
History 330, 331 ............................. 6
Music 242, 342 ............................. 5
Physical Education 314 ............................. 3
Science: (select 12 hours from the following) ............................. 12
Biological Science 104, 105 or
Physical Science 109, 109L, 110, 110L
Social Studies ............................. 9
Social Studies 403
Select 6 hours from the following: SOS 104, 105, or 106
B. Teaching Specialization —Physically Handicapped K-12 ............................. 18
Curriculum and Instruction 320, 429, 431, 432, 435, 439
C. Professional Education .......................................................... 31
Curriculum and Instruction 367, 405, 409, 420, 434, 471 ............................. 21
Educational Foundations 114, 218, 270, 319 ............................. 9
Instructional Technology and Library Science 365 ............................. 1
D. General Requirements (see page 84) ............................................... 45
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

PHYSICS 9-12

A. Teaching Specialization ............................. 35
Physics 201, 202, 203, 204, 320, 421 ............................. 13
Physics Electives: (Select 13 hours from the following) ............................. 13
304, 308, 314, 405, 415, 450
Physical Science 400, 400L ............................. 4
Chemistry 211, 213 ............................. 5

1This program is an endorsement to Elementary Education. The graduate will be prepared to teach Elementary K-8 and the Physically Handicapped K-12.
2Courses in this specialization may also be a part of General Requirements.
3Eight hours of Science are included in General Requirements.
B. Professional Education .......................................................... 31
  Curriculum and Instruction 421, 445, 450, 470, 474 21
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology & Library Science 365 1
C. General Requirements (see page 84) ............................................... 45

D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

SAFETY 9-12

A. Teaching specialization .......................................................... 19
  Safety Education 235, 385, 450, 400, 410 15
  Health Education 222, 223 4
B. Professional Education .......................................................... 31
  Curriculum and Instruction 421, 445, 450, 470, and Methods 21
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology and Library Science 365 1
C. General Requirements (see page 84) ............................................... 45

D. A second 5-12 or K-12 Teaching Specialization (excluding Journalism
   and School Library-Media)
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

SCHOOL LIBRARY —MEDIA K-12

A. Teaching specialization .......................................................... 24
  Instructional Technology & Library Science 315, 320, 404, 405, 410, 425,
   465, 466
B. Professional Education .......................................................... 37
  Curriculum and Instruction 403, 409, 421, 445, and Methods 15
  Curriculum and Instruction 405 or 450 8-9
  Educational Foundations 114, 218, 270, 319 9
  Instructional Technology & Library Science 365, 450 5-7
C. General Requirements (see page 84) ............................................... 45

D. A second K-8, 5-12, 9-12, or K-12 Teaching Specialization
   (excluding Journalism and Safety)
E. Pre-Professional Skills Tests (PPST)
F. Content Specialty Test(s)

SOCIAL STUDIES 5-8

A. Teaching Specialization1 ..................................................... 33-34
  Geography (select 6-7 hours from the following)
    100, 101, 206, 317, 418 6-7
  History 330, 331 6
  Political Science 104 3
  Social Studies: (select six hours from the following)
    104, 105, or 106 6
    Social Studies 207, 208, 403, 404 12
B. Professional Education .......................................................... 13-15

1Courses in this Specialization may also be a part of General Requirements.
2This specialization may not be combined with Social Studies 5-12.
SOCIAL STUDIES COMPREHENSIVE 5-12

<table>
<thead>
<tr>
<th>Teaching Specialization</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 201</td>
<td>3</td>
</tr>
<tr>
<td>Economics 250, 253, 342, 408</td>
<td>12</td>
</tr>
<tr>
<td>Geography: (Select six hours from the following) 100, 203, 317</td>
<td>6</td>
</tr>
<tr>
<td>World History: (Select three hours from the following) 376, 377, 429, 430</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies: 104, 105, 106, 207, 208, 403, 404</td>
<td>21</td>
</tr>
<tr>
<td>Political Science 104, 233, 440</td>
<td>9</td>
</tr>
<tr>
<td>History 330, 331</td>
<td>6</td>
</tr>
<tr>
<td>History: (select three hours from the following) 250, 316, 317, 321, 322, 333, 402, 432, 433</td>
<td>3</td>
</tr>
</tbody>
</table>

B. Professional Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction 401, 403, 421, 445, 450, 452, 467, 470</td>
<td>27</td>
</tr>
<tr>
<td>Educational Foundations 114, 218, 270, 319</td>
<td>9</td>
</tr>
<tr>
<td>Instructional Technology &amp; Library Science 365</td>
<td>1</td>
</tr>
</tbody>
</table>

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Spanish Elective (select three hours with consent of advisor) 3

B. Professional Education .......................................................... 37
   Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 478 27
   Educational Foundations 114, 218, 270, 319 9
   Instructional Technology & Library Science 365 1

C. General Requirements (see page 84) ......................................... 45

D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization

E. Pre-Professional Skills Tests (PPST)

F. Content Specialty Test(s)

SPEECH/LANGUAGE PATHOLOGY K-12

A. Undergraduate Specialization Requirements ................................ 45
   Communication Disorders 241, 325, 420, 422, 424, 425, 426,
   427, 429, 439, 460, 463,468, 472

B. Undergraduate electives approved by advisor ............................ 25

C. Professional Education .......................................................... 13
   Curriculum and Instruction 421 3
   Educational Foundations 114 & 319; Psychology 311 9
   Instructional Technology and Library Science 365 1

D. General Requirements (see page 84) ......................................... 45

E. Pre-Professional Skills Test (PPST)

F. Graduate Record Exam - Required for admission to the Master's program.

G. Graduate specialization requirements
   Communication Disorders 601, 620, 621, 622, 623, 624, 625, 628, 629, 660, 670, 671

H. Content Specialization Test after admission to candidacy.

I. The Speech/Language Pathology specialty area test of the National Teacher's Examination (For
   Master's Degree only)

HUMAN SERVICES PROGRAMS

The College of Education offers the following programs for preparation in the human services
professions.

   Adult Fitness
   Athletic Training
   Counseling and Rehabilitation
   Dietetics Plan V
   Fashion Merchandising
   Food Service Management
   Park Resources and Leisure Services
   Safety Technology
   Sports Communication
   Sports Management and Marketing

GENERAL REQUIREMENTS

A. Fine Arts .................................................................................. 34
   Fashion Merchandising : ART 112 and THE 112 or MUS 142 4
   Fine Arts 101 (other majors) 3

B. English Composition .............................................................. 12
   ENG 101 and 102, or 201H 6

---

1 This program has two divisions: When a student completes the undergraduate program (requirements A, B, C, and D) and a minimum of 128 undergraduate hours, a baccalaureate in Speech Pathology and Audiology will be awarded. This is a pre-professional, non-certification degree. To be certified as a Speech/Language Pathologist a student must complete a Master's Degree in Speech/Language Pathology. Upon completion of the Master's degree program in Speech/Language Pathology and successful completion of the West Virginia Content Specialization Test, the student is eligible for certification by the State of West Virginia as a Speech/Language Pathologist.
2 A student may not count more than six semester hours of practicum experience in meeting the minimum requirements for certification.
3 A student must have completed the four-year portion of the program and be admitted to graduate school prior to enrolling in these courses.
4 Courses in this category MAY NOT be completed under the credit/non-credit option.
5 This is an accelerated course for freshmen selected on the basis of ACT scores.
### English Literature (Select 6 hours from the following)
- At least 3 hours MUST come from ENG 300, 301, 450 or 451
- 3 hours may come from ENG 304, 305, 306, 307, 308, 310, 311, 313, 315, 320, 325, 329, 331, 340, 360

### Mathematics (Select 3 hours from the following)
- MTH 110 or 120
- Dietetic and Food Service Management majors must take MTH 120

### Computer Science
- CI 102 or CIS 101
- Dietetics and Food Service Management majors must take CIS 101

### Physical Education (Select 2 hours from any physical education activities courses)

### Science
- Dietetic majors must take CHM 211, 212, 213 and 214
- Fashion Merchandising majors must take CHM 203, 204, and CHM 215 or 216.
- Food Service Management majors must take CHM 203 and 204 or 211 and 212 and 4 hours from the following: CHM 213, 214, 215
- BSC 104 and/or 105; 120 and/or 121 (for Science majors)
- CHM 203 or 204 or 211 or 212 and
- CHM 213 or 214 or 215 or 216
- GEO 101
- GLY 110 and 210L or 200 and 210L
- PHY 201 and 202 or PHY 203 and 204
- PS 109 and 109L or PS 110 and 110L

### Social Sciences
- Dietetic majors take PSY 201 and PSC 104
- Food Service Management majors take PSY 201 and ECN 241
- SOS 207, SOS 208
- Park and Resources and Leisure Services majors take PSY 201 and PSC 104
- Select 6 hours from SOS 104, 105, or 106 (all students)

### Communication Studies (3 hours required)

### Total General Requirements

### Other Requirements
- A. 128 Minimum Semester Hours
- B. 45 Upper Division Hours
- C. See catalog for specific program requirements.
- D. Athletic trainers planning to teach in public schools must take the Pre-Professional Skills Tests (PPST) and Content Specialization or NATA certification tests.

### ATHLETIC TRAINING INTERDISCIPLINARY

The Physical Education area of the division of Health, Physical Education and Recreation, located in the College of Education, offers a comprehensive interdisciplinary non-teaching option in physical education which affords students the possibility for emphasis in athletic training, leading to the Bachelor of Arts degree and the issuance of a Professional Service Certificate to serve as a Certified Athletic Trainer in the public schools. This program is accredited by the National Athletic Trainers Association.

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1. This is an accelerated course for freshmen selected on the basis of ACT scores.
2. This is a beginning course open to juniors and seniors who have not had Speech 103 or by permission of the chairman of the Speech Department.
# A. General Requirements (see page 102)

# B. Professional Core

1. **Applied Core (9 hours)**
   - Physical Education 118, 218, 410

2. **Cognate Core (27 hours)**
   - Health Education 220, 221 and 222
   - Physical Education 201, 202, 321, 345, 435, and 476

3. **Activity Courses (2 hours general studies)**
   - Physical Education 115 and 127

4. **Athletic Training (29 hours)**
   - Home Economics 210
   - Physical Education 215, 348, 385, 422, 479, and 490
   - Biological Science 228

5. **Professional Education (9 hours)**
   - Educational Foundations 114, 218, and 319

C. Electives — Restricted electives approved by advisor

D. Pre-Professional Skills Tests (PPST) prior to admission

E. Content Specialization Test(s) or NATA Certification Test

F. 800 hours of practical experience under the supervision of a certified athletic trainer.

G. Admission to Athletic Training (GPA 2.5)

1. Enrollment in the College of Education.
2. Sophomore standing. Transfer students must be enrolled as full-time students.
3. Grade Point Requirements.
   a. 2.5 GPA overall and on all course work completed at Marshall.
   b. 2.5 GPA in professional education.
   c. 2.5 GPA in athletic training courses.
4. A grade of C or better in English 101, 102, and Speech 103 or 305.
5. A grade of C or better in Ed.F. 218, HE 222, PE 201, and PE 215.
6. Three letters of recommendation including one from a member of the Marshall University faculty.
7. Submission of an application and resume by November 1.
8. Interview by, and recommendation from, the Athletic Training Admissions Committee.
9. Take and pass the PPST.

H. Graduation Requirements for Athletic Training

1. A 2.5 GPA overall and on all course work at Marshall.
2. A 2.5 GPA overall in professional education with all course grades of "C" or better.
3. A 2.5 GPA in athletic training courses with grades of "C" or better.
4. Completion of PE 490 with a grade of "B" or better.
5. Completion of a minimum of 900 clinical hours under the supervision of an approved certified athletic trainer. The clinic hours must include four semesters of at least 200 hours each and one semester of public school experience.

# ADULT FITNESS INTERDISCIPLINARY

A. General Requirements (see page 102)

B. Professional Core

1. **Applied Core (15 hours)**
   - Physical Education 118, 218, 410
   - Psychology 201 and 440

2. **Cognate Core (24 hours)**

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PHYSICAL EDUCATION

The Physical Education Program of the Division of Health, Physical Education, and Recreation, located in the College of Education offers comprehensive interdisciplinary human services options in physical education which affords students the possibility for emphasis in sports communication, sports management and marketing, leading to a Bachelor of Arts degree.

A. General Requirements (see page 102) .............................................. 45
B. Professional Core ............................................................ 47-48
  1. Applied Core (15 hours)
     Physical Education 118, 218, 410 9
     Journalism 330 3
     Management 320 3
     Psychology 201, 204 6
  2. Cognate Core (20-21 hours from the following)
     Finance 307 3
     Health Education 222 3
     Physical Education 201, 202, 215, 321, 345, 416 15
     Physical Education 369, 426, 427, 428, 429, 432, 433, 436, 437, 476 2
  3. Physical Education Activity Courses (8 hours)
     Physical Education 115, 125, 132, 140, 141, 142, 403 8
     Physical Education 124, 155, 156, 160, 170, 260, 404 8
C. Sports Communication Option .................................................. 36
   Journalism 201, 212, 240, 241, 308, 335, 402, 433, 440 28
   Physical Education 490 8
   Electives to be taken from the following courses: 8
   Sociology 270, 272, 273, 331, 332, 433
   Sociology 350, 351 8
D. Sports Management and Marketing Option ....................................... 36
   Accounting 215, 216 8
   Economics 250, 253 8

[1] Required for Sports Communication Option
[2] Students interested in Manual Communication should elect to take these courses as electives under the Sports Communication Option.
COUNSELING AND REHABILITATION

The Counseling and Rehabilitation program leads to a Bachelor of Arts Degree and prepares the student for (1) pre-professional work in community agencies, residential counseling, and other human service areas or (2) for additional study and advanced professional degrees in Counseling and Rehabilitation or related fields. This program does not qualify an individual for public school specialization or teaching.

A. General Requirements (see page 102) .............................................. 45
B. Academic Core (All C&R majors are required to take these courses) ................ 33
   Counseling and Rehabilitation 306, 320, 406, 415, 425, 430, 440, 446, 448
   Psychology 201, 311
C. Applied Core (All C&R majors are required to take these courses) .................. 24
   Counseling and Rehabilitation 370, 433, 435, 449, 470, 490
D. Restricted Electives (choose any five) .............................................. 15
   Counseling and Rehabilitation 428, 455, 456, 457, 458, 473, 474
   475, 476, 477, 498
E. General Electives ............................................................... 12
   (Advisor approval from these recommended below to meet 128 hour minimum graduation requirements)
   Anthropology 405, 427, 437, 453, 455
   Communication Studies 300, 315, 322, 345, 406
   Counseling and Rehabilitation 445, 454, 473, 474, 498
   Criminal Justice 231, 331, 425, 431, 432
   Curriculum and Instruction 320, 421, 422, 424, 429, 433
   Educational Foundations 435
   Instructional Technology and Library Science 365
   Home Economics 210, 358, 427
   Psychology 204, 223, 302, 312, 360, 406, 408, 440
   Speech 202, 307, 406
   Sociology 200, 302, 310, 311, 320, 325, 330, 335, 342, 400, 408, 412, 413, 423, 428, 433
   Social Work 205, 316, 429
F. Procedures for admission to the major
   1. Students who wish to become Counseling and Rehabilitation majors should enroll in Counseling and Rehabilitation 306 and 370. (Admission as a major requires a grade of "B" or higher in these two courses.)
   2. While enrolled in the above two courses, individuals interested in being considered as majors should submit to the department all of the following:
      a. Application for admission to Counseling and Rehabilitation.
      b. A transcript (official or unofficial) of college grades.
   3. Applications must be submitted to the department prior to the established deadline for consideration.
   4. Recommendations from the instructors in CR 306 and 370 will be considered in granting admission.
   5. Recommendations from the Admissions Committee will be a major factor in granting admission.
   6. Students who have not completed all of the requirements for admission to the major cannot enroll in CR 449 or CR 490.
7. Student must demonstrate emotional and behavioral stability.
8. Student must demonstrate ethical behavior consistent with discipline.
9. The student must have a 2.5 GPA both overall and in the major for graduation.

G. A minor may be earned by the completion of 12 semester hours in a given field of study. Courses must be in addition to those which meet the general studies requirement. Six of the twelve hours must be in upper division courses.

**DIETETICS**

The Home Economics Program offers an option to students who are interested in dietetics. The Dietetics Program leads to a Bachelor of Science degree and prepares students for work in clinical nutrition, food service, and community health. To qualify for registration the student must complete the following approved Plan V Program. In addition, clinical experience must be obtained through an accredited internship or an approved preprofessional practice program (AP4).

A. General Requirements (see page 102) .............................................. 48
B. Supporting Courses
   - Science
     - Chemistry 327, 365  6
     - Biological Science 227, 228  8
     - Biological Science 302 or Biological Science 250  4
   - Social Science
     - Sociology 200, Economics 250  6
     - Management 320, 424  6
C. Professional Courses
D. Recommended Electives - Select 17 hours  17
   - Physical Education 345, Sociology 452 or Counseling 456,
     Sociology 412, Counseling 261, Educational Media 466,
     Home Economics 259, Political Science 202
E. Admission to major
   1. Complete at least 45 hours of course work with an overall grade point average of 2.5 or higher.
   2. Earn at least a "B" in HEC 110, 210 and 203.
   3. Complete CHM 211, 212, 213, and 214.
   4. Submit one copy of the Application Form for Admissions to the Dietetics Program to the advisor and one copy to the College of Education by February 15 or July 15 (the date closest to the completion of the requirements).
      Admission forms are available from the advisor.
F. American Dietetics Association Plan V Verification Statement:
   If a student wishes to apply for dietetic internships or an AP4, an overall grade point average of 2.8 or higher and a grade of "B" or higher in all Home Economics courses attempted is required.

**FASHION MERCHANDISING**

The Department of Home Economics offers an option to students who are interested in fashion retailing. This option leads to a BA degree with a support area in Marketing which prepares the students for positions in entry- and mid-level management in fashion retail stores.

A. General Requirements (see page 102) .............................................. 44-48
B. Home Economics Core Requirements ............................................. 15
   - Home Economics 210, 212A, 354A, 415, 444
C. Home Economics Professional Core ........................................ ....... 32
     459, 490
D. Cognate Core .................................................................................. 27
FOOD SERVICE MANAGEMENT

A specialized option available to Home economics majors is Food Service Management. This option leads to a B.A. degree with a minor in Business. Graduates of this program would be highly employable in the evergrowing job market of food service, including entry level food and beverage management in hotels, restaurants and resorts, consultant with food company, institutional food service management, entrepreneurship, etc.

A. General Requirements (see page 102) ........................................... 48-49

B. Food Service Management Requirements .......................................... 61

- Home Economics 110, 201, 203, 210, 259, 402, 405, 407, 413, 471
- Biological Science 302
- Management 318, 320, 424, 425
- Mathematics 190
- Accounting 215, 216
- Finance 323

C. Electives .................................................................... 18-19

PARK RESOURCES AND LEISURE SERVICES

This is a non-teaching interdisciplinary program in Park Resources and Leisure Services leading to the Bachelor of Science degree. The program is accredited by the National Recreation and Park Association and the American Alliance of Leisure and Recreation. The Park Resources and Leisure Services curriculum is a generalist program; however, students who wish to follow a more specialized program may select a recommended series of courses which are designed to prepare graduates for entry level employment in one or more of the following park and recreation employment categories:

1) Parks and Conservation - Prepares graduates for employment in federal, state, local and commercial organizations whose responsibilities include the planning and management of natural resources for recreational use by the American people. Employment opportunities include national, state, and regional parks; national forests; Corps of Engineers’ projects; outdoor education and environmental centers; commercial parks, zoological and botanical parks, and others.

2) Leisure Services (Public Recreation) - This specialization area prepares graduates for employment with organizations whose principal mission is the delivery of recreation programs and services. These organizations include public recreation departments, youth-serving organizations, commercial and industrial agencies, and social-serving agencies.

3) Therapeutic Recreation - Graduates having specialization courses in this area may seek employment with organizations whose responsibility includes the delivery of recreation programs and services to the ill, handicapped, elderly, and disadvantaged. These organizations include institutions for the mentally, physically, visually, and hearing impaired as well as social-service agencies and institutions for the elderly.

A. General Requirements (see page 102) ........................................... 45

B. Professional Preparation Requirements ............................................ 54

(All Park Resources and Leisure Services Majors are required to take these courses)

1. Park and Recreation Courses
   - Park Resources and Leisure Services 101, 120, 210, 230, 270, 301, 310, 401, 410, 490

2. Interdisciplinary Courses
   - Health Education 222
   - Management 320

110/College of Education
SAFETY TECHNOLOGY

The Bachelor of Science degree in Safety Technology offers students the option of preparing for entry level positions in Industry, Governmental agencies, and related Service Industries. The need for Safety Professionals has expanded due to Federal and State Legislation governing Safety and Health in the workplace and an increase in public awareness of Safety and Health factors. The program follows the recommendations of the American Society of Safety Engineers for preparation of Safety Professionals. The non-teaching program allows students to prepare for professional safety positions in either of the two optional emphasis: (1) Mining, (2) Occupational Safety.

Students will be admitted to the program at the end of their sophomore year (60 hours of acceptable credit). The GPA and graduation requirements will conform to the standards set by the College of Education. Each student in the program will be expected to maintain a 2.5 GPA after full admission into the program. An internship offered in cooperation with local industry and governmental agencies will be required as part of the regular course of study.

A. General Requirements (see page 102) ........................................... 44-48
B. Basic Studies ........................................... 43

- Computer and Information Sciences 101 3
- Mathematics 130 3
- Mathematics 140 3
- Physics 200/200L 4
- General Engineering 107 2
- General Engineering 221 3
- Chemistry 211/214 and Chemistry 212/215 10
- Health Education 222 3
- Educational Foundations 417 3
- Psychology 418 3
- Finance 225 3
- Finance 329 3

\[1\] Included as part of General Studies.
C. Professional Safety Core
- Safety Education 235 3
- Safety Education 354 3
- Safety Education 372 3
- Safety Education 378 3
- Safety Education 465 3
- Safety Education 475 3
- Safety Education 490 3
- Safety Education 499 3

D. Occupational Safety or Mining Safety Option
- Occupational Safety Option (select 9 hours)
  - Safety Education 373 3
  - Safety Education 375 3
  - Safety Education 376 3
  - Safety Education 451 3
  - Safety Education 480-483 3
  - Safety Education 485-488 3
  - Safety Education 489 3
  - Safety Education 491-494 1.4
  - Safety Education 495-495H 1.4
  - Safety Education 498 3

- Mining Safety Option (select 9 hours)
  - Mine Safety 410 3
  - Mine Safety 411 3
  - Mine Safety 412 3
  - Mine Safety 413 3
  - Mine Safety 414 3
  - Mine Safety 480-483 1.4
  - Mine Safety 485-488 1.4
  - Mine Safety 490 1.6
  - Mine Safety 491-494 1.4
  - Mine Safety 495-496H 1.4

E. Electives
- 4-8
College of Fine Arts

In April 1984, the West Virginia Board of Regents formally approved the establishment of the College of Fine Arts at Marshall University, effective with the beginning of the fall semester 1984. The College includes the academic departments of Art, Music, and Theatre/Dance, and the units of the Marshall Artists Series, the Institute for the Arts, and the Office of Auditoria Management.

MISSION OF THE COLLEGE

The fine arts are aesthetic responses to human nature and experience. They celebrate the best of human endeavor. They contribute to the individual and to society by reflecting and projecting values which shape every culture. They proceed from creation to experience and provide both the artist and audience with deeper understanding of traditions of human existence and thought. Thus, the fine arts are essential to education.

Consistent with the goals and purposes of education at Marshall University, the College of Fine Arts is dedicated to the transmission, application, and advancement of knowledge in the arts. The specific goals of the College of Fine Arts are:

1. To educate and train those seeking professions in the fine arts;
2. To support the University's general academic curricula by providing courses which stimulate understanding of and response to the fine arts;
3. To present regular, varied programs for the enrichment of students and the community; and
4. To provide leadership in the fine arts, and to promote them through service and programs.

PROGRAMS OF THE COLLEGE

Education in the fine arts is the central responsibility of the College of Fine Arts and provides the source of other collegiate activities. The combination of liberal education and a rigorous program for the development of artistic skills is necessary for students in each area of the fine arts. The educated professional in any facet of the arts must rely upon intellectual, creative, and critical abilities. These must be accompanied by discipline and sensitivity to insure independent growth and learning.

The curricula of the College of Fine Arts are designed to certify that, upon graduation, students of fine arts have completed a program which leads to development of the ability:

1. To master techniques necessary for performance in the fine arts or practice of an artistic discipline;
2. To express ideas effectively in speaking and writing;
3. To perceive, investigate, and solve problems through critical thinking, analysis, active imagination, and the application of appropriate research methods;
4. To acquire and interpret information and to form standards for the evaluation and appreciation of their cultural heritage and that of others; and
5. To understand the continuing evolution of their art form, its relationship to the other arts, and the place of arts in society and culture.

The College of Fine Arts offers undergraduate programs leading to the Bachelor of Fine Arts Degree (B.F.A.) with options in Music, Theatre, and the Visual Arts. Programs leading to the Bachelor of Arts degree in Education with majors in Art and Music Education certifying teachers for West Virginia public schools are listed under the College of Education in this catalog. Graduate programs leading to the Master of Arts (M.A.) degree in art and music may be found in the graduate catalog.

All university students are encouraged to participate in courses and activities of the College of Fine Arts. Students wishing to develop or advance their artistic skills are welcome to enroll in
studio or applied courses at no extra tuition charge and to join the various arts organizations. The departments of the College will assist students who desire minors in the arts and will develop sequences of courses to fit individual needs.

Through the College of Fine Arts, Marshall University enriches the campus and regional community with many performances, exhibitions, lectures, and special presentations. The programs of the Marshall Artists Series, including the Baxter Series, Mount Series, the Hindsley Series, Belanger Series and Foreign Film Series and special events throughout the year, present world-class artists and organizations. Exhibitions in the Birke Art Gallery are open to all students. The Music Department presents many recitals and concerts by its faculty, students, and ensembles in addition to programs featuring guest artists. Throughout the academic year and during the summer sessions, the Marshall University Theatre provides many major dramatic productions. Students are cordially welcomed to all events and are urged to explore the excitement, enrichment, and entertainment offered by the College of Fine Arts.

THE BACHELOR OF FINE ARTS DEGREE

The degree offered by the College of Fine Arts is the Bachelor of Fine Arts (B.F.A.). This is a professional degree designed to prepare students for two future objectives: (1) career entry as professionals in their chosen artistic discipline; and/or (2) further professional study on the graduate level in their chosen field.

Students enrolled in the B.F.A. degree program will select one of three major options: Music, Theatre, or Visual Arts. Within each option, students are further required to select a major concentration, allowing specialization in a specific artistic medium. The approved options and concentrations are as follows:

Option in Music
- Concentration in Music Theory and Composition
- Concentration in Music History and Literature
- Concentration in Performance

Option in Theatre
- Concentration in Acting/Directing
- Concentration in Design/Theatre Technology
- Concentration in General Theatre Studies

Option in Visual Arts
- Concentration in Crafts (Ceramics, Jewelry, Weaving)
- Concentration in Graphic Design
- Concentration in Painting
- Concentration in Photography
- Concentration in Printmaking
- Concentration in Sculpture

Students should contact the department chairperson for information pertaining to each of the options and concentrations and to determine special admission requirements for each potential sequence. In unusual circumstances, students may enter the B.F.A. program as undecided majors upon the recommendation of the dean or department chairperson.

Curricular Structure

The Bachelor of Fine Arts degree program, designed to parallel professional degree programs in the arts in United States higher education, has three distinct components:

General Distributional Requirements ........................................ 47 credit hours
Major Option and Concentration Requirements ....................... 82 credit hours
Free Electives .......................................................... 9 credit hours
Total Required for Graduation ........................................... 138 credit hours

1Students who successfully complete the speech waiver program will have their number of credits required for graduation reduced by 3. Students who receive advanced placement in foreign language may have their graduation requirement reduced by 3 credits for each of the 3 semester courses up to a maximum of 9. The 4th semester course in any case must be taken. Students who are eligible for such reductions in graduation requirements will need to conform to the university policy of a minimum of 128 hours required for baccalaureate graduation. In the case of a student exempted from 12 of the 138 hours (a student receiving both the speech and foreign language reductions), that student will need to take an additional 2 hours in either free elective or his or her major in order to satisfy the 128 credit hour requirement.
Distributional Requirements for the BFA degree

English Composition, ENG 101, 102, or 201H .................................. 6 credits
Communication Studies (CMM 103, 104H or 305) .............................. 3 credits

Students who have had a high school speech course and who pass a proficiency exam administered by the Speech Department may have this requirement waived at the discretion of the Speech Department.

Foreign Language .......................................................... 12 credits
Successful completion of 12-hour sequence ending with French 204 or French 264R, German 204R or 234, Greek 302, Latin 204, Spanish 204, or 264R. Students must begin and complete their requirement in either the reading track (courses marked R) or in the normal language skills track as indicated by 3-digit course number. Students who have had course work in foreign languages may receive advance standing depending upon their proficiency and may have the total number of foreign language credits required reduced.

Humanities ................................................................. 6 credits
Selected from
- Classics
- English (300 or 400 level literature courses)
- Modern Languages (Literary or cultural courses beyond the language requirements listed above)
- Philosophy (except 304 or 453)
- Religious Studies

Social Sciences .............................................................. 9 credits
Courses from at least two of the following categories:
- A. Economics or Political Science
- B. Psychology or Anthropology/Sociology
- C. Geography or History

Natural Sciences ............................................................ 11 credits
Must include at least one laboratory course.
Courses may be chosen from:
- Biological Science
- Chemistry
- Computer Science
- Geography 101
- Geology
- Mathematics (excepting Math 099)
- Philosophy 304 or 453
- Physical Science 109, 109L, 110, 110L
- Physics

MUSIC OPTION

Students desiring to enter the Bachelor of Fine Arts degree program with the Music Option must be formally admitted to the Music Department. This admittance is based upon an audition in the student’s major performance area (instrument or voice) and an interview with the area faculty and the department chairman. Students should contact the Department of Music office to arrange for an audition and interview.

In addition to the general distributional requirements and electives, candidates for the Bachelor of Fine Arts degree in the Music Option must complete eighty-two (82) credit hours of study in

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1Students who successfully complete the speech waiver program will have their number of credits required for graduation reduced by 1. Students who receive advance placement in foreign language may have their graduation requirement reduced by 3 credits for each of the 3 semester courses up to a maximum of 9. The 4th semester course in any case must be taken. Students who are eligible for such reductions in graduation requirements will need to conform to the university policy of a minimum of 128 hours required for baccalaureate graduation. In the case of a student exempted from 12 of the 138 hours (a student receiving both the speech and foreign language reductions), that student will need to take an additional 1 hour in either free elective or his or her major in order to satisfy the 128 credit hour requirement.
music. This is divided into the core curriculum of forty-nine (49) credit hours and one of three concentration areas of an additional thirty-three (33) credit hours of course work.

Upon completion of fourth semester (100-D level) major applied music study, students must pass a "sophomore hearing" for promotion to upper division (300-A level) major applied music study. Detailed information regarding policies and procedures for applied music and ensembles will be found in the APPLIED MUSIC HANDBOOK issued by the Music Department. All music majors in the B.F.A. program will be required to pass a piano proficiency examination as a requirement for graduation.

**Music Core Curriculum:** Fine Arts 101, Music 100, 115, 116, 121, 215, 216, 301, 315, 422, 423, 425; eight (8) credit hours of major applied music study (100 level); four (4) credit hours of minor applied music study (100 level); and four (4) credit hours of major ensemble relating directly to the major applied music area. Eight (8) semesters of non-credit applied music workshop (MUS 100) are required for the music option.

Total 49 credit hours

**Performance Concentration:** Music 302, 304, 401; eight (8) additional hours of applied major music study (300 level); four (4) additional hours of ensemble electives (full-time music students are required to participate in ensembles in each semester of residence); fourteen (14) credit hours of directed music electives relating to the student's major performance area. Within these electives, students are expected to study specialized repertoire, techniques and performance problems in their major applied area. Voice majors will be required to study diction for singers (MUS 222, 224) as part of these electives. Electives shall be chosen in consultation with the student's departmental advisor. In addition to the formal course work in this concentration, a junior recital (half-hour shared program) is recommended, and a full senior recital (hour-long program) is required for graduation.

Total 33 credit hours

**Music Theory and Composition Concentration:** Music 302, 304, 401, 430, 431, 432, 433; two (2) additional hours of major applied music study (300 level); four (4) additional hours in ensemble, and ten (10) hours of directed music electives relating to the theory and composition area in consultation with the departmental advisor.

Total 33 credit hours

**Music History and Literature Concentration:** Music 302, 304, 401; two (2) additional hours of major applied music study (300 level); four (4) additional hours of ensemble; three (3) hours in independent study (Music 485-488) as a senior research paper, and sixteen (16) hours of directed music electives relating to the music history and literature area in consultation with the departmental advisor.

Total 33 credit hours

The Marshall University Department of Music is an accredited institutional member of the National Association of Schools of Music.

**THEATRE OPTION**

Students desiring to enroll as majors in the Theatre Option of the Bachelor of Fine Arts degree program should contact the Theatre/Dance Department prior to registration for requirements and sequences. At this initial meeting, the concentration sequences will be explored, and students may plan the scheduling of their classes to insure completion of all departmental and collegiate requirements.

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Candidates for the Bachelor of Fine Arts degree, Theatre Option, must successfully complete eighty-two (82) credit hours of course work in theatre and related disciplines in addition to the general distributional requirements and free electives. The theatre courses are divided into the core curriculum of forty-four (44) credit hours and the student's choice of concentrations with thirty-eight (38) credit hours.

In addition to formal course work, the Theatre/Dance Department provides laboratory experience in Marshall University Theatre, Marshall University Summer Theatre, reader’s theatre, children’s theatre, and the Marshall Dance Company. Students wishing to participate in any of these activities should contact the Theatre/Dance Department office.

**Theatre Core Curriculum:** Fine Arts 101, Theatre 101, 150, 151, 152, 220, 221, 222, 255, 310, 437, 440, 441, 485, and eight (8) credit hours of theatre practicum (THE 270 and 370).

Total 44 credit hours

**General Theatre Studies Concentration:** Theatre 250, 320, 350, 360, 438, 420, 421, 225 or 325 or 436, and fourteen (14) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student’s advisor and/or the departmental chairperson.

Total 38 credit hours

**Acting/Directing Concentration:** Theatre 320, 325, 438, 250 or 350, 420 or 421, 225 or 436, 360 or 410, Dance 205, and fourteen (14) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student’s advisor and/or the departmental chairperson.

Total 38 credit hours

**Design/Theatre Technology Concentration:** Art 217 or Art 214, Theatre 250, 260, 261, 350, 360, 450, 460, and three (3) hours of 491, 492, 493, or 494, and eleven (11) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student’s advisor and/or the departmental chairperson.

Total 38 credit hours

**VISUAL ARTS OPTION**

Students desiring to enter the Bachelor of Fine Arts degree program with the Visual Arts option are urged to contact the Art Department prior to enrollment. A formal review of prior work in a portfolio is not required, but students are advised to bring examples of their work to the initial conference.

Candidates for the Bachelor of Fine Arts degree (B.F.A.) with the option in Visual Arts are required to complete eighty-two (82) hours of credit in art courses, including the core curriculum (58 hours), and a major concentration (24 hours). Majors must also satisfy the following departmental requirements:

1. In the second semester students must exhibit a portfolio of work done in the freshman courses for review by the faculty of Art. Included will be work done in Art 203, 214, 215, 217, and 218. Students not approved in the freshman review are required to repeat lower level work and will be given one more opportunity during their sophomore year to successfully pass the review. Should a student fail the second review the student will be asked to find a major outside the Art Department. Transfers from within Marshall University will have two semesters to complete the same courses listed above and participate in the same review. Transfers from art departments outside Marshall University will be required to complete the review.
in the first semester the student participates in our department. This student also has only one additional attempt to successfully complete the review. Successful completion of the freshman review is required prior to enrollment in advanced courses in art. Art majors must take the classes listed above before any other advanced art classes.

2. A successful exhibition of creative work must be presented by all students during the senior year as a requirement for graduation.

Art Core Curriculum: Fine Arts 101, Art 203, 214, 215, 217, 218, 219, 255, 256, 301, 3051 or 3061 or 3081, 307, 315, 390, 401, 402, 403 or 405 or 407 or 409 or 414, 412 or 413, 406, 418.

Total 58 credit hours

Concentrations in Visual Arts: The Art Department offers six concentrations in the Visual Arts option: Painting, Sculpture, Printmaking, Graphic Design, Photography, and Crafts. Students are required to select one of these concentrations and to complete 24 credit hours of additional work in the selected concentration. Specific courses to be included in each concentration are as follows:

Crafts: Students may specialize in one of three areas as follows:
- Ceramics: Art 305, 343, 344, 345, 446, 447, 448, 449, 451
- Jewelry: Art 304, 306, 311, 326
- Weaving: Art 308, 419, 420, 421, 422, 450

Graphic Design: Art 312, 314, 316, 317, 440, 490 and six additional hours selected from 441, 445, 452, 453

Painting: Art 350, 351, 355, 360, 455, 456, 458

Printmaking: Art 302, 320, 444, 463, 465

Photography: Art 323, 324, 325, 423, 440 or Jrn 400, Srh 432, or Art 453, 426, 427

Sculpture: Art 309, 331, 332, 333, 369, 417, 442, 443

To complete the total of 24 hours in each concentration, students use credits from Advanced Studio Sequence courses, Art 475-476-477-478-479, which are applicable to any studio and which may be repeated for additional credit with the approval of the chairperson.

Total 24 credit hours

FREE ELECTIVES

Depending upon the specific courses taken to fulfill the distributional requirements of the College, students will need to complete nine to twelve (9-12) credit hours of free electives as a requirement for graduation. In choosing these electives, students are encouraged to explore courses which may provide information and experience helpful to their artistic development and professional future. Any university courses may be used to satisfy this requirement.

GENERAL ACADEMIC REQUIREMENTS

Students must earn a minimum of 128 credit hours to qualify for the Bachelor of Fine Arts degree and must successfully complete all general and specific requirements of the College and of the department in which the elected option and concentration are offered.

Candidates for graduation must have a quality point average of 2.0 or higher in all work attempted at Marshall University. The average in the major option/concentration must also be 2.0 or higher on all work credited.

Forty-eight (48) credit hours must be earned in courses numbered 300-499 in all options and concentrations of the program.

Candidates for the B.F.A. degree must earn a minimum of 82 credit hours in the major option and concentration area.

No courses in the specific distributional and major requirements for graduation in the College of Fine Arts may be taken Credit/Non-Credit.

Students intending to specialize in Ceramics or Jewelry or Weaving should select the introductory course in one of the other two crafts as meeting their requirement in the core curriculum.
Minors in Fine Arts

The Bachelor of Fine Arts degree program does not require a minor. However, students wishing to earn a minor may do so by completion of a twelve (12) credit hour sequence within a department or discipline, of which no less than nine (9) credit hours must be in courses numbered 200-499. The minor may be taken in any department or discipline of the university.

Students not majoring in programs of the College of Fine Arts may complete a minor in a Fine Arts discipline in accordance with the policies and procedures of their major college.

Art Education

In addition to the B.F.A. degree in Visual Arts, the Art Department offers the Bachelor of Arts with teaching specializations for grades K-12 and 5-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school certification in Art.

Music Education

In addition to the B.F.A. degree in Music, the Music Department offers the Bachelor of Arts with a teaching specialization for grades K-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school comprehensive music certification.

Double Concentrations

In unusual circumstances, outstanding students may wish to pursue two concentrations within a departmental option in the B.F.A. degree program. This is not to be considered as a second baccalaureate degree. The student must complete all specific requirements for both desired concentrations, must be recommended for double concentration by the faculty of the specific areas, and must be approved by the department chairperson and the dean of the College.

MANDATORY ADVISING POLICY FOR FINE ARTS STUDENTS

Successful progress in professional curricula offered by the College of Fine Arts requires careful attention to course sequence and course prerequisites. Therefore, the College of Fine Arts has adopted a mandatory student advising program. Each student will be assigned a faculty advisor in the student's area of interest, who will provide academic advice and guidance in the student registration process. Prior to enrolling for classes, each student in the College of Fine Arts will consult with his or her advisor and secure the advisor's approval of his or her schedule as evidenced by the advisor's stamp and signature. A student who has not been assigned an advisor or who has questions about the assignment of advisor should contact the Dean of the College of Fine Arts or the department chairman of the appropriate department.
College of Liberal Arts
MISSION OF THE COLLEGE

The mission of the College of Liberal Arts, in keeping with the mission of the university, is threefold: transmitting knowledge, advancing knowledge, and applying knowledge. Instruction, scholarship, and service, although constituting distinct activities, nevertheless should be viewed as parts of a whole. The bond uniting these functions is the dimension common to them all: a liberal education is the backbone of all university functions.

The primary goal of a liberal education should be to develop the individual's intellectual and moral faculties. By developing knowledge, confidence, and discipline, the individual should continue to learn both formally and independently and become a more autonomous, sensitive, and productive member of society. Upon graduation, therefore, the properly educated college student should have mastered the following necessary skills and be able (1) to think logically, critically, and creatively and to recognize this ability in others; (2) to communicate ideas clearly and effectively both in speaking and writing; (3) to form standards for evaluating the influences that help to shape individuals, institutions, and societies; (4) to appreciate the values, achievements, and aesthetic contributions of past and present cultures; and (5) to perceive, investigate, and solve problems by enlisting the most appropriate historical, comparative, quantitative, and qualitative research methods available.

The liberal arts curriculum aids in the development of these skills by requiring evidence that the student has (a) the ability to use oral and written English well; (b) knowledge of at least one other language; (c) a knowledge of mathematics, including statistics; (d) an understanding of the content and methods of study of the natural sciences, the social sciences, and the humanities; (e) proficiency in one discipline as a basis for the development of a profession or career.

The College of Liberal Arts offers the following four-year degrees: Bachelor of Arts and Bachelor of Science.

Organization

The various academic units of the College of Liberal Arts are grouped as follows:

Division of Communications
- Communication Disorders
- Communication Studies
- Journalism and Mass Communications

Division of Humanities
- Classical Studies
- English
- Modern Languages
- Philosophy
- Religious Studies

Division of Social Sciences
- Criminal Justice
- Geography
- History
- Political Science
- Psychology
- Sociology/Anthropology

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The College of Liberal Arts maintains an Academic Advising Center located in Old Main, Room 2-B. The educational philosophy of the college is that a student does not have to know what he or she wants to study upon entering college. To declare a major just for the sake of having a major is unwise and unnecessary. It is often more academically sound for the student to experience several fields of interest before declaring a major. The Advising Center primarily serves the student who has not declared a major or who, with the idea of transferring to another institution, is pursuing a major which is not offered at Marshall University.

**Mandatory Advising**

All students enrolled in the College of Liberal Arts must have their schedules approved by their faculty advisor before they register for classes. Their advisor's signature and stamp must be included on registration forms and on schedule adjustment forms. Undecided students will have their schedules approved and stamped in the Advising Center. All other students must get schedules approved from their departmental advisor.

**REQUIREMENTS FOR DEGREES**

**The Baccalaureate Degree**

A student registering in the College of Liberal Arts may elect to receive one of the following four-year degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.). Each degree requires that 128 hours of credit be earned and that the general and specific requirements for the degree be met. Furthermore, the student must meet the requirements of the department in which he/she is majoring.

**Admission and Enrollment Requirements**

All students in the College of Liberal Arts must be enrolled in classes which lead toward a degree granting program within the College of Liberal Arts.

Students enrolled in or entering the College with no more than 57 hours of college work may identify a major area of study or may list themselves as undecided students. Students classified as undecided will only be authorized to enroll in classes which lead toward a major within the College of Liberal Arts.

When an undecided student completes 58 or more hours of college credits then he/she must declare a major within the College of Liberal Arts or transfer to the appropriate college.

All Liberal Arts students enrolled under previous catalogs within ten years prior to their graduation may be graduated by meeting the requirements in effect at the time they declared their major provided the student makes continuous progress toward the degree requirement. Continuous progress will be defined as a minimum of three (3) hours of approved credit within an academic year with a grade point average of 2.0 (C) or better.

When the student fails to complete the requirements within ten (10) years, or fails to make continuous progress, he/she must meet the curriculum requirements of the catalog in effect at the time of the change.

**Change in Major or College**

Students who decide to change their major or their college will be governed by the catalog in effect at the time of change. All curriculum requirements must be met. Changes in the student's major or college may be made only in the academic dean's office.
B.A. and B.S. DEGREES

GENERAL REQUIREMENTS

1. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and the average in the major subject must be 2.0 or higher, and must apply for graduation through the office of the Dean.

2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees. Courses transferred from two-year or community colleges cannot be used to satisfy the upper division requirement. Courses transferred from four-year accredited colleges retain their original numbers. Students transferring credit to Marshall are advised to consult the Dean's office to determine if the credit will apply to their degree program.

3. Candidates for degrees must earn at least 26 hours in a major subject (see specific departmental requirements) no more than six of which may be selected from courses in the 100 series with the exception of History and Geography. The quality point average in the major subject must be 2.0 or higher. Candidates must also earn at least 12 hours in a minor subject, no more than three of which may be from the 100 series. The minor subject may be chosen from any department in the university. (Please refer to English Department requirements for its minor.)

4. No course in the specific or major/minor requirements for graduation (with the exception of the internship in Criminal Justice, CJ 490, and the practicum in Psychology, PSY 370) in the College of Liberal Arts may be taken Credit/Non Credit.

5. Candidates for degrees must satisfactorily complete an upper-division writing requirement in their major subject(s) consisting of a minimum of 2000 words in English. The student's major department administers this requirement, preferably in the junior year, but no later than the first semester of the senior year.

6. Candidates for degrees must have completed at least one course, specified by the departmental major, which will provide computer literacy.

7. Please refer to Minimum Residence Requirements.

8. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.

9. A student in the College of Liberal Arts may substitute an honors seminar for a specific college requirement. Students wishing to make such a request must have the dean's approval before the course begins.

SPECIFIC REQUIREMENTS

HUMANITIES

I. English 101 and 102 or 302; or 201H ..................................... 6 hrs.

II. Foreign Languages ................................................... 3-12 hrs. Successful completion of 12-hour sequence ending with German 234, Greek 302, Latin 204, French 204 or 264R, Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the "Courses of Instruction" section of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.

III. Communication Studies ............................................... 0-3 hrs. Communication Studies 103, 104H or 305. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103.

IV. Literature ............................................. ................ 6 hrs. Courses to be selected from the following: Classics 230, 231 English — any 300 or 400 level course in literature
French 317, 318, 401, 402, 403, 404
German 301, 302, 417, 418
Latin — any 300 or 400 level course
Religious Studies 202, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 322, 401, 402, 403, 460

V. Classics, Philosophy, or Religious Studies ........................................... 3 hrs.
One course to be selected from the following:
Classics — any course except 230, 231
Philosophy — any course except 304
Religious Studies — any course except 202, 304, 310, 320, 325, 351

VI. Fine Arts 101 .................................................................................. 3 hrs.

SOCIAL SCIENCES
I. Courses to be distributed in at least three fields from economics, geography, history, political science, psychology, and sociology and anthropology ...................... 15 hrs.
Courses to be selected from the following:
Economics — any course
History — any course
Political Science — any course
Psychology 201, and any course for which the student has the necessary prerequisite
Sociology-Anthropology
Anthropology — any course
Sociology — any course except 108

SCIENCE AND MATHEMATICS
I. Natural and Physical Sciences
Courses to be distributed in at least two fields from biological sciences (BOT, BSC, ZOO), chemistry, geography 101, geology, and physics (PS 109 and PS 110 will not fulfill this requirement) ................................................................. 12 hrs.

II. One course selected from mathematics (MTH 110 or above), depending upon departmental requirements for a major, or Philosophy 304 or 453 ....................................................... 3-5 hrs.
Total 51–65 hrs.

Students may take courses in physical education and Military Science, but these courses are not required for graduation.

FOUR-YEAR CURRICULUMS

BASIC HUMANITIES

The Basic Humanities Degree Program is offered cooperatively by three separate departments: CLASSICAL STUDIES, PHILOSOPHY, and RELIGIOUS STUDIES. The faculties of these three departments have created a program of humanistic studies distinctly interdisciplinary yet informed and directed by the specific humanities disciplines involved.

The goal of the program is to encourage students to develop an understanding of themselves and their culture through an exploration of the ways in which mankind orders experience. The means of exploration is the study of texts in its broadest sense — the basic philosophical, religious, and artistic works which continue to shape human cultural experience.

The program consists of three parts:

I. Three required interdisciplinary Core Courses: CL/PHL/RST 150 Orientation in Humanities, CL/PHL/RST 350 Basic Humanities, and CL/PHL/RST 499 Humanities Seminar. These courses follow the shared humanistic approaches and methodologies of the separate disciplines, but being team-taught, they encourage students to ask questions and
find solutions through a comparative and multidisciplinary approach.

2. **Three Period Studies Courses** to be selected from one of two tracks:

   **Ancient World Track**
   - CL 230 Ancient Greek and Roman Epic
   - CL 231 Women in Greek and Roman Literature
   - PHL 200 Introduction to Philosophy: Ancient Period
   - RST 202 Approaching Biblical Literature

   **Modern World Track**
   - CL 319 Classical Mythology
   - PHL 201 Introduction to Philosophy: Modern Period
   - RST 205 Introduction to Religion in the Modern World

   The period studies requirement provides an introduction to the methodologies of the separate disciplines and gives students a sense of the interrelationship among the diverse offerings of the separate departments. Unlike the interdisciplinary core courses which integrate course content, students are encouraged to discover these interrelations for themselves. Special emphasis is placed on critical thinking, logical expression of thought, and writing skills.

3. **Five Courses by Contract** to be chosen by the student with the advice of a committee of faculty members. These courses may be selected from the offerings of the three departments or from other humanities or university offerings. After an initial grounding in the content and methods of study of the Basic Humanities program, students have the opportunity to construct an advanced program of study with the advice of a committee of at least two faculty members, each from a different discipline involved in the program. A contracted program may be structured on the basis of chronological period, comparative cultures, traditional academic discipline, theme, or topic. Further information may be obtained from any faculty member in Classical Studies, Philosophy, or Religious Studies.

**CLASSICAL STUDIES**

The curriculum in the Department of Classical Studies has three objectives: to provide concentrated study in Latin; to give basic instruction in Greek; and to offer general humanistic courses in Classics, classical subjects taught in English. A concentration in Latin consists of thirty semester hours in Latin plus Classics 436. (Eighteen hours must be in courses numbered above 204.) This concentration in Latin leads to a degree in Foreign Language with a major in Classical Language (Latin). A concentration in Classics leads to a degree in Basic Humanities.

**COMMUNICATION DISORDERS**

The Department of Communication Disorders offers academic coursework and clinical practicum leading to a B.A. preprofessional degree. CD majors may be enrolled in either the College of Liberal Arts or the College of Education. CD majors enrolled in the College of Liberal Arts are required to take the following courses: CD 241, 325, 420, 422, 424, 425, 426, 427, 429, 439, 460, 463, 468, as well as PSY 201, 311.

Students who request and accept clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of future assignments.

The graduate program in the Department of Communication Disorders is accredited by the Ethical Standards Board of the American Speech-Language-Hearing Association.

Students should contact the department chair or their academic advisor regarding all academic and clinical requirements and standards specific to the CD program.

**COMMUNICATION STUDIES**

The Department of Communication Studies offers a variety of courses and major concentrations which are designed to provide current knowledge, cognitive abilities, and competencies in communication. The concentrations can be applied to satisfying various communication roles and
functions in personal life, organizations, and society. The department’s offerings are augmented by the forensics program.

Communication Studies majors must fulfill the general and specific requirements for the B.A. degree, complete CSD 101, and complete 36 hours in Communication Studies. Communication Studies 303 and 411 are required, plus one of the following concentrations:

Interpersonal Communication

The Interpersonal Communication concentration is intended for students seeking personal enrichment and/or futures in service industries and institutions, the professions, or graduate work in the field of Communication Studies. The following departmental courses are required for this concentration: 213, 311, 315, 345, and 413. Nine more hours must be selected from the following list of departmental courses: 308, 319, 322, 406, 408, 409, 420. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Counseling and Rehabilitation, Psychology, Sociology.

Organizational Communication

The Organizational Communication concentration is intended for students seeking communication roles in organizations, industries, corporations, and/or government institutions, as well as graduate work in the field of Communication Studies. The following departmental courses are required for this concentration: 319, 401, 406, 408, and 420. Nine more hours must be selected from the following list of departmental courses: 207, 213, 308, 311, 315, 322, 345, 409. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Journalism (Public Relations), Management, Political Science, Psychology, Sociology.

Public Communication

The Public Communication concentration is intended for students seeking public roles in the legal, political, and/or other communication settings of democratic society, as well as graduate work in the field of Communication Studies. The following departmental courses are required for the concentration: 202, 308, 310, 402, and 409. Nine more hours must be selected from the following list of departmental courses: 307, 311, 316, 322, 345, 401, 406, 420. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Criminal Justice, English, History, Journalism, Marketing, Political Science.

Communication Education

In cooperation with the College of Education, Communication Studies offers the following concentration.

The Communication Education concentration is intended for students seeking teaching specialization in Oral Communication for the Middle School (grades 5-8) or Middle and Secondary School (grades 5-12). See College of Education for college and specialization requirements.

CRIMINAL JUSTICE

The Department of Criminal Justice offers undergraduate coursework intended to provide a thorough understanding of the criminal justice system and its interrelation with society. A foundation curriculum is offered to assist students planning to enter graduate school, law school, research, government service, or social service, including law enforcement, corrections, probation/parole,
and juvenile justice.

To become a candidate for a B.A. degree in Criminal Justice, a student must be formally admitted to candidacy in the Criminal Justice department. To be eligible for admission to undergraduate candidacy, a student must have:

1. successfully completed at least 32 semester hours with a cumulative grade point average of at least 2.25;
2. successfully completed ENG 101 and ENG 102, or 201H each with a grade of C or better; and
3. successfully completed CJ 321 with a grade of C or better.

It is the responsibility of the applying student to verify that these conditions have been met. Applications for candidacy are available through the Criminal Justice Department.

A candidate for a B.A. degree in Criminal Justice must fulfill the general and specific requirements of the College of Liberal Arts. In addition, a concentration area must be selected and completed from one of the following areas:

Concentration A (Law Enforcement and Corrections): This provides a general concentration of coursework intended for students interested in pursuing professional careers within the criminal justice system. The required course sequence includes: CJ 211, 231, 321, 322, 404, and 425 as well as Statistics (MTH 225, PSY 223, or SOC 345), plus eighteen additional hours of Criminal Justice electives. Recommended courses are ECN 100, PHL 303 and 304, and HST 342. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 250 and 253, instead of ECN 100; MTH 120; and SOC 443.

Concentration B (Legal Studies): This is intended for students interested in pursuing professional careers within the legal system and/or entering law school. The required course sequence includes: LAS 101, 102, 211, and 240, and CJ 301, 321, 322, 323, 421, and 422. Also, CJ 404, Statistics, ECN 100, PHL 303 and 304, and HST 342 are recommended. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 250 and 253, instead of ECN 100; MTH 120; and SOC 443.

The Two-Plus-Two program in Legal Studies allows students possessing an associate degree in Legal Assisting from the Community and Technical College to apply designated credits toward a Baccalaureate degree in Criminal Justice/Legal Studies. Students in the Two-Plus-Two are not exempt from the undergraduate candidacy requirement described above. Students interested in pursuing the Two-Plus-Two degree should contact the chair of the Criminal Justice Department for information concerning the requirements of the College of Liberal Arts to assure timely completion of the Two-Plus-Two degree.

ECONOMICS

The Department of Economics offers an undergraduate curriculum in the College of Liberal Arts and in the College of Business. The curriculum offers opportunity for preparation in one or more of three career objectives. It is designed:

1. To help prepare students for effective participation in the decision-making processes of society by offering them an opportunity to develop their ability to analyze economic problems and issues and to deepen their understanding of the operation of the economies of the U.S. and other countries. Economics deals with such subjects as economic theory, business fluctuations, distribution of resources and income, international trade, economic development, managerial decision-making, industrial relations, and the growth of national income and welfare.
2. To prepare majors for administration or research positions in business firms, government agencies, labor organizations or private foundations.
3. To provide suitable courses and instruction for majors who plan to enter law or graduate school.

Majors must fulfill the general and specific requirements for the B.A. degree and must complete the following course work: Economics 250, 253, 326, 328, 423, 440, 465 and 12 additional hours in economics to be chosen with the advice and approval of the academic advisor; Mathematics 190; and Management 318. A minor may be earned by completing 12 hours in economics.

For the B.B.A. degree with a major in Economics, see the College of Business.
ENGLISH

The Department of English offers a wide range of courses in literature, language, and writing. These courses are designed to meet the needs and interests of English majors in the various colleges, of English minors, and of students majoring in other fields.

Four areas of concentration are available to the English major: a Literature concentration, a Writing concentration, a Pre-professional concentration, and a Secondary Education concentration.

Although the emphases of the concentrations differ, the goals are essentially the same: an acquaintance with English and American literature necessary for the liberally educated person; a knowledge of the language necessary for perceptive reading and writing; an ability to write English with competence and grace; and a sense of English studies as a discipline.

I. Literature concentration: 317, 319 (3 hrs.); 321, 323 (3 hrs.); 306, 313, 315, or 331 (3 hrs.); 325 (3 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 409 or 411 (3 hrs.); 420 (3 hrs.); electives (12 hrs.). Total: 36 hrs. At least nine hours of the electives should be upon the 400 level and one course in American Literature should be selected and included in the group. Students and advisors should carefully work out appropriate courses and minors for this concentration. Especially recommended are courses and minors from other humanities departments.

II. Writing concentration: 317, 319 (3 hrs.); 321, 323 (3 hrs.); 325, 409, or 411 (3 hrs.); 306, 313, 315 or 331 (3 hrs.); 354, 360, 377, 378, 408, 491, or 492 (12 hrs.); electives (12 hrs.). Total: 36 hrs. At least nine hours of the electives should be upon the 400 level. Students aided by their advisors will carefully work out the proportion of literature courses to writing courses in relation to the desired emphases in writing essays, poetry, or prose.

III. Pre-professional concentration: 317, 319 (3 hrs.); 321, 323 (3 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 325, 409, or 411 (3 hrs.); 354 or 408 (3 hrs.); electives (9 hrs.). Total: 27 hrs. Six hours of the electives must be upon the 400 level. This concentration is designed to be pursued with another major in order to enhance the liberal arts and communication skills valued in many professional specializations. Permission of the chairperson is required.

IV. Secondary Education concentration: Teaching specialization in Language Arts. See College of Education.

A minor in English may be earned by presenting 12 hours in English beyond 102 or 302 or 201H, with no more than six hours on the 300 level.

FOREIGN LANGUAGES

French, German, Latin, Spanish

A minor in German consists of 11 hours of study beyond German 230. A major in one of the modern foreign languages (French, German, or Spanish) consists of thirty semester hours in the same language. Eighteen hours must be in courses numbered above 204, or 234 in German, and must include nine hours of courses at the 400 level. For a major in Latin, see Classical Studies.

GEOGRAPHY

Students in the College of Liberal Arts may major in geography and earn the B.A. or B.S. degree by meeting the general and specific requirements and by taking the following courses in geography:

Required in this group ....................................................... 25 hrs.
Geography 100, 101, 203, 305, 317, 320, 405, 429

Required in this group ....................................................... 3 hrs.
Geography 309, 408

Required in this group ....................................................... 6 hrs.
Geography 302, 315, 401, 403, 412, 414, 415
Total required ................................................................. 34 hrs.

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HISTORY

The study of history provides an essential component of liberal arts education and offers valuable preparation for careers in law, journalism, teaching, government, the ministry, library and museum work, and in those areas of the business world where a knowledge of foreign affairs and culture is desirable. History also serves as an indispensable adjunct to careers in the humanities and social sciences. More broadly, by exposure to a variety of cultures and human experiences, the discipline of history seeks to prepare students for the responsibilities of citizenship and for dealing with the ambiguities of human existence. The Department of History at Marshall also makes every effort to help students think critically, to view events with perspective and objectivity, and to appreciate the complexity of human experience and the difficulty of interpreting it.

Majors must fulfill the general and specific requirements for the B.A. degree and complete the following course work in history: thirty-three hours in history, including the three-semester survey in World Civilizations (History 101, 102, and 103), the two-semester survey in American history (History 330 and 331) and Methodology (History 400). At least 12 of the 33 hours must be above the 200 level. Students must also demonstrate a proficiency in computer literacy through examination or through successful completion of either CT 103: Fundamentals of Computer Technology, which is highly recommended, or CSD 101: Computers and Data Processing.

INTERNATIONAL AFFAIRS

A major in international affairs combines studies in economics, geography, history, and political science and emphasizes the study of a foreign language.

A major in international affairs must meet the specific and general requirements for the B.A. degree except as altered by the following requirements:

a. The student will concentrate on a single foreign language. A minimum of nine hours is required beyond the 12-hour sequence. All available conversational courses should be taken. Reading track courses may not be credited to the International Affairs major.

b. The following courses are required:
   - Economics 250, 253, 408, 420
   - Geography 405
   - History 103, 331, 404, 405, and any non-American history course
   - Political Science 104, 309, 405, 406.

c. The student shall develop a sequence of courses consisting of a minimum of 12 hours from among the following:
   - Anthropology 201, 437
   - History 301, 302, 314, 376, 377, 425, 426, 429, 430
   - Political Science 333, 407, 408, 409, 410, 411, 415, 422, 423

d. A regional geography course in the area of the student's interest is highly recommended.

e. With the approval of the advisor other courses may be substituted or added such as special topics offerings, area studies courses, summer workshops or internships.

JOURNALISM AND MASS COMMUNICATIONS

The W. Page Pitt School of Journalism and Mass Communications offers a Bachelor of Arts Degree in five sequences in the College of Liberal Arts. Students may choose from advertising, broadcast journalism, print journalism, public relations, and radio-television. Professionally oriented courses and laboratory experiences are combined with extensive liberal arts preparation to provide students with the background necessary for employment in mass communications.

Of the 128 credit hours required for the bachelor's degree, students may take a maximum of 38 in journalism/mass communications courses. Additional credit hours in journalism and mass communications may be elected but cannot be counted toward the 128 required for graduation. Of the remaining 90 hours required for graduation, at least 65 must be in the liberal arts and sciences. In addition to the College of Liberal Arts program, a journalism education major is offered through...
the College of Education. It prepares students for a two-fold career. Graduates qualify for certification to teach grades 9-12 and are prepared for employment in the news-editorial departments of newspapers.

Special Requirements

Students enrolled in the W. Page Pitt School of Journalism and Mass Communications must pass the language skills test with at least a score of 77 percent or complete JMC 100 with at least a "C" before enrolling in JMC 201. A grade point average of 2.25 in journalism and mass communications and overall is required for graduation. Students must demonstrate keyboard skills of at least 30 wpm during the first week in JMC 201 to remain in the course. JMC majors must pass English 101 and 102 or 201H with a minimum grade of "C." A student who receives a "D" or "F" in a journalism and mass communications course counted toward graduation must repeat it and earn at least a "C" before graduation or before using that course as a prerequisite for another required course.

SEQUENCE REQUIREMENTS

Advertising

Journalism and Mass Communications 101, 102, 201, 241, 382, 383, 385, 402 or 435, 408, 425, 440, and five hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, Psychology 201, History 331, one other U.S. history course, Political Science 307, and Marketing 340 and 341.

Broadcast Journalism

Journalism and Mass Communications 101, 102, 201, 202, 231 or 241 or 360, 240, 350, 351, 402 or 435, 440, 450, 460 and two hours to be selected from any other journalism courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, History 330 and 331, Political Science 104 and 202, and one other Political Science course to be selected from 105, 207, 301, 303, 307, 381, or 436.

Print Journalism

Journalism and Mass Communications 101, 102, 201, 202, 241, 302, 360, 402, 414 or 304 or 430, 440, two to three hours in 470 or in 490 and five to six hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, History 330 and 331, Political Science 104 and 202, Criminal Justice 321, and Geography 317.

Public Relations

Journalism and Mass Communications 101, 102, 201, 202, 241, 330, 402 or 435, 437, 438, 439, 440, 302 or 360 or 432; and two hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, Political Science 307, one other Political Science course, Psychology 201, Psychology/Sociology 302 or Sociology 200 or Anthropology 201; one of the following: Communication Studies 308, 311, 315, 319, 401, 408, 409; Geography 100 or 317; Accounting 410.

Radio-Television

Journalism and Mass Communications 101, 201, 231, 272-3 (1 hr.), 332, 331, 334 or 434, 412,
432 or 433, 435, 440, 460 and four hours to be selected from any other journalism/mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism/mass communications courses also are required: Psychology 201 or Sociology 200 or Anthropology 201; Economics 100; Geography 100 or 317; Political Science 104 or 105 or 202.

MODERN LANGUAGES

See Foreign Languages.

PHILOSOPHY

A concentration in Philosophy leads to a degree in Basic Humanities.

POLITICAL SCIENCE

The political science curriculum has two objectives: first, to provide a basic understanding of the functioning of government in preparation for democratic citizenship and second, to give a specialized foundation to those planning to enter law school, government service (foreign service, public administration), teaching, research or politics.

A major in political science must fulfill the general and specific requirements for the B.A. degree and must complete 36 hours in political science, including Political Science 104, 105 and 211. In addition, each major must take at least three courses in any one of the six fields into which political science offerings are divided and at least one course in any three of the remaining five fields.

The fields of the political science curriculum with courses in each are as follows:
- American State, Local and Urban Politics: 202, 301, 376, 381, 436, 440, 461.
- Political Theory: 200, 325, 326, 428, 429, 431.

Courses which appear in more than one field may not be counted twice. Recommended electives include Economics (especially 250 and 253); History 205 and 206 (for pre-law students), 330, 331; Accounting 215 and 216 (for pre-law students); Philosophy; Psychology; Sociology; Communication Studies 310; and English 408.

PSYCHOLOGY

Psychology majors will choose one of five concentrations in accordance with their career plans.

1. Concentration 1 prepares students for graduate work in clinical or counseling psychology. This concentration requires 36 hours in psychology which must include Psychology 201, 223, 302, 323, 360, 406, 408, 416, 440, 460, 311 or 312 and one course from 324, 350, or 417.

2. Concentration 2 prepares students for graduate work in experimental or industrial/organizational psychology. This concentration requires 36 hours in Psychology which must include Psychology 201, 223, 302, 323, 416, 460, 311 or 312, 360 or 408, 406 or 417, and 2 courses from 324, 350, 402, 403, or 440.

3. Concentration 3 is a program for pre-medical students wishing to major in Psychology. This concentration requires 36 hours in Psychology which must include Psychology 201, 223, 302, 311, 312, 323, 324, 330, 406, 408, and 440. Students in this concentration should consult with their advisor for information pertaining to additional coursework, the medical aptitude test, and application for admission to medical school.

4. Concentration 4 prepares students for bachelors degree level careers in business or industry. Requirements are 30 hours of Psychology including Psychology 201, 223, 302, 323, 406, 416, and 418. Further requirements are Economics 100, Accounting 215, CSD 101, and
an additional 3 credits of computer applications course work. Students in this concentration are encouraged to minor in Marketing or Management.

5. Concentration 5 is a general Psychology degree which focuses on human welfare and requires 36 hours in Psychology which must include Psychology 201, 223, 302, 360, 408, and 311 or 312.

RELIGIOUS STUDIES

A concentration in Religious Studies leads to a degree in Basic Humanities.

SOCIOLOGY AND ANTHROPOLOGY

The following concentrations are available in the department:

1. Sociology Major — General Concentration. Sociology 200, 300, 344, 345, 475, and 15 additional hours on the 300-400 level. For students not planning to do graduate work.

2. Sociology Major — Preprofessional Concentration. Sociology 200, 300, 344, 345, 403, 445, 475, plus nine additional hours on the 300-400 level. For students planning to work toward a higher degree in sociology or planning to enter career positions with the federal government.

3. Sociology Major — Community Development Concentration. Sociology 200, 300, 344, 345, 406, 439, 442, 443, 470 or 471, and 475. For students preparing to go into community planning and development or social action programs.

Anthropology

Majors in Anthropology are required to take all core courses listed below, six hours from the Ethnographic Area Courses, six hours from the Topical Area Courses, and Sociology 345 for a total of 36 hours.

Core Course Requirements: Anthropology 201, 304, 322, 333, 341, 343, 451

Ethnographic Area Courses: Anthropology 426, 430, 437, 441, 455, 470 or 471

Topical Area Courses: Anthropology 323, 324, 340, 370, 405, 427 or 453

PRELAW EDUCATION

Students who plan to prepare for law school may select a major in any discipline that fulfills the general and specific requirements for a baccalaureate degree at Marshall. In developing a prelaw program, the student should be aware of the recommendation of the Association of American Law Schools, which describes the basic skills and insights it believes fundamental to the later attainment of legal competence. These are (a) comprehension and expression in words; (b) critical understanding of human institutions and values with which the law deals; and (c) creative power in thinking. In order to develop these capacities, the Association recommends a prelegal education of "the broadest scope." To accomplish these goals the College of Liberal Arts offers a wide range of prelaw courses. Political science, business, English, economics, history, criminal justice (legal studies), sociology, and others are acceptable majors. Regardless of the area of concentration, the prelaw student should be zealous in the selection of electives that will facilitate critical understanding of economic, political and social institutions. Since a lawyer must be able to communicate effectively, the prelaw student is well-advised to lay special emphasis on communicative skills. Also a knowledge of elementary accounting is desirable and highly recommended.

Finally, the prelaw student should remember that the quality of undergraduate instruction is more important than the subject matter area. The Association of American Law Schools recommends the selection of courses which require the greatest preparation and intellectual discipline. "The best trained for law school" states the Association, "is the student who has studied under teachers who have inspired, challenged, and pressed him."

All prospective law school applicants should consult early in their undergraduate programs with Dr. Robert W. Behrman, Principal University Prelaw Advisor and Professor of Political Science.
(Smith Hall 780), for further information and advice. They should register for the October (preferably) or the December administration of the Law School Admission Test and apply for law school admission during the fall of their senior year in college. Full LSAT information and registration materials are contained in the Law School Admission Bulletin, which is available at the Marshall Department of Political Science. The Principal University Prelaw Advisor and other designated prelaw advisors will gladly provide additional information and helpful advice.
College of Science
College of Science

The College of Science was approved by the West Virginia Board of Regents on November 9, 1976, with the effective date for establishment the first semester, 1977-78. The departments included in the College are: Biological Sciences, Chemistry, Clinical Laboratory Sciences, Computer and Information Science, Engineering, Geology, Mathematics, and Physics and Physical Science.

MISSION OF THE COLLEGE

The purpose of education is to provide the background and training which will allow the individual to learn to think effectively, to communicate thought, to make relevant judgments and to discriminate among values. Within this framework, the College of Science attempts to provide not only an adequate foundation for the choice of a specialty or career, but also a medium in which the individual can develop his or her full potential. Courses of study offered by the departments within the college are designed not only for science majors, but also to fulfill the traditional role of the sciences as one of the main components of a liberal education.

Programs

The following programs are available through the departments in the College of Science:
- Biological Science (B.S.)
- Chemistry (B.S., B.S. in Chemistry)
- Computer Science (B.S.)
- Cytotechnology (B.S.)
- Engineering (two-year curriculum)
- Environmental Management (in cooperation with Duke University)
- Forestry (in cooperation with Duke University)
- Geology (B.S. and B.A.)
- Mathematics (B.S.)
- Medical Technology (B.S.M.T.)
- Medical Laboratory Technician (A.A.S.)
- Physics (B.S.)

Details regarding these programs are given in the following sections.

In addition to satisfying the requirements for a specific major, students must meet the University requirements as described in this catalog under "Academic Information," and the College requirements as outlined below:

General Requirements

1. Candidates for graduation must apply for graduation through the office of the Dean.
2. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and must have an average of 2.0 or higher in their major. Quality point deficiencies in the major cannot be reduced by taking lower division (100/200 level) courses within the major department, except as provided for by the D and F Repeat Rule; exceptions may be allowed by the Department Chairman.
3. A minimum of 128 semester hours of credit is required for graduation. Forty-eight hours must be earned in courses numbered 300-499. Courses transferred from two-year or community colleges can not be used to satisfy the upper division requirement.
4. The CR/NC option cannot be used: (1) for any course taken to meet the specific requirements for a B.A. or B.S. degree (see below); (2) for any course taken to fulfill the requirements for a departmental major; or (3) for any course taken to fulfill the requirements for a minor (item 5).
Candidates must earn at least 12 hours in a minor subject no more than three of which may be chosen from courses in the 100 series. The minor field may be chosen from any department within the university outside of the major department.

During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.

Specific Requirements for the B.A. and B.S. Degrees
(Do not apply to MDT, CYT and CSD Degrees)

HUMANITIES

I. English 101 and 102, or 201H ........................................... 6 hrs.
   Students who take either 102 or 201H on a CR/NC basis are required to pass the English Qualifying Examination.

II. Foreign Language ................................................... 3-12 hrs.
   Successful completion of 12-hour sequence ending with German 234, Greek 302, Latin 204, French 204 or 264R or Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the “Courses of Instruction” section of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.

III. Communication Studies ............................................... 0-3 hrs.
   Communication Studies 103, 104H or JOS. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103.

IV. Literature ............................................................. 6 hrs.
   Courses to be selected from the following:
   Classics 230, 231
   English-any 300 or 400 level literature course (ENG 354 does not fulfill this requirement).
   French 317, 318, 401, 402, 403, 404
   German 301, 302, 417, 418
   Latin-any 300 or 400 level course
   Religious Studies 202, 304, 310, 320, 325, 351
   Spanish 318, 319, 321, 322, 401, 402, 403, 460

V. Classics, Philosophy or Religious Studies ................................ 2-3 hrs.
   One course to be selected from the following:
   Classics any course except 230, 231
   Philosophy-any course
   Religious Studies-any course except Honors

SOCIAL SCIENCES

I. Courses to be distributed in at least three fields from Economics, Geography, History, Political Science, Psychology, and Sociology and Anthropology ............. 15 hrs.
   Economics-any course
   Geography 100, 203
   History-any course
   Political Science-any course
   Psychology-any course for which the student has the necessary prerequisite, except 223 and 417.
   Sociology-Anthropology-any course for which the student has the necessary prerequisite except Soc. 344, 345 and 445.
SCIENCE AND MATHEMATICS

I. Natural and Physical Sciences .......................................... 12 hrs.
Courses to be distributed in at least two fields from biological sciences, chemistry, geology and physics.

II. Mathematics, minimum requirement: Completion of one of the following: Mathematics 122, 131, 140, or 225. See individual program descriptions for specific requirements. All students whose Math ACT score is less than 16 are required to take Math 099. Credit received in Math 099 cannot be applied toward the 128 hours required for graduation.

DEGREE PROGRAMS

BIOLOGICAL SCIENCES

Biological sciences courses meet the needs of students who want knowledge of life sciences as part of their general education, or to satisfy science requirements in other departments.

A Bachelor's degree in Biological Sciences can lead directly to a variety of interesting careers in industry, government agencies, and the basic and applied health fields. Students majoring in Biological Sciences also receive excellent preparation for pursuing graduate studies leading to professions in the Biological and Health Sciences.

The B.S. in Biological Sciences requires a minimum of 40 hours in the major. These will include 20 hours of the listed core courses and 20 hours of electives chosen under the guidance of the faculty advisor.

- Biological Science 120 and 121 ................................................. 8 hrs.
- Biological Science 320, 322, and 324 ........................................... 12 hrs.
- Electives: BSC 212, 214 or courses at the 300 level or above except that the minimum may not be met using BSC 485-488 ................................ 20 hrs.

A student may follow one of the four tracks listed below, or select their major electives from any of the Biological Sciences course offerings except BSC 227, 228, and 250.

- Cell-Molecular Biology/Physiology
- Environmental Biology
- Pre-Health Professions
- Systematics, Evolutionary Biology

Biological science majors must meet the College of Science requirements for the B.S. degree in addition to the following:

- Chemistry 211, 212, 355-356 and 361 .......................................... 15 hrs.
- Two Chemistry laboratory courses 213, 214 ..................................... 4 hrs.
- Physics 201, 202, 203, 204 ..................................................... 8 hrs.
- Mathematics 130 and one of the following: 122, 131, 140 or 225. ................. 6-8 hrs.

OR

- Mathematics 131 or 140 and 225 or 230 ........................................ 6-9 hrs.

Cell-Molecular Biology/Physiology Track

Students who have an interest in physiology including molecular and cellular level biology can choose from the following courses. This selection of courses integrates whole organism physiology with an investigative approach to cell regulatory biology. Introductory Biochemistry (CHM 365) and Introductory Biochemistry Laboratory (CHM 366) are strongly recommended as supplementary courses. This track provides adequate preparation for careers in animal physiology, plant physiology, cell biology, medical research or medicine.

Recommended courses:

- BSC 301 - Vertebrate Embryology
- BSC 302 - General Bacteriology
- BSC 420 - Plant Physiology
- BSC 422 - Animal Physiology
Environmental Biology Track

Environmental biology offers opportunities for careers in areas such as environmental health, resource management, and basic and applied ecological research, in both industry and government, as well as academia. Students interested in establishing a strong course background in environmental biology are encouraged to select courses from the following list. GLY 200 and 210L are recommended as supplementary courses.

**Recommended Courses:**
- BSC 401 - Ichthyology
- BSC 406 - Herpetology
- BSC 408 - Ornithology
- BSC 409 - Mammalogy
- BSC 415 - Plant Morphology
- BSC 416 - Plant Taxonomy
- BSC 420 - Plant Physiology
- BSC 421 - Phycology
- BSC 422 - Animal Physiology
- BSC 424 - Animal Parasitology
- BSC 430 - Plant Ecology
- BSC 431 - Limnology
- BSC 460 - Conservation of Forests, Soil, and Wildlife

Pre-health Professions Track

This track is an option for students majoring in the Biological Sciences with an interest in careers in the various health professions. It also provides a foundation for students who wish to pursue careers in pharmaceutical sales, public health, industrial or applied microbiology, or the biomedical sciences. The following recommended courses offer undergraduate preparation for professional school basic sciences, or deal with organisms that either cause disease or vector disease agents in humans, domesticated animals, or wildlife animal populations.

**Recommended courses:**
- BSC 212 - Invertebrate Zoology OR BSC 214 - Vertebrate Zoology
- BSC 300 - Histology
- BSC 301 - Vertebrate Embryology
- BSC 302 - General Bacteriology
- BSC 303 - Readings in Immunology
- BSC 310 - Comparative Vertebrate Anatomy
- BSC 418 - Mycology
- BSC 422 - Animal Physiology
- BSC 424 - Parasitology
- BSC 426 - Medical Entomology

*Please consult the section of the catalog entitled "Preparation for Professional Careers in Health Sciences" for those courses specifically recommended by the different professional programs.

Systematics and Evolutionary Biology Track

Students having career or graduate school interests that emphasize the diversity and adaptation of organisms may select electives from the following courses. Geology 200 and 210L are recommended supplementary courses.

**Recommended courses:**
- BSC 212 - Invertebrate Zoology OR
CHEMISTRY

Courses offered by the Department of Chemistry provide a program of studies which allows the individual to:

1. Obtain high quality instruction in chemistry as a scientific discipline.
2. Obtain a sound background in preparation for advanced studies.
3. Meet the qualifications of professional chemists and accrediting agencies.
4. Prepare for a professional career in medicine, dentistry, pharmacy, medical technology, engineering, nursing and other fields.

High school students planning to major in chemistry are advised to take one year of high school chemistry, one year of high school physics, and at least three years of high school mathematics (including geometry, algebra, and trigonometry).

The curriculum and facilities of the department have been approved by the Committee on Professional Training of the American Chemical Society.

Curriculums in Chemistry

B.S. Degree, Major in Chemistry: This major in chemistry is intended for students needing a broadly based, flexible science background. The requirements are:

A. Science ............................................................ 64 hours
   Chemistry 211-214, 355, 356, 361, 307 or 358, 345, 448 30
   Mathematics through 131 or 140 3-8
   Physics 201-204 8
   Chemistry electives 3
   Science and Mathematics electives 15-20

B. General College Humanities and Social Science Requirements ....................................... 42-54 hours

C. General Electives from any college .................................. 10-22 hours
   Total 128 hours

Students interested in careers in technical sales, management, and marketing in chemical industry are encouraged to take the following courses as electives: Economics 250, 253; Marketing 340, 440 or 442; Management 320.

B.S. in Chemistry Degree: This curriculum meets the standards of the American Chemical Society and is recommended for students intending to enter the chemical profession or intending to pursue graduate work in chemistry.

The requirements for this degree are:

A. Chemistry ............................................................ 51 hrs.
Principles of Chemistry 211-214 .......................................................... 10
Organic Chemistry 355, 356, 361, 362 ................................................. 12
Physical Chemistry 357-358 ............................................................... 8
Analytical Chemistry 345, 422 or 426 ................................................... 8
Chemical Literature 305 ................................................................. 1
Inorganic Chemistry 448 ................................................................. 4
Research 401, 402 ........................................................................ 6
Seminars 331, 332, 431, 432 CR .......................................................... 3
Advanced Electives ......................................................................... 3

B. Physics 211-214 (preferred) or 201-204 ........................................ 10-8 hrs.
C. Mathematics through 231 ............................................................. 13-16 hrs.
D. General College Humanities and Social Science Requirements ...... 42-54 hrs.
E. General Electives ......................................................................... 5-20 hrs.

Total 128 hrs.

Grade Point Average: A grade point average of 2.0 in all required Chemistry courses as well as an overall 2.0 in all Chemistry courses will be required.

Honors, Research, and Special Programs in Chemistry: The department offers a number of unique enrichment programs outside the above curriculums that are open to students in either degree program. All entering students in chemistry should contact either the department office or their advisor for full details.

CLINICAL LABORATORY SCIENCES

Associate in Applied Science Degree in Medical Laboratory Technology (MLT)

Bachelor of Science Degree in Medical Technology (MT)

Integrated 2+2 Program:
The CLS integrated curriculum has two degree options: the Associate Degree in Medical Laboratory Technology (MLT) and the Baccalaureate Degree in Medical Technology (MT). Students may choose to earn the associate degree only or to earn both the associate and baccalaureate degrees. Credit for previous clinical laboratory training or experience may be granted based upon documentation and/or proficiency examination administered by the CLS Department. Should space for students in the hospital setting be limited in these programs, admission to clinical practicum would be competitive based upon grade point average. Names of students qualified but not selected for any practicum rotation will be placed on a waiting list and receive priority in the next rotation. College of Science general requirements do not apply to these curricula.

Transportation and housing for hospital portions of these programs are the responsibility of the student. Medical insurance coverage is required for hospital rotations. Costs of physical examinations and immunizations are borne by the student. Students will be required to either initiate or receive the hepatitis B vaccine series or sign a waiver form refusing the vaccine prior to all laboratory courses and clinicals.

Availability of hospital training sites varies and is not guaranteed.

Prerequisites for CLS courses are strictly applied.

Associate Degree, Medical Laboratory Technician (MLT)

Medical laboratory technicians earn the Associate in Applied Science Degree. The curriculum is designed so that a student may complete the program and become eligible for national board certification within 2 years. A person who has earned the associate degree may later complete the bachelors degree in medical technology within two more years (2+2 program).

Technicians are trained to perform approximately 90% of the routine diagnostic work load done in a hospital clinical laboratory. They generally work under the supervision of a technologist. They collect blood samples by venipuncture and do a wide variety of blood and urine tests using
microscopes, spectrophotometers, electronic counters, and other laboratory instruments; they also perform crossmatches, culture pathogenic bacteria, and perform blood clotting tests. Besides working in hospital laboratories, medical laboratory technicians work in doctors offices, clinics, and in industry.

Admission

No special program admission is necessary for the first semester of the MLT curriculum. Admission to the subsequent semesters of CLS courses is based upon academic achievement and successful completion of prerequisite courses. Registration for CLS 110 and CLS 200 is on a first-come-first-served basis.

Admission to Clinical Practicum (hospital based courses) is as follows:

Students must surpass defined minimum standards of academic and technical competence in each medical laboratory subject and in overall academic performance before being permitted to enter hospital clinical practicum. Specifically, students must earn a grade of "C" or better in each CLS techniques course, must have earned a minimum 2.5 GPA in CLS techniques courses, must have a minimum overall GPA of 2.0, and must have completed all prerequisite science and technical (CLS) courses in the curriculum.

Any student who must repeat more than one CLS techniques course in which a grade of D, F, W, WP, or WF was earned may become ineligible for hospital training and readmission to CLS courses. Policies and procedures for Clinical Practicum are available for review in the CLS Department.

MLT students who complete program requirements in August graduate in December.

**Associate Degree (MLT) Curriculum**

**Freshman Year:**

*First Semester, Fall*

- English 101 .................................. 3
- Chemistry 211 .................................. 3
- Chemistry 213 .................................. 2
- Mathematics 120 .................................. 3
- Biological Science 227 ............................... 4
- Clinical Lab. Sci. 100 ............................... 1

**Hrs.** 16

*Second Semester, Spring*

- English 102 .................................. 3
- Chemistry 212 .................................. 3
- Chemistry 214 .................................. 2
- Biological Science 228 ............................... 4
- Clinical Lab. Sci. 110 ............................... 4

**Hrs.** 16

**Sophomore Year:**

*First Semester, Fall*

- Clinical Lab. Sci. 200 ............................... 4
- Psychology 201 .................................. 3
- Communication Studies 103 ............................... 3
- Elective 1 .................................. 3

**Hrs.** 13

*Second Semester, Spring*

- Clinical Lab. Sci. 210 ............................... 4
- Clinical Lab. Sci. 220 ............................... 4
- Clinical Lab. Sci. 255 ............................... 3
- Elective 1 .................................. 3

**Hrs.** 14

*Summer: 15-week Clinical Practicum*

- Clinical Lab. Sci. 270 ............................... 3
- Clinical Lab. Sci. 271 ............................... 3
- Clinical Lab. Sci. 272 ............................... 3
- Clinical Lab. Sci. 273 ............................... 3

**Hrs.** 12

**Medical Technology (MT) Bachelors Degree**

Medical technologists are trained to perform a variety of specialized tests in the clinical laboratory which provide information used by the physician to determine the extent and cause of disease.

---

1 Students may substitute PHY 201-204 for 3-hour electives if they wish to proceed directly from the associate degree to the bachelor's degree program.
The tests performed or supervised by the medical technologist are completed in such areas as hematology, blood banking, serology, immunology, clinical chemistry, bacteriology, and parasitology. The graduate medical technologist is equipped with the knowledge and abilities which prepare him or her for certification by nationally recognized professional agencies. Certified medical technologists are accorded the status of professionals in the medical team. They often have responsibilities for laboratory sections, exercise independent judgment, and evaluate the work of others.

Career Opportunities

Professional opportunities for certified medical technologists are good nationwide. About two-thirds of all medical technologists are employed in hospital laboratories while others find employment in physicians' offices, the armed forces, and state and federal health agencies. Pharmaceutical and industrial laboratories as well as research foundations also employ personnel with training in this field. Many medical technologists proceed to become physicians or earn graduate degrees.

The 2+2 "ladder" curriculum allows students who have earned an associate degree in medical laboratory technology to complete the baccalaureate degree within two years. Recently reconfigured as a university-based program, it involves clinical practice at several hospital affiliates, including St. Mary's Hospital and Cabell Huntington Hospital.

The first two years of the medical technology program consist of the associate degree program in MLT plus PHY 201-204 or equivalent (see MLT curriculum). The remaining coursework is on campus, except for the final semester of the senior year which is daily full time clinical practice at one or more hospital affiliate laboratories for a total of 18 weeks.

A student who has completed required general studies and prerequisite courses may complete the MLT and MT programs within two years.

Admission

To be eligible for the senior level CLS courses, students must have completed a MLT program. Students who have completed the MLT associate degree program at Marshall University need only to successfully complete the 2+2 curriculum. Individuals transferring to MU after earning their associate degree in MLT at another college or university can enter the MT Program provided that they earned the degree at a CAHEA-accredited program. Training and experience earned through programs not accredited by CAHEA is evaluated on an individual basis. Advanced standing and credit by examination based upon previous technical training and experience is available.

To be eligible for entry into clinical practicum at affiliated hospitals, students must have a minimum overall 2.0 grade point average, have completed all required CLS technical courses with a minimum grade of "C", have a minimum 2.5 GPA in CLS technical courses, and be otherwise eligible for the degree. Any student who must repeat more than one CLS course in which a grade of W, WP, WF, D, or F was earned may become ineligible for hospital training and readmission to CLS courses.

Curriculum Bachelor of Science Degree in Medical Technology

<table>
<thead>
<tr>
<th>Semester</th>
<th>Junior Year</th>
<th>Hrs.</th>
<th>Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 355</td>
<td>Chemistry 356</td>
<td>3</td>
<td>Chemistry 361</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 303</td>
<td>Biological Science elective</td>
<td>2</td>
<td>Management 320</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 345</td>
<td>Mathematics 225</td>
<td>5</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 302</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1Chemistry 327 may be substituted for the 355-356 sequence.
2Chemistry 365 may be substituted.
3Biological Science 300, 322, 324, 418, 424, or 442.
4Psychology 223, Management 318, Sociology 345, or Educational Foundations 417 may be substituted.
Accreditation

The MLT and MT programs are accredited by the American Medical Association Committee on Allied Health Education Accreditation (CAHEA). Students who complete CLS programs through Marshall University will be eligible for national board examinations.

COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT

The Department of Computer Science and Software Development (CSD), previously the Department of Computer and Information Sciences, was transferred from the College of Business to the College of Science in 1991. The curriculum was extensively revised and updated, and now has a strong emphasis on software engineering. The new B.S. degree program emphasizes the team approach to software development and maintenance. Graduates with this orientation are very much in demand by industry and government. The program provides a solid grounding in modern computer science, including computer architecture, operating systems, algorithms, and programming languages.

The first offering of courses in the new curriculum began in Spring 1992. As new courses are offered for the first time each semester, some old courses are gradually being discontinued. All majors are strongly advised to stay in close contact with the CSD department during this transition period. Majors who began their degree programs prior to the beginning of the new curriculum should obtain handouts from the CSD department office showing which new courses to take as replacements for discontinued courses.

B.S. DEGREE PROGRAM

Freshman Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 119</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 131</td>
<td>5</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

15

Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 120</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 230</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry or Biology and Lab</td>
<td>5</td>
</tr>
<tr>
<td>or Geology and Lab</td>
<td></td>
</tr>
</tbody>
</table>

16

Sophomore Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 212</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 340</td>
<td>3</td>
</tr>
<tr>
<td>Physics 211 and Lab</td>
<td>5</td>
</tr>
<tr>
<td>Economics 250</td>
<td>3</td>
</tr>
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</table>

17

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science 222</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 240</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 330</td>
<td>3</td>
</tr>
<tr>
<td>Physics 213 and Lab</td>
<td>5</td>
</tr>
<tr>
<td>Accounting 215</td>
<td>3</td>
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</table>

17

Junior Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 305</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 313</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 354</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 333</td>
<td>3</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Computer Science 322</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 325</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 445</td>
<td>3</td>
</tr>
<tr>
<td>Management 320</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 338</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 443</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Hrs.</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Computer Science 493</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Classics/Philosophy/Religion</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science 494</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>6</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 443</td>
<td>3</td>
</tr>
</tbody>
</table>

**CYTOTECHNOLOGY**

Cytotechnologists work in hospitals, clinics, and private physicians’ laboratories. Cytotechnologists stain and analyze body cells under the microscope for visible changes which indicate cancer or infection. Cytotechnologists also learn how to examine chromosomes from human cells to discover inherited disorders.

There is a local and nationwide demand for this specialty, with beginning annual salaries ranging from $23,000-35,000.

**Bachelor of Science in Cytotechnology**

Students wishing the degree in cytotechnology complete the first three years of the academic curriculum shown and then apply for one year (12 months) of hospital-based cytotechnology training. The College of Science General Requirements do not apply to this curriculum.

The work of the fourth year is at either the Cabell Huntington Hospital (CHH) School of Cytotechnology, or the Charleston Area Medical Center School of Cytotechnology, both accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Society of Cytology. Upon successful completion of the entire curriculum, the student is granted the degree Bachelor of Science in Cytotechnology, and is eligible for certification examinations given by agencies such as the American Society of Clinical Pathologists (ASCP).

**Admission to Hospital Training**

A minimum of 2.5 GPA on all college work attempted and completion of the pre-clinical academic program is required for students to be considered for cytotechnology training at an affiliating hospital. Applicants for the final year of cytotechnology training must apply for transcript review by the Clinical Laboratory Sciences Department between January 1 and March 1 the same year.

Names and transcript evaluations of qualified applicants are supplied to the respective hospital schools by the CLS Department, and students are then selected to fill available positions by the admissions committee on the basis of grade point average, personal interview, and student academic status at Marshall. First preference is given to Marshall University students who have met residence requirements for graduation and who will be degree eligible in cytotechnology upon completion of hospital training; second preference is MU graduates who meet ASC requirements; third preference is undergraduates who meet ASC requirements. ASC requires that cytotechnology students have completed 60 college semester hours which include 20 credit hours of biological science, 8 of chemistry, and 3 of mathematics. Last preference is given to qualified applicants or graduates from other colleges and universities. A waiting list is established using these criteria in case an opening becomes available.

Successful completion of the academic program does not automatically assure admission to clinical studies, since enrollment at the associated hospitals is limited. CHH can take a maximum
of 4 students per year; CAMC can take a maximum of 6 per year.

CHH charges tuition of $1500 for the year of training; CAMC charges $2500 per year. These charges may change. Students with at least 24 credit hours earned at Marshall University may apply for waiver of Marshall tuition for the clinical year.

Students will be required to either receive the hepatitis B vaccine series or sign a waiver form refusing the vaccine prior to admission to the clinical training. Contact the CLS department for details.

Individuals seeking certificate training but not a degree should contact CHH or CAMC schools directly.

Cytotechnology Curriculum

<table>
<thead>
<tr>
<th>First Year</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 120</td>
<td>4</td>
<td>Mathematics 120</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 227</td>
<td>4</td>
<td>Biological Science 228</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 211</td>
<td>3</td>
<td>Chemistry 212</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 213-216</td>
<td>2</td>
<td>Chemistry 213-216</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Lab Science 100</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Studies 103</td>
<td>3</td>
<td>Psychology 201</td>
<td>3</td>
</tr>
<tr>
<td>Physics 201-202</td>
<td>4</td>
<td>Physics 203-204</td>
<td>4</td>
</tr>
<tr>
<td>Biological Science 301 or 302</td>
<td>4</td>
<td>Biological Science 300</td>
<td>4</td>
</tr>
<tr>
<td>Biological Science 424 or 426</td>
<td>4</td>
<td>Biological Science 422</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
<td>Elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Year</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 355</td>
<td>3</td>
<td>Chemistry 356</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 324</td>
<td>4</td>
<td>Chemistry 361</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 122 or higher</td>
<td>3</td>
<td>Biological Science 322</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Biological Science 302</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Psychology 440</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

The CYT clinical curriculum involves 32 credit hours including the following courses:

<table>
<thead>
<tr>
<th>Course:</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cytotechnology 438</td>
<td>4</td>
</tr>
<tr>
<td>Cytotechnology 439</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 440</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 441</td>
<td>6</td>
</tr>
<tr>
<td>Cytotechnology 442</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 443</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 444</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 445</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 447</td>
<td>3</td>
</tr>
<tr>
<td>Cytotechnology 485</td>
<td>3</td>
</tr>
</tbody>
</table>

ENGINEERING — PRE-PROFESSIONAL (Two-Year Curriculum)

Marshall University offers a pre-engineering program which consists of the first two years of a professional engineering curriculum. To qualify for admission a minimum math ACT score of 20 is required.

A structured sequence of engineering courses is offered in conjunction with selected supportive courses from other departments of the university. The engineering courses are general in nature, common to many specialized engineering curricula offered in schools throughout the country.

With the possible exception of chemical engineering, where specialized course work is sometimes offered in the second year, students transferring to professional engineering programs after two

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years should be able to complete their B.S. requirements in the normal amount of time. Since requirements may vary slightly for different professional schools, students should meet with the pre-engineering advisor early in their program to plan their course of study.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 211 Principles of Chemistry I</td>
<td>3</td>
<td>CHM 212 Principles of Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 213 Indent. of Elements</td>
<td>2</td>
<td>CHM 214 Quant. Aspect of Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
<td>ENG 102 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>EG 107 Engr. Computations</td>
<td>2</td>
<td>MTH 230 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 151 Calculus I</td>
<td>5</td>
<td>CIS 203 Comp. Science-Fortran</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
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</tr>
<tr>
<td></td>
<td>18</td>
<td>17-19</td>
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</tr>
</tbody>
</table>

Second Year

(All except Chemical or Electrical Engineering majors)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 213 Statics</td>
<td>3</td>
<td>EM 214 Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>EM 215 Engr. Materials</td>
<td>3</td>
<td>EM 216 Mech. of Deform Bodies</td>
<td>4</td>
</tr>
<tr>
<td>EG 221 Engr. Economy</td>
<td>3</td>
<td>EM 218 Fluid Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 231 Calculus III</td>
<td>4</td>
<td>MTH 335 Ord. Differential Eq</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 Princ. of Physics</td>
<td>4</td>
<td>PHY 213 Princ. of Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 202 or 212 Physics Lab</td>
<td>1</td>
<td>PHY 204 or 214 Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>19</td>
<td></td>
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</tbody>
</table>

Second Year

(Electrical Engineering Majors)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 213 Statics</td>
<td>3</td>
<td>EM 214 Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>EM 215 Engr. Materials</td>
<td>3</td>
<td>EE 204 Digital Logic Design</td>
<td>3</td>
</tr>
<tr>
<td>EE 201 Circuits I</td>
<td>4</td>
<td>EE 202 Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 231 Calculus III</td>
<td>4</td>
<td>MTH 335 Ord. Differential Eq</td>
<td>3</td>
</tr>
<tr>
<td>PHY 211 Princ. of Physics</td>
<td>4</td>
<td>PHY 213 Princ. of Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 202 or 212 Physics Lab</td>
<td>1</td>
<td>PHY 204 or 214 Physics Lab</td>
<td>1</td>
</tr>
<tr>
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Second Year

(Chemical Engineering Majors)

<table>
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<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
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<tr>
<td>EM 213 Statics</td>
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<td>EM 214 Dynamics</td>
<td>3</td>
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<tr>
<td>EM 215 Engr. Materials</td>
<td>3</td>
<td>EM 218 Fluid Mechanics</td>
<td>4</td>
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<td>CHM 355 Organic Chemistry I</td>
<td>3</td>
<td>CHM 356 Organic Chemistry II</td>
<td>3</td>
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<td>MTH 231 Calculus III</td>
<td>4</td>
<td>MTH 335 Ord. Differential Eq</td>
<td>3</td>
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<tr>
<td>PHY 211 Princ. of Physics</td>
<td>4</td>
<td>PHY 213 Princ. of Physics</td>
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<td>PHY 202 or 212 Physics Lab</td>
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<td>PHY 204 or 214 Physics Lab</td>
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TRANSFER TO BACCALAUREATE PROGRAMS IN ENGINEERING

Administrative Bulletin No. 23 of the Board of Trustees establishes policies for transfer of students from pre-engineering programs to baccalaureate programs at West Virginia University and West Virginia Institute of Technology.

1Electives may be technical or nontechnical, according to the particular requirements of the chosen program.

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POLICIES AND PRACTICES FOR THE TRANSFER PROCESS

A. Any student (1) who is a resident of West Virginia, (2) who meets the admission standards for a receiving institution at the time they are admitted by the sending institution, (3) who maintains a GPA of 2.0 or higher during the equivalent of four terms (64 credit hours) at a sending institution will be assured admission into a baccalaureate program in engineering at the receiving institution, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 credit hours at a sending institution will be considered for admission to a baccalaureate engineering program at a receiving institution in the same manner as the receiving institution’s regular returning students. Students should consult the college handbook of the desired receiving institution for admission requirements.

Students who have completed a pre-engineering program should have completed the following core of courses:

- Calculus: 12 hrs.
- Chemistry: 8 hrs.
- Physics: 8 hrs.
- English: 6 hrs.
- Statics: 3 hrs.
- Computer Programming: 2 hrs.
- Graphics: 2 hrs.

B. Any student (1) who is not a resident of West Virginia, (2) who meets the non-resident admission standards for a receiving institution at the time they are admitted by the sending institution, and (3) who maintains a GPA of 2.0 or higher during the institution will be assured admission into a baccalaureate program in engineering at a receiving institution, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 credit hours at a sending institution will be considered for admission to a baccalaureate engineering program at a receiving institution on a case-by-case basis.

C. Any student who does not qualify under A or B above, but who nonetheless is admitted to a pre-engineering transfer program at a sending institution, must be informed that there is no assurance that he or she will be admitted to a baccalaureate program in engineering at a receiving institution. These students will be admitted to the College of Engineering and to a curriculum if they have completed at least 8 hours of calculus, 8 hours of applicable physics or chemistry, and 4 hours of graphics and computer programming and one semester of freshman composition with an overall 2.5 GPA and a 2.5 GPA in math and science courses. Students who do not meet the minimum transfer requirements, but who demonstrate special aptitude for engineering studies, may request admission to a baccalaureate program in engineering at a receiving institution by written petition to the appropriate administrator at the receiving institution.

Although these guidelines are designed to accommodate students who wish to transfer into a baccalaureate engineering program from an approved two-year pre-engineering program, differences in the range and scope of offerings at each institution cannot assure that a student will be able to complete the baccalaureate degree in all fields of engineering within a four-year period.

Any student who is admitted by transfer from a pre-engineering program at a sending institution will be treated by the receiving institution like the receiving institution’s regular returning students. Access to student housing and other privileges at the receiving institution will be controlled by the usual offices, in accordance with the institution's standard practices.

All pre-engineering students at a sending institution will have an opportunity annually to consult with academic advisors from the receiving institutions to ensure adequate articulation of engineering program requirements.

The number of slots available in certain high demand programs at West Virginia University may be limited. In these cases, West Virginia University may invite qualified applicants to select another field.

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FORESTRY AND ENVIRONMENTAL STUDIES

Cooperative Plan of Study

Marshall University and the Duke University School of the Environment have entered into an agreement whereby a student may spend three years at Marshall followed by two years at Duke. Students who are accepted by Duke for this program pursue one of two degrees: Master of Forestry (M.F.) or Master of Environmental Management (M.E.M.). At the end of the fourth year (minimum of 24 Duke credits) the student may be eligible for the B.S. degree with a major in Biological Sciences from Marshall University. Following the fifth year (minimum total of 48 Duke credits) students may qualify for one of the two professional Master's degrees.

Students are normally admitted only at the beginning of the fall term. Applications to Duke University should be submitted by February 15 preceding the fall in which admission is desired. Duke requires the Graduate Record Examination (GRE) for admission. Students should arrange to take the GRE in the first semester of the junior year.

The curriculum outlined below shows the courses required of students who seek admission to Duke as biology majors at Marshall. Marshall requires a quality point average (QPA) of 2.5 or higher for the three years of on-campus work. Students are strongly encouraged, however, to maintain a QPA of 3.0 or higher to qualify for acceptance into Duke. Students accepted into the program over recent years have had a mean QPA of approximately 3.3. In the fourth year a sufficient number of hours must be successfully completed at Duke to total 128 when added to those already completed at Marshall.

Forestry and Environmental Studies majors are required to meet the Marshall University College of Science requirements for the B.S. degree and to take the following courses:

- Biological Sciences 120 and 121 ........................................ 8 hrs.
- Biological Sciences 320, 322, and 324 ................................ 12 hrs.
- Chemistry 211, 212, 355-356, and 361 ............................ 15 hrs.
- Chemistry 213 and 214 ............................................. 4 hrs.
- Physics 201, 202, 203, and 204 .................................... 8 hrs.
- Mathematics 131 and 225 .......................................... 8 hrs.
- Economics 250 ....................................................... 3 hrs.

GEOLGY

The Department of Geology offers two degree programs for those individuals interested in becoming scientists who deal with the earth. The natural resource industries, which include metallic and non-metallic mining, oil, gas and coal companies, employ the greatest numbers of geologists. Concerns about pollution and preservation of the environment, and an increased awareness of our dependence on the earth and its dwindling resources have opened up new and challenging careers for the trained geologist. Many graduates find employment with geotechnical companies, geological surveys, and regulatory agencies on the local, state, and federal levels. A geological background can also form the basis for a career in the teaching profession at the secondary or higher education levels. Experience has shown that geologists with a masters degree are the most competitive in the marketplace.

The bachelor of arts degree is designed for those who wish to enter the teaching profession at the junior high school or high school level. The bachelor of science degree is designed for those who wish to directly enter the profession upon completion of the degree or wish to further their education at the graduate level. The B.S. degree is the more rigorous of the two, requiring more geology, basic science and mathematics. Summer field camp, offered by many schools, is recommended to all geology majors. The Department offers local and distant field trips to provide experience in a variety of natural geological settings. Students have ample opportunity for participating in independent or faculty related research. The Department's programs are recognized and approved by the American Institute of Professional Geologists, a national organization that certifies professional geologists.

High school students interested in geology as a career option are advised to take one year of
chemistry, one year of physics or biology, and mathematics through at least geometry, algebra and trigonometry. Courses in physical or earth science are also highly recommended.

Requirements:

All Majors
Mathematics 130
Chemistry 211, 212; labs. 213, 214 preferred (or 215, 216)
Biology or Physics — 4 hrs. — Biological Science 120 or PHY 201-202
Geology 110 (minimum B grade required) or 200, 210L, 201, 211L, 212, 313, 314, 325, 451, 451L

Additional requirements for the B.A. Degree Program:
7-8 additional hours of 300-400 level Geology courses and Math 122. Total Geology hours: 33-34

Additional requirements for the B.S. Degree Program:
Mathematics 131; recommended: Mathematics 230, 231 - especially for those planning graduate work.
Biology or Physics — 4 hrs. (Total: 8 hrs.) — Biological Science 120 and/or 121 and/or Physics 201-202 and/or 203-204
Geology 421 or 423; plus an additional 11-12 hours selected from GLY 418, 421, 422, 423, 425, 426, 427, 455, and 455L.
Total Geology hours: 41-42, depending on course selection

Elective Courses: Geology 410, 430; 480, 481, 482, or 483 may be substituted for required choices with approval from the Chairman of the Department of Geology.

MATHEMATICS

The Department of Mathematics offers the B.S. degree in the College of Science. All mathematics majors must take the following CORE courses: MTH 131, 230, 231, 330 and 427. In addition to these, at least 3 hours in computer programming in some scientific language chosen from CIS 139, 203, 205, 209 or equivalent is required. The major also selects one of the following concentrations which include requirements in addition to the CORE:

1. Mathematics Major — Traditional Concentration — MTH 337, 428, 445, 450 plus 6 credit hours of mathematics electives at the 300-400 level.
2. Mathematics Major — Statistics Concentration — MTH 445, 446 and either MTH 337 or 450. Also either Group A or Group B must be chosen:
   Group A — MTH 325, 412, 413
   Group B — any two from Group A plus one selected from MTH 411, 428, 443.
4. Mathematics Major — General Concentration — 18 hours of Mathematics at the 300-400 level, including at least MTH 337 or 450.

Transfer students who wish to major in mathematics must complete at least nine hours of 300-400 level course work at Marshall University.

The American College Test score in mathematics is utilized for the placement of students. Relevant information regarding such placement is included under prerequisites in “Courses of Instruction”.

A student enrolled in Marshall may receive credit for certain courses in mathematics provided he successfully completes the appropriate examination of the College Level Examination Program. Advance placement in mathematics is granted on the basis of Educational Testing Service Advanced Placement Test scores. Students who score 4 or 5 on the Calculus AB examination are given credit for Mathematics 130 and Mathematics 131 and those who score 4 or 5 on the Calculus BC examination are given credit for Mathematics 131 and Mathematics 230. Students who score 3 on BC are referred to the Chairman of the Department of Mathematics for a decision on credit; those who score 3 on AB are given credit for Mathematics 130.

PHYSICS

The Department of Physics and Physical Science offers coursework leading toward the B.S. degree in physics. The physics major must complete all College of Science general requirements for the
B.S. degree. The physics major must complete the calculus sequence through differential equations and 35 hours of required course work in the major. The completion of the B.S. in physics prepares the graduate to enter graduate school in physics or engineering, medical school or other professional programs, direct employment in government or industrial laboratories, and other technically related fields.

Among the coursework options open to physics and other science majors are applied physics courses which emphasize applications of optics (PHY 440), electronics (PHY 430), and radiation (PHY 450) to the medically related fields. The applied radiation course includes laboratory experience at the University of Michigan’s nuclear reactor.

Additional related programs within the department lead to an A.B. degree with a specialization in physics and/or general science, and an M.S. degree in physical science. The physics major working to complete a B.S. degree is required to complete:

1. Physics 211, 202, 213, 204, or equivalent.
3. Ten additional semester hours of 300-400 physics courses selected from the catalog including at least 4 semester hours of advanced laboratory courses (Physics 405, 415, 421, 463).

Majors in physics must demonstrate to the department faculty fundamental skills in utilizing computers, including the ability to interact with a computer, to interface with scientific instruments for data collection, and to apply computer programs to the solution of appropriate physical problems. Students lacking these skills can fulfill this requirement by taking appropriate courses which have the approval of the Department of Physics and Physical Science.

PREPARATION FOR PROFESSIONAL CAREERS IN HEALTH SCIENCES

With the emergence of medicine as a science, and the demand by a modern society for better access to all levels of health care, the challenges presented by a career in the health professions today are both formidable and exciting. The student who is contemplating a career in health sciences is required to have a solid foundation in the natural sciences. As a result, students who plan to study in any of the health professions should include in their high-school subjects one and one-half units of algebra, one unit of geometry, one unit of chemistry, and one unit of physics.

There is no bachelor’s degree, as such, granted in pre-medicine or any of the other related health sciences. While most pre-professional students major (i.e. work towards the bachelor’s degree) in either chemistry or biological sciences, students may major in virtually any field and still apply to a professional school (dentistry, medicine, etc.). However, it should be recognized that a thorough knowledge of the sciences is needed if one expects to perform satisfactorily on aptitude examinations that must be taken prior to applying for admission to a professional school. Thus the following pre-professional health programs, along with basic course requirements, are outlined for the prospective student. The courses listed under each program are considered minimum requirements, and are usually completed during the first two years of undergraduate work.

COMBINED COLLEGE AND PROFESSIONAL DEGREES

The tendency among medical or dental colleges is to require four years of preprofessional preparation, and preference is given to applicants having such preparation. A student wishing to study medicine or dentistry at a professional school may be granted a leave of absence during the senior year at Marshall University. To secure this leave of absence the student must file a written report in the office of the dean immediately after gaining admission to the professional school and before the termination of course work at Marshall University. Failure to discharge this responsibility voids candidacy for the degree under this program. At the end of the first year in the professional school the student then is eligible for the baccalaureate degree from Marshall University, provided that all requirements for graduation are met except the
completion of a major, and that the student can present certification from the professional school that he/she has successfully completed the first year at the professional school, and that a sufficient number of semester hours of good quality work has been completed to total 128 when added to those earned at Marshall.

At least 96 hours of study must have been completed and a quality point average of 2.0 must have been earned by the student at Marshall University. Candidates for the degree must attend the regular Marshall University commencement, or have permission to graduate “in absentia.”

As one can see from examining the various pre-professional programs, undergraduate requirements, aptitude testing examinations, application for admission to a professional school, etc. may vary considerably. Therefore, it is strongly recommended that pre-professional students discuss their programs at least once each semester with one of the following members of the Pre-Professional Advisory Committee: Dr. Daniel P. Babb, (Chemistry) Co-Chairman, Dr. James E. Joy (Biology) Co-Chairman, Dr. Mary Etta Hight (Biology), Dr. Thomas J. Manakkil (Physics), Dr. E. Bowie Kahle (Biology), Dr. William Westbrook (Sociology), Dr. Ralph Taylor (Biology).

**PRE-PHYSICAL THERAPY**

**(2-years, followed by 2 additional years at a physical therapy school)**

Courses:
- Biological Science (BSC) 120 and 121
- Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216
- English (ENG) 101 and 102
- Mathematics (MTH) 130 and 122 and 225 or 131 and 225
- Physics (PHY) 201, 202, 203, 204
- Psychology (PSY) 201, 311
- Biological Science 227
- Home Economics 210

Exams: — AHPAT - sophomore year

Other Courses:
- 12 hours from Art, English Literature, Languages, Music, Philosophy, Religious Studies or Speech (must be distributed in at least three fields); 6 hours from Economics, Geography, History, Political Science, Sociology (Anthropology)
- The ability to swim, or courses in swimming, volunteer or work experience in physical therapy

Recommended Electives:
- FIN 307 (Business Law), BSC 301, PE 321, PSY 204

**PRE-VETERINARY MEDICINE (4 years)**

Courses:
- Biological Science (BSC) 120 and 121
- Chemistry (CHM) 211, 212, 213, 214, 355, 356, 361, 365, 366
- English (ENG) 101, 102,
- Genetics (BSC) 324
- Mathematics (MTH) 130 and one of the following: 122, 131, 140 or 225
- General Bacteriology (BSC) 302
- Physics (PHY) 201, 202, 203, 204
- Animal Nutrition, By arrangement

Exams: MCAT, VAT or GRE and GRE Advanced Biology Section

Other Courses:
- Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:
- BSC 322, CL 200, SOC 200, BSC 301, 315

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1Students entering the pre-veterinary medicine curriculum should see Dr. Kahle (Biological Sciences) for additional requirements.
PRE-OPTOMETRY (3-years)

Courses:
- Biological Science (BSC) 120 and 121
- Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216; also 355, 356, 361
- Social Sciences -Any courses (12 hrs.)
- English (ENG) 101 and 102
- Mathematics (MTH) 130 and 122 (and 140 recommended) or 131; 225
- Physics (PHY) 201, 202, 203, 204
- Psychology (PSY) 201

Exams:
- OCAT October or March of sophomore year

Other Courses:
- Check carefully catalog of Optometry College. Requirements vary.

Recommended Electives:
- CHM 356, 307; MTH 230, 231; PHY 350, 440; PSY 311 or 440; BSC 302, 310, 315

PRE-PHARMACY (2 years)

Courses:
- Biological Science (BSC) 120 and 121
- Chemistry (CHM) 211, 212 and Lab 213, 214, 215 or 216 (any two labs); 355, 356 and 361
- Economics (ECN) 250
- English (ENG) 101 and 102
- Mathematics (MTH) 130, 122 and 140
- Physics (PHY) 201, 202, 203, 204

Exams:
- PCAT November or February of sophomore year

Other Courses:
- 12 hours from Art, English, Literature, Languages, Music, Philosophy, Religious Studies (must be distributed in at least three fields)
- 6 hours from Geography, History, Political Science, Psychology, Sociology/Anthropology

PRE-DENTAL (3 or 4 years)

Courses:
- Biological Science (BSC) 120 and 121
- Chemistry (CHM) 211, 212, and any two of 213, 214, 215, 216; also 355, 356 and 361
- Economics (ECN) 250, 253
- English (ENG) 101 and 102
- Mathematics (MTH) 130 and 122 or 131
- Physics (PHY) 201, 202, 203, 204

Exams:
- DAT Spring of sophomore year for 3-year students or during junior year for 4-year students

Other Courses:
- Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:
- ART 101 or EG (General Engineering) 101; BSC 300, 301, 310, 322, 324; CHM 307, 345, 362, 365, 366; CL 200; MTH 230, 231; PHY 350, 450; PSY 311, 408, 440; BSC 300, 301, 310

PRE-MEDICINE (3 or 4 years)

Courses:
- Biological Science (BSC) 120 and 121

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1For information on Pre-Chiropractic, Pre-Podiatric, etc., programs see a Pre-Health Professions Advisor.
Chemistry (CHM) 211, 212, and any two of 213, 214, 215, 216; also 355, 356 and 361
English (ENG) 101 and 102
Mathematics (MTH) 130 and 122 or 131
Physics (PHY) 201, 202, 203, 204

Exams:
MCAT Generally during the junior year; however, in some cases the student, after counseling with his advisor, may choose to take the MCAT during the spring semester of the sophomore year.

Other Courses:
Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:
BSC 300, 301, 302, 310, 322, 324; CHM 307, 345, 362, 365, 366; MTH 230, 231; PHY 350, 430, 440, 450; PSY 408, 440
MISSION OF THE COLLEGE

The Community and Technical College, an open door institution, primarily serves Cabell, Wayne, Lincoln, and Mason counties by providing postsecondary programs of study which are chiefly occupational-technical in nature. The College's curricula reflect the occupational, educational, and cultural needs of youth and adults in the area. The College offers educational opportunities to any student who can benefit from instruction, regardless of age or academic preparation.

The Community and Technical College offers two-year Associate Degree programs and shorter Certificate of Proficiency programs.

Opened in 1975, the College enrolls 1,850 students.

PROGRAMS

The Community and Technical College offers programs to meet identified student needs. The programs include:

1. Programs and courses of an Occupational-Technical nature.
   a. Occupational-Technical Programs which culminate in an associate degree or certificate of proficiency. These programs are not designed as first part of traditional baccalaureate degrees (see Transfer, in this section).
   b. Occupational-Technical Courses for students interested in specific skills and knowledge, but not a certificate or degree.

2. Developmental and General Studies Courses to improve academic skills for entry into and success in specialized programs:
   a. Courses in reading, writing, mathematics, and science to assist students in reaching mastery level in basic skills or meet baccalaureate admission requirements.
   b. Courses designed to supplement Occupational-Technical Programs.
   c. Core courses to acquire specific skills for immediate employment.

3. Short-Term Courses to acquire specific skills for immediate employment. Courses are usually developed in cooperation with business, industrial, and public service employers in the community.

4. Community Service/Continuing Education Courses which may be vocational or avocational in nature. Community Service Courses deal with crafts, hobbies, and cultural activities. Continuing Education Courses offer opportunity to maintain and/or upgrade particular work-related skills.

ADMISSION

Regular admission to the Community and Technical College is open to any person who has a high school diploma or who meets General Education Development (GED) requirements.

Other persons may be admitted on a conditional basis but will be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies.

Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

Because of the broad range of students who seek admission, developmental courses will be provided to assist students to reach competencies in reading, mathematics, writing, and study skills when the need is identified.
Several types of admissions are offered.

Admission to Associate Degree Programs. To enroll in a degree program a student must have a high school diploma or its equivalent and must follow regular Marshall University admission procedures. Advanced placement in some programs is possible if the student successfully passes a challenge examination in the specific course area.

Admission as a Non-Degree Student. Non-degree students do not require a high school diploma or its equivalent. They must follow Marshall University admission procedures and are eligible to take any Community and Technical College offering. However, if they decide to pursue a degree program in the College, they must meet regular Community and Technical College admission requirements and follow the program curriculum.

Early Admission. The Community and Technical College follows Marshall University policy. Application for admission to the Community and Technical College is made through the Marshall University Office of Admissions.

Transition Program. Baccalaureate applicants who do not meet one or more of the new admission requirements will first be admitted to the Transition Program in the Community and Technical College. This Transition Program offers courses which parallel the high school units that comprise the Fall 1990 baccalaureate admission requirements.

The transition courses are: COM 095, Developmental Writing; MAT 097, Developmental Algebra; MAT 098, Developmental Geometry; SCI 090, Developmental Physical Science. These developmental courses will satisfy baccalaureate admission requirements but do not meet any baccalaureate or associate degree requirements.

COMMUNITY AND TECHNICAL COLLEGE ACADEMIC TESTING POLICY

All students enrolling in the Community and Technical College are required to take the Assessment and Placement Services for Community Colleges Test (ASSET) prior to registration. Advisors, prior to scheduling new students, will review test scores to determine which students should be scheduled into advanced or developmental courses. Students must enroll for needed developmental courses as soon as possible.

Off-campus testing is announced and accomplished as part of the registration process. In areas where Community and Technical College developmental courses are not available, arrangements must be made for alternative instruction which has the approval of the Community and Technical College.

Certain groups may be exempt from testing as determined by the Dean of the Community and Technical College.

ADVISING/COUNSELING

Community and Technical College faculty provide academic advising to students majoring in occupational technical programs. Each student's registration must be approved by a faculty advisor.

The Office of Guidance Services offers educational, vocational and personal counseling to Community and Technical College students. The free services are available upon request.

TRANSFER

West Virginia Board of Trustees policies require state system institutions to accept up to 72 semester hours of credit by transfer from the Community and Technical College of Marshall University. If the Community and Technical College courses are reasonably comparable to Baccalaureate program courses, the credits transfer as Baccalaureate course requirements. If the courses are not comparable, the credits transfer as electives. Transfer credit is determined by the receiving school or college.

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Several other transfer mechanisms are available to Community and Technical College students, as noted below, but not all colleges offer these options.

1. **Testing Out.** Community and Technical College students take an exam(s) to demonstrate their knowledge and skills. The exam(s) is given by the four-year college, and credit is awarded based on the results of the exam(s). See Advanced Placement and CLEP.

2. **Success in Advanced Courses.** Community and Technical College transfer students are allowed by the four-year college to take advanced courses, even though the students do not meet specific prerequisites. The students have, rather, taken related courses at the Community and Technical College. If the students pass the advanced course, the four-year college accepts the Community and Technical College courses in lieu of the specific prerequisites.

3. **Two-Plus-Two Programs.** The upperclass courses of a four-year college are especially designed to accept the Community and Technical College transfer student. (See Legal Studies in College of Liberal Arts and Finance--Banking Option in College of Business).

4. **Board of Regents Bachelor of Arts Program.** This program is a mix of course-based and experiential-based learning. Community and Technical College courses transfer without difficulty. Students contemplating transfer are advised to contact the appropriate dean or institution for a review of their transcripts, to discuss available transfer mechanisms, and to determine the specific number of hours which may be credited directly toward a baccalaureate program.

**POLICY ON MANDATORY ATTENDANCE**

The Community and Technical College faculty considers regularity of attendance and punctuality as two major elements in the maintenance of a satisfactory scholastic record. Each faculty member will at the beginning of class announce, provide in writing, and have each student sign his/her attendance policy. When a student exceeds the established limits, the faculty will notify the Dean.

In all courses, the attendance policy will conform to the following standards:

1. **Definition of Absence**

   An absence is assessed each time a student is not in attendance during a regularly scheduled class period or laboratory session. In each semester, the assessment of absences begins with the first scheduled day of class.

   Courses provided by the Community and Technical College have varied lengths for their class sessions. Absences will be assessed in proportion to the time spent in each session. In courses that have 50-minute sessions, missing one class session will constitute one (1) class absence. In courses meeting for 75 minutes, missing one class session will equal one and one-half (1 1/2) absences. In courses meeting for 150 minutes, missing one class meeting will constitute three (3) absences.

   Absences resulting from illness and death in the immediate family may be excused at the discretion of the instructor. Absences for institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused. To be considered for an excused absence, the student must report and verify the reason for the absence to the instructor in a timely manner. For such excused absences or other pre-arranged excused absences, the student should not be penalized.

   Absence from a class, lecture, or laboratory session, excused or unexcused, does not relieve a student from the full responsibility for class work and assignments or accountability for the absence incurred.

2. **Penalties for Class and Laboratory Absences**

   Faculty may impose an academic penalty for one (1) to six (6) unexcused absences or any part thereof.

   A student who has more than six (6) unexcused absences will be required to meet with the Dean. Unless there are extenuating circumstances, the Dean will withdraw the student from the course. If withdrawn, the student will receive the grade of W, WP or WF, depending on his/her date of withdrawal and class standing. The student's next registration will require the Dean's approval.

3. **Student Appeals of Administrative Withdrawal**

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The student has the right to appeal the administrative withdrawal. See Academic Rights and Responsibilities of Students. The student is expected to attend class during the appeal period.

4. Penalties for Exam Absences

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of "F." If the absence is the result of illness or some other valid reason beyond the control of the student, as determined by the instructor, and the grade of "I" is reported, and the student may, upon application, take the examination at a later date (See Catalog for additional information on Incomplete Grades and Grade Appeals).

ACADEMIC PROBATION

1. The student whose cumulative scholastic record shows a deficit of one (1) quality point but no more than nineteen (19) quality points will be placed on probationary status.
2. A transfer student whose total record shows a deficit of one (1) to nineteen (19) quality points at time of admission will be assigned a probationary status as though the deficit had been accumulated in residence.

RESTRICTIONS ASSOCIATED WITH PROBATIONARY STATUS

Any student on probation will have restrictions regarding scheduling and registration for classes. An accrued deficiency of one (1) to nineteen (19) quality points carries the following restrictions:
1. Students will be placed on academic obligation.
2. Students will be allowed to register for a maximum of 13 semester hours.
3. Student’s schedule must be approved by assigned advisor.
4. Student must receive registration approval from Dean’s office.

TERMINATION OF PROBATION

The student on probation as the result of a grade-point deficiency will remain on probation until his/her quality-point deficiency is reduced to 0 and he/she achieves a 2.0 (C) overall grade-point average.

ACADEMIC SUSPENSION

1. The student with a cumulative deficit of 20 quality points or more at the end of a term will be suspended for a period of one semester.
2. The application of a transfer student suspended from any college at Marshall University shall not be considered for transfer until his/her period of suspension has expired. The Community and Technical College honors the suspension of a student from any other college, and such a decision is treated as a prior suspension from the Community and Technical College.
3. A student may petition immediately upon notice of academic suspension if illness, accident, or other valid circumstances can be verified as the cause of poor academic performance. This written petition should be addressed to the Academic Appeals Committee, Community and Technical College.
4. A student who has been academically suspended may attend summer sessions without a written petition; however, a student who is on academic hold will require permission from the Dean’s office to complete the registration process.
5. The student suspended for poor scholarship and subsequently readmitted will be required to:
   a. Register for no more than 13 hours.
   b. Maintain no less than a 2.0 (C) average each semester following his/her readmission.
c. Reduce the deficit by no less than six (6) quality points each two semesters.

6. Gains made as a result of repeating a class to replace grades (D & F repeat rule) are included in achieving a 2.0 (C) grade average.

ACADEMIC DISMISSAL

1. Failure to make academic progress in relation to the criteria in #5 above will result in dismissal from the Community and Technical College.

2. Dismissal will be regarded as permanent. However, a student may request consideration for readmission after one calendar year. The student will be required to provide the Academic Appeals Committee with reasons why he/she should be readmitted to the Community and Technical College. The student must make the request in writing, and he/she will have the option of a personal appearance before the Committee at the time of the hearing.

3. Action of this committee may be appealed to the Office of The Dean.

CREDIT FOR NON-COLLEGIATE LEARNING

The faculty at the Community and Technical College think that WHAT a person knows is more important than how it was learned. If a student can demonstrate or document knowledge and skills reasonably comparable to Community and Technical College courses, equal credit may be awarded.

The student who has already been accepted by the Community and Technical College has several options, as listed below. The student should meet with his/her advisor regarding these options.

1. Credit by Examination

Credit by examination is available for certain courses. The awarding of credit is based upon the evaluation of specific criteria established by appropriate faculty. Proficiency examinations for credit will be given at a stated time before the end of the schedule adjustment period each semester or at a time designated by appropriate faculty.

To be eligible to take an exam, the student must be fully admitted and have advisor's permission. Part-time students must pay a non-refundable fee of $30 per proficiency exam attempted; no extra fees will be charged to full-time students.

Exams may only be taken once and they are not available if student is currently enrolled in course or has been previously enrolled in course. Credit only (not a grade) will be recorded on transcript for successful completion; no transcript record will be recorded for failure.

Students may obtain additional information from their advisor or chair. See the College Level Examination Program and Advanced Placement Examination.

2. Credit Via Accepted Standards

Courses taught by the United States Armed Forces and certain other government agencies, companies, and organizations are sometimes reasonably comparable to Community and Technical College courses. To be considered, the courses must be listed in the latest edition of one of the approved credit-equivalency references. See also Credit for Military Experience and Training.

3. Credit for Knowledge or Skills

Credit for knowledge or skills is available only to students who have graduated from high school at least four years ago. For those passing a high school equivalency test, credit for knowledge or skills is not available until at least four years after their class graduated from high school.

The student must provide evidence of possessing college equivalent knowledge or skills. The knowledge or skills must be reasonably comparable to the knowledge or skills demonstrated by Community and Technical College students. Credits earned via this option are called college equivalent credits.

There will be a $100 fee for the faculty evaluation of the student's evidence of knowledge or skills, regardless of the number of credit hours awarded.

See also Regents Bachelor of Arts Degree.
ACADEMY:

With the increased growth and complexity of modern society, the accounting field offers many employment opportunities in public, private, and government employment. Specific courses may be taken or an organized program may be followed which leads to an Associate in Applied Science degree.

The Associate Degree program is designed to allow graduates to enter the fields of industrial, governmental, or public accounting. Typical beginning jobs in the accounting field are in the areas of general ledger accounting, accounts receivable, accounts payable, payroll, inventory, and cost accounting.

The Accounting program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>OT 113 Typewriting I or</td>
<td>3</td>
<td>CT 105 Fundamentals of Computer Tech.: DOS</td>
<td>1</td>
</tr>
<tr>
<td>OT 101 Keyboarding</td>
<td>2</td>
<td>CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>MAT 115 Business Math</td>
<td>3</td>
<td>OT 107 Funda. of Comp. Tech.: Word Process.</td>
<td>1</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>2</td>
<td>BUS 104 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 215 Principles of Accounting</td>
<td>3</td>
<td>ACC 216 Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECN 250 Principles of Microeconomics</td>
<td>3</td>
<td>ECN 253 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td></td>
<td><strong>18</strong></td>
<td></td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 221 Concepts of Computerized Acc.</td>
<td>3</td>
<td>COM 221 Business Correspondence and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202 Business Organization and Management</td>
<td>3</td>
<td>BUS 226 Commercial Papers and Transactions</td>
<td>3</td>
</tr>
<tr>
<td>ACC 311 Inter. Accounting</td>
<td>3</td>
<td>BUS 231 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACC 318 Cost Accounting</td>
<td>3</td>
<td>ACC 312 Inter. Acc.</td>
<td>3</td>
</tr>
<tr>
<td>FIN 307 Legal Environ. of Bus.</td>
<td>3</td>
<td>ACC 348 Federal Taxation</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS**

67-68

AUTOMOTIVE TECHNOLOGY

The Associate of Applied Science Degree Program in Automotive Technology is conducted in cooperation with the Cabell County Vocational Technical Center, Mingo County Vocational Technical Center, and other regional Vocational Technical Centers. Students take their automotive technology instruction at a Vocational Technical Center and their general education courses at Marshall.

The regular Marshall University Community and Technical College admissions and performance standards apply to the program. Students earn 34-40 credit hours in general education from Marshall.

Students must be accepted by the Vocational Technical Center for the technical portion of the program. Students completing the technical program, which is approved by the National Automotive Technician Education Foundation, via the Automotive Service Excellence program (ASE), take the ASE certification exams. Successful students receive 25-31 credit hour equivalents for this portion of the program.

Upon completion of at least 65 credit hours, students receive an Associate of Applied Science Degree in Automotive Technology from Marshall University.

Marshall University 1993-95 Undergraduate Catalog
AUTOMOTIVE TECHNOLOGY

Component I • General Education

Communication Skills:
- COM 1111 - Communications I ........................................ 3
- COM 122 - Communications II ........................................ 3

Interpersonal Skills
- BUS 201 - Human Relations in Business ......................... 3

Quantitative Skills/Laboratory Science
- MAT 145 - Technical Mathematics I .............................. 3
- MAT 146 - Technical Mathematics II ............................. 3
- CT 105 - Fundamentals of Computer Technology: DOS ....... 1
- CT 106 - Fundamentals of Computer Technology: Spreadsheets 1
- OT 107 - Fundamentals of Computer Technology: Word Processing 1
- PHY 200 - Introductory Physics .................................. 3
- PHY 200L - Physical Laboratory .................................. 1

Social Science
- BUS 102 - Basic Economics ....................................... 3

Other:
- EME 105 - First Responder ......................................... 3
- General Education Electives ....................................... 3-9

Component II • Technical Education

The following courses are taught at the Cabell County Vocational Technical Center (VTE)

Automotive Tests (ASE)\(^1\) Credit Hours
- Engine Repair ......................................................... 3
- Automatic Transmission/Transaxle ............................... 2
- Manual Drive Train & Axle ......................................... 2
- Suspension and Steering .......................................... 3
- Brakes .................................................................... 2
- Electrical Systems .................................................. 2
- Heating and Air Conditioning ........................... 2
- Engine Performance ................................................ 3
- Automotive/Technical Electives ...................... 3-9
- Internship ............................................................. 3-6

AVIATION TECHNOLOGY

The Aviation Technology Program provides specialized training for the student having an interest in or wishing to pursue a career in the aviation industry.

General education and support courses will be taught at the Community and Technical College, while the flight operations portion of the program will be taught by Federal Aviation Administration 141 approved flight schools. Students will earn a total of 68 credit hours, of which 45 hours will be Marshall courses and 23 hours will be credit for the flight training phase. An Associate of Applied Science Degree is awarded at the end of the program.

The program contains three components of instruction and evaluation: classroom, flight training, and FAA evaluation.

The Aviation program recognizes FAA licenses as course credit from arrangements with any FAA 141 approved aircraft and flight training centers, while the Community and Technical College of Marshall University provides the classroom facilities and course instruction in the support areas.

\(^1\)Other ASE certifications, such as Auto Body Repair, Painting and Refinishing, and Heavy-Duty Truck, may also become available.
First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 145 Technical Mathematics I</td>
<td>3</td>
<td>MAT 146 Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>AVT 100 Introduction to Aviation Technology</td>
<td>3</td>
<td>BUS 102 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>AVT 125 Aviation Meteorology</td>
<td>3</td>
<td>CT 105 Funda. of Comp. Tech.: DOS</td>
<td>1</td>
</tr>
<tr>
<td>AVT 150 Private Pilot Ground &amp; Flight Tr</td>
<td>5</td>
<td>CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>AVT 150 Private Pilot Ground &amp; Flight Tr</td>
<td>5</td>
<td>CT 107 Funda. of Comp. Tech.: Word Process</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AVT 200 Instrument &amp; Ground Flight Tr</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Second Semester</td>
<td>16</td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 221 Business Correspondence and Report Writing</td>
<td>3</td>
<td>AVT 210 Airport Management &amp; Oper</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Human Relations in Business</td>
<td>3</td>
<td>AVT 225 Multi-Engine Ground &amp; Flight Tr</td>
<td>2</td>
</tr>
<tr>
<td>BUS 202 Business Organization &amp; Mgt</td>
<td>3</td>
<td>Approved Elective (Liberal or Fine Arts)</td>
<td>3</td>
</tr>
<tr>
<td>AVT 175 Com. Pilot Ground &amp; Flight Tr</td>
<td>6</td>
<td>Approved Elective (Business Technology)</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective (Liberal or Fine Arts)</td>
<td>3</td>
<td>AVT 250 Flight Instructor -Airplane</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>AVT 275 Flight Instructor-Instructor</td>
<td>3</td>
</tr>
</tbody>
</table>

BANKING AND FINANCE

The Banking program is intended to provide bank employees and those individuals interested in a career in banking with professional banking curriculum that responds to the new needs of the banking industry.

The diversified curriculum that is offered will provide students with a better understanding of the banking industry, help improve job performance and prepare them for career advancement opportunities.

The Banking and Finance program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

The Associate Degree in Banking and Finance is operated in conjunction with the American Institute of Banking (AIB), the Huntington Chapter (AIB), and in cooperation with the Marshall University Community and Technical College. Students will receive an Associate Degree in Banking and Finance after completion of 66 to 68 credit hours, which can be accomplished in two years. The Program then offers the Associate Degree graduates the opportunity to pursue a Baccalaureate Degree in Finance (Banking Option) through Marshall University’s College of Business.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 151 Princ. Bank Operations</td>
<td>3</td>
<td>BUS 201 Human Rela. in Bus</td>
<td>3</td>
</tr>
<tr>
<td>ACC 215 Principles of Accounting</td>
<td>3</td>
<td>BUS 102 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 115 Business Math</td>
<td>3</td>
<td>ACC 216 Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>2</td>
<td>ISM 133 Princ. Supervis. &amp; Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>CT 105 Funda. of Comp. Tech.: DOS</td>
<td>3</td>
<td>Second Year</td>
<td>15</td>
</tr>
<tr>
<td>CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
<td>Banking/Finance Electives</td>
<td>14-15</td>
</tr>
<tr>
<td>CT 107 Funda. of Comp. Tech.: Word Process</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
</table>

1 Off-Campus Flight Training via any FAA 141 approved program.
2 Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take ECN 250 and 253.
3 Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take specific courses that are approved by their adviser.

Marshall University 1993-95 Undergraduate Catalog
FIN 307 Legal Environ. of Bus. .......................... 3
BUS 250 Micro. App. to Banking. ...................... 3
BUS 252 Law and Banking ................................ 3
Banking Elective .......................................... 3
MAT 145 Technical Mathematics I or
MTH 120 Algebra ......................................... 3

**Elective .................................................. 2-3**

TOTAL HOURS - 66-68

**Banking Electives for Associate Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 144 Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 152 Money and Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 163 Trust Func. &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>BUS 226 Commr. Papers &amp; Trans.</td>
<td>3</td>
</tr>
<tr>
<td>BUS 231 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Taxation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 241 Real Proper. Val. I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 242 Real Proper. Val. II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 243 Property Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 251 Installment Credit</td>
<td>3</td>
</tr>
<tr>
<td>BUS 253 Bank Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 254 Bank Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUS 255 Bank Public Rel. &amp; Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 258 Home Mortgage Lending</td>
<td>3</td>
</tr>
<tr>
<td>BUS 264 Analyzing Fin. Statements</td>
<td>3</td>
</tr>
<tr>
<td>MTH 190 Introductory Calculus</td>
<td>3</td>
</tr>
<tr>
<td>FIN 308 Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>FIN 325 Commercial Banking</td>
<td>3</td>
</tr>
<tr>
<td>COM 250 Principles of Microeconomics or</td>
<td>3</td>
</tr>
<tr>
<td>Banking Special Topics Courses</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER TECHNOLOGY**

The Computer Technology Program provides specialized training in the application of the microcomputer systems currently being developed and utilized in businesses, schools, and homes. The curriculum is designed to provide students with an understanding of the terminology, the application of existing software, the BASIC computer language, the ability to select and troubleshoot computer systems, and an overall orientation to microcomputers.

Employment opportunities exist in a wide variety of office, business, and industrial workplaces, along with the option of self-employment.

Both a Certificate of Proficiency and the A.A.S. degree in Computer Technology are available.

### First Year

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUS 201 Human Relations in Business</strong></td>
<td>3</td>
</tr>
<tr>
<td>*COM 111 Communication I</td>
<td>3</td>
</tr>
<tr>
<td>*CT 105 Funda. of Comp. Tech.: DOS</td>
<td>1</td>
</tr>
<tr>
<td>*CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>*OT 107 Funda. of Comp. Tech.: Word Process.</td>
<td>3</td>
</tr>
<tr>
<td>*CT 150 Applications to Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 145 Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>*OT 113 Typewriting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUS 206 Basic Accounting</strong></td>
<td>4</td>
</tr>
<tr>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>CT 115 Introduction to BASIC</td>
<td>3</td>
</tr>
<tr>
<td>*OT 236 Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 146 Technical Mathematics II</td>
<td>3</td>
</tr>
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</table>

**Total: 18 Hrs.**

### Second Year

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td><strong>BUS 202 Business Organization &amp; Mgt.</strong></td>
<td>3</td>
</tr>
<tr>
<td>BUS 221 Concepts of Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>*CT 250 Applications to Databases</td>
<td>3</td>
</tr>
<tr>
<td>CT 260 Hardware and Software Selection</td>
<td>3</td>
</tr>
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</table>

**Certificate Program Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COM 231 Technical Report Writing</strong></td>
<td>3</td>
</tr>
<tr>
<td>*CT 270 Small Computer Repair</td>
<td>4</td>
</tr>
<tr>
<td>EGT 220 Introduction to CAD for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>EGT 210 Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>CT 299 Internship or</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 16 Hrs.**

---

1. Students who desire a 2+2 baccalaureate degree in Finance with a Banking option must select the courses indicated: MTH 190 (5); FIN 308 (3); MTH 120 (3) and 6 hrs. of FIN electives from ACC 348, ECN 326, ECN 330, and ECN 420.

2. Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take ECN 250 and 253.

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Marshall University 1993-95 Undergraduate Catalog
*Select one of the following:
CT 215 Advanced BASIC Programming
Approved programming language - 3 hrs.

MAT 205 Technical Mathematics III or
Approved Computer Elective ..................... 3

15

*Certificate program courses
Total Program Hours - 65

ELECTRONICS TECHNOLOGY

The Electronics Technology Program is conducted in cooperation with the Cabell County Board of Education. Approximately one-third of the instruction takes place at the Cabell County Vocational-Technical Center, and two-thirds takes place at the Community and Technical College. Students must be accepted by both institutions.

Students learn the full range of Electronics Technology theory and skills plus appropriate support courses. Students are eligible for all collegiate benefits and activities. They learn skills that make them employable in a wide range of electronics related jobs.

The Associate in Applied Science degree is granted upon successful completion of the curriculum.

First Year

First Semester Hrs. Second Semester Hrs.
COM 111 Communications I ................. 3 COM 122 Communications II .................. 3
MAT 145 Technical Math I .................... 3 MTH 145 Technical Math II ................. 3
BUS 102 Basic Economics ..................... 3 ELT 121 Alternating Current* ................ 3
ELT 111 Direct Current Theory* ............... 3 CT 220 CAD for Technicians .............. 3
CT 115 Basic Programming .................... 3 ELT 131 Analog Circuits I ................... 3

15 15

Summer Session
ELT 141 Analog Circuits II* ................... 3
ELT 211 Combination Logic Circuits* .......... 3
ELT 149 Electricity Capstone I ................ 1

7

Second Year

First Semester Hrs. Second Semester Hrs.
ELT 179 Analog Circuits Cap II ................ 1 ELT 249 Logic Circuit Capstone III .......... 1
ELT 231 Elect Comm Circuits * ................. 3 ELT 241 Elect. Comm Circuits II* ........... 3
COM 231 Tech. Report Writing .................. 3 PHY 200 General Physics ..................... 3
ELT 221 Sequential Logic Cir* ................. 3 PHY 200L General Physics Lab ................ 1
MAT 205 Tech. Math III ......................... 3 ELT 279 Communication Capstone IV ........... 1
BUS 201 Human Rel. in Business .............. 3 Technical Elective ............................ 3
                         General Elective ............... 3

16 15

*Course taught at the Cabell County Vocational Center (VTC)
Total hours required for Graduation - 68

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technician (EMT) and the Paramedic are specialists in providing basic or advanced life support pre-hospital care. The emergency medical attendant bridges the gap between the physician and the emergency patient. The EMT or Paramedic is the skilled individual who may be in charge of a mobile unit that travels to the site of an emergency. He assesses the problem and communicates with the emergency department, gives the treatment as directed by the physician and proceeds with safe transport of the patient to the emergency department.

The Emergency Medical Technology program offers a Certificate of Proficiency and is designed
primarily for part-time students who work or volunteer in the EMS field. The program provides three distinct courses to prepare the individual to function as an EMT, EMT-Paramedic and Rescue Technician. Each of the courses has three components of instruction: classroom, clinical and field internship.

Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 109. Emergency Medical Technician</td>
<td>5</td>
</tr>
<tr>
<td>EME 120. EMT - Paramedic I</td>
<td>8</td>
</tr>
<tr>
<td>EME 121. EMT - Paramedic, Clinical I</td>
<td>2</td>
</tr>
<tr>
<td>EME 240. EMT - Paramedic II</td>
<td>8</td>
</tr>
<tr>
<td>EME 241. EMT - Paramedic, Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>EME 242. EMT - Paramedic V. or EME Electives</td>
<td>5</td>
</tr>
<tr>
<td>EME 244. Vehicle Rescue Operations or EME Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>33</td>
</tr>
</tbody>
</table>

ENGINEERING TECHNOLOGY

The Engineering Technology program is designed to meet several academic and economic development objectives. The program serves students seeking a degree as well as technicians interested in a few courses to upgrade their skills.

Engineering Technology is one of the twenty fastest growing fields. Technicians use the principles and theories of science, engineering and mathematics. Their jobs are related to research, development, manufacturing, sales, customer service, equipment construction and installation and computer assisted drafting. Many engineering technicians assist scientists and engineers, but some work alone. Engineering technician jobs are more limited in scope and practically oriented than those of engineers.

The Engineering Technology program has a general curriculum of 51 credit hours and specializations of 15 credit hours (66 total) for the two-year Associate of Applied Science degree. The field of Engineering Technology has many areas of specialization. Manufacturing and CAD are available in this program.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 203 General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHM 213 Identification of Elements (lab)</td>
<td>2</td>
</tr>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
</tr>
<tr>
<td>CT 105 Funda. of Comp. Tech.: DOS</td>
<td>1</td>
</tr>
<tr>
<td>CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>MAT 145 Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>EGT 101 Introduction Industrial Tech.</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>EGT 220 Introduction to CAD for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>MAT 146 Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>EGT 299 Engineering Tech. Internship or Technical Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Liberal or Fine Arts)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 210 Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 205 Technical Mathematics III or MTH 140 Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PHY 200 General Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 200L General Physics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MAT 205 Technical Mathematics III or MTH 140 Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PHY 200 General Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 200L General Physics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>COM 231 Technical Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>EGT 277 Flexible Manufacturing Systems</td>
<td>3</td>
</tr>
<tr>
<td>EGT 299 Engineering Tech. Internship or Technical Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Liberal or Fine Arts)</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>16</td>
</tr>
</tbody>
</table>
LEGAL ASSISTANT
(An American Bar Association Approved Program)

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients and include such tasks as client interviewing, case investigation, the preparation of pleadings and conduct of legal research.

The Legal Assistant program was planned in accordance with American Bar Association Guidelines with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and legal assistants. The program has formal approval from the American Bar Association.

The complexity of legal concepts and procedures requires a demanding curriculum. Upon successful completion of the program, graduates receive an Associate in Applied Science degree.

Goals and objectives of the program are:
1. To prepare students for entry level employment as legal assistants in business, industry, governmental and private law practices.
2. To provide opportunities for individuals who are already employed as legal paraprofessionals to increase their knowledge and improve their skills through completion of a formal course of study.
3. To provide courses which will serve the continuing education needs of individuals who are employed as legal assistants.
4. To provide students with an opportunity to prepare for continued education in the legal field.
5. To instill in students a respect for the legal profession.
6. To contribute to the overall advancement of the legal profession, its foundations and its institutions.
7. To support the general principles of ethical legal practice, professional responsibility and the prohibitions against the unauthorized practice of law by non-lawyers.

Legal Assistant Program Admission Requirements

Admission to the Community and Technical College is granted to most applicants and does not constitute or guarantee admission to the Legal Assistant Program.

Final admission to the program must be given by the program coordinator and is based on applicants meeting the following program admission criteria.

Regular Admission Requirements: (Applicants who have completed less than 12 hours of College Credit.)
1. Meet the general admission requirements for associate degree programs in the Community and Technical College.
2. Have a high school grade point average of 2.5 or above or
   Have a GED test score of 50 or above.
3. Have a composite American College Test (ACT) score of 20 or above or Scholastic
Aptitude Test (SAT) score of 780 or above with consideration given to individual scores or scores on the ASSET Test of a minimum of 23 in reading, 30 in writing, 21 in mathematical computation.

4. Have completed 1/2 unit of high school typewriting, OT 113 or pass a typewriting proficiency examination administered by the Division of Office Technology with typing proficiency of 35 wpm.

Applicants not meeting one or more of the above admission requirements may be admitted as a pre-legal assistant major. Upon completion of 12 semester hours of recommended coursework with a grade of at least C or better in each class taken, applicants will be admitted to the Legal Assistant program.

Transfer Student Admission Requirements: (Students desiring transfer from another collegiate institution, from another college within the University or from another program within the Community and Technical College.)

To be considered for acceptance into the program the applicant must:

1. Have an overall quality grade point average of 2.0 or better.
2. Have completed English 101 or its equivalent with a grade of "C" or better.
3. Have completed OT 113 - Typewriting I or its equivalent with a grade of "C" or better or pass a typewriting proficiency examination administered by the Division of Office Technology with a typing proficiency of 35 wpm.

Application Process:

1. Follow the admission process as outlined in the admissions section of the current Marshall University Undergraduate Catalog.
2. File, concurrently, a Legal Assistant Program Admission application on forms provided by the Community and Technical College.
3. Submit results of the American College Test (ACT) or Scholastic Aptitude Test (SAT), if applicable, to the Legal Assistant Program, Community and Technical College.
4. Submit copies of official transcripts of all high school and College courses taken, including transcripts for work completed at Marshall University, to the Legal Assistant Program, Community and Technical College.

Prospective students will be notified as to the disposition of their application as soon as it is acted upon.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
<td>ENG 102 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CT 105 Funda. of Comp. Tech.: DOS</td>
<td>1</td>
<td>BUS 102 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>CT 106 Funda. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
<td>BUS 206 Basic Accounting</td>
<td>4</td>
</tr>
<tr>
<td>OT 107 Funda. of Comp. Tech.: Word Process</td>
<td>1</td>
<td>LAS 102 General Law II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 115 Business Mathematics</td>
<td>3</td>
<td>PSC 104 American Nat.'l Gov. &amp; Politics or SOC 200 Introd. Sociology</td>
<td>3</td>
</tr>
<tr>
<td>LAS 101 General Law I</td>
<td>3</td>
<td>LAS 103 Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>LAS 103 Legal Assisting</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hrs.</th>
<th>Fourth Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST 342 American Legal History</td>
<td>3</td>
<td>LAS 212 Legal Research &amp; Writing II</td>
<td>3</td>
</tr>
<tr>
<td>LAS 211 Legal Research &amp; Writing</td>
<td>3</td>
<td>BUS 248 Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>LAS 235 Civil Litigation</td>
<td>3</td>
<td>LAS 209 Administrative Agency Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>COM 221 Bus. Correspondence &amp; Rept. Writing</td>
<td>3</td>
<td>LAS Elective</td>
<td>3</td>
</tr>
<tr>
<td>LAS Elective</td>
<td>3</td>
<td>BUS 234 Taxation</td>
<td>3</td>
</tr>
<tr>
<td>CMM 103 Fundamentals of Speech Comm. or 2</td>
<td>3</td>
<td>LAS 290 Internship or 3</td>
<td>3</td>
</tr>
<tr>
<td>CJ 321 Criminal Justice Admin. 2</td>
<td>3</td>
<td>CJ 323 Criminal Procedure 3</td>
<td>3</td>
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<tr>
<td></td>
<td>18</td>
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<td>18</td>
</tr>
</tbody>
</table>

TOTAL - 67 Hours

1 Any student taking the ACT test prior to October 1989 is required to have a composite score of 18.
2 These courses must be taken by students who do not plan to transfer to the 2 + 2 Legal Studies Program.
3 These courses must be taken by students who plan to transfer to the 2 + 2 Legal Studies Program.
LAS Electives
LAS 110 Business Organization and Governmental Regulations - 3 semester hours
LAS 231 Estate Planning and Probate Administration - 3 semester hours
LAS 240 Criminal Litigation - 3 semester hours
LAS 244 Laws of Domestic Relations - 3 semester hours
LAS 290 Internship - 3 semester hours

MANAGEMENT TECHNOLOGY

Students who receive the Associate in Applied Science Degree in Management Technology can expect to be qualified for a wide variety of management positions.

Students complete a core curriculum in business technology courses and select an area of interest for a specialization. Specializations are presently offered in the areas of Real Estate Management Technology, Retail Management Technology, Business Management Technology, and Industrial Management Technology.

The Management Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

Microcomputer applications are an integral part of the courses in the Management Technology Program. The core courses include preparation in business communications, basic accounting, mathematics, advertising, human relations, and basic business management technology courses. Cooperative work experience is available for those interested in on-the-job training. Courses in each area of specialization are designed to qualify the graduate for entry level management positions in his/her area of special interest.

Whether you are preparing to enter the job market for the first time or are presently employed, courses in the management Technology Program will enhance your chances of success, promotion and personal growth.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 115 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
</tr>
<tr>
<td>COM 122 Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>COM 221 Business Correspondence &amp; Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CT 103 Fundamentals of Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>2</td>
</tr>
<tr>
<td>BUS 102 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 104 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 130 Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 204 Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206 Basic Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 231 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 233 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Taxation</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

NOTE: Students who do not have a typing or keyboarding high school unit must take OT 101, OT 113, or test out of OT 113.

1These courses must be taken by students who plan to transfer to the 2+2 Legal Studies Program.
SPECIALIZATIONS

Business Management Technology
BUS 181 Retailing ................................................. 3
BUS 202 Business Organization & Management ........... 3
BUS 279 Advertising, Merchandising, & Sales Promotion.. 3
FIN 207 Legal Environment of Business .................... 3
Approved Electives .................................................. 6

Real Estate Management Technology
BUS 141 Real Estate Principles and Practices ............... 3
BUS 144 Real Estate Finance ...................................... 3
BUS 241 Real Property Valuation ............................... 3
BUS 243 Property Management .................................. 3
BUS 248 Real Estate Law .......................................... 3
Approved Elective .................................................. 3

Industrial Management Technology
ISM 133 Principles of Supervision & Management ........ 3
ISM 232 Manufacturing Cost Control ......................... 3
ISM 236 Supervisory Decision Making ....................... 3
ISM 239 Labor Law and Labor Relations ..................... 3
EGT 237 JIT Manufacturing Strategies ....................... 3
Approved Elective .................................................. 3

Retail Management Technology
BUS 181 Retailing ................................................. 3
BUS 202 Business Organization & Management ........... 3
BUS 270 Principles of Wholesaling ............................ 3
BUS 279 Advertising, Merchandising & Sales Promotion.. 3
MKT 231 Principles of Selling ................................... 3
Approved Elective .................................................. 3

Total Hours - 66

MEDICAL RECORD TECHNOLOGY

The Medical Record Technology Program prepares the student for employment as a medical record technician in medical record departments of hospitals, clinics, public health departments, nursing homes, and insurance companies. Clinical experience will be provided in local health facilities. This program is fully accredited by the AMA’s Committee on Allied Health Education and Accreditation in Cooperation with the Council on Education of the American Medical Record Association.

Acceptance to the Community and Technical College is granted to most applicants and does not constitute or guarantee admission to the Medical Record Technology Program. Final approval to enroll in the program must be given by the program coordinator and is based on applicants meeting the following requirements:
1. High school grade point average of 2.5 or above OR GED test score of 50 or above OR
OR GED test score of 50 or above OR transfer grade point average of 2.5 or above with twelve (12) or more credit hours.
2. Composite American College Test (ACT) score of 20 or above with consideration given to individual scores OR ASSET test scores of at least 23 in reading, 30 in writing, and 22 in algebra.
3. Completion of one (1) unit of high school biology or its equivalent with a grade of "C" or better.
4. Completion of two (2) units of high school mathematics with grades of "C" or better, or one (1) semester of college mathematics with a grade of "C" or better, or score above 50 in the mathematics section of the TASK.
5. Typing proficiency of 50 wpm as certified by the Division of Office Technology.
6. Computer competency in relation to requirements of CT 105, CT 106, and OT 107. Applicants not meeting one or more of the above requirements may be granted provisional approval to enroll in 12 credit hours of recommended coursework. Following completion of 12 hours, the applicant may submit a new application and will be considered with all applicants for that year.

Academic Policy

Each Medical Record Technology (MRT) course must be completed with a grade of "C" or better before progression to the next MRT course.
If a student earns a grade of less than "C" in a MRT course, he/she may repeat the course only once.
Evidence of a current satisfactory health record must be submitted prior to participation in Directed Practice Experience.
All students are responsible for transportation to and from Directed Practice sites.

Application Process

1. File a Marshall University application on forms provided by the Office of Admissions.
2. File, concurrently, high school transcripts, transcripts of any college or university attended, results of the American College Test (ACT), and Medical Record Technology Program application on forms provided by the Medical Record Technology Program Co-ordinator.
Applications will be reviewed and admission will be granted on a space available basis.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 111 Communications I</td>
<td>3</td>
</tr>
<tr>
<td>MRT 101 Medical Record Tech. I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 145 Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>OT 151 Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>OT 257, BSC 104, or CT 105, CT 106, OT 107</td>
<td></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122 Business Communication II</td>
<td>3</td>
</tr>
<tr>
<td>LAS 248 Medical Law</td>
<td>3</td>
</tr>
<tr>
<td>MRT 102 Medical Record Tech. II</td>
<td>4</td>
</tr>
<tr>
<td>OT 152 Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC 227 Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 236 Intro. to Word Process</td>
<td>3</td>
</tr>
<tr>
<td>MRT 201 Medical Record Tech. III</td>
<td>4</td>
</tr>
<tr>
<td>MRT 203 Directed Practice I</td>
<td>2</td>
</tr>
<tr>
<td>MRT 205 Automated Med. Rec. Systems</td>
<td>3</td>
</tr>
<tr>
<td>OT 253 Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MRT 207 Basic Disease Processes</td>
<td>3</td>
</tr>
<tr>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201 Human Rel. in Business</td>
<td>3</td>
</tr>
<tr>
<td>ISM 133 Prin. of Supervision &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>MRT 202 Medical Record Tech. IV</td>
<td>4</td>
</tr>
<tr>
<td>MRT 204 Directed Practice II</td>
<td>3</td>
</tr>
<tr>
<td>MRT 208 Advanced Coding</td>
<td>2</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS - 69

*Any student taking the ACT test prior to October 1989 is required to have a composite score of 18.*
OCCUPATIONAL DEVELOPMENT

The Occupational Development program is a cooperative program between the Community and Technical College and U.S. Department of Labor approved apprenticeship programs in West Virginia. The five apprenticeship programs already participating in the degree program are: the International Brotherhood of Electrical Workers, the Emergency Ambulance Authority, the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry, the International Firefighters, and Child Care Development Specialist Apprenticeship Program. The program will carry a minimum of 21 credit hours in general education, 30 credit hours of instruction in the occupation area (apprenticeship training and/or college work) and as many as 13 credit hours for on-the-job training. For details on the Occupational Development coursework and the program, contact the Community and Technical College at 696-3646.

OFFICE TECHNOLOGY

Secretaries are the center of activity within any organization, and technology has made a great impact upon secretarial work. Computers, word processors, and telecommunications have changed the way in which secretaries perform their duties.

The Office Technology Program in the Community and Technical College reflects these advances in technology. It permits the student to specialize in one of the following: Administrative Secretarial, Legal Secretarial, Medical Secretarial, or Information Processing. An Associate Degree in Applied Science is awarded at the completion of the program.

During the final semester students will receive an orientation to the world of business through an internship in a business office.

Office technology positions are expected to increase faster than the average for all occupations through the 1990's.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>2</td>
</tr>
<tr>
<td>BUS 108</td>
<td>Accounting for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 111</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Business Communications II</td>
<td>3</td>
</tr>
<tr>
<td>COM 221</td>
<td>Business Correspondence and Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>CT 105</td>
<td>Fundamentals of Computer Technology: DOS</td>
<td>1</td>
</tr>
<tr>
<td>CT 106</td>
<td>Fundamentals of Computer Technology: Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OT 107</td>
<td>Fundamentals of Computer Technology: Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>CT 150</td>
<td>Applications to Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MAT 115</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OT 114</td>
<td>Typewriting II</td>
<td>3</td>
</tr>
<tr>
<td>OT 236</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OT 237</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OT 261</td>
<td>Typewriting III</td>
<td>3</td>
</tr>
<tr>
<td>OT 265</td>
<td>Office Procedures and Practices</td>
<td>3</td>
</tr>
<tr>
<td>OT 290</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

1 It is recommended that students in the medical secretarial specialization take Psychology 201.
2 If a student has not had one year of typing in high school, he/she must take OT 113 before enrolling in OT 114.
3 Approved electives for Information Processing specializations: CT 250, CT 221, BUS 104, or another course approved by advisor. Approved electives for Administrative, Legal, or Medical specializations: OT 239, CT 235, BUS 104 or another course approved by advisor.
Specializations:

<table>
<thead>
<tr>
<th>Administrative Secretarial</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202 Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>LAS 101 General Law I or</td>
<td></td>
</tr>
<tr>
<td>BUS 102 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>OT 111 Shorthand I</td>
<td>4</td>
</tr>
<tr>
<td>OT 112 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>OT 115 Machine Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OT 263 Shorthand III</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>66</strong></td>
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<table>
<thead>
<tr>
<th>Medical Secretarial</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 105 First Responder Course</td>
<td>3</td>
</tr>
<tr>
<td>LAS 248 Medical Law</td>
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</tr>
<tr>
<td>OT 151 Medical Terminology I</td>
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</tr>
<tr>
<td>OT 152 Medical Terminology II</td>
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<tr>
<td>OT 253 Medical Transcription</td>
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</tr>
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<td>OT 257 Introductory Anatomy/Physiology</td>
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<table>
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<tbody>
<tr>
<td>LAS 101 General Law I</td>
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</tr>
<tr>
<td>LAS 102 General Law II</td>
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<tr>
<td>OT 111 Shorthand I</td>
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</tr>
<tr>
<td>OT 112 Shorthand II</td>
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<tr>
<td>OT 242 Legal Terminology and Transcription</td>
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<td>OT 263 Shorthand III</td>
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<td>BUS 102 Basic Economics</td>
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<td>OT 233 Machine Transcription II</td>
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POLICE SCIENCE

The Police Science Program is offered in cooperation with the West Virginia Department of Public Safety and is located at the State Police Academy in Institute, West Virginia.

Admission to this program is restricted to state and local (city/county) law enforcement personnel who have been selected to attend the Academy. The State Police Academy currently serves the State of West Virginia as the only law enforcement training facility which has been approved by the Governor's Committee on Crime, Delinquency and Correction to provide mandatory entry level police training.

Local law enforcement officers spend thirteen weeks in residence at the Academy and may receive up to twenty hours of academic credit toward Associate Degree requirements. Remaining degree requirements may be met either on the Marshall University campus or at another institution of
higher education offering appropriate coursework in proximity of their place of residence. Department of Public Safety personnel complete a thirty week residential program in which all degree coursework, with the exception of the internship, is completed. The Associate in Applied Science Degree in Police Science is awarded upon successful completion of a field internship during the employee's probationary employment period. This program is not designed for regular full-time students.

Basic Officer Program

City/County Law Enforcement Personnel

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<tr>
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<tr>
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<tr>
<td>PST 120</td>
<td>Patrol Operation and Procedures</td>
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</tr>
<tr>
<td>PST 122</td>
<td>Police Arsenal and Weapons</td>
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</tr>
<tr>
<td>PST 231</td>
<td>Fundamentals of Criminal Law</td>
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<td>PST 233</td>
<td>Fundamentals of Criminal Investigation</td>
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</tr>
<tr>
<td>PST 239</td>
<td>Criminal Evidence and Procedure</td>
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<td>PST 244</td>
<td>Introduction to Criminalistics</td>
<td>2</td>
</tr>
<tr>
<td>PST 248</td>
<td>Traffic Administration and Enforcement</td>
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State Police Cadet Program

Department of Public Safety Personnel

A.A.S.

General Education Requirements

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<tr>
<th>Course Code</th>
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<tr>
<td>COM 111</td>
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<tr>
<td>COM 122</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>CT 105</td>
<td>Fundamentals of Computer Technology: DOS</td>
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<td>CT 106</td>
<td>Fundamentals of Computer Technology: Spreadsheets</td>
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<td>OT 107</td>
<td>Fundamentals of Computer Technology: Word Processing</td>
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<tr>
<td>MAT 145</td>
<td>Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>SOC 200</td>
<td>Introductory Sociology</td>
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<tr>
<td>SOC 311</td>
<td>Deviant Behavior</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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<td>PSC 202</td>
<td>American State Government and Politics</td>
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Technical Education Requirements

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<tr>
<td>EME 105</td>
<td>First Responder Course</td>
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<tr>
<td>PST 111</td>
<td>Law Enforcement Orientation</td>
<td>3</td>
</tr>
<tr>
<td>PST 113</td>
<td>Police Defense Tactics</td>
<td>2</td>
</tr>
<tr>
<td>PST 115</td>
<td>Psychology for Law Enforcement Officers</td>
<td>3</td>
</tr>
<tr>
<td>PST 120</td>
<td>Patrol Operations and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PST 122</td>
<td>Police Arsenal and Weapons</td>
<td>3</td>
</tr>
<tr>
<td>PST 231</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PST 233</td>
<td>Fundamentals of Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>PST 235</td>
<td>Police Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>PST 237</td>
<td>Police Role in Crime and Delinquency</td>
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<tr>
<td>PST 239</td>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
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<tr>
<td>PST 242</td>
<td>Police-Community Relations</td>
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<td>PST 244</td>
<td>Introduction to Criminalistics</td>
<td>4</td>
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<tr>
<td>PST 246</td>
<td>Police Records and Reports</td>
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<td>PST 248</td>
<td>Traffic Administration and Enforcement</td>
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</tr>
<tr>
<td>PST 290</td>
<td>Law Enforcement Internship</td>
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</table>
The Radiologic Technology program is a cooperative effort between the Community and Technical College of Marshall University and St. Mary's Hospital. Students take their radiologic instruction at St. Mary's Hospital; they take the support courses from Marshall. The students will complete their radiologic coursework at St. Mary's Hospital, successfully complete the ARRT exam and the support courses before the degree is awarded.

While the students attend Marshall University, they abide by all Marshall University Community and Technical College rules and regulations, and pay tuition and fees to Marshall University. While students attend St. Mary's Hospital, they will abide by all St. Mary's Hospital rules and regulations and pay any fees to St. Mary's Hospital. The Radiologic Technology Program requires 73 credit hours (18 credit hours from Marshall University, 55 credit hours equivalents via the ARRT program and exam).

For details on the Radiologic coursework and program admission, contact St. Mary's Hospital.

**MARSHALL SUPPORT COURSES**

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<td>COM 122</td>
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<td>CT 105</td>
<td>Fund. of Computer Tech.: DOS</td>
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</tr>
<tr>
<td>CT 106</td>
<td>Fund. of Comp. Tech.: Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OT 107</td>
<td>Fund. of Comp. Tech.: Word Processing I</td>
<td>1</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Human Relations in Bus</td>
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</tr>
<tr>
<td>CT 105</td>
<td>Fund. of Computer Tech.: DOS</td>
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</tr>
<tr>
<td>CT 106</td>
<td>Fund. of Comp. Tech.: Spreadsheets</td>
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</tr>
<tr>
<td>OT 107</td>
<td>Fund. of Comp. Tech.: Word Processing I</td>
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<tr>
<td>MAT 145</td>
<td>Technical Mathematics I</td>
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<td>MAT 145</td>
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<tr>
<td>MAT 145</td>
<td>Technical Mathematics I</td>
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**TOTAL HOURS: 18**

NOTE: For other two year programs not in the Community and Technical College, please see the following:

- **ENGINEERING, Two Year Curriculum (See College of Science)**
- **MEDICAL LABORATORY TECHNICIAN (See College of Science)**
- **PRE-PHARMACY, Two Year Curriculum (See College of Science)**
- **PRE-PHYSICAL THERAPY, Two Year Curriculum (See College of Science)**

Note: The following Developmental Courses are listed in the "Courses of Instruction" section:

- COM 094. Developmental Communications. 3 hours.
- COM 095. Developmental Writing. 3 hours.
- COM 096. Conversational Grammar. 3 hrs.
- MAT 096. Developmental Mathematics. 3 hours.
- MAT 097. Developmental Algebra. 3 hours.
- MAT 098. Developmental Geometry. 3 hours.
- REA 098. Reading Improvement. 3 hours.
- SCI 090. Developmental Physical Science. 3 hours.

These courses cannot be used to satisfy graduation requirements. Although credit is granted as indicated above, the graduation requirement is increased by the same number of hours as the course credit.
The Graduate School
In October, 1938, the West Virginia Board of Education authorized Marshall University to conduct graduate instruction leading to the Master of Arts and the Master of Science degrees. Since then, the Graduate School has steadily expanded the scope and depth of its offerings and currently lists 31 programs in which the master’s degree may be earned: adult and technical education, adult fitness/cardiac rehabilitation, art, biological sciences, biomedical sciences, business and commerce, chemistry, communication disorders, communication studies, counseling, criminal justice, early childhood education, elementary education, secondary education, educational administration, English, geography, health and physical education, history, home economics, journalism and mass communications, master of arts in teaching, mathematics, nursing, physical science, political science, psychology, reading education, safety, sociology, and special education. Cooperative programs include a master’s in humanistic studies with West Virginia Graduate College, and an Ed.D. in educational administration, with West Virginia University. Marshall also offers the Ph.D. in Biomedical Sciences.

As the variety of these programs would indicate, the Graduate School offers the graduate student opportunity to acquire research techniques in many fields of knowledge; to participate under the guidance of the graduate faculty in basic research and in the application of the insights gained in such research to the solution of the pressing problems of our times; and to become skilled professionals.

Admission to the Graduate School is based on a baccalaureate degree from an accredited college or university and on the information provided on the “Application for Admission” form. The GRE or GMAT is an additional requirement. The GRE and GMAT scores must be sent directly from Educational Testing Service to Admissions, Marshall University. On recommendation by the department chairperson and with the approval of the undergraduate dean and the dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses. When combined with the College Level Examination Program (CLEP), in which thirty undergraduate semester credit hours or more can be earned by examination, this provision enables the superior student to earn both a baccalaureate and a master’s degree in four years or less.

Students who want more information about any of the graduate programs should consult the Graduate Catalog or address their inquiries to: Graduate School Office, Marshall University, 400 Hal Greer Boulevard, Huntington, West Virginia 25755-2100. Telephone 696-6606.

1Grades received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student’s undergraduate grade point average.
School of Medicine

The School of Medicine offers the degree of Doctor of Medicine. Established in the mid-1970s, the School of Medicine quickly became a force in improving both health care and educational opportunities for West Virginians. The School's curriculum prepares students for all medical specialties. However, because of the state's continuing shortage of physicians in primary-care specialties (such as general internal medicine and family practice), Marshall particularly emphasizes the special personal and medical skills needed for such fields.

The School is affiliated with the Veterans Administration Medical Center, St. Mary's Hospital, Cabell Huntington Hospital and John Marshall Medical Services, the faculty practice group. Through a network of other agreements, the school also provides health care at sites as varied as Huntington State Hospital and small rural clinics.

The result is a dynamic educational setting which exposes students to the full spectrum of medical care. They work in rural outpatient clinics as well as on busy hospital medical and surgical services. They choose from a variety of primary-care and specialty electives at Marshall, at other medical centers, and in numerous overseas locations.

The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges. Information concerning admission may be found in the School of Medicine Bulletin. The Bachelor of Social Work program is housed in the School of Medicine.

SOCIAL WORK

The B.S.W. degree is a professional degree allowing the student to enter an exciting and growing field. Social workers practice in a variety of settings such as human service agencies, nursing homes, hospitals, schools, group homes, mental health centers, foster care agencies, and probation offices. Social workers work with individuals, families, groups, institutions, and communities and continually work to improve social conditions. The mission of the Marshall University Social Work Program is to prepare students for beginning level of practice as social work generalists with an understanding and appreciation of the population and institutions of Appalachia.

Requirements

The Social Work Department is administratively housed in the School of Medicine. Social Work students complete the general and specific education requirements as listed in the section that follows. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office. Electives highly recommended include courses in Social Work Special Topics, history, anthropology, sociology, psychology, speech, philosophy, political science, and economics. Students should consult their advisor for recommended electives.

Students should contact the Social Work Department faculty for advisement as early as possible.

Accreditation Status

The Social Work Program is accredited by the Council on Social Work Education.

General Requirements

1. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and the average in Social Work must be 2.0 or higher,
and must apply for graduation through the Social Work Department office.
2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees.
3. Candidates for degrees at Marshall University must earn at least 26 hours in the major subject (the B.S.W. degree requires 44 hours of Social Work courses) no more than six of which may be selected from courses in the 100 series. The quality point average in the major subject must be 2.0 or higher.
4. No course in the specific or major requirements for graduation except for practicum courses (SWK 370 and SWK 473) may be taken credit/non credit.
5. Candidates for the B.S.W. degree must satisfactorily complete an upper-division writing requirement consisting of a minimum of 2000 words in English.
6. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Social Work Department to determine if they are making satisfactory progress towards graduation.
7. All students enrolled in Social Work must have their schedules approved by their faculty advisor before they register for classes. The advisor's signature and stamp must be included on registration forms and on schedule adjustment forms.
8. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office.

Specific Requirements - B.S.W. Degree

Humanities
I. English 101 and 102 or 201H ............................................ 6 hours
II. Foreign Languages ..................................................... 3-9 hours
   Successful completion of 9 hour sequence ending with German 234, Greek 301, Latin 203, French 263R or 203, Spanish 263R or 203. Three hours or demonstrated proficiency in sign language may be substituted for 3 hours of the foreign language requirement.
III. Communication Studies ................................................ 0-3 hours
    Communication Studies 103, 104H or 305. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103. (Communication Studies 300, 315, 319, 345, 401, 406, and 408 are recommended options for electives.)
IV. Literature .............................................................. 6 hours
    Courses to be selected from the following:
    Classics 208
    English - any 300 or 400 level course in literature
    French 317, 318, 401, 402, 403, 404
    German 301, 302, 417, 418
    Latin - any 300 or 400 level course
    Religious Studies 202, 304, 310, 320, 325, 351
    Spanish 318, 319, 321, 322, 401, 402, 403, 460
    (Students should pay close attention to pre-requisites for these courses.)
V. Classics, Philosophy, Religious Studies, Fine Arts .................... 3
    One course to be selected from the following:
    Classics - any course except 208
    Philosophy - any course except 304
    Religious Studies - any course except 202, 304, 310, 320, 325, 351
    Fine Arts 101
VI. Social Sciences
    A. Sociology 200 ......................................................... 3
    B. Psychology 201 ......................................................... 3
    C. Political Science 202 .................................................. 3
    D. Economics 250 ......................................................... 3
    E. Any other course from Economics, History, Political Science,
Psychology, Sociology, (except 108), Anthropology, or Geography 100, 203, 206, 302, 305, 309, 315, 317, 320, 401, 402, 403, 405, 408, 410, 412, or 420.

VII. Science and Mathematics
A. BSC 105 4
B. One other course from biological sciences (BOT, BSC, ZOO) Chemistry, Geography 101, Geology or Physics (PS 109 and PS 110 will not fulfill this requirement). (BSC 104 is recommended.)
C. One course selected from mathematics (MTH 110 or above) or Philosophy 304 or 453.

VIII. Social Work
Candidates for the B.S.W. degree are required to satisfactorily complete SWK 203, 310, 312, 320, 330, 332, 340, 370, 473 and 475. Students should pay close attention to prerequisites and co-requisites. For instance, BSC 105, PSY 201, SOC 200, PSC 202 and ECN 250 are prerequisites to all 300 and 400 level required Social Work courses. SWK 310, 320, 330 and 340 are taken as a block in fall semester, junior year and; 312, 322, 332 and 370 as a block spring semester, junior year. SWK 473 is taken fall semester, senior year and SWK 475 spring semester, senior year. SWK 307 is a recommended elective.

SOCIAL WORK

First Year

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<td>Foreign Language</td>
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<td>Communication Studies 103</td>
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<td>Mathematics 110 (or above)</td>
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<td>Biological Science 104</td>
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Second Year

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<td>Political Science 202</td>
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Third Year

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<td>Social Work 310</td>
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<td>Social Work 320</td>
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<td>Social Work 340</td>
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Fourth Year

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School of Nursing
Nursing education has been offered at Marshall University since the inception of an associate degree program in 1960. On July 1, 1978, a School of Nursing was formally established and it is an integral part of the academic health sciences at Marshall University. The primary objective of the School of Nursing is to respond to the nursing educational needs in the region. The School offers a Bachelor of Science in Nursing Program and a Master of Science in Nursing Program for Family Nurse Practitioners.

BACHELOR OF SCIENCE IN NURSING PROGRAM

The purpose of the four year baccalaureate program in nursing is to prepare professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. The program is available to qualified high school graduates, transfer students, college baccalaureate graduates and registered nurses. Graduates of the program are eligible to write the registered nurse licensing examination in West Virginia. The program is accredited by the National League for Nursing.

Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students are able to apply this foundation as well as a strong foundation in nursing science to the professional practice of nursing. In addition to achieving the professional goals of the nursing program students should also become responsible members of society, and they are, therefore, required to register for courses in general education.

The program includes a clinical practice component which gives students opportunity to apply their nursing theory and skills in caring for individuals, families, groups and communities in clinical health care settings. The program uses Cabell Huntington Hospital, Huntington State Hospital, St. Mary’s Hospital and Veterans Administration Medical Center for clinical experiences. In addition over 20 other health care agencies such as clinics, doctor's offices, health departments and schools are used for student clinical experiences. All nursing students have clinical experiences with rural and/or underserved populations as part of the state’s initiatives for primary health care.

The Bachelor of Science in Nursing program may be completed through one of two options—the Basic Program or the RN Option. Registered nurses are eligible for admission to the RN Option. All other individuals are eligible for admission to the basic program.

The School of Nursing offers a concentration to persons desiring school nurse certification.

I. BASIC PROGRAM

ADMISSION REQUIREMENTS

The nursing program is available to all qualified applicants. The length of time for progression through the program of study is dependent upon the individual’s academic background. Admission is determined on a competitive basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty.

Students are admitted to the School of Nursing once per year for the fall semester. Students are selected for fall admission beginning January 15 and continuing until all spaces in the class are filled.

Admission Requirements for Freshman Level Standing

This level is for all first time college students and for college students who have completed between 12 or more hours of college level work.
1. Meet the general admission requirements of Marshall University.
2. High school graduates should have a composite score of 21 or better on the enhanced ACT
with consideration given to individual scores and a grade point average on high school course work of at least 2.5 or better with consideration given to college preparatory course of study. If the ACT was taken prior to May, 1989 a composite score of 19 is acceptable.

3. College students should have a grade point average of at least 2.5 or better on 12 or more hours of college work with consideration given to individual courses.

Admission Requirements for Sophomore Level Standing

This level is for college students who have completed at least 28 hours of college credit hours including the required general education courses of the freshman year. Admission at this level is very limited and is based on available space.

1. Meet the general admission requirements of Marshall University.
2. A minimum grade point average of 2.5 or better.
3. Completion of or current enrollment in the following courses or their equivalent,
   - ENG 101 and 102, English Composition ............................................. 6 hours
   - MTH 110, College Mathematics ..................................................... 3 hours
   - PSY 201, General Psychology ....................................................... 3 hours
   - PSY 311, Developmental Psychology .................................................. 3 hours
   - SOC 200, Introductory Sociology ..................................................... 3 hours
   - CHM 203 and 204, General Chemistry I & II ........................................... 6 hours
   - BSC 250 ............................................................................. 4 hours

Admission to the School of Nursing at the Freshman level is provisional until all prescribed pre-nursing courses are completed with a grade of "C" or better and the overall GPA is 2.0 or better. Students who do not complete the minimum requirements for full admission and progression to the sophomore level according to their program plan prior to July 20 will be dropped from the School of Nursing. Students unable to progress directly into the sophomore level must reapply for admission to the School of Nursing:

The prescribed pre-nursing coursework includes:
- ENG 101-102, MTH 110, PSY 201, CHM 203-204, SOC 200, PSY 311, BSC 250

Admission Requirements for Junior and Senior Level

This level is for students who are transferring from a four-year baccalaureate nursing program and who want to receive credit for their previous nursing education.

1. Meet the general admission requirements of Marshall University.
2. Completion of two or more years of college credit in a baccalaureate in nursing program with a 2.0 or higher grade point average.
3. Completion of all required courses excluding electives or their equivalent with a "C" or higher in each course. These courses must include the following:
   - ENG 101 and 102, English Composition ............................................. 6 hours
   - MTH 110, Intro to College Mathematics .................................................. 3 hours
   - PSY 201, General Psychology ....................................................... 3 hours
   - PSY 311, Developmental Psychology ................................................... 3 hours
   - SOC 200, Introductory Sociology ..................................................... 3 hours
   - CHM 203 and 204, General Chemistry ................................................ 6 hours
   - BSC 250, Microbiology and Human Disease ....................................... 4 hours
   - BSC 227 and 228, Human Anatomy & Physiology .................................. 8 hours
   - HEC 210, Nutrition ........................................................................ 3 hours
   - NUR 219, Nursing Assessment of Individual I ..................................... 3 hours
   - NUR 221, Foundation of Prof. Nursing ............................................... 5 hours
   - NUR 222, Foundation of Prof. Nursing II .......................................... 6 hours
   - NUR 319, Nursing Assessment of Indiv. II ......................................... 4 hours
4. A grade of "C" or higher in each nursing course for which advanced placement is requested.

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School of Nursing/185
APPLICATION PROCESS

Freshman Level Standing
1. Apply for admission to Marshall University.
2. Apply for admission to the School of Nursing.
3. High school students should obtain two (2) copies of their high school transcript and ACT scores. One copy of the ACT scores and transcript should be sent to the School of Nursing and one to the Admissions Office of Marshall University.
4. College students should obtain two (2) copies of their college transcripts. One copy should be sent to the School of Nursing and one to the Admissions Office of Marshall University.

NOTE: Students who are current Marshall students only need one transcript for the School of Nursing.

Sophomore Level Standing
1. Apply for admission to Marshall University if not currently admitted.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of transcripts from all colleges attended. One copy is for the School of Nursing and one is for the Marshall University Office of Admissions (does not apply if you are currently admitted to Marshall).
4. Provide verification of current enrollment in required general education courses if these have not been completed.

Junior-Senior Level Standing
1. Apply for admission to Marshall University.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of all college transcripts. One is for the School of Nursing and one for the Marshall University Office of Admissions.
4. Submit course syllabi and other materials which describe the nursing courses for which advanced placement is requested.
5. Submit a letter of reference from the Dean/Director of your previous program.

PROGRAM REQUIREMENTS

Completion of the BSN program requires the completion of 128 semester hours of credits as specified in the following program of study.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
<td></td>
<td>English 102</td>
<td>3</td>
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<tr>
<td>Mathematics 110</td>
<td>3</td>
<td></td>
<td>Sociology 200</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 201</td>
<td>3</td>
<td></td>
<td>Psychology 311</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 203</td>
<td>3</td>
<td></td>
<td>Chemistry 204</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td>Biological Science 250</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>Nursing 219</td>
</tr>
<tr>
<td>Nursing 221</td>
</tr>
<tr>
<td>Home Economics 210</td>
</tr>
<tr>
<td>Biological Science 227</td>
</tr>
<tr>
<td>Elective</td>
</tr>
</tbody>
</table>

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Marshall University 1993-95 Undergraduate Catalog
### Third Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 318</td>
<td>3</td>
<td>Nursing 322 or 321</td>
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<tr>
<td>Nursing 321 or 322</td>
<td>5</td>
<td>Nursing 324</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 323</td>
<td>5</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Home Economics 404</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>16</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Fourth Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 325</td>
<td>5</td>
<td>Nursing 403 or 421</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Nursing 409</td>
<td>3</td>
<td>Nursing 422</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 423</td>
<td>3</td>
<td>Nursing 423</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>14 or 16</strong></td>
<td></td>
<td><strong>14 or 16</strong></td>
</tr>
</tbody>
</table>

#### Elective Requirements

Students must complete 18 hours of elective credits, 9 of which must be in the Liberal Arts/Fine Arts areas and 9 of which are unrestricted. Following are examples of courses in each of these areas.

1. **Liberal Arts/Fine Arts**
   - Music, Theatre, Visual Arts
   - Communication: Journalism, Communication Studies
   - Humanities: Classical Studies, English, Modern Languages, Philosophy, Religious Studies
   - Social Sciences: Criminal Justice, Geography, History, Political Science, Psychology, Sociology, Anthropology

2. **Unrestricted Electives**
   - Any courses of interest to the student. Students are encouraged to take courses which will enhance their professional practice.
   - Honors courses may be used to meet the elective requirements. Students should check with the Director of the Honors Program about specific course substitutions.

#### LICENSURE AS A REGISTERED NURSE

To practice registered professional nursing in West Virginia an individual must be licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Students who successfully complete the basic Bachelor of Science in Nursing program meet the educational requirements to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Board may refuse to admit persons to its examinations or may refuse to issue a license upon proof that an applicant: (a) is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or (b) has been convicted of a felony; or (c) is unfit or incompetent by reason of negligence, habits or other causes; or (d) is habitually intemperate or is addicted to the use of habit-forming drugs; or (e) is mentally incompetent; or (f) is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or (g) is practicing or attempting to practice registered professional nursing without a license or registration; or (h) has willfully or repeatedly violated any of the provisions the licensing law.

A student who wants to take the NCLEX-RN in another state must obtain information regarding requirements and procedures from the agency responsible for professional nurse registration in that state.

### II. RN OPTION

The Marshall University School of Nursing offers an RN option for registered nurses who have a diploma or associate degree in nursing and wish to earn a baccalaureate degree in nursing.

The curriculum may be completed in two academic years of full-time study or extended up to five years. Part-time study is recommended for nurses who are working full-time.
Registered nurses who are completing admission requirements are encouraged to seek special student admission as soon as possible to receive appropriate registration and academic advisement, even if completing non-nursing courses. Applications are reviewed as admission requirements are completed. Acceptance and placement in the program are dependent upon the number of spaces available.

**ADMISSION REQUIREMENTS**

To be eligible for admission the applicant must:

1. Meet the general admission requirements of Marshall University.
2. Be licensed to practice as a registered nurse in West Virginia.
3. Have completed the following required general education courses or their equivalents with a grade of "C" or higher:
   - BSC 227-228, Human Anatomy and Physiology: 8 hours
   - BSC 250, Microbiology and Human Disease: 4 hours
   - HEC 210, Nutrition: 3 hours
   - SOC 200, Introductory Sociology: 3 hours
   - ENG 101 and 102, English Composition: 6 hours
   - PSY 201, General Psychology: 3 hours
   - PSY 311, Developmental Psychology: 3 hours
   - CHM 203, General Chemistry I: 3 hours
   - MTH 110: 3 hours

Total semester hours: 36

Transfer courses will be judged in relation to Marshall University courses for acceptability. Evaluation of transfer courses is completed in the Admissions Office. Please contact that office for questions concerning transfer courses.

4. Have an overall grade point average of 2.0 or higher.
5. Provide documented evidence of acceptable clinical nursing performance on form provided by the School of Nursing. Nurses not employed within the past three years will be evaluated individually.
6. Diploma graduates must successfully complete validation tests given at the School of Nursing in order to receive 32 hours of lower division nursing credits. (Contact School of Nursing for information.) No testing is required for associate degree graduates.

**APPLICATION PROCESS**

1. Apply to Marshall University on forms provided by the Office of Admissions.
2. File, concurrently, a supplemental application to the Bachelor of Science in Nursing Program on form supplied by the School of Nursing.
3. Copies of official transcripts from all colleges or schools attended must be submitted. If these are not already on file at Marshall University, one copy must be submitted to the School of Nursing and one copy must be submitted to the Office of Admissions.

**ADMISSION OF SPECIAL STUDENTS**

Registered nurses and individuals who have completed an associate degree or diploma RN program and are awaiting licensure may be admitted as special students while they are completing the admission requirements for degree-seeking student admission.

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1 BSC 225-226 may be substituted for BSC 227-228.
2 Successful completion of the NLN Nutrition exam will meet the nutrition requirements for applicants who have less than 3 hours of nutrition or who had nutrition integrated in their basic nursing program. No credit hours are awarded for the exam.
3 PSY 201 may be waived if PSY 311 was completed prior to January, 1987.
4 CHM 100 or 105 may be substituted for CHM 203 if it was taken as part of basic nursing program.
Special students must meet the general admission criteria for Marshall University and provide evidence of licensure to practice as a registered nurse in West Virginia or graduate certification from the West Virginia Board of Examiners for Registered Professional Nurses. Special students must meet the stated prerequisites for each course and may take only the following nursing courses.

NUR 219 Nursing Assessments of Individuals I
NUR 305 Concepts of Professional Nursing
NUR 319 Nursing Assessments of Individuals II
NUR 403 Nursing Management
NUR 409 Nursing Research

Application Process

1. Apply to Marshall University on forms provided by the Office of Admissions.
2. File concurrently a School of Nursing application on the form provided by the School of Nursing.

PROGRAM REQUIREMENTS

In addition to the admission course requirements, the following courses must be completed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 219</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 305</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 317</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 318</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 319</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 403</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 409</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 421</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 422</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 423</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 204</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 404</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total semester hours</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Liberal Arts/Fine Arts electives may be selected from the following areas: Art, Music, Language, Communication Studies, Religious Studies, Philosophy, Fine Arts, Classics, English (e.g. Literature, Advanced Writing) or Theater.

A minimum of 128 semester hours of credit must be completed to receive any bachelors degree at Marshall University. The hours needed to complete the RN Option are distributed as follows.

Admission requirements

36 hours non-nursing courses
32 hours lower division nursing credit

1. Statistics requirements may be met by completing Sociology 345, Psychology 223, EDF 417, Management 318 (PR: MTH 190) or Math 225.
2. Seven hours of electives are distributed as follows: Humanities/Arts, 9 hours; Unrestricted, 7 hours.
3. Students who use some of the course waivers for admission may need additional elective credits to meet the graduation requirement.
4. Since associate degree programs vary in the number of lower division nursing credits awarded, additional elective hours may be needed to meet the graduation requirement.
5. Additional 32 hours of nursing credit will be added to the official transcripts of diploma graduates who have completed the testing requirement of the School of Nursing.
Program Requirements
35 hours upper division nursing courses
9 hours required non-nursing courses
9 hours restricted elective courses
7 hours unrestricted electives

Additional elective credits to meet the 128 hours minimum will vary depending on individual circumstances.
A typical full-time program of study is as follows:

**Junior Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs.</th>
<th>Second Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 305</td>
<td>4</td>
<td>Nursing 317</td>
<td>2</td>
</tr>
<tr>
<td>Nursing 219</td>
<td>3</td>
<td>Nursing 318</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 319</td>
<td>4</td>
<td>Nursing 409</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Home Economics 404</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>Chemistry 204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>2</td>
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<tr>
<td></td>
<td>17</td>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Senior Year</th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing 421</td>
<td>5</td>
<td>Nursing 423</td>
</tr>
<tr>
<td>Nursing 403</td>
<td>3</td>
<td>Nursing 422</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>Electives</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

**ACADEMIC POLICIES**

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance or behavior in nursing is judged unsatisfactory.
2. All students are required to maintain a cumulative GPA of at least 2.0. In the event that a student's cumulative GPA falls below 2.0, that student will be placed on academic probation and will be notified in writing of this action. Students have one year to raise their cumulative GPA to 2.0. If the GPA is less than 2.0 at the end of one year of probation, the student will be dismissed from the nursing program.
3. All nursing and required non-nursing courses must be completed with a grade of "C" or higher. Students who earn a grade of less than "C" in a nursing or required non-nursing course must repeat that course. Basic and RN Option students may repeat only one nursing course in which a grade of less than "C" is earned.
4. All students who receive a grade of less than "C" in a nursing or required non-nursing course may not progress in nursing courses for which that course is prerequisite.
5. A passing grade earned by CLEP or departmental challenge exam will be accepted.
6. Students who find it necessary for any reason to withdraw from a nursing course must abide by the School of Nursing withdrawal policy as stated in the School of Nursing Undergraduate Handbook.
7. An overall grade point average of 2.0 or higher is required for graduation.
8. No more than 9 hours of electives may be taken on a credit/non-credit basis.
9. Grading scales are determined by the course instructor and will vary from course to course. Only letter grades are considered in applying the academic policies.
10. All required nursing courses in the basic and RN Option programs must be completed within five (5) years prior to graduation from the program.
OTHER POLICIES

1. Evidence of a current annual satisfactory health certification must be submitted prior to participation in nursing courses having a clinical component (refer to Health Certification).
2. Evidence of current certification in cardio-pulmonary resuscitation must be submitted prior to participation in nursing courses having a clinical component.
3. Due to restricted enrollment in the School of Nursing, students unable to maintain continuous progression must follow the Leave of Absence Policy.
   a. A student must request permission in writing for a leave of absence from the School of Nursing. Notification must be at earliest possible time.
   b. The Student Petition for Leave of Absence Form must be submitted to the Chairman of the Admissions, Progression and Graduation Committee no later than three (3) weeks after the start of the semester in which the student is not enrolled in nursing courses.
   c. If a Leave of Absence is approved the student must consult with his or her advisor to revise the program plan.
   d. Any student who fails to notify the School of Nursing of a leave of absence will forfeit his or her space in the nursing program and must reapply for admission.
   e. Permission for a leave of absence may be granted for up to one year.

III. SCHOOL NURSE CERTIFICATION

The School of Nursing offers a concentration to persons desiring school nurse certification. The concentration is available to students in both the basic and the RN option programs. The concentration is designed to help students meet the WV Board of Education standards for practicing school nurses. Persons seeking School Nurse Certification must be in good standing in a school of nursing or have a BSN and be licensed as a registered nurse in West Virginia. Individuals selecting this concentration must notify the School of Nursing of their intent as early as possible to receive proper academic advising. There is no provisional admittance to the College of Education for the School Nurse Certification.

Students who select this concentration will complete several courses from the College of Education as well as a community nursing experience in the public school system.

This concentration is designed to provide the nurse generalist with basic knowledge of school nurse practices.

ENTRANCE REQUIREMENTS

1. Evidence of good standing in the School of Nursing or a BSN degree and West Virginia RN license.
2. Completion of PSY 311 - Developmental Psychology or its equivalent with a “C” or better.
3. A 2.5 grade point average on at least 60 college credit hours.

CERTIFICATION REQUIREMENTS

Prior to taking the PPST (Pre-Professional Skills Test), the applicant should complete the following courses. The PPST is waived for master's prepared students.

Communication Studies 103, 104H or 305 (Fundamental Speech - Communications) ... 3 hours
Curriculum and Instruction 102 (Introduction to Computers in the Classroom) ............. 1 hour
Educational Foundation 270 Observation (Level 1 Clinical Experience) .................. 0 hours
0 Hour waived for practicing school nurses
English 101 and 102 (English Composition) ............................................... 6 hours
Health Education 321 (The School Health Program) ....................................... 3 hours
Nursing 485 (Independent Study in School Nursing) ....................................... 1 hour*

*May be waived
CLINICAL REQUIREMENTS

A Community Nursing project in a school health setting must be completed. The student will be expected to show familiarity with all aspects of the role of the school nurse. A School Nurse Performance Assessment will be completed by the student, the school nurse preceptor, and the SON school nurse certification coordinator to verify that the student has met this clinical requirement.

After completing the certification requirements the student must submit an Application for Professional Certification (ITP 20). This application is available from County Board of Education offices and from the College of Education.

Certification will be awarded after the following criteria are satisfied.

1. The PPST is successfully completed. (NOTE: This exam is offered at Marshall.) Please contact the College of Education (304) 696-2857 for information on this exam.
2. Verification by the School of Nursing of completion of the School Nurse Performance Assessment.
3. Verification by the College of Education that the academic requirements have been satisfied.
4. The completed application for professional certification (ITP 20) is submitted to the College of Education Certification Office.

For concentration information contact the School of Nursing at (304) 696-6750.
For certification information contact the College of Education at (304) 696-2857.

To obtain a supplemental nursing program application, write to:
Bachelor of Science in Nursing Program
School of Nursing
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755-9500
Courses of Instruction

College of Business
College of Education
College of Fine Arts

College of Liberal Arts
College of Science
School of Nursing

Note: Community College courses are listed starting at p. 271

Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the particular departments or programs, approved by the appropriate academic dean and/or curriculum committee, by the Academic Planning and Standards Committee, and the President.

Before the opening of each semester and prior to the opening of summer terms, a "Schedule of Courses" is printed announcing the courses that will be offered by the colleges and schools. Copies may be obtained in the Registrar's Office.

CATALOG TERMS DEFINED

For definitions of terms used in the academic sections of this catalog ("ACADEMIC INFORMATION," "COLLEGE AND SCHOOLS," and "COURSES OF INSTRUCTION"), please turn to "CATALOG TERMS."

STANDARDIZED COURSE LISTINGS

All departments include among their offerings the following undergraduate course numbers and titles:

280-283 Special Topics. 1-4 hrs.
297-298 Instructional TV Courses. 1-4 hrs.
480-483 Special Topics. 1-4 hrs.
485-488 Independent Study. 1-4 hrs.
497-498 Instructional TV Courses. 1-4 hrs.

Departments that offer Practicums and Internships use the following undergraduate course numbers:

Internship. 290, 490.

ABBREVIATIONS

PR: Prerequisite
CR: Corequisite
CR/NC: Credit/Non-Credit grading
Lec-lab. Lecture and laboratory hours per week (e.g. 2 lec-4 lab.-two hours lecture and four hours laboratory per week).
Rec: Recommended
I,II,S: Offered first semester, second semester, summer.

ACCOUNTING (ACC)

215 Principles of Accounting. 3 hrs. I, II, S.  
Introduction to principles and procedures of double entry accounting records and reports.

216 Principles of Accounting. 3 hrs. I, II, S.  
Introduction to principles and procedures of double entry accounting records and reports. (Must pass personal computer competency tests in Dos, Lotus 1-2-3 and Work Perfect prior to registering.) (PR: ACC 215)

280-281 Special Topics. 1-4; 1-4; hrs.
311 Intermediate Accounting. 3 hrs. I, II, S.  
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 216)

312 Intermediate Accounting. 3 hrs. I, II, S.  
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 311)

313 Intermediate Accounting. 3 hrs. I, II.  
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 312)

318 Cost Accounting I. 3 hrs. I, II, S.  
A study of fundamental cost accounting concepts and objectives including product cost accumula-
tion, cost-volume-profit analysis, direct costing, budget techniques, standard costing, and differential
cost analysis. (PR: ACC 216)

348 Federal Taxation. 3 hrs. I, II, S.
Problems and procedures of income tax accounting (PR: ACC 216)

358 Managerial Accounting for Health Care Management. 3 hrs. II.
A study of financial planning and control and discharge of financial management accountabilities
in the Health Care Administration sector through problem solving and related functions of Account-
ning. (PR: ACC 216)

410 Financial Accounting. 3 hrs.
Principles, concepts, and problems underlying the evaluation, recording, analysis and interpreta-
tion of accounting data. Required of all MBA candidates who have had little or no undergraduate
background in accounting. NOT OPEN TO STUDENTS IN THE COLLEGE OF BUSINESS.

412 Governmental Accounting. 3 hrs.
A study of the use of accounting information in the financial management of governmental and
non-profit entities. (PR: ACC 216)

414 Advanced Accounting Problems. 3 hrs. I, II, S.
Selected problems in advanced accounting principles and procedures. (PR: ACC 312)

415 Controllership. 3 hrs.
A comprehensive study of the controller’s objectives, responsibilities, functions, organizational roles,
etc. (PR: ACC 318)

418 Managerial Accounting. 3 hrs.
The managerial approach to budgetary control. (PR: ACC 318)

429 Auditing I. 3 hrs. I, II, S.
A study of the theory and procedures of auditing and the legal and social responsibilities of the
auditor. (PR: ACC 312)

430 Auditing Theory and Research. 3 hrs. I, II.
A critical examination of contemporary professional attestation theory and practice including a
comprehensive review of AICPA statements on audit procedures. (PR: ACC 429)

441 Accounting Information Systems. 3 hrs. I, II.
Introduction to accounting systems. Emphasis on concepts of analysis, design, and implementation
of accounting systems with attention on internal and audit trail. (PR: ACC 313 and 318)

448 Federal Income Tax II. 3 hrs.
Advanced course in taxation with emphasis on corporations, partnerships, estates, trusts, gifts, valu-
ation and liquidity problems, and tax administration and practice. (PR: ACC 348)

451 Accounting Theory. 3 hrs. I, II.
An examination of accounting concepts, standards, rates, conventions, principles and practices with
primary emphasis on study of authoritative pronouncements comprising generally accepted accounting
principles. (PR: ACC 312, ACC 414)

480-482 Special Topics. 1-4; 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Accounting majors only, with
permission of Department.

485-486 Independent Study. 1-4; 1-4 hrs. (PR: Permission of Department)

490 Internship. 3-12 hrs. (CR/NC)
A supervised internship in which the student works for a business firm/agency to gain practical
experience in the student’s major. The program of work and study will be defined in advance and
the student’s performance will be evaluated. (PR: Permission of Dean)

ADULT EDUCATION (AE)

280-283 Special Topics. 1-4 hrs.

400 Introduction to Adult and Continuing Education. 3 hrs.
Designed to acquaint the student with the field of adult and continuing education, its foundations
and development in this country.

410 Characteristics of Adult Learner. 3 hrs.
The course is designed to help the student gain a better understanding of the characteristics of adult
learners and the implications for such characteristics in relation to instruction, curriculum design,
and program planning.

430 Adult Instruction: Environmental and Personal Aspects. 3 hrs.
The course examines both environmental and personal factors which may impact on the adult learning
process and is designed to foster awareness, which will be translated into appropriate intervention
strategies.

450 Adult Instruction: Design and Evaluation. 3 hrs.
An examination of the design and evaluation processes used in adult learning areas with emphasis
on the T&D field as well as the general field.

460-463 Professional Development. 1-4 hrs. S.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit
may be used for certificate renewal and salary upgrading, if approved, but not in degree programs.
CR/NC grading.
480-483 Special Topics. 1-4 hrs.
485-488 Independent Study. 1-4 hrs.
Focused study of a topic in adult education, to be selected cooperatively by student and faculty advisor; hours credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

ANTHROPOLOGY (ANT)

201 Cultural Anthropology. 3 hrs.
Introduction to the scientific study of culture with emphasis on the cultures of small-scale societies.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: ANT 201)

297-298 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

304 Physical Anthropology. 3 hrs.
Introduction to physical anthropology (PR: ANT 201)

322 Archaeology. 3 hrs.
Introduction to non-classical archaeology.

323 Archaeological Field Training. 3-6 hrs.
Supervised instruction in on-site archaeological data collection, survey and excavation techniques.

324 Archaeological Analysis. 3 hrs.
Supervised instruction in processing and analyzing archaeological materials recovered by fieldwork.

333 Linguistic Anthropology. 3 hrs.
Introduction to non-classical linguistics.

340 Folklore. 3 hrs.
Study and analysis of material culture and oral tradition in both literate and non-literate societies. (PR: ANT 201)

341 Anthropological Theory. 3 hrs.
Introduction to ethnological theory. (PR: ANT 201)

343 Anthropological Research. 3 hrs.
Introduction to anthropological research methods. (PR: ANT 201)

370 Classical Archaeology. 3 hrs.
Archaeology of ancient Greece and Rome, and their colonies and imperial domains.

405 Applied Anthropology. 3 hrs.
Principles of applied anthropology in community development. (PR: Six hours of anthropology and sociology or departmental permission)

426 African Cultures. 3 hrs.
Comparative analysis of the tribal cultures of Africa. (PR: Six hours of anthropology or departmental permission)

427 Ethnic Relations. 3 hrs.
Analysis of cultural contact situations with emphasis on the role of Western European cultures. (PR: Six hours of anthropology or departmental permission)

430 The American Indian. 3 hrs.
Comparative analysis of Indian tribal cultures of the Americas. (PR: Six hours of anthropology or departmental permission)

437 World Cultures: An Anthropological View. 3 hrs.
Anthropological analysis of the major culture areas of the world. (PR: Six hours of anthropology or departmental permission)

441 Oceania. 3 hrs.
Comparative analysis of the original cultures of the Pacific Island area. (PR: Six hours of anthropology or departmental permission)

451 Anthropological Analysis. 3 hrs.
Examination of the analytical procedures utilized in ethnographic and comparative approaches to anthropological data, and an introduction to computer processing of cross-cultural data using the Human Relations Area Files. (PR: ANT 201)

453 Cognitive Anthropology. 3 hrs.
Analysis of the relations between cultural, social, and personality systems. (PR: Six hours of Anthropology or departmental permission)

455 Appalachian Cultures. 3 hrs.
Analysis of the cultures of Appalachia. (PR: Six hours of anthropology or departmental permission)

470 Appalachian Field Experience I. 3 hrs.
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 or equivalent)

471 Appalachian Field Experience II. 3 hrs.
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 and 470)
480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of topics of interest not covered in regularly scheduled courses. (PR: Senior status and permission)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
Individual study of topics not offered in regularly scheduled courses. Advance permission required.

495H-496H Readings for Honors in Anthropology. 2-4; 2-4 hrs.
Open only to Anthropology majors of outstanding ability. (See Honors Courses).

497-498 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

ART (ART)

112 Introduction to Visual Art. 2 hrs. I, II, S.
Significance of art in everyday living. Required of all students in the College of Education.

113 Art Education: Methods and Media. 3 hrs. I, II, S.
Philosophy and methods of art education for the elementary level; includes laboratory experiences. For education students.

203 Composition, Color and Design In Drawing and Painting. 3 hrs. I or II.
Design elements studied as to their use in conveying compositional ideas and practical use of these ideas and elements in original compositions in a variety of traditional media.

214 Introduction to Design. 3 hrs. I or II.
Basic and related problems in design dealing with the plastic elements—line, color, form, space, and texture.

215 Three-Dimensional Design. 3 hrs. I or II.
Design with emphasis on three-dimensional form. (PR: ART 214)

217 Drawing. 3 hrs. I or II.
Freehand drawing with emphasis on drawing from nature and the posed model, using a variety of media. (PR: Open to art majors and minors only. Others must have the permission of the Chairman of the Department of Art.)

218 Drawing. 3 hrs. I or II.
Freehand drawing with emphasis on drawing from nature and the posed model, using a variety of media. (PR: Open to art majors and minors only. Others must have the permission of the Chairman of the Department of Art. PR: ART 217)

219 Typography and Calligraphy. 3 hrs. I or II,
Basic design principles of rhythm, proportion, modularity and spontaneity are explored through the use of letterforms. Students develop skills in calligraphy with pen and brush, lettering and type-setting. (PR: for art majors, ART 214)

255 Beginning Painting I. 3 hrs. I or II.
Basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: 203)

256 Beginning Painting II. 3 hrs. I or II.
Continuing development of basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: ART 255)

257-272 Practicum. 3; 3; 3 hrs.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
To be used for experimental courses. By permission only.

301 Printmaking Processes. 3 hrs.
Experiments in the media of intaglio, lithography, serigraphy, relief collagraphs and new techniques in printmaking. (PR: 217)

302 Relief Printmaking. 3 hrs. I or II or S.
Traditional and experimental approaches to relief printmaking, including woodcut, linocut, wood engraving, reliefetching, Japanese techniques, monoprints, and other press and handprinting relief processes. (PR: 301)

305 Ceramics. 3 hrs. I or II, S.
Search for form and personal expression through clay. Emphasis on handbuilding techniques, decorative processes, and glaze application.

306 Design in Metal. 3 hrs. I or II or S.
Advanced design in metal. Emphasis on copper, silver, pewter, brass. Problems involve soldering, enameling, and shaping metal by hand.

307 Sculpture. 3 hrs. I or II or S.
Emphasis on modeling in clay and exploring the potential of plaster, wood and other materials relevant to the area of sculpture. (PR: ART 215)

308 Weaving. 3 hrs. I, II, S.
The student will demonstrate the ability to carry through the entire process for planning, through warping, threading, and weaving. Each will create unique art works while developing traditional technical skills.

309 Advanced Sculpture. 3 hrs. I or II.
Sculptural exploration will be extended toward openness, transparency and interpenetration of forms. Emphasis will be on the fashioning and joining of contemporary materials (alloys, plastics, etc.)
through the mastery of industrial techniques. (PR: ART 307)

**Graphic Design: Studio Skills. 3 hrs. I or II.**
Practical studio skills: specifying type, photographic and airbrush techniques and preparation of me•
Sign combinations and visual structure, in relation to meaning of visual messages. Assignments include pa•

**Photography. 3 hrs. I, II or S.**
Introduction to techniques and aesthetics of photography as a fine art.

**Graphic Design II. 3 hrs. I or II.**
Applies the use of type and images to design for advertising, editorial, or instructional purposes. Involvement with extended design and layout problems. (PR: ART 219, 314)

**Illustration. 3 hrs. I or II.**
Conceptual and technical development of illustrations for editorial and advertising purposes. (PR: ART 218, 256)

**Silk Screen Printmaking. 3 hrs. I or II or S.**
Experience with screen-printing stencil processes. The advanced student may also explore photo•

**Collagraphs. 3 hrs. I or II or S.**
Printmaking using the collagraph plate or matrix, an additive method that employs both intaglio and relief techniques. (PR: 301 or permission of chair)

**35mm Slide Photography. 3 hrs.**
Photographic composition, color, and creative pictorial vision along with camera controls are explored through making 35mm slides. (PR: ART 315 or Journalism 360 or 230)

**Advanced Black and White Photography. 3 hrs.**
Further exploration of aesthetics and techniques of black and white photography including the Zone System, with emphasis on personal vision, technical mastery and historical perspective. (PR: ART 315 or Permission of Instructor)

**Color Photography. 3 hrs.**
Color imaging explored through the medium of the color print. (PR: ART 323 and 324)

**Cast Metal Sculpture. 3 hrs. I or II.**
Several major art casting procedures will be studied and employed in the production of original sculptures. Emphasis will be placed on the lost wax process using ceramic shell molds. (PR: ART 215, 307)

**Carved Sculpture. 3 hrs. I or II.**
Emphasis will be on the tools, materials and processes of subtractive sculpture. Both traditional and modern techniques will be explored in carving from a variety of woods, stones and other materials. (PR: ART 215, 307)

**Welded Sculpture. 3 hrs. I or II.**
A variety of techniques including oxygen/acetylene, arc and TIG welding will be studied and practiced in the process of direct metal sculpting. (PR: ART 215, 307)

**Art Education: Crafts. 3 hrs. I, II or S.**
Philosophy and methods of art education supplemented by laboratory experiences featuring crafts for students in early childhood and elementary education. 1 lec-3 lab. (PR: ART 113)

**Introduction to the Potter's Wheel. 3 hrs. I or II.**
Basic throwing skills, surface enrichment and glaze application emphasized. Design analysis and production of functional form stressed. (PR: ART 305)

**Primitive Ceramic Techniques. 3 hrs. I or II.**
The study of local clay preparation and primitive firing and decorating techniques. (PR: ART 305)

**Problems in Porcelain. 3 hrs. I or II.**
The formulation and use of procelain in the production of utilitarian and sculptural form. (PR: ART 305, 343, 344, 446 and 448)

**Watercolor Painting. 3 hrs. I or II or S.**
Watercolor medium in expressing still life, landscape, and the human figure. (PR: ART 203 and 218)

**Advanced Watercolor. 3 hrs. I or II.**
Advanced exploration of watercolor, inks and other fluid media. Emphasis will be on experimental methods and personal originality. (PR: ART 350)

**Painting III. 3 hrs. I or II or S.**
Continued development for the intermediate level painter with emphasis on techniques and form, including varied supports, grounds, mediums such as encaustics, synthetic resins, egg tempera, acrylics and oils. (PR: ART 256)

**Mold Making and Casting. 3 hrs. I or II.**
Advanced processes of piece and flexible mold making will be studied and practiced for the purpose of casting complex forms and limited edition sculpture. (PR: ART 307)

**Practicum. 3; 3; 3 hrs.**
**Professional Practice for Visual Artists. 1 hr. I.**
Skills for professional artists. Topics: proper presentation of work, self-promotion, pricing, grants,
museum and gallery practices, and legal concerns related to fine and commercial art. Required for Art BFA majors. (PR: Junior standing or permission of Chairman)

401-402 History of Art. 3 hrs. I, II.
A survey of the development of architecture, sculpture, painting, and the minor arts to ca. 1400 A.D. to the present. (PR: ART 401 - ART 112 or F.A. 101 or permission of department. PR: ART 402 - ART 401 or permission of department)

405 Art in America. 3 hrs. I or II or S.
A survey of the development of architecture, painting, and sculpture from colonial times to the present. (PR: ART 112 or FA 101 or permission)

406 Figure Drawing. 3 hrs. I or II or S.
Practice in drawing from the posed human figure. (PR: ART 217 and 218)

407 Prehistoric and Primitive Art. 3 hrs. I or II or S.
An introduction to the unique arts of so-called pre-civilized peoples with a two-fold emphasis: First, the European pre-historic; second, the non-European primitive. (PR: ART 112 or FA 101 or permission of department)

409 19th Century Art. 3 hrs. I or II or S.
A survey of the development of architecture, painting, and sculpture in the Western World during the last century. (PR: ART 402 or permission of department)

412 20th Century Art to World War II. 3 hrs. I or II or S.
A survey of the development of architecture, painting and sculpture in the Western World from 1900 to World War II. (PR: ART 402 or permission of department)

413 20th Century Art After World War II. 3 hrs. I or II or S.
A survey of the development of architecture, painting and sculpture in the Western World from World War II to the present. (PR: ART 402 or permission of department)

414 The Art of the Renaissance in Italy and Northern Europe. 3 hrs., I, II, or S.
The course discusses the art of the Renaissance in Italy and Northern Europe within the context of social, theological and philosophical developments. (PR: ART 402 or permission of department)

417 Figure Sculpture. 3 hrs. I or II.
Interpretive sculpture based on the gesture and structure of the human figure. A variety of stylistic persuasions and media will be explored according to individual interests. (PR: ART 307)

418 Advanced Drawing. 3 hrs. I or II.
Drawing problems designed and executed by the individual student, in a variety of media, to develop unique imagery and increased technical skill. (PR: ART 218)

419 Spinning, Dyeing and Tapestry. 3 hrs. I or II or S.
Basic procedures in hand spinning, dyeing and tapestry weaving. (PR: ART 308)

420 Woven Textile Design. 3 hrs. I or II.
Woven textile design for possible commercial production, emphasizing creation of numerous fabric samples and limited amounts of yardage. (PR: ART 308)

421 Functional Weaving Design. 3 hrs. I or II.
Production of finished woven domestic items and apparel which have immediate function. Involves the study of historical models of woven goods and their possible contemporary use. (PR: ART 308)

422 Textiles Fiber Art. 3 hrs. I or II.
Fibers as a medium for self expression and the exploration of structure, space, color and form for meaning. (PR: ART 308)

423 Studio Photography. 3 hrs.
Advanced course for students who have completely mastered the basics of photography. Covers basic studio setup, creative use of the studio situation in portraits, still life and photo illustration. (PR: ART 323 and 324)

426 Advanced Problems in Photography. 3 hrs.
Directed study in which student pursues creative work in a direction consistent with current activities in the field of photography. Emphasis on creative development. (PR: ART 323 and 324; ART 325 or permission)

427 Photographic Portfolio/Exhibit. 3 hrs.
Continued development of creative work with emphasis on preparation of portfolio and exhibition. (PR: ART 426)

440 Advanced Graphic Design. 3 hrs.
Directed study in which student may select subject from any area of commercial design with the goal of developing specific area of expertise. Emphasis on original design and research. (PR: ART 316)

441 Advanced Problems in Illustration. 3 hrs. I or II.
Continued development of illustration with emphasis on personal style. (PR: ART 317)

442 Monumental Sculpture. 3 hrs. I or II.
Emphasis will be on the planning and production of fountains, architectural reliefs and other large environmental sculptures. (PR: ART 215, 307)

443 Mixed Media and Assemblage Sculpture. 3 hrs. I or II.
Combinations of found, fabricated and mixed materials will be assembled into original sculpture compositions. (PR: ART 215, 307)

444 Papermaking/Bookbinding. 3 hrs. I or II, S.
The preparation and processing of fibers for papermaking including experiences in sheet forming, casting, laminating; also, traditional and experimental bookbinding methods as well as producing creative art forms.

445 **Graphic Design for Corporate Identity. 3 hrs. I or II.**
Application of graphic design, including typography, photography and illustrations in developing and implementing identity systems. (PR: ART 316)

446 **Intermediate Potter's Wheel. 3 hrs.**
Continuation of Art 343. The student will master basic wheel and decorative processes developing a personal style in their work. (PR: ART 343)

447 **Combined Ceramic Processes. 3 hrs. I or II.**
Exploration of a variety of ceramic building and firing processes such as hand building, wheel and slip casting. (PR: ART 305, 343)

448 **Ceramic Materials and Processes. 3 hrs. I or II.**
Practical and empirical investigation of ceramic materials, techniques and approaches to their use in clay and glazes. (PR: ART 305)

449 **Ceramic Sculpture. 3 hrs. I or II.**
Contemporary ideas and techniques of ceramic fired and unfired sculpture. (PR: ART 305, 344)

450 **Two and Three Dimensional Design for Fabrics. 3 hrs. I or II.**
Exploring the potentialities of fabric as an art experience in two and three dimensional art form.

451 **Advanced Ceramics. 3 hrs. I or II.**
The advanced student will explore individual problems and interests in clay. (PR: all preceding ceramic numbers)

452 **Three Dimensional Graphic Design. 3 hrs. I or II.**
Graphics for display design and packaging. (PR: ART 215, 316)

453 **Electronic Media in the Visual Arts. 3 hrs. I or II.**
Hands-on experience with electronically generated images. Survey of recent developments in imaging technology. Topics may include computer graphics, video, and projected media. (PR: permission of instructor)

455-456 **Painting: Acrylic and Oil. 3; 3 hrs. I or II or S.**
Study and practice of painting in expressing still life, landscape, and the human figure. (PR: ART 256)

458 **Advanced Problems in Painting. 3 hrs. I or II or S.**
Refinement and development of individual concerns with content, form and techniques in painting. (PR: ART 456)

460 **Art Education: History and Philosophy of Art Education. 3 hrs. I.**
A survey of the evolution of art education and philosophy, and a study of problems related to art education on the elementary and high school level. (PR: ART 340)

463 **Advanced Intaglio Printmaking. 3 hrs. I or II. S.**
Development of individualized form using intaglio techniques and incorporating multiple colors, plates, assemblages, collagraphs, photo-etching, and mixed media. (PR: ART 301)

465 **Lithography. 3 hrs. I or II, S.**
Basic techniques of hand lithography, both stone and metal plate. (PR: ART 301)

466 **Curriculum Development for Public School Art K-12. 3 hrs.**
(Same as Cl 466) Exploring considerations for curriculum development in art education; developing individualized curriculum for specific situations on grade levels K-6 or 7-12.

470-473 **Practicum. 3; 3; 3; 3 hrs. I, II, S.**
To be used for learning activities that involve the application of previously learned processes, theories, systems or techniques.

475-479 **Advanced Studio Sequence. 3; 3; 3; 3 hrs. I, II, S.**
To be used to complete studio specialization and may be repeated. By permission only.

480-483 **Special Topics. 1-4; 1-4; 1-4 hrs. I, II, S.**
To be used for experimental courses. By permission only.

485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
To be reserved for tutorials, directed and independent readings, directed and independent research, problem reports, and other activities designed to fit the needs of individual students within the major.

490 **Apprenticeship/Field Training. 1-3 hrs. I, II.**
Student is placed in a supervised work situation offering the opportunity to perform professional design work. At this time a proper portfolio and resume are produced and presented for graduation. (PR: permission of department)

492 **Teaching in the Art Opportunity Program. 1 hr. II.**
Approaches to teaching art at the elementary level; practical experience teaching in the Art Opportunity Program. (PR: ART 113)

**ART EDUCATION**
(Listed under Art)

**BIOLOGICAL SCIENCES (BSC)**

104 **Introduction to Biology. 4 hrs. I, II, S.**
Fundamentals of biology with emphasis on the unity of life, energetics, genetics and the world of living things. Intended for non-science majors. 3 lec-2 lab.

Introduction to Biology. 4 hrs. I, II, S.
Biological principles of structure and function in plants and animals with emphasis on human physiology, evolution and ecology. Intended for non-science majors. 3 lec-2 lab. (PR: BSC 104, non-major)

Principles of Biology. 4 hrs. I, II, S.
Study of basic biological principles common to all organisms through lecture and laboratory activities. Intended for science majors and pre-professional students. 3 lec-2 lab.

Principles of Biology. 4 hrs. I, II, S.
A continuation of the study of basic biological principles common to all organisms. Intended for science majors and pre-professional students. 3 lec-2 lab. (PR: BSC 120)

Vertebrate Zoology. 4 hrs. I, II, S.
Classification, structure and relationships of the important animal phyla. 2 lec-4 lab. (PR: BSC 120, 121, or equivalent)

Human Anatomy. 4 hrs. I.
Principles of gross and microscopic anatomy of human body systems and their development. Open to candidates in BSN program. 3 lec-2 lab.

Human Physiology. 4 hrs. II.
Basic concepts of human physiology, including an introduction to physiological control mechanisms operating at cellular, tissue, organ, and systems levels. Provides the scientific background for understanding pathophysiology. Open to candidates in BSN program. 3 lec-3 lab. (PR: BSC 227, CHM 203-204 or equivalent)

Microbiology and Human Disease. 4 hrs. I, II, S.
Introduction to microbiology with emphasis on the role of microorganisms in the disease process. (PR: BSC 227 or equivalent)

Histology. 4 hrs. II.
Microscopic study of vertebrate tissues. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)

Vertebrate Embryology. 4 hrs. I.
Vertebrate development based chiefly on frog, chick and pig embryos. 2 lec-4 lab (PR: BSC 120, 121 or equivalent)

General Bacteriology. 4 hrs. I, II, S.
Basic microbiological techniques, fundamental principles of microbial action, physiological processes, immunology, serology, disease process. 2 lec-4 lab. (PR: BSC 120-121 or equivalent, or one year chemistry)

Readings in Immunology. 2 hrs. I, II.
An introduction to the science of immunology based on selected readings in this discipline. Coverage includes humoral and cell mediated immunity, immune tolerance, transplantation, autoimmunity, and immunity and disease. 2 lec-discussion. (PR: BSC 302)

Comparative Vertebrate Anatomy. 4 hrs. I, II.
Structure, function and relationships of systems of selected vertebrates with an emphasis on embryology and evolution. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)

Principles of Ecology. 4 hrs. I, II, S.
A fundamental approach to the basic principles underlying the interrelationships of organisms with their biotic and abiotic environments. A variety of aquatic and terrestrial ecosystems will be studied in the field and in the laboratory. 3 lec-3 lab. (PR: BSC 120-121 or equivalent)

Principles of Cell Biology. 4 hrs. I, II, S.
A fundamental approach to the principles of cell biology covering general cellular structure and function, organelles, intercellular interactions, molecular interactions, and modern cellular and molecular methods. 3 lec-3 lab. (PR: BSC 120-121 or equivalent and CHM 355)

Principles of Genetics. 4 hrs. I, II.
The fundamental principles and mechanisms of inheritance. 3 lec-3 lab. (PR: BSC 120-121 or equivalent and CHM 355)

Ichthyology. 4 hrs. I, II, S.
Anatomy, physiology, ecology, zoogeography, economic importance and classification of major groups and representative local species of fishes. 2 lec-2 lab and field. (PR: BSC 120, 121; BSC 214 or 310)

Economic Botany. 3 hrs. I.
Plants used by man for food, ornamental purposes, building materials, textiles and other industrial purposes; economic importance of conservation. No laboratory. (PR: BSC 120-121 or equivalent)
409 Mammalogy. 4 hrs. I (Alternate years) and S.  
A study of the structural features, evolution and classification of mammals; other topics will include ecology, zoogeography, behavior, reproductive strategies, physiological adaptation to extreme environments and economic aspects. 2 lec-2 lab. and field. (PR: BSC 120, 121; BSC 214 or 310)

413 Principles of Organic Evolution. 3 hrs. II, S.  
Facts and possible mechanisms underlying the unity and diversity of life with emphasis on Neo-Darwinian concepts of the role of species in evolutionary phenomena. (PR: 16 hours Biological Science)

414 Entomology. 4 hrs. I, S.  
Anatomy, classification, life histories and economic importance of representative insects. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)

415 Plant Morphology. 4 hrs. I, II, S.  
Characteristics of the major plant groups. Discussion of important steps in the development of plants. 2 lec-4 lab. (PR: BSC 120-211 or equivalent)

416 Plant Taxonomy. 4 hrs. I, II, S.  
Recognition of our native seed plants and ferns. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)

418 Mycology 4 hrs. I. (alternate years)  
Nature, cause and control of plant disease. 2 lec-4 lab. (PR: BSC 120-121)

420 Plant Physiology. 4 hrs. II. (alternate years)  
Experimental study of plant life processes to include applicable biophysical and biochemical principles. 3 lec-3 lab. (PR: BSC 120-121)

421 Phycology. 4 hrs. II. (alternate years)  
Morphology, taxonomy, and techniques used in the study of fresh-water algae with emphasis upon applications of ecological principles to current water quality problems. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)

422 Animal Physiology. 4 hrs., I.  
Physiological principles operating in the organ systems of vertebrate animals. 3 lec-3 lab. (PR: BSC 105 or 121)

424 Animal Parasitology. 4 hrs. I, II, or S.  
Morphology, life histories, classification, and host relationships of common parasites. 2 lec-4 lab. (PR: BSC 212)

426 Medical Entomology. 4 hrs. I, II, or S.  
Role of certain insects and other anthropods in the transmission of disease organisms and methods of control. 2 lec-4 lab. (PR: BSC 212)

430 Plant Ecology. 4 hrs. II, S.  
The interrelationships of plants and animals with emphasis on plants and environmental relationships. Local and world biotic communities. 2 lec-4 lab. (PR: BSC 416 or permission)

431 Limnology. 4 hrs. I, S.  
Study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. (PR: BSC 120-121 or equivalent; REC: BSC 212)

442 Advanced Microbiology. 4 hrs. I, S.  
An advanced treatment of microbiology with emphasis on the molecular aspects of anatomy, taxonomy, and physiology of microorganisms. 2 lec-4 lab. (PR: BSC 302)

450 Molecular Biology. 3 hrs.  
Advanced principles in molecular function emphasizing current research using recombinant DNA methodology. (PR: BSC 322 or equivalent)

452 Molecular Biology Lab Techniques. 2 hrs.  
Current techniques in molecular biology with focus on recombinant DNA methodology. (PR: BSC 322 or equivalent; CR: BSC 450 or BMS 600)

460 Conservation of Forests, Soil, and Wildlife. 3 hrs. I, S.  
Primarily for students in the biological, general and applied sciences. Includes field work, seminars, and demonstrations on phases of conservation of forest, soil, and wildlife. 2 lec-4 lab. (PR: BSC 104 or 120)

461 History and Development of Biology. 3 hrs. II, S.  
A study of the men and women who have developed our knowledge of biology, the philosophy of the period, and the conditions leading to scientific advancement. (PR: 12 semester hours of science)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.  
(PR: Permission)

485-488 Independent Study. 1-4; 1-4; 1-4 hrs., CR/NC  
(PR: Permission)

BUSINESS EDUCATION (BE)

305 Office Machines/Quantitative Applications. 3 hrs. I.  
Designed to develop proficiency of business math applications on calculators, and to provide experience with duplicating and machine transcription machines. (PR: OT 113 or equivalent)

325 Communications for Business and Industry. 3 hrs. I, II.  
Emphasis is placed on the composition of effective business correspondence, writing business reports, making oral presentations, and developing proper procedures and skills necessary for conducting
meetings. (PR: OT 113 or equivalent)

Office Management. 3 hrs. I, II.
Principles and practices, approached from the viewpoint of the office manager, through oral and written problems.

Special Topics. 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Office Administration majors only, with permission of professor.

Independent Study. 1-4 hrs.

485-488 Special Topics. 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Office Administration majors only, with permission of professor.

CHEMISTRY (CHM)

190H-191H Honors in Chemistry. I; 1 hr.
Independent study programs for outstanding students. (PR: Permission of the department chairman)

General Chemistry I. 3 hrs. I, S.
An introduction to chemical science, its development, basic concepts and interrelationships with other sciences. Intended primarily for non-science majors and B.A. degree candidates. 3 lec. (CR: Chemistry 213, 214, 215 or 216)

General Chemistry II. 3 hrs. II, S.
A continuation of Chemistry 203 with emphasis on introductory organic and biochemistry. 3 lec. (PR: CHM 203 or junior standing)

Principles of Chemistry I. 3 hrs. I, II, S.
A study of the properties of materials and their interactions with each other. Development of theories and applications of the principles of energetics, dynamics and structure. Intended primarily for science majors and pre-professional students. 3 lec. (CR: CHM 213, 214, 215 or 216)

Principles of Chemistry II. 3 hrs. I, II, S.
A continuation of Chemistry 211 with emphasis on the inorganic chemistry of the representative elements and transition metals. 3 lec. (PR: C or better in CHM 211; CR: CHM 213, 214, 215, or 216)

Identification of the Elements. 2 hrs. I, II, S.
An introduction to the principles of experimentation and to laboratory techniques as applied to the qualitative analysis and identification of the chemical elements. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-l lec.

Quantitative Aspects of Chemistry. 2 hrs. II, S.
An introductory to quantitative measurement and to the relationship between experimental values and molecular structure and reactivity. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-1 lec. (PR: CHM 211)

Environmental Chemistry. 2 hrs. I, S.
A study of experimental problems in the detection and measurement of common chemicals. Emphasis is on problems of air and water pollution, with some attention to problems in consumer chemistry. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement for introductory chemistry. 2 lab-1 lec.

Elements of Life. 2 hrs. I, II, S.
An introduction to the laboratory study of the chemistry of organic molecules and their biochemical applications. One of the four courses (213, 214, 215, 216) which may be selected to meet the two-course laboratory requirement in introductory chemistry. 2 lab-1 lec.

Computer Applications in Chemistry. 2 hrs.
Introduction to the use of computers in chemistry. Includes the use of computers for chemical calculations and the interfacing of computers to laboratory equipment. 1 lec. 2 lab. (PR: CHM 211)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Honors in Chemistry I, II. 1 hr.
Independent study programs for outstanding students. (PR: Permission of the department chairman)

Chemical Literature. 1 hr.
A survey course concerning the use of the chemical literature with emphasis on on-line computer searching. (PR or CR: CHM 365)

Introductory Physical Chemistry. 3 hrs. II.
A brief survey of physical chemistry including the topics of thermodynamics, molecular structure, and kinetics. Intended for students needing a broadly based science background. 3 lec. (PR: CHM 212, MTH 131 or 140)

Introductory Organic Chemistry. 3 hrs. I.
A short study of organic chemistry with emphasis on structure, nomenclature, and reactivity. Designed for students who do not require the full-year course in organic chemistry. 3 lec. (PR: CHM 204 or 212)

Chemistry Seminar. Credit. I, II.
A graduation requirement for all juniors seeking the B.S. in Chemistry degree. 1 lec.

1The Department of Chemistry is approved by the Committee on Professional Training of the American Chemical Society.

Marshall University 1993-95 Undergraduate Catalog Courses of Instruction/203
Introduction to Analytical Chemistry. 4 hrs. I, S.
Introduction to the basic principles of Analytical Chemistry including traditional wet methods and contemporary instrumental methods of chemical analysis. (PR: CHM 212, and any two from 213, 214, 215, or 216.)

Organic Chemistry I. 3 hrs. I, II, S.
A systematic study of organic chemistry including modern structural theory, spectroscopy, and stereochemistry; application of these topics to the study of reactions and their mechanisms and applications to synthesis. 3 lec. (PR: C or better in CHM 212)

Organic Chemistry II. 3 hrs. I, II, S.
Continuation of Chemistry 355. 3 lec. (PR: C or better in CHM 355)

Physical Chemistry I. 4 hrs. I.
A systematic study of physical chemistry. 3 lec.-2 lab. (PR: CHM 212, eight hours of Physics, MTH 230)

Physical Chemistry II. 4 hrs. II.
A systematic study of physical chemistry. 3 lec.-2 lab. (PR: CHM 357)

Introductory Organic Chemistry Lab. 3 hrs. I, II, S.
An introduction to experimental organic chemistry with emphasis on fundamental techniques and their application to the preparation and identification of organic compounds. 6 lab. (PR or CR: CHM 327 or 355)

Intermediate Organic Chemistry Lab. 3 hrs. II.
Applications of modern experimental methods to the synthesis and analysis of organic compounds with emphasis on instrumental techniques. 6 lab. (PR: CHM 361 and CR: 305 and 356)

Introductory Biochemistry. 3 hrs. I, II, S.
A survey course including introduction to basic biochemical concepts, metabolic pathways, and bioenergetics. 3 lec. (PR: CHM 327 or 356)

Introductory Biochemistry Laboratory. 2 hrs. II.
Introduction to basic biochemical laboratory techniques including chromatography, electrophoresis, and enzyme kinetics; methods for identification and characterization of biochemical systems. 4 lab. (PR or CR: CHM 365)

Honors in Chemistry. 1; 1 hr. I, II, S.
Independent study programs for outstanding students. (PR: Permission of department chairman)

Research for Undergraduates. 2 hrs. I, II, S.
(PR: CHM 362 or 345 or 359 depending on area of interest and permission of instructor and department chairman.)

Research for Undergraduates. 4 hrs. I, II, S.
Both a formal oral and written report of the results of the research must be presented to the faculty of the Department of Chemistry. (PR: CHM 401)

Advanced Synthesis and Analysis. 4 hrs.
Advanced problems in synthesis, separation and analysis with emphasis on modern instrumental methods. 1 lec-6 lab. (PR: CHM 356)

Spectrophotometric Methods of Analysis. 3 hrs.
Modern theories and methods of spectrophotometric analysis, including atomic absorption, infrared, UV-visible and colorimetric methods. 1 1/2 lec.-3 lab. (PR: CHM 345 and 307 or 358)

Chromatographic Methods of Analysis. 3 hrs.
Modern theories and methods of chemical separations with emphasis on gas and liquid chromatography. (PR: 345, 356, 307 or 357) 2 hr. lec., 2 hr. lab.

Introduction to Polymer Chemistry. 3 hrs.
Properties of macromolecules. Methods of preparation and characterization. Industrial applications and processes.3 lec. (PR: CHM 307 and 356, or permission of instructor)

Chemistry Seminar. Credit I, II.
A graduation requirement for all seniors enrolled in the B.S. in Chemistry program.1 lec.

Thermodynamics. 3 hrs.
An introduction to chemical thermodynamics and statistical mechanics. 3 lec. (PR: CHM 358)

Quantum Mechanics. 3 hrs.
An introductory course in quantum mechanics. 3 lec. (PR: MTH 231)

Advanced Inorganic Chemistry I. 4 hrs.
Study of physical properties and periodic relationships of inorganic materials. 3 lec.-2 lab. (PR: CHM 356 and 307 or 357)

Advanced Inorganic Chemistry II. 3 hrs.
A detailed consideration of bonding, structure, reaction rates and equilibrium involving inorganic materials. 3 lec. (PR: CHM 448)

Industrial Chemistry. 3 hrs.
Modern industrial processes for making chemicals, with emphasis on petrochemicals. An introduction to the engineering, economic, and environmental aspects of these processes. (PR: CHM 307 or 357, and 356 or permission of instructor)

Magnetic Resonance in Chemistry. 3 hrs.
Applications of analysis by magnetic resonance. Emphasis will be placed on proton and heteronuclear magnetic resonance theory and applications. (2 hrs. lec.-2 hrs. lab.) (PR: CHM 356)

Molecular Spectroscopy. 3 hrs.
A study of the emission and absorption of radiant energy and its relation to molecular structure. 3 lec. (PR: CHM 358)

462 Nuclear Chemistry and Physics. 3 hrs. II.
An introduction to the phenomena of nuclear physics and chemistry. 3 lec. (PR: MTH 231)

463 Nuclear Chemistry and Physics Laboratory. 2 hrs., II, 4 lab.
(CR: CHM 462)

465 Advanced Organic Chemistry I. 3 hrs. I.
Studies of the dynamics of organic reactions with emphasis on mechanisms and stereochemistry. 3 lec. (PR: CHM 356)

466 Advanced Organic Chemistry II. 3 hrs. II.
A continuation of Chemistry 465 with emphasis on synthetic methods. 3 lec. (PR: CHM 465)

480-483 Special Topics. 1-4; 1-4; 1-4 hrs.

485-488 Independent Study. 1-4; 1-4; 1-4 hrs.

490 Chemistry Internship. 1-6 hrs. I, II.
Supervised chemistry laboratory work. Arrangements must be made in advance with Department Chairman. May be an elective in B.S., Chemistry program but not B.S. in Chemistry program. (PR: From CHM 307, 345, 361, or 356)

495H-496H Honors in Chemistry. 3-4; 3-4 hrs. I, II, S.
Open only to chemistry majors of outstanding ability. See Honors Courses

CLASSICS (CL)

General humanities courses, taught in English, open to all students at the academic level listed.

150 Orientation in Humanities. 3 hrs. I, II.
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Philosophy 150 and Religious Studies 150; PR or CR: ENG 101)

200 Building English Vocabulary Through Latin and Greek. 3 hrs. I, II.
Study of Latin and Greek word elements to build skill in English vocabulary, both general and technical (or scientific-medical).

230 Ancient Greek and Roman Epic (taught in English). 3 hrs., I or II.
Introduction to the genre of ancient epic through reading Homer's Iliad and Odyssey and Vergil's Aeneid (or other ancient epics).

231 Women in Greek and Roman Literature (taught in English) 3 hrs. I or II.
Thematic study of women in ancient Greek and Roman literature, including writers like Sappho as well as women in literary roles in male writers from Homer to Apuleius.

280-283 Special Topics. 1-4; 1-4; 1-4 hrs.
Selected topics not covered in regular course offerings. (PR: Permission of department chairman)

319 Classical Mythology. 3 hrs. I, II.
Study of the development of myth in ancient Greece and Rome; its place in ancient culture and its survival in the modern world.

350 Basic Humanities. 3 hrs. I or II.
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought; its myth, literature, religion, philosophy, art. (Same as Philosophy 350 and Religious Studies 350)

370 Classical Archaeology. 3 hrs. I or II.
Archaeology of ancient Greece and Rome, and their colonies and their imperial domains. (Same as Anthropology 370)

435 Greek Civilization. 3 hrs. II.
Study of ancient Greek culture, emphasizing parallels with present-day issues.

436 Roman Civilization. 3 hrs. II.
Study of ancient Roman culture, emphasizing parallels with present-day issues.

480-483 Special Topics. 1-4; 1-4; 1-4 hrs.
Topics like "Values in Ancient Greece/Rome" or "The Cult of the Leader in Ancient Greece/Rome" have recently been offered. Consult chairman for current offerings. (PR: Departmental permission)

485-488 Independent Study. 1-4; 1-4; 1-4 hrs.

495H-496H Readings for Honors in Classics. 4; 4 hrs. I, II.
Open only to students of outstanding ability. See Honors Courses.

499 Humanities Seminar. 3 hrs.
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Philosophy 499 and Religious Studies 499)

CLINICAL LABORATORY SCIENCES (CLS)

(MLT Associate Degree Program and MDT Bachelor’s Degree Program)

100 Orientation to clinical laboratory Science. 1 hr. CR/NC. I.
Introduction to clinical laboratory careers, emphasizing programs available at Marshall University. Features hospital laboratory specialists.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Clinical Hematology. 4 hrs. I, II.</td>
<td></td>
<td>Theory and practice of clinical laboratory tests of red and white blood cells, as well as blood clotting. 3 lec-3 lab. (PR: BSC 227 or equivalent with minimum “C” and minimum 2.0 GPA)</td>
</tr>
<tr>
<td>200</td>
<td>Clinical Biochemistry. 4 hrs. I.</td>
<td></td>
<td>Theory and practice of clinical laboratory testing of serum, plasma, urine, body fluids in disease diagnosis. 3 lec-3 lab. (PR: CHM 211, 213, min. 2.0 GPA, with “C” grade in MTH 120, and permission)</td>
</tr>
<tr>
<td>210</td>
<td>Clinical Immunohematology. 4 hrs. II.</td>
<td></td>
<td>Theory of immune mechanisms in the body and applications for diagnostic testing and blood transfusion. 3 lec-3 lab. (PR: CLS 110, 200, and permission)</td>
</tr>
<tr>
<td>220</td>
<td>Clinical Microbiology. 4 hrs. II.</td>
<td></td>
<td>A study of bacterial, fungal, and helminth related diseases, including diagnostic approach and techniques. 3 lec-3 lab. (PR: CLS 200, permission).</td>
</tr>
<tr>
<td>255</td>
<td>Clinical Laboratory Problems. 3 hrs. II.</td>
<td></td>
<td>Case studies of instrumental and diagnostic problems encountered by the laboratory technician. 3 lec. (PR: CLS 110, 200, permission)</td>
</tr>
<tr>
<td>270</td>
<td>Clinical Practicum, Hematology. 3 hrs. S.</td>
<td></td>
<td>Total of 4 weeks (160 hours) of hospital-based practice, performance of diagnostic tests of blood cells, urine, coagulation, and clinical microscopy under supervision. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)</td>
</tr>
<tr>
<td>271</td>
<td>Clinical Practicum, Chemistry. 3 hrs. S.</td>
<td></td>
<td>Total of 4 weeks (160) hours of hospital-based supervised practice performing diagnostic tests on body fluids using chemical methods. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)</td>
</tr>
<tr>
<td>272</td>
<td>Clinical Practicum, Immunohematology. 3 hrs. S.</td>
<td></td>
<td>Total of 3 weeks (120 hours) of hospital-based supervised practice performing blood typing, antibody screening and identification, and conduct of pre-transfusion tests. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)</td>
</tr>
<tr>
<td>273</td>
<td>Clinical Practicum, Microbiology. 3 hrs. S.</td>
<td></td>
<td>Total of 4 weeks (160) hours of hospital-based supervised practice performing isolation, identification, and susceptibility testing of bacteria, fungi, and parasites. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)</td>
</tr>
<tr>
<td>285-288</td>
<td>Independent Study. 1-4; 1-4; 1-4 hrs. I, II.</td>
<td></td>
<td>(PR: Permission)</td>
</tr>
<tr>
<td>450</td>
<td>Advanced Clinical Hematology/Microbiology. 4 hrs. I.</td>
<td></td>
<td>Advanced topics in blood cell disorders, transfusion problems, bleeding disorders; advanced diagnostic procedures in bacteriology, parasitology, virology. 3 lec-3 lab. (PR: CLS 210, CLS 220, and permission)</td>
</tr>
<tr>
<td>460</td>
<td>Clinical Laboratory Management and Supervision. 3 hrs. I.</td>
<td></td>
<td>Laboratory personnel and resource management, cost control, cost analysis, lab. marketing, accreditation. 3 lec. (PR: MGT 320 and permission)</td>
</tr>
<tr>
<td>464</td>
<td>Clinical Laboratory Instrumentation and Information Systems. 3 hrs. I.</td>
<td></td>
<td>Principles of instrumental electronics and data systems; interpretation of instrumental outputs, troubleshooting, computerized statistical methods. 2 lec-2 lab. (PR: PHY 201-204, CLS 200 and permission)</td>
</tr>
<tr>
<td>466</td>
<td>Diagnostic Physiology. 3 hrs. I.</td>
<td></td>
<td>Pathologic aspects of laboratory medicine with case studies, diagnostic problem solving, student projects. 3 lec. (PR: CLS 270-273, permission)</td>
</tr>
<tr>
<td>468</td>
<td>Clinical Laboratory Research. 2 hrs. II.</td>
<td></td>
<td>Directed independent research in the hospital laboratory setting during 18-week period. (PR: CLS 450-466, permission; CR: CLS 471, CLS 491)</td>
</tr>
<tr>
<td>471</td>
<td>Clinical Practicum. 9 hrs. II.</td>
<td></td>
<td>A minimum of 450 hours of hospital-based experience in 18 weeks emphasizing supervisory decision making. (PR: CLS 450-466, permission; CR: CLS 468, CLS 491)</td>
</tr>
<tr>
<td>480-483</td>
<td>Special Topics. 1-4; 1-4; 1-4 hrs.</td>
<td></td>
<td>(PR: Permission)</td>
</tr>
<tr>
<td>485-488</td>
<td>Independent Study. 1-4 hrs.</td>
<td></td>
<td>(PR: Permission)</td>
</tr>
<tr>
<td>491</td>
<td>Clinical Specialty Workshops. 3 hrs. II.</td>
<td></td>
<td>Minimum 150 hours experience in advanced specialty test procedures within 18 weeks. (PR: CLS 450-466, permission; CR: CLS 468, 471)</td>
</tr>
</tbody>
</table>

**COMMUNICATION DISORDERS (CD)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Introduction to Communication Disorders. 3 hrs.</td>
<td></td>
<td>Introduction to the field of Communication Disorders for majors. Discussion of the roles and responsibilities of the SLP and the various communication disorder areas. No prerequisites.</td>
</tr>
<tr>
<td>241</td>
<td>Introduction to Communication Science. 3 hrs.</td>
<td></td>
<td>A survey of the physical and psychophysical bases of communication with discussion of elementary meanings and functions.</td>
</tr>
</tbody>
</table>

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communication models. The concept of noise in its many forms with emphasis on defects of speech, hearing and language as forms of noise. (PR: Sophomore standing, CD 101, and permission of instructor)

285-288 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. (PR: Permission of chair)

325 Language and Speech Development. 3 hrs. Sequential patterns in the acquisition of language and speech in relationship to general child development. Includes Laboratory. (PR: CD 241 and permission of instructor)

418 Communication Disorders of School Children. 3 hrs. A survey of the causes, symptoms, and treatment of communication disorders encountered in the classroom. Not open to CD majors.

420 Voice in Communication. 3 hrs. Theories of voice production and control; a survey of problems as they relate to phonation and vocal resonance with emphasis on voice disorders, laryngectomy and cleft palate. (PR: CD 325, 429, and 439; admission to program and permission of instructor)

422 Speech in Communication. 3 hrs. Communication theories underlying the processing and monitoring of speech signals; a survey of speech disorders as a disruption in this system with emphasis on articulation and stuttering. (PR: CD 325, 429, 439 and permission of instructor)

424 Diagnostic Processes with Communication Disorders. 3 hrs. Evaluation of procedures for securing behavioral information to differentiate among various communication disorders; a study of symptom complexes. Observation and practice in evaluating communication disorders. Includes Laboratory. (PR: CD 422, 425, 468, admission to program and permission of instructor)

425 Language in Communication. 3 hrs. Theories of language as communicative behavior; linguistic processes in language; a comparison between normal and impaired language with emphasis on language disorders in children. (PR: CD 325, 429, 439; and permission of instructor)

426 Therapeutic Processes for Communication Disorders. 3 hrs. A study of interpersonal behaviors involved in a therapeutic relationship; a survey of learning theories relative to speech and language therapy procedures. Includes laboratory. (PR: CD 422, 425, 468, admission to program and permission of instructor)

427 Clinical Problems with Communication Disorders. 3 hrs. Case study method; detailed analysis of diagnostic and therapeutic procedures appropriate to an assigned clinic client. Includes laboratory. (PR: CD 426 admission to program and permission of instructor)

429 Anatomy and Physiology of the Speech and Hearing Mechanism. 3 hrs. Study of the anatomical and physiological characteristics of the normal speech and hearing mechanism. (PR: CD 241, 325 and permission of instructor)

439 Phonetics. 3 hrs. Introduction to the science of speech sounds; study of the phonetic alphabet and practice in broad transcription. (PR: CD 241, 325 and permission of instructor)

460 Hearing in Communication. 3 hrs. Psychophysical processes underlying auditory perception; basic audiometry; a survey of hearing disorders. (PR: CD 422, 425, 468 and permission of instructor)

463 Methods and Materials for Hearing Disorders. 3 hrs. Auditory training and speech reading procedures with the hearing handicapped. (PR: CD 460 and permission of instructor)

468 Methods and Materials for Speech and Language Disorders. 3 hrs. Organization and administration of school programs for speech and language handicapped children; therapeutic procedures in a school setting. (PR: CD 429, 439, and CD 325 and permission of instructor)

472 Clinical Practicum with School Children. 6 hrs. CR/NC Supervised clinical practice with school-aged children; fulfills student teaching requirements for West Virginia Certification as a Speech Language Pathologist. (PR: CD 426, 468; PR or CR: CD 424 and admission to Teacher Education and permission of instructor)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. (PR: Permission of chair)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. (PR: Permission of chair)

495H-496H Readings for Honors in Communication Disorders. 4; 4 hrs. Open only to CD majors of outstanding ability. (PR: Permission of chair)

COMMUNICATION STUDIES (CMM)

103 Fundamentals of Speech-Communication. 3 hrs. A course designed to enhance the development of critical thinking skills and their application to verbal and nonverbal interaction in interpersonal and public communication contexts.

104H Honors in Speech Communication. 3 hrs. I, II.
An accelerated course for selected freshmen and sophomores in fundamentals of communication, concepts and skills in verbal/nonverbal communication and listening. Not open to juniors and seniors. (Substitute for CMM 103) (PR: ACT score 26)

202 Introduction to Public Speaking. 3 hrs.
Source credibility, lines of reasoning, psychological appeals, attention factors, methods of topic and audience analysis, style, and the application of this basic theory to the practice of various forms of public address. (PR: CMM 103)

207 Business and Professional Communication. 3 hrs.
A study of the communication demands and skills relevant to the student’s future role as a business or professional person.

213 Fundamentals of Interpersonal Communication. 3 hrs.
Introduction to principles and practices related to productive interpersonal communication. Emphasizes competence in using verbal and nonverbal message systems to promote effective communication in social and task relationships.

239 Development and Appreciation of Film to 1930. 3 hrs.
The historical development of the motion picture as an art form from its first development to 1930. Analysis of the technical, social, economic and cultural factors which have influenced the medium.

240 Voice and Diction. 3 hrs.
Theory and practice of speech production and improvement. (PR: CMM 103)

NOTE: A special section (240A) for international students focuses on diction of oral American English. For international students required to take 240A, this course is prerequisite to CMM 103 and 305.

270-271 Intercollegiate Debate. 1; 1 hr.
(PR: Permission of instructor)

280-283 Special Topics. 1-4; 1-4; 1-4 hrs.
(PR: Permission of department chair)

297-298 Instructional Television Course. 1-4 hrs.
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

303 Introduction to Communication Theory. 3 hrs.
Analysis of the process of communication and its constituent elements, with emphasis upon traditional and contemporary theories, their validation, and their use as a tool in diagnosis and remediation of communication problems. (PR: CMM 103, 207, or 213)

305 Principles of Communication. 3 hrs.
Beginning course, open to juniors and seniors who have not had CMM 103 or 202.

307 Communication in Social Movements. 3 hrs.
Investigation of the functions, ethics, responsibilities and social impact of oral communication in periods of social unrest. (PR: CMM 103, 207, or 213)

308 Persuasive Communication. 3 hrs.
Introduction to the understanding, practice and analysis of persuasion. Behavioral and rhetorical theories of persuasion will be examined and applied to contemporary persuasive communications.

310 Argumentation and Debate. 3 hrs.
Basic principles of argument; practice in discussion and debate. Recommended but not a prerequisite for intercollegiate debating. (PR: CMM 103)

311 General Semantics. 3 hrs.
A method for studying the role which language plays in human affairs.

315 Group Communication. 3 hrs.
Study of group communication processes, including problem solving, systems of group communication analysis and evaluation, in task oriented groups.

316 Legal Communication. 3 hrs.
The theory and practice of legal communication techniques. The course will examine interviewing skills, negotiation skills, argument preparation skills, presentation skills, and cross examination skills. Recommended for pre-law students.

319 Superior-subordinate Communication. 3 hrs.
Survey of principles underlying communication between superiors and subordinates in organizations. Emphasis placed upon communication strategies regarding role definition, performance feedback, development and maintenance of relationships, conflict management, leadership, decision making.

320 Oral Interpretation of Literature. 3 hrs.
The fundamentals of reading, analyzing, and interpreting literature. (PR: CMM 240 or permission)

322 Intercultural Communication. 3 hrs.
A study of the barriers to communication across cultures and of strategies for addressing these problems.

345 Listening and Feedback. 3 hrs.
A study of listening/feedback behavior as an integral part of the communication process, development of listening/feedback skills, and an awareness of barriers to effective listening and feedback.

370-371 Intercollegiate Forensics 1; 1 hr.
Continuation of CMM 270-271. (PR: Permission of instructor)

401 Organizational Communication. 3 hrs.
Investigation of information flow in organizations with emphasis on identifying communication problems.

402  **Rhetorical Theory. 3 hrs.**  
An exploration of theories of rhetoric from the Greek philosophers to the present. This course will examine the strategic use of symbols in persuasive discourse.

406  **Interviewing. 3 hrs.**  
Skill development in the question-answer-response process as it applies to a variety of interviewing situations.

408  **Leadership and Group Communication. 3 hrs.**  
A study of the variables affecting, and affected by, communication process in small groups, with particular emphasis upon leadership variables.

409  **Theories of Persuasion and Change. 3 hrs.**  
Study of the relationship between persuasion and social change, including theories of attitude and behavioral change and contemporary theories of persuasion.

411  **Communication Study and Research. 3 hrs.**  
Introduction to the advanced study of theory and research areas with emphasis on communication research methods and reporting. (PR: Senior majors in Communication Studies)

413  **Theories of Interpersonal Communication. 3 hrs.**  
A survey and analysis of theories related to interpersonal communication in relationships. Emphasis is on the communication processes and contingencies underlying relationship development, maintenance, and disengagement in various interpersonal contexts.

420  **Communication and Conflict. 3 hrs.**  
An exploration of the theory, research, and practice of communication in understanding and negotiating interpersonal conflict.

441  **Development and Appreciation of Film Since 1930. 3 hrs.**  
Study of important directions in modern film, including style, genre, and the relationship to contemporary society. A variety of films will be viewed for analysis. (PR: CMM 103)

450  **Direction of Speech Activities. 3 hrs.**  
Direction of extracurricular speech activities: assemblies, forensic events, etc. (PR: Fifteen hours of communication studies or permission of department chair)

476  **Communication for Classroom Teachers. 3 hrs.**  
Knowledge and utilization of interpersonal communication skills in all teaching-learning environments.

480-483  **Special Topics in Communication Studies. 1-4; 1-4; 1-4; 1-4 hrs.**  
(PR: Permission of department chair)

485-488  **Independent Study. 1-4; 1-4; 1-4 hrs.**  
(PR: Permission of department chair)

490  **Internship. 1-4 hrs.**  
(PR: Permission of department chair)

495H-496H  **Readings for Honors in Communication Studies. 4; 4 hrs.**  
Open only to speech majors of outstanding ability. See Honors Courses. (PR: Permission of department chair)

497-498  **Instructional Television Course. 1-4 hrs.**  
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

**COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT (CSD)**

101  **Computers and Data Processing. 3 hrs. I, II, S.**  
Computer literacy. Introduction to fundamental concepts and skills of computing. Includes terminology, control statements, program execution, disk handling. Hands-on experience in word processing, spread sheets, databases, electronic mail.

119  **Introduction to Computing I. 4 hrs. I, II, S.**  
Introduction to the entire system life cycle. Problem Analysis and algorithm development. Program design, coding, and testing. Introduction to the Ada language. Extensive experience in programming, including supervised lab sessions. (PR: CSD 101 or equivalent, and high school algebra).

120  **Introduction to Computing II. 4 hrs. I, II, S.**  
Continuation of CSD 119, emphasizing data structures (stacks, queues, trees, graphs), and algorithms for data structure manipulation. Advanced features of Ada. Numerous programming projects, involving larger, more complex solutions. Professional ethics. (PR: CSD 119; MTH 131 co-requisite)

212  **Introduction to Computer Engineering. 3 hrs. I.**  
Number system, Boolean algebra, Boolean function minimization techniques. Introduction to digital circuits and design; design and analysis of combinational and sequential circuits, asynchronous and synchronous circuits. (PR: CSD 120; PHY 211 and MTH 340 co-requisites)

222  **Computer Organization and Assembly Language Programming. 3 hrs. II.**  
Introduction to PC architecture; memory architecture and management. Data representation, I/O devices. Overview of software systems: assembler, linker, debugger. (PR: CSD 212; PHY 213 co-requisite)

240  **Analysis and Design of Algorithms. 3 hrs. II.**
Review basic data structures and introduce advanced data structures; algorithm complexity analysis, identification of efficient methods. Algorithm design techniques (divide and conquer, backtracking, etc.). Intractable problems, decidability. (PR: CSD 120, MTH 340)

**280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of instructor)

**313 Introduction to Systems and Software Engineering. 3 hrs. I.**
The software development and maintenance process, software life cycle, software within a larger system; requirements analysis and specification; system engineering approaches; automated tools; requirements analysis/specification team project. (PR: CSD 240)

**322 Computer Architecture. 3 hrs. I.**
Introduction to microprocessor; design alternatives, microprocessor, bus structure, memory organizations, serial and parallel port design, alternative computer architecture. (PR: CSD 222, CSD 240)

**325 Introduction to Programming Languages. 3 hrs. I.**
Comparative evaluation and use of several languages; syntax and semantics—including specification; compilation and software engineering issues; control, data, module approaches. Imperative and functional languages; concurrency, logic, object-oriented approaches. (PR: CSD 222)

**333 Software Engineering. 3 hrs. II.**
Review of requirements determination. Functional and object-oriented design; automated tools. Real-time, reliability, software reuse. Implementation, integration, testing, maintenance. Verification and validation, configuration management. Team project, large system. (PR: CSD 313)

**338 Operating Systems. 3 hrs. II.**
Process management, device and memory management, security, networking, distributed operating systems. Emphasis on the Unix operating system. Experimental projects using the C. programming language. (PR: CSD 222, CSD 240)

**345 Software Development for Business/Management. 3 hrs. II, S.**
Software development and maintenance approaches for effective computing in business and management applications. Programming languages for these applications, including COBOL, fourth-generation languages. Support environments. Participation in team projects. (PR: CSD 120)

**356 Scientific/Engineering Computing and Supercomputing. 3 hrs. I, S.**
Software development and maintenance approaches for effective scientific and engineering computing and supercomputing. Languages for these applications (especially FORTRAN), including parallel approaches and vectorization. Support environments. Participation in team projects. (PR: CSD 222, CSD 240)

**367 Systems Programming. 3 hrs. II.**
Principles of systems programming; language translators, assemblers, interpreters, and compilers. Advanced operating system concepts; management of memory, I/O, files, processes. (PR: CSD 338)

**409 Software Development for Health Care. 3 hrs. II, S.**
Software development and maintenance approaches for the health care industry. Shared database approaches; instrumentation interfacing and control; inquiry/response methods and effective user interfaces. Participation in team projects. (PR: CSD 120)

**419 Decision Systems. 3 hrs. I, S.**
System/software approaches to decision support systems. On-line group decision systems, knowledge-based systems, interactive user interfacing methods, electronic conferencing and teleconferencing, statistical software, distance learning/response techniques, trends. Project participation. (PR: CSD 313 or permission)

**429 Introduction to Computer Graphics. 3 hrs. II.**
Introduction to underlying theory and techniques of computer graphics. Historical perspective. Display hardware technology, 2D raster operation, 2D and 3D geometric transformations, and 3D projection and viewing techniques. Project participation. (PR: CSD 338, MTH 330)

**439 Introduction to Artificial Intelligence. 3 hrs. I.**
Concepts and methods. Heuristic search, planning, hypothesis formation, modeling, knowledge acquisition and representation. Languages, methodologies, tools. Applications, such as automatic programming, theorem proving, machine vision, game playing, robots. Project participation. (PR: CSD 240)

**442 Communication Networks and Distributed Systems. 3 hrs. II.**

**449 Formal Languages and Automata Theory. 3 hrs. I.**

**457 Database Systems. 3 hrs. II.**

**459 Computer Simulation and Modeling. 3 hrs. I.**
Concepts of model building and computer-based discrete simulation. Special-purpose simulation

467 Compiler Design. 3 hrs. I.
Compilation of modules, expressions, and statements. Organization of a compiler including compile-time and run-time aspects; symbol tables, lexical analysis, syntax analysis, semantic analysis, optimization, object-code generation, error diagnostics. Compiler writing tools. Participation in compiler development project. (PR: CSD 325, CSD 333)

470 Introduction to Applied Automation. 3 hrs. I.
Introduction to production economics. Programmable logic control, sensors and actuators, digital and analog I/O design. Introduction to robotics and flexible manufacturing systems. (PR: CSD 322)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of Instructor)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of instructor)

493 Senior Team Project Sequence, First Semester. 3 hrs. I.
With CSD 494, constitutes a year-long capstone team project, carrying out an entire system and software engineering life cycle for a project of realistic size and complexity. (PR: CSD 322, CSD 333)

494 Senior Team Project Sequence, Second Semester. 3 hrs. II.
A continuation of the project begun in CSD 493. CSD 493 and CSD 494 should be taken in consecutive semesters of the same academic year. (PR: CSD 493)

COUNSELING AND REHABILITATION (CR)

100 Career Planning for Undecided Students. 1 hr.
Designed for undecided college students. Helps explore career options and majors. Topics include interest testing, career information, decision-making skills, and job finding strategies. Course does not count toward graduation.

107 New Student Seminar. 1 hr.
Provides in-depth information and techniques to help the student learn more about his interests, gain insight as to his educational goals, and increase his study skills abilities. Grading CR/NC only.

110 Peer Counseling. 3 hrs.
Theory, practice, and intervention of peer helping relationships. Demonstration and practice of basic helping skills for resident advisers. Does not satisfy requirements for core courses nor restrictive electives.

121 Introduction to Group Guidance. 3 hrs.
A Counselor Leadership training course focusing upon a systematic approach to selecting a leadership style. Specific areas include leadership theory, how to conduct groups, delegation, and goal setting. Not for C&R majors.

122 Alcohol Counseling by Peers. 1 hr.
History and practice of alcohol prevention and intervention by peer helpers. Designed to meet the needs of resident advisers. Does not satisfy requirements for core courses nor restricted electives.

120-121 Special Topics. 1-4; 1-4 hrs.
(PR: Permission of department chairman)

306 Introduction to Counseling & Rehabilitation. 3 hrs.
Introduction to the fields of counseling, various mental, physical and social disabilities, careers in Counseling and Rehabilitation, Counseling and Rehabilitation services and orientation processes. (CR: CR 370)

320 Community Resources. 3 hrs.
Study of available resources in the community and their utilization in providing rehabilitation services.

370 Introductory Practicum in Counseling. 3 hrs.
Orientation to helping service agencies and practice in developing interviewing skills under professional supervision. A forty-five hour practical experience involving active contact under supervision with handicapped persons enables students to experientially explore their own abilities, to try the helping role, and to get acquainted with clients and helping agencies. (CR: CR 306)

406 Rehabilitation Services —Medical Aspects. 3 hrs.
A study of medical and adjustment aspects of disability and the effective utilization of medical information in providing rehabilitation services. Major chronic diseases that necessitate rehabilitation intervention are discussed from anatomic, physiological, medical, psychological, and vocational points of view.

414 Vocational Evaluation. 3 hrs.
An integrated approach to vocational assessment through use of work samples, psychological tests, and physical measurements. Practical use of assessment is stressed, including statistical measures, administration and interpretation of tests, and construction and validation of simple work samples.

415 Occupational and Career Development. 3 hrs.
Study of career choice theory, career change, counseling approaches in career selection and resources to assist in career choice.

416 Job Placement. 3 hrs.
Study of techniques for diagnostic interviewing, work adjustment, job development, and job...
placement. The course offers practical and theoretical ways to understand and carry out the placement of handicapped individuals in employment.

425 Counseling Theories and Techniques. 3 hrs.

428 Rehabilitation of Emotionally Disturbed. 3 hrs.
Study of characteristics of emotionally disturbed and special techniques and resources required in their rehabilitation. (PR: PSY 408, CR 406, 425 or permission of instructor)

430 Case Development: Process and Management. 3 hrs.
Study of systematic development of casework to include case finding, follow-up provision of services, case recording and time management. (PR: CR 406, 414, 415, 416, 420 or permission of instructor)

433 Research in Counseling and Rehabilitation. 3 hrs.
A seminar study of the problems in counseling/rehabilitating special disability groups (mentally retarded, mentally ill, alcoholic, public offender, disadvantaged) as well as research into these and other unmet needs in counseling/rehabilitation today. (PR: CR 306, 425 or permission of instructor)

435 Group Process and Analysis. 3 hrs.
Study and practice of dynamics involved in task and therapeutic groups; a thorough analysis of group process. (PR: Permission of instructor)

440 Group Theories and Techniques. 3 hrs.
Study of theories and techniques used in group counseling; includes demonstration and practice of popular approaches in group counseling. (PR: CR 425 or permission of instructor)

445 Manual Communication. 3 hrs.
Psychological characteristics of hearing impaired and techniques of manual communication.

446 Theory and Practice in Human Appraisal I. 3 hrs.
Techniques of collecting, recording, and interpreting data.

448 Advanced Studies in Human Development and Adjustment. 3 hrs.
Psychological foundations of personality development with emphasis on principles of mental health as related to problems of everyday living.

449 Internship Seminar. 2 hrs. S.
Group review and synthesis of internship activities, counseling approaches, and special problem areas. The course offers an opportunity to analyze and process the experiential activities of the internships. (PR: CR 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470 and permission of instructor. CR: CR 490)

454 Advanced Manual Communication. 3 hrs.
Advanced course in the grammar, syntax and idioms of American Sign Language and a comprehensive overview of the effect of hearing impairment. Emphasis will be upon communicating in ASL. (PR: CR 445 or 545)

455 Crisis Intervention. 3 hrs.
This course is directed to anyone who at some time has felt inadequate in responding effectively to people in crisis. Topics will include situational and developmental crises.

456 Death and Dying. 3 hrs.
Includes three areas of emphasis: To enable the student to come to grips with personal attitudes toward death and dying; to explore attitudes of society toward death; and to develop skills in managing the crisis of death, terminal illness and bereavement.

460-463 Professional Development. 1-4; 1-4; 1-4; 1-4 hrs.
To meet needs of school, student personnel, mental health, and other workers. Credit may be used for certificate renewal and salary upgrading, but not in degree programs, titles vary. (CR/NC)

470 Advanced Practicum in Counseling. 3 hrs.
Practical experiences in counseling interviews under professional supervision. (CR: CR 425, 448)

473 Hypnosis: Implications and Applications for Counselors. 3 hrs.
An introduction to hypnosis and its application in a counseling framework. Emphasis will be upon the Milton H. Erickson model by hypnosis. (PR: CR 425 or 614, or special permission)

474 Cross-Cultural Perspectives in Counseling. 3 hrs.
Recognize and use appropriate resources for effective counseling of people of different cultural, ethnic, social, class, racial, geographic, or other backgrounds. Learn when counseling is appropriate and in what form.

475 Counseling in Chemical Use and Abuse. 3 hrs.
Course topics will include historical, medical, psychological, family dynamics of the disease process, and treatment modalities which enhance the likelihood of successful counseling with the dependent person and indirect victims. (PR: Permission of instructor)

476 Counseling With Parents. 3 hrs.
Consideration of effective parent counseling primarily from an Adlerian point of view. Techniques for counselor intervention via lecture, demonstration and laboratory experiences.

477 Stress Management Counseling. 3 hrs.
Provides beginning counselors and others with comprehensive information and strategies for successful management of stress and its consequences. Students explore theoretical and practical alternatives in counseling the stressed individual.

478 Counseling with the Elderly. 3 hrs.
Counseling techniques and theories applied to problems of the elderly.

Pharmacology in Counseling. 3 hrs.
Provide basic understanding of the role of Therapeutic drugs in the treatment of psychiatric disorders, familiarize with most commonly prescribed drugs, side effects, and adverse reactions in specific mental illnesses. (PR: CR 306, 370)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of department chairman)

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of department chairman)

Counseling Internship. 10 hrs. S.
Participation in counseling process with a variety of individuals under supervision of cooperating agencies. (PR: CR 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470. Senior standing, majors only and overall 2.0 average and permission of instructor. CR: CR 449)

Counseling Workshop. 1-4; 1-4; 1-4 hrs.
A practical, participatory course designed for advanced students and professionals in the counseling field or related areas.

Readings for Honors in Counseling. 1-3; 1-3 hrs.
(PR: Permission of department chairman). See Honors Courses.

Family Counseling. 3 hrs.
Introductory course in current theory and practice in family counseling. Theoretical material on communication and structural approaches to family counseling. Reading, lecture and experiential exercises.

Introduction to Marriage Counseling. 3 hrs.
Covers the many dimensions marriage counselors deal with, including premarital counseling; the marriage contract (legal and extralegal contracts); marital decision making; divorce counseling; sexual dysfunction; financial counseling; spouse beating; alternatives to marriage; and relationships among the elderly.

Principles and Practices of Counseling. 3 hrs.
The objectives, principles, and practices of counseling. (Not open to undergraduate C&R majors)

CRIMINAL JUSTICE (CJ)

Introduction to Law Enforcement. 3 hrs.
Basic course dealing with agencies involved in administration of justice; history and organization of local state and federal agencies; courts, trial, jails, and prisons; probation and parole.

Introduction to Corrections. 3 hrs.
A survey of the historical development of the systems of punishment and rehabilitation. Analysis of the reasons for incarceration of offenders.

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Advanced Legal Research. 3 hrs.
Gives the student additional experience in legal research and introduces the skills required in drafting legal documents. (PR: LAS 211)

Police Administration I. 3 hrs.
First level supervision of employee morale and discipline; selection, training, placement, promotion; techniques of leadership and decision making.

Criminal Investigation. 3 hrs.
Investigation methodology, relations of the detective with other police divisions; modus operandi; sources of information; surveillance, interrogation, follow-up procedures. (PR: CJ 211)

Criminal Justice Administration. 3 hrs.
Criminal procedure from apprehension to conviction arrests, extradition proceedings; information and indictment; functions of the grand jury and the coroner; trial procedures.

Criminal Law. 3 hrs.
History and development of criminal law, elements of a crime, parties to a crime, types of offenses. (PR: CJ 321)

Criminal Procedure. 3 hrs.
Admissibility of evidence and confessions, recent civil rights decisions, reconciling individual rights and community interest in law and order. (PR: CJ 321)

Probation and Parole. 3 hrs.
Organization of systems of after-care treatment of juvenile and adult offenders released under probation and parole. (PR: CJ 231)

Seminar in Crime Prevention. 3 hrs.
Techniques for crime prevention analyzed from two orientations: crime prevention by environmental engineering and crime prevention by behavior modification. (PR: CJ 211)

Theoretical Criminology. 3 hrs.
A critical analysis of the major criminological theories and their empirical foundations. Current theory and research receive greater emphasis than historical development.

Police Administration II. 3 hrs.
Functions and activities of police agencies. Police department organizations, responsibilities of
upper level administrators. Current administrative experimentation on law enforcement agencies.

412 Community Relations. 3 hrs.
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: CJ 211)

413 Business and Industry Security. 3 hrs.
Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. (PR: CJ 211)

421 Corrections and the Law. 3 hrs.
Review of criminal law principles and theory as related to corrections. (PR: CJ 231)

422 Law of Evidence. 3 hrs.
Leading rules and principles of exclusion and selection; burden of proof, nature and effect of presumptions; proof of authenticity and contents of writings; examinations, competency and privilege of witnesses. (PR: CJ 321)

425 Juvenile Justice Administration. 3 hrs.
A survey of the process—the police, the courts, and corrections—through which the juvenile delinquent passes. (PR: CJ 321)

431 Criminal Rehabilitation. 3 hrs.
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: CJ 231)

432 Correctional Institutions. 3 hrs.
Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: CJ 231)

433 Correctional Administration. 3 hrs.
Objectives of correctional institutions; records; personnel, program development, security; educational programs. (PR: CJ 231)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
A study of special interest criminal justice topics under the supervision of a qualified faculty member. (PR: Consent of the instructor)

485-488 Independent Study. 1-4; 1-4; 1-4 hrs.
This course permits the student to undertake supervised research (field or library) in any area where there is no appropriate course. (PR: Consent of the instructor)

490 Internship. 1-6 hrs.
The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. Grading is CR/NC only. (PR: Consent of the instructor)

495H-496H Readings for Honors in Criminal Justice. 2-4; 2-4 hrs.
Open to criminal justice majors of outstanding ability. Study may deal with any aspect of criminal justice. Wide reading and comprehensive understanding of the subject are required. (PR: Consent of department chairman.) See Honors Courses.

CURRICULUM AND INSTRUCTION (CI)

101 Mathematics Education: Mathematics for Elementary Teachers, I. 3 hrs. I, II, S
Study of sets, logic, numeration systems, number systems, and number theory using an inquiry, laboratory oriented approach. (PR: MTH 099 or 10 on ACT)

102 Introduction to Computers in the Classroom. 1 hr. I, II, S.
The introduction of selection and evaluation techniques of computer courseware and hardware for classrooms K-12 with consideration for CAI, CMI and specific skills for K-12 students.

201 Mathematics Education: Mathematics for Elementary Teachers, II. 3 hrs. I, II, S.
Study of the foundations of elementary mathematics in a laboratory setting emphasizing an inquiry and discovery approach; mathematical systems such as groups and fields, structure of the real number system, basic algebraic operations, simple analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: CI 101)

203 Children's Literature. 3 hrs. I, II, S.
Types of poetry and prose appropriate for elementary school pupils, with emphasis on methods of presentation. May not be used as elective to meet requirements of English major in College of Liberal Arts.

280-283 Special Topics. 1-4; 1-4; 1-4 hrs.

297-298 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.

300 Mathematics Education: Teaching Elementary School Mathematics. 3 hrs. I, II, S.
Investigation of techniques and approaches to helping children learn mathematics with special emphasis on the use of manipulative materials in a laboratory setting. (PR: CI 201)

307 Science Education: Science in the Elementary School. 2 hrs. I, II, S.

1Students in the College of Education with ACT scores below 10 must enroll in MTH 099.
Practical application of modern methods and media in helping children learn more about the earth, physical, and biological sciences. (PR: Eight hours of biological or physical science)

Special Education: Survey of Exceptional Children. 3 hrs. I, II.
An introduction to the study of children who deviate from the average in mental, physical, and emotional characteristics, including a study of the characteristics of such children and the adaptation of educational procedures to their abilities and disabilities.

Reading-Language Methods. 3 hrs. I, II, S.
A unified method for developing basic reading-language principles derived from innovative and practical classroom experiences and approaches that include application of latest research relevant to reading-language behavior.

Introduction to Teaching Reading: Early Childhood Education and Middle Childhood Education. 3 hrs. I, II.
Presenting modern techniques and practices in the teaching of reading. (PR: Admission to Teacher Education; CR: CI 446 and 471)

Early Childhood Education: Organization and Administration. 3 hrs. I, II.
An overview of the development of early childhood education, related research, pre-primary program models, elementary school organizational patterns, program planning and techniques of working with parents. (PR: EDF 319 and HEC 303)

Social Studies Methods in Elementary Schools. 2 hrs. I, II, S.
An introduction to materials and methods for teaching social studies in elementary schools including goals, processes, strategies and evaluation.

Middle Childhood Curriculum. 3 hrs. I, II, S.
Study of procedures for creating a functional middle childhood curriculum with emphasis upon the needs of middle childhood learners.

Methods and Materials of Teaching in the Middle Childhood Grades. 3 hrs. I, II, S.
Study of methods appropriate for teaching in the middle childhood grades, and production and utilization of materials and resources in these grades. (PR: CI 401)

Elementary Education: Supervised Student Teaching. 4-12 hrs. I, II.
All-day teaching under supervision in cooperating schools; periodic seminars, conducted by University faculty, accompany student teaching. (PR: CI 446 and permission)

Elementary Childhood Education: Early Childhood Curricula. 3 hrs. I, II.
Relationship of the kindergarten-elementary school curricula to child growth and development. Recent trends in curriculum organization and adapting curriculum content and methods to maturity levels of children. (PR: CI 367)

Early Childhood Education: Supervised Student Teaching. 4-6 hrs. I, II.
All-day kindergarten teaching under supervision in cooperating schools; periodic seminars, conducted by University faculty, accompany student teaching. (PR: CI 367, CI 446 and permission)

Comprehensive Classroom Discipline Techniques. 3 hrs. I, II, S.
Identification of common classroom discipline problems and techniques for dealing with behavioral incidents in school settings K-12.

Classroom Motivation. 1-3 hrs. I, II, S.
Classroom motivation with an emphasis on theoretical constructs and practical applications for teachers of students from early childhood through adolescence.

Special Education: Introduction to the Resource Room. 3 hrs. I, II.
Examination of procedures needed for implementation of the Resource Room model for mildly handicapped children. The course includes a review of the Mainstreaming movement, interpersonal relations, and skills necessary for maintaining the resource room. (Special Education majors only, or permission of instructor, CI 320)

Special Education: Behavioral Characteristics of Exceptional Children. 3 hrs. I, II, S.
Behavioral characteristics of children with exceptional development, dynamics of family-community interaction, and attitudes towards exceptional conditions. Implications for amelioration and educational planning. (Not for Special Ed majors)

Special Education: Introduction to Learning Disabilities. 3 hrs. I, II.
An integrated, concise overview of specific learning disabilities; definitions, etiology; observable and identifiable symptoms and implications for amelioration. (PR: CI 320 or permission)

Special Education: Introduction to Emotional Disturbances. 3 hrs. I, II.
Characteristics of emotional-social disturbances in children; dysfunction in behavior, academic achievement, and social relationships; etiology and educational implications are presented. (PR: CI 320 or permission)

Introduction to the Gifted. 3 hrs. I, S.
An overview of giftedness in children; definitions, etiology, observable characteristics, and implications for educational agencies. (PR:CI 320 or permission)

Introduction to Autism. 3 hrs.
This is a lecture-discussion course designed to survey current autism research, definitions, medical issues, differential diagnosis, treatment and educational methods for autistic children, youth, and adults. (PR: Permission of instructor)

Methods and Materials in Teaching Health. 3 hrs. II.
Survey of methods and materials for teaching health. (PR: Admission to teacher education. CR: CI 470)
Introduction to Physically Handicapped. 3 hrs. I, S.
An introduction to the characteristics and needs of crippled and other health-impaired children. The medical aspects of physically handicapping conditions are considered. (PR: CI 320 or permission; CR: Field experience)

Education of Physically Handicapped. 3 hrs. II, S.
Principles and current trends in the teaching of crippled and other health-impaired children. Curriculum development for teaching physically handicapped children as well as various methods and materials used in their education. (PR: CI 320 and admission to teacher education.)

Curriculum and Methods for the Severely and Multiply Handicapped. 3 hrs. I, S.
A review of curriculum development and methods used to teach severely and multiply handicapped children. Evaluation techniques and adaptation of materials and equipment are presented. (PR: CI 429 and 433; CR: Field experience)

Special Education: Introduction to Mental Retardation. 3 hrs. I, S.
Acquaints teachers with the characteristics and needs of the mentally retarded child. The status of the mentally retarded in our society and the impact of mental retardation on education. (PR: CI 320. CR: Field experience)

Student Teaching: Physically Handicapped. 4-6 hrs. I, II.
All-day supervised teaching in special classes in cooperating public schools and/or hospital settings; periodic seminars conducted by University faculty accompany student teaching. (PR: CI 320, 429, 431)

General Special Education Programming. 3 hrs.
Address the educational/curricular needs of students with mild learning problems in the categori­cal areas of mental retardation, behavior disorders, and specific learning disabilities.

Assessment in Special Education. 3 hrs.
Educational assessment and academic diagnostic evaluation for remediation/amelioration. Provides an understanding of teacher assessment and its implication for programming for exceptional children.

Special Education: Student Teaching with Mentally Retarded Children. 4-6 hrs. I, II.
All-day supervised teaching in special classes in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: CI 320, 433)

Teaching Content Reading. 3 hrs. I, II, S.
Principles underlying the teaching of reading in junior and senior high schools. (PR: EDF 319)

Reading Education: Individual Assessment and Prescription Language Instruction. 3 hrs. I, II.
Study of reading-language difficulties, diagnostic devices and techniques, and preventive and prescriptive methods and materials. (PR: Admission to Teacher Education; CR: CI 343 and 471)

Classroom Management Techniques for Secondary and Middle Childhood Teachers. 3 hrs. I, S.
Classroom management with emphasis on practical techniques for dealing with management problems in secondary and middle school settings.

Secondary Education: Supervised Student Teaching. 4-12 hrs. I, II.
All-day teaching under supervision in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods in teaching specialization and permission)

Middle Childhood Education: Supervised Student Teaching. 4-6 hrs. I, II.
All-day student teaching in cooperating middle schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods and permission)

Special Education: Curriculum and Methods for the Mentally Retarded. 3 hrs. I, II.
Principles and current trends in curriculum development are reviewed and evaluated toward the development of specific curriculums for the mentally retarded. Methods and materials are presented in relation to this development. (PR: CI 320 and 433 or permission)

Working with Families of Exceptional Students. 3 hrs.
Principles and information designed to give the student an understanding of the needs and rights of families of exceptional children and techniques to involve families successfully in their child's education.

Multicultural Influences in Education: Techniques and Strategies. 3 hrs. I, S.
Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.

Professional Development: 1-3 hrs.
Courses designed to meet the specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading but not in degree programs. CR/NC grading.

Secondary Education: Teaching Social Studies. 3 hrs. II.
Survey of materials and methods for teaching social studies. (PR: Admission to teacher education. CR: CI 470)

Secondary Education: Teaching Art. 3 hrs. II.
Survey of materials and methods for teaching art. (PR: Admission to teacher education. CR: CI 470)

Secondary Education: Teaching Business Education. 3 hrs. II.
Survey of materials and methods for teaching business subjects. (PR: Admission to teacher education. CR: CI 470)

Level II Clinical Experience. (Corequisite with the courses designated; no credit hours)
A Level II Clinical Experience teaching in a secondary public school. An opportunity to put theory
471 Level II Clinical Experience. (Corequisite for courses listed, no credit)
A Level II Clinical Experience teaching in an elementary school. An opportunity to put theory into classroom practice. (PR: Admission to Teacher Education; CR: CI 343, 446)

472 Level II Clinical Experience.
A Level II Clinical Experience teaching in an elementary or secondary public school. An opportunity to put theory into classroom practice. For music majors only. (PR: Admission to Teacher Education; CR: EDF 319)

473 Secondary Education: Teaching Physical Education. 3 hrs. II.
Survey of materials and methods for teaching physical education in grades 7-12 (men and women). (PR: Admission to teacher education and completion of P.E. activity competencies; CR: CI 470)

474 Secondary Education: Teaching the Sciences. 3 hrs. I, II.
Survey of materials and methods for teaching the sciences. (PR: Admission to teacher education. CR: CI 470)

476 Secondary Education: Teaching Speech. 3 hrs.
Survey of materials and methods for teaching speech. Junior clinical experience of 25 hours in a school setting is required. (PR: 24 hours of speech and admission to teacher education. CR: CI 470)

477 Secondary Education: Teaching English. 3 hrs. II.
Survey of materials and methods for teaching English. (PR: Admission to teacher education. CR: CI 470)

478 Secondary Education: Teaching Foreign Languages. 3 hrs. II.
Survey of materials and methods for teaching the languages. (PR: Admission to teacher education. CR: CI 470)

479 Secondary Education: Teaching Mathematics. 3 hrs. II.
Survey of materials and methods for teaching mathematics. (PR: Admission to teacher education. CR: CI 470)

480-483 Special Topics. 1-4; 1-4; 1-4 hrs. I, II, S.
485-488 Independent Study. 1-4; 1-4; 1-4 hrs.
Permission of chairman. Requires 2.5 GPA, limit of 6 hours to be used in professional education as a specialization.

495H-496H Readings for Honors in Education. 1-3; 1-3 hrs.
497-498 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.

CYTOTECHNOLOGY (CYT)
(Perequisite: Admission is subject to approval by the Admissions Committee of the School of Cytotechnology.)

438 Cytological Methodology. 3 hrs. I.
Routine methods in cytology (specimen processing, staining, record keeping). Special methods (filtration, concentrations). Clinical microscopy (routine and special methods: light, phase, dark field).

439 Elementary Cytology. 3 hrs. I.
General fundamentals of cell structure, embryology, bacteriology and mycology as related to the field of cytology. Anatomy and histology of the body as related to the field of cytology.

440 Genital Cytology. 6 hrs. I.
Cytology of the female genital tract in health and disease. The study of cells in normal, benign, and malignant stages of development.

441 Cytology of the Respiratory Tract. 3 hrs. II.
Cytology of the respiratory epithelium in health and disease. Study of the cell in normal conditions, in benign and malignant pathological conditions.

442 Cytology of the Body Cavities. 3 hrs. II.
Cytology of the pericardial, pleural, and abdominal cavities. Study of primary and metastatic tumors.

443 Cytology of the Urinary Tract. 3 hrs. II.
Study of the normal, benign, and malignant cell changes as they occur in health and disease of this system.

444 Cytology of the Breast. 3 hrs. II.
Cytology of breast secretion. Cell changes resulting from benign diseases and malignant tumors. Primary and secondary tumors are considered.

445 Cytology of the Gastro-Intestinal Tract. 3 hrs. S.
Study of the alimentary canal in health and disease.

446 Seminar. 1 hr. II.
Methods of case follow-up. Administration and professional relations with physicians and patients.

447 Advanced Methods in Cytology. 4 hrs. S.
Methods and procedures of tissue culture, chromosome analysis, and microphotography. Study of chromosome anomalies including Turner's, Down's, and Klinefelter's Syndrome. Study of pure mosaic anomalies.
DANCE (DAN)

101 Introduction to Dance. 3 hrs.
Introduction to dance forms, principles of dance techniques, and role of dance in society.

205 Dance for the Musical Theatre. 3 hrs.
Introduction to various dance forms and styles necessary for musical theatre. Training in rhythm and coordination with emphasis on elementary techniques and routines.

210 Tap Dance. 2 hrs.
Technique, styles, and rhythmic structures of tap dance for the theatre. Emphasis on steps, movement, and routines. Course may be repeated for total of four hours credit. 2 lec.-2 lab.

230 Ballet Technique. 2 hrs.
Classical ballet technique, exercise, routine, and drill for the dancer. Course may be repeated for a total of eight hours credit. 2 lec.-2 lab.

270 Dance Practicum. 1 hr.
Opportunity to study and perform concert dance. (PR: Permission of instructor; may be repeated for a total of 4 hours credit)

280-283 Special Topics in Dance. 1-4; 1-4; 1-4; 1-4 hrs.
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman)

301 Dance for Athletes. 3 hrs.
A course in Ballet and Modern Dance designed specifically for the student-athlete involved in intercollegiate competition.

316 Modern Jazz Dance. 2 hrs.
Techniques, styles, and rhythmic structures of modern jazz dance. Emphasis on increasing personal expression and dance movement repertoire. Course may be repeated for total of six hours credit. 2 lec.-2 lab.

320 Modern Dance Technique. 2 hrs.
Principles, movement, and performance techniques in modern dance. Course may be repeated for total of four hours credit. 2 lec.-2 lab.

ECONOMICS (ECN)

100 Current Economic Problems and Controversies. 3 hrs.
Offers a rudimentary conception of economic theory, contemporary issues and problems in economics by approaching from an issue and problem standpoint. (Not open to Business students who have completed Economics 250, 253)

150 The United States in a Global Economy. 3 hrs.
A study of the importance of trade to economic systems. Examines forces behind the globalization of the world economy and how national economies adjust to these events.

250 Principles of Microeconomics. 3 hrs.
Principles of scarcity, opportunity cost, and supply and demand are developed along with price and wage determination in the marketplace. International trade and policy problems are also examined.

250H Principles of Microeconomics Honors. 3 hrs.
An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 250. (PR: ECN 250 and GPA of 3.0; or permission of chair or instructor)

253 Principles of Macroeconomics. 3 hrs.
Emphasis on macroeconomic models that explain the behavior of output, employment, and the price level in open and closed economies. Other topics include monetary and fiscal policies and economic growth. (PR: ECN 250)

253H Principles of Macroeconomics Honors. 3 hrs.
An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 253. (Prerequisite ECN 250 and a GPA of 3.0; or permission of chair or instructor).

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

310 Money and Banking. 3 hrs. I, II, S.
Money, credit and credit institutions in the United States; monetary, fiscal, and banking functions of the Federal Reserve System. (PR: ECN 253 or permission)

326 Intermediate Macroeconomic Analysis. 3 hrs. I, II.
National income accounting; macro-economic theories of output determination, employment, inflation, and growth; monetary and fiscal policies. (PR: ECN 253 and MTH 190, or permission)

328 Intermediate Microeconomic Analysis. 3 hrs.
Micro-economic theories of the production and pricing of goods and services, payments to the factors of production. (PR: ECN 253 and MTH 190, or permission)

330 Business Economics. 3 hrs.
Applications of economic analysis to the solution of business problems. (PR: ECN 253 and MTH 190, or permission)

332 American Capitalism. 3 hrs.
Analysis of American Capitalism in terms of how interacting economic, political and class systems allocate resources and outputs. Includes empirical evaluation of conservative, liberal and radical views.
Economic Development of the United States. 3 hrs.
History of the economy; political-economic determinants of growth patterns; the evolution of corporations, unions, and other institutions. (PR: ECN 253 or permission)

American Labor History. 3 hrs.
The history of the American labor movement. (Same as History 350)

Environmental Economics. 3 hrs.
An application of basic economic theory to a consideration of a wide range of environmental problems including pollution, natural resource exhaustion, population and economic growth. (PR: ECN 253 or permission)

Comparative Economic Systems. 3 hrs.
Marxism, capitalism, communism, fascism and socialism considered as theories, movements and actual political economies. (PR: ECN 253 or permission)

Regional Economics. 3 hrs.
A study of location theory and regional development within a framework of economic theory. (PR: ECN 253 or permission)

International Economics. 3 hrs.
Movement of goods and balance of payments among nations; exchange rates; exchange controls and tariffs; problems and policies. (PR: ECN 253 or permission)

Introduction to Mathematical Economics. 3 hrs.
Modern mathematical methods for use in economics and other social sciences. (PR: ECN 253 and MTH 190, or permission)

Introduction to Econometrics. 3 hrs.
Combines economic theory with real data to obtain quantitative results for purposes of explanation and prediction. The development of useful economic models applicable to present day world problems. (PR: ECN 253, MGT 218 and MTH 190, or permission)

History of Economic Thought. 3 hrs.
Economic theories and ideas from the earliest economists to those of Marshall and Keynes. (PR: ECN 253 or permission)

Public Finance. 3 hrs.
Analysis of governmental activities pertaining to raising of revenue and expenditure of monies; analysis of public debt and fiscal programs at all levels of government. (PR: ECN 253 or permission.)

Labor Economics. 3 hrs.
Theoretical and empirical analysis of labor markets, wage determination, hours of work, unemployment and inflation, unions and collective bargaining and related subjects in their social and legal contexts. (PR: ECN 253)

Economic Development. 3 hrs.
A study of the problems, dynamics and policies of economic growth and development in underdeveloped and developed countries. (PR: ECN 253 or permission)

Research in Economics. 3 hrs.
A detailed study of a current economic problem requiring the application of economic theory and quantitative analysis. A written and oral report will be presented to faculty and students. (PR: Senior Standing)

Seminar in Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Members of the department may teach, when necessary, any economics subject not listed among the current course offerings. (PR: Nine hours of economics, senior standing, or permission)

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
A research project conducted by a qualified student under guidance of a member of the department; involves gathering of data, interpretation, and presentation of findings in a written report. (PR: Twelve hours of economics, senior standing, or permission)

Internship. 3-12 hrs. (CR/NC)
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student’s major. The program of work and study will be defined in advance and the students performance will be evaluated. (PR: Permission of Dean)

Readings for Honors in Economics. 4; 4 hrs. I, II.
Open only to economics majors of outstanding ability. (See Honors Courses)

EDUCATIONAL FOUNDATIONS (EDF)

Introduction to Education. 3 hrs. I, II, S.
A basic course designed to give the prospective education major an orientation to the profession. Emphasis is given to professional qualifications, career opportunities, contemporary issues, historical and philosophical foundations of education.

Human Development. 3 hrs. I, II.
A basic course in the study of children's emotional, social, mental, and physical development. Field experience required. (PR: Sophomore standing. CR: 270)

Level I Clinical Experience. (Corequisite with Educational Foundations 218; no credit hours)
A public school Clinical Experience in elementary, secondary and middle schools. An opportunity
to work with faculty, staff and students in a teaching/learning environment. (CR: EDF 218)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

319 Human Development (Teaching and Learning). 3 hrs. I, II, S.
A study of the psychological principles which are the foundation for learning and teaching. (PR: EDF 218)

402 Psychology of the Middle Childhood Student. 3 hrs.
Study of developmental principles relating to the physical, cognitive, social and moral development of the middle childhood student (10-14 years old).

406 Foundations of Education. 3 hrs. I, II, S.
A survey of the historical, philosophical and sociological foundations of American education with emphasis upon current educational problems and issues. (PR: Junior standing)

415 History of Modern Education. 3 hrs. I, II, S.
Our debt to the ancient Hebrews, Greeks, and Romans. Emphasis also is placed upon the movements since the beginning of the Renaissance. (PR: Junior standing)

417 Statistical Methods. 3 hrs. I, II, S.
A foundation course in descriptive and inferential statistics as applied in education and the social sciences. (PR: Junior standing)

435 Tests and Measurements. 3 hrs. I, II, S.
History, philosophy and elementary statistical methods for testing, measuring and evaluating pupil behavior are studied. (PR: Junior standing)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

495H-496H Readings for Honors in Foundations of Education. 1-3; 1-3 hrs.

ENGINEERING

ELECTRICAL ENGINEERING (EE)

201 Circuits I. 4 hrs. I.

202 Circuits II. 4 hrs. I.
Continuation of Circuits I. Sinusoidal steady state network theorems. Fourier methods. Laplace transforms. Computer applications. 3 lec-3 lab. (PR: EE 201. PR or CR: MTH 335)

204 Introductory Digital Logic Design. 3 hrs. I.
Digital Systems, Number Systems; Boolean Switching Algebra; Logic Design; Sequential Networks; Digital Subsystems. (PR: CIS 203; CR: MTH 131)

ENGINEERING MECHANICS (EM)

213 Statics. 3 hrs. I.
Particle and rigid body mechanics for static force systems. Computer applications. 3 lec. (PR: EG 107; PR or CR: MTH 230)

214 Dynamics. 3 hrs. II.
Laws of motion, work and energy, impulse and momentum, relative motion. Computer applications. 3 lec. (PR: EM 213; PR or CR: MTH 231)

215 Engineering Materials. 3 hrs. I.
Properties and testing of engineering materials. Computer applications. 2 lec-3 lab. (PR or CR: EM 213)

216 Mechanics of Deformable Bodies. 4 hrs. II.
Strength of materials, shear and moment diagrams, stresses in shafts, beams and columns; combined stresses, deflections; computer applications. 4 lec. (PR: EM 213; PR or CR: MTH 231)

218 Fluid Mechanics. 4 hrs. II.
Principles of hydrostatics and hydrodynamics; computer applications. 3 lec-3 lab. (PR or CR: EM 214 and MTH 231)

GENERAL ENGINEERING (EG)

101 Engineering Graphics. 3 hrs. I, II.
Orthographic projection; conventional representations and sections. Introduction to descriptive geometry. Introduction to computer-aided graphics. 2 lec-4 lab.

106 Computer Aided Drafting and Design for Engineers and Scientists. 3 hrs. I, II.
Principles of computer aided drafting and design for engineers and scientists using microcomputers. Use of graphic pads and plotters. 1 lec-3 lab. (PR: EG 101 or permission of instructor)

107 Engineering Computations. 2 hrs. I, II.
Use of electronic calculators, format for engineering calculations; significant figures and dimensional analysis; graphs; computer applications. 1 lec-2 lab. (PR or CR: MTH 122 or 131)

108 Engineering Design. 2 hrs. II.
Principles of elementary engineering investigations and design. Computer applications. 2 lec. (PR: EG 107)
### Engineering Economy. 3 hrs. I.
Economic selection of machines, structures and processes. Computer applications. 3 lec. (PR: EG 107)

### Independent Study. 1-4; 1-4; 1-4; 1-4. I, II.
(PR: Permission of instructor)

### Internship in Engineering. 1-4 hrs.
Supervised off-campus activities which provide professional experience in different fields of engineering. (PR:Permission)

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### ENGLISH (ENG)

Advanced placement in English is granted on the basis of the Educational Testing Service (ETS) Advanced Placement Test scores. Students who score three or higher in English are given credit for English 101. Students with enhanced ACT scores of 34 or better should notify the Director of Writing who will then arrange for credit in ENG 101-102 to be assigned to the student's record.

#### 101 English Composition I. 3 hrs.
Introduction to academic writing with emphasis on a multi-stage process, critical thinking, and fundamental research strategies and skills.

#### 102 English Composition II. 3 hrs.
Academic writing with an emphasis on research related writing and higher levels of critical thinking and reading. (Not open to juniors and seniors. PR: English 101 or equivalent)

#### 201H English Composition Honors. 3 hrs. I, II.
An accelerated course in English composition. Completion of 201H with a C or better satisfies the University requirement in freshman composition. Students completing the course are awarded three additional hours of credit toward graduation. (PR: Enhanced ACT English score of 30)

#### 280-283 Special Topics. 1-4 hrs.

#### 302 Research Intensive Writing. 3 hrs.
An upper-division research intensive writing course emphasizing research strategies, critical reading and thinking, and multi-staged writing processes in a variety of academic disciplines. (PR: English 101 or equivalent, and junior or above status.)

#### 304 Appalachian Fiction. 3 hrs. I, II, S.
Study of short fiction and novels of literary merit which examine the Appalachian experience. Emphasis on Wolfe, Arnow, Stuart, Elizabeth M. Roberts, and others. (PR: ENG 102 or 302 or 201H)

#### 305 Appalachian Poetry. 3 hrs.
A study of the poetry reflecting the intellectual, emotional, and aesthetic experience of Appalachia. It includes popular ballads, Fugitive and Agrarian poetry, and modern poetry. (PR: ENG 102 or 302 or 201H)

#### 306 Introduction to Drama. 3 hrs.
Study of drama as a literary type from the earliest periods to 1870, with emphasis on the development and analysis of form, structure, and language. (PR: ENG 102 or 302 or 201H)

#### 307 Modern Drama. 3 hrs.
British and American plays since 1870, with their backgrounds in foreign literatures. (PR: ENG 102 or 302 or 201H)

#### 308 Contemporary Drama. 3 hrs.
British and American plays since 1945. (PR: ENG 102 or 302 or 201H)

#### 309 Literature of Fantasy. 3 hrs.
Study of different forms, conventions, and styles in fantastic literature, such as in legend, fairy tale, horror story, heroic fantasy, nonsense, and romance. (PR: ENG 102 or 302 or 201H)

#### 310 Biography. 3 hrs.
British, American, and world literature as seen through selected major biographies. The study of biography as a literary type. (PR: ENG 102 or 302 or 201H)

#### 311 Science Fiction. 3 hrs. I, II.
Study of science fiction in its background, themes, types, analyses, and appreciation. (PR: ENG 102 or 302 or 201H)

#### 312 Introduction to Poetry. 3 hrs.
Theory, prosody, analysis, and principal types, forms, and themes; selected examples through literary periods and cultures. (PR: ENG 102 or 302 or 201H)

#### 314 Introduction to Novel. 3 hrs.
An introduction to the basic elements of the novel, such as forms and techniques, through careful reading of selected novels and criticism concerning them. (PR: ENG 102 or 302 or 201H)

#### 317 English Literature to the Romantic Period. 3 hrs.
English Literature from Beowulf through Pope. (PR: ENG 102 or 302 or 201H)

#### 319 English Literature from the Romantics to the Present. 3 hrs.
English Literature from the Romantics to the present. (PR: 102 or 302 or 201H)

#### 320 The Political Novel. 3 hrs.
Studies in English and American novels relating significantly to political themes. (PR: ENG 102 or 302 or 201H)

#### 321 American Literature to 1860. 3 hrs.
American Literature from the Colonial, Eighteenth Century, Federal and Romantic Periods. (PR:
English 102 or 302 or 201H)

American Literature, 1860 to the Present. 3 hrs.
American Literature from the late Nineteenth Century to the present. (PR: ENG 102 or 302 or 201H)

Shakespeare. 3 hrs. I, II, S.
The major comedies, tragedies, and histories. (PR: ENG 102 or 201H)

Twentieth Century Novel. 3 hrs.
Criticism and analysis of principal British and American novels since 1900. (PR: ENG 102 or 302 or 201H)

Introduction to Short Story. 3 hrs. I, II, S.
Criticism and analysis of representative short stories, primarily British and American. (PR: ENG 102 or 302 or 201H)

Introduction to African-American Literature. 3 hrs.
A survey of major writers and types of literature. (PR: ENG 102 or 302 or 201H)

Film and Fiction. 3 hrs.
The relationship between literature and cinema: analysis of literary masterpieces and the films from which they are derived. (PR: ENG 102 or 302 or 201H)

Scientific and Technical Writing. 3 hrs.
Types and styles of written reports required in science, government, industry, and medicine. Practical applications adapted to the needs of the individual student. (PR: ENG 102 or 302 or 201H)

Introduction to Creative Writing. 3 hrs.
An introduction to writing of fiction and poetry. (PR: ENG 102 or 302 or 201H)

Creative Writing: Poetry. 3 hrs.
Practice in writing poetry. (PR: ENG 360 or permission of instructor)

Creative Writing: Fiction. 3 hrs.
Practice in writing fiction. (PR: ENG 360 or permission of instructor)

Composition and Rhetoric for Teachers. 3 hrs.
Study of rhetorical invention and models of the composing process, with intensive practice in writing. (PR: ENG 102 or 302 or 201H)

History of the English Language. 3 hrs.
The phonology, spelling, grammar, syntax, and vocabulary of previous language periods as background to Modern English. (PR: ENG 102 or 302 or 201H)

Advanced Expository Writing. 3 hrs.
Reports, theses, briefs, abstracts and other expository types. Adapted to the needs of the individual student. (PR: ENG 102 or 302 or 201H)

Milton. 3 hrs.
Biographical and critical study, including Milton’s English poetry and prose, and his literary and intellectual milieu. (PR: ENG 102 or 302 or 201H)

Chaucer. 3 hrs.
The poetry of Chaucer, chiefly the Canterbury Tales, in the light of medieval tradition and critical analysis. (PR: ENG 102 or 302 or 201H)

English Novel to 1800. 3 hrs.
Defoe, Richardson, Fielding, Smollett, and Sterne, with supporting study of their most important predecessors and contemporaries. (PR: ENG 102 or 302 or 201H)

Nineteenth Century English Novel. 3 hrs.
Austen, Scott, the Brontes, Dickens, Thackeray, Hardy and others. (PR: ENG 102 or 302 or 201H)

Victorian Poetry. 3 hrs.
Tennyson, Browning, Arnold and others. (PR: ENG 102 or 302 or 201H)

English Drama to 1642. 3 hrs.
Non-Shakespearean English drama from its beginning to the closing of the theatres. (PR: ENG 102 or 302 or 201H)

Senior Seminar in Literature. 3 hrs. II.
Advanced study of forms and movements. Individual research required. Limited to English majors with senior class standing.

American Literature to 1830. 3 hrs. Alternate Years.
Study of American literature of the Puritan, Colonial, and Federal periods, including such authors as Jonathan Edwards, Edward Taylor, Benjamin Franklin, Phillis Wheatley, Washington Irving, and William Cullen Bryant. (PR: ENG 102 or 302 or 201H)

American Literature, 1830-1865. 3 hrs. Alternate Years.
American literature of the Romantic Period, including such authors as Emerson, Poe, Melville, Hawthorne, Whitman, and lesser figures of the period. (PR: ENG 102 or 302 or 201H)

American Literature, 1865-1914. 3 hrs. Alternate Years.
American literature of the Realistic and Naturalistic periods, including such authors as Howells, Twain, James, Dreiser, Dickinson, and Frost. (PR: ENG 102 or 302 or 201H)

Southern Writers. 3 hrs.
The study of selected writers of the American South from the beginnings to the present with special attention on writers after 1920. (PR: ENG 102 or 302 or 201H)

Contemporary English Poetry. 3 hours.
Principal poetry since the Victorian period. (PR: ENG 102 or 302 or 201H)
Contemporary American Poetry. 3 hrs.
Principal poetry since 1900. (PR: ENG 102 or 302 or 201H)

Medieval English Literature. 3 hrs.
Old English elegiac and heroic poetry; Middle English lyrics and romances; the Ricardian poets and Malory. (PR: ENG 102 or 302 or 201H)

Tudor Literature: Poetry and Prose of the 16th Century. 3 hrs.
Survey includes works by More, Skelton, Wyatt, Sidney, Spenser, Nashe, Marlowe, Ralegh, Lyly, and Shakespeare, excluding drama. (PR: ENG 102 or 302 or 201H)

17th Century Literature: Poetry and Prose. 3 hrs.
Survey includes Donne and the Metaphysical poets, the Cavalier lyricists, Bacon, Browne, Herbert, Jonson, Burton, Walton, Hobbes, and Bunyan. (PR: ENG 102 or 302 or 201H)

Drama of the Restoration and 18th Century. 3 hrs.
Trends, movements, and dramatic types in the English theatre of this period. (PR: ENG 102 or 302 or 201H)

English Romantic Poets. 3 hrs.
Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. (PR: ENG 102 or 302 or 201H)

Western World Literature to the Renaissance. 3 hrs. I.
Major works (excluding English), with emphasis on Homer, the Greek Drama, Vergil, Dante, and Cervantes. (PR: ENG 102 or 302 or 201H)

Western World Literature Since the Renaissance. 3 hrs. II.
Major works (excluding English and American), with emphasis on Racine, Moliere, Goethe and principal continental fiction. (PR: ENG 102 or 302 or 201H)

Literary Criticism. 3 hrs.
Historical study, with application of principles. (PR: ENG 102 or 302 or 201H)

English Literature from 1660 to 1745. 3 hrs.
Dryden, Swift, Pope, and their contemporaries. (PR: ENG 102 or 302 or 201H)

English Literature from 1745 to 1800. 3 hrs.
Major literature of the Age of Johnson. (PR: ENG 102 or 302 or 201H)

Introduction to Linguistics. 3 hrs. I. II.
The structural and descriptive approach to study of the English language. (PR: ENG 102 or 302 or 201H)

Modern Grammar. 3 hrs.
A descriptive analysis of the structure of present day American English, utilizing the basic theory of generative transformational grammar. (PR: ENG 102 or 302 or 201H)

Special Topics. 1-4 hrs. each.
(PR: Permission of chair)

Independent Study. 1-4 hrs. each
(PR: Permission of chair)

Creative Writing: Poetry Workshop. 3 hrs.
A practical and intensive class in exploring the varieties of creative expression; exercises on the creating of verse in different forms and styles. (PR: ENG 377 or permission of instructor)

Creative Writing: Fiction Workshop. 3 hrs.
Offers students a forum for presentation, discussion, and refinement of their work, either short stories or novels. (PR: ENG 378 or permission of instructor)

Readings for Honors in English. 2-4; 2-4 hrs. I, II.
Open only to English majors of outstanding ability. Possible study areas include world literature, works of individual authors, etc. See Honors Courses. (PR: Permission of chair)

FINANCE AND BUSINESS LAW (FIN)

BUSINESS LAW

Legal Environment of Business. 3 hrs.
Law and the judicial system. The relationship of law, government, ethics and the consumer of business enterprise. The study of contracts, torts, government regulation of business, environmental and consumer protection.

Commercial Law. 3 hrs. I, II, S.
A continuation of Finance 207. Emphasizes in-depth case study of the law of commercial paper, business organizations, security, and real and personal property. (PR: FIN 207)

Consumer Protection. 3 hrs.
An in-depth study of current consumer protection problems facing the consumer and businessman. Emphasis will be placed on current Federal and State statutes including the U.C.C., F.T.C.A., C.C.P.A., and W.V.C.C.P.A. (PR: FIN 207 or permission)

Corporate Process. 3 hrs.
A casebook review of taxation of business enterprises, private methods of corporate controls, regulation of securities, business acquisitions, regulation of pricing, compensation plans, relations with employees (Labor Law), local government regulation; administrative agency procedures and the business in financial difficulty. (PR: FIN 207; FIN 323 or permission)
INSURANCE

321 Principles of Risk Management and Insurance. 3 hrs.
Fundamental Concepts and Principles of Risk; techniques used to manage pure risks, and the role of insurance and the insurance mechanism in handling the exposures of individuals and businesses. (PR: ACC 215, ECN 250, or permission of instructor)

327 Life and Health Insurance. 3 hrs. I, II, S.
Legal facets of life, health, and annuity contracts; risk selection; programming; mathematics of life and health insurance; individual and business uses of life insurance; taxation; regulation of companies. (PR: FIN 321 or permission of instructor)

329 Property and Liability Insurance. 3 hrs. II, S.
Risk Management and Insurance tools applied to the needs of the corporate enterprise; direct/indirect property exposures; third-party claims; workers compensation, fidelity; crime; boiler/machinery; valuation and insurance surveys. (PR: FIN 321 or permission of instructor)

405 Social Insurance and Employee Benefits. 3 hrs.
Coverages and Limitations of Social Insurance; social security; workers compensation; unemployment insurance; Medicare; Medicaid; integration with private insurance and employee benefits; theory of group programs; pension plans. (PR: FIN 321 or permission of instructor)

410 Corporate Risk Management. 3 hrs.
Identification, Analysis, and Handling of the Risk Exposures faced by businesses and risk managers; loss prevention and control; risk retention; self-insurance and corporate insurance programs. Case Study. (PR: FIN 327, FIN 329, FIN 405, or permission of instructor)

FINANCE

201 Personal Finance. 3 hrs. I, II, S.
To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning. (Not open to Business majors with junior and senior standing.)

280 Special Topics. 1-4 hrs.

323 Principles of Business Finance. 3 hrs. I, II, S.
Business finance from viewpoints of business manager; use of financial statements, tools, and concepts for measuring and planning for profitability and liquidity. (PR: MGT 318, ECN 250, ACC 216, and MTH 190 and Junior standing)

325 Commercial Banking. 3 hrs. II.
Bank structure; asset and liability management; management of reserves; liquidity management; credit analysis and loan administration; costs and pricing of bank services; analysis of bank performance and capital adequacy; evolution of the “financial supermarket.” (PR: FIN 323)

330 Real Estate Finance. 3 hrs.
A broad study of the principles of real estate media in relation to the instruments, investments, leasing, brokerage, management, development and appraisal. (PR: FIN 207, FIN 323, or permission)

343 Corporate Financial Management. 3 hrs.
Application of financial principles to corporate business problems. Computer analysis will be utilized where appropriate. (PR: FIN 323)

351 Legal Aspects of Health Care Organizations. 3 hrs.
A survey of basic legal problems facing a hospital administrator. The study also includes constitutional and administrative law issues dealing with medicaid and medicare and regional planning. (PR: FIN 207 and MGT 350)

356 Financial Management of Health Care Organizations. 3 hrs.
Management of working capital, evaluation of financial data, capital budgeting, the capitalism process, and the study of third party reimbursement systems. (PR: FIN 323 and MGT 350)

370 Principles of Investment. 3 hrs. I, II.
A study of risks and returns of investment media in relation to the primary investment objectives of the investors. (PR: FIN 323 or permission)

415 Case Studies in Banking. 3 hrs.
National and international banking cases involving problems of management of the money position, loans and investment portfolio, and capital adequacy. Simulates actual bank operations and analysis of bank performance. (PR: FIN 325)

425 Security Analysis and Portfolio Management. 3 hrs.
Analytical procedures for valuing various financial securities and techniques for the creation and maintenance of portfolios. (PR: FIN 370)

435 Money Markets and Capital Formation. 3 hrs. II.
Study of federal monetary theory and practices, as well as federal fiscal policies. More emphasis will be placed on the activities of financial institutions than on single businesses or on individual investors. Included in the capital market area is the study in some depth of the operations of registered securities exchanges and the over-the-counter market. (PR: FIN 323 or permission)
International Finance. 3 hrs.
International financing techniques and the role of finance in multinational organizations. (PR: FIN 323)

Advanced Financial Analysis and Planning. 3 hrs. I, II.
Financial planning, working capital management, capital budgeting, divided policy and comprehensive problems. (PR: FIN 323, FIN 370)

Special Topics. 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Finance majors only, with permission of department chairman.

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

Internship. 3-12 hrs. (CR/NC)
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student’s major. The program of work and study will be defined in advance and the students performance will be evaluated. (PR: Permission of Dean) (CR/NC)

FINE ARTS (FA)

Introduction to the Arts. 3 hrs.
An introduction to art, music and theatre which explores the relationships and distinctions among the arts.

FRENCH (FRN)

101-102 Elementary French. 3; 3 hrs. I, II, S.
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102, French 101 or one unit credit of high school French or departmental examination)

150-151 Applied French. 1; 1 hr.
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)

161R-162R Elementary French Reading Approach. 3; 3 hrs. I, II.
Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading French itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: FRN 161R)

203 Intermediate French. 3 hrs. I, II, S.
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: FRN 102 or two units of high school French or departmental examination)

204 Intermediate French. 3 hrs. I, II, S.
Development of practical conversational skills, reading for comprehension, and directed composition. (PR for 204: FRN 203 or three or four units of high school French or departmental examination)

240 French Society and Life. 3 hrs. I or II.
Selected topics relating to culture and life in the French-speaking countries. Lectures, readings, and discussions in English.

263R Intermediate French Reading Approach. 3 hrs. I.
Emphasis on rapid development of reading skills in magazines, newspapers, and journals accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR for 263R: FRN 162R)

264R Intermediate French Reading Approach. 3 hrs. II.
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: FRN 263R)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. (PR: FRN 204)

310-311 Advanced Conversation. 3; 3 hrs.
Pronunciation, phonetics, oral practice with use of language laboratory and records. Emphasis is on oral skills with vocabulary building and refinement of pronunciation. (PR for 310: FRN 204 or four units of high school French. PR for 311: French 204).

314 Studies in Language Laboratory Techniques. 3 hrs. II.
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: FRN 204)

315-316 Advanced Grammar and Composition. 3; 3 hrs.
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to French. (PR for 315-316: FRN 204)

317-318 Survey of French Literature. 3; 3 hrs.
A study of important literary movements, representative authors and their works from the Middle Ages to present. (PR: FRN 204)

Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.
401 Seventeenth Century French Theater. 3 hrs.
Study of representative plays by the classical dramatists Corneille, Moliere, and Racine. This course is conducted entirely in French. (PR: FRN 204)

402 Eighteenth Century French Literature. 3 hrs.
Study of representative works by the philosophes, Montesquieu, Rousseau, Voltaire, and Diderot. The course will be conducted in French. (PR: FRN 204)

403 Nineteenth Century French Novel. 3 hrs.
A study of major novels chosen to illustrate the romantic, realistic, and naturalistic literary movements. The course is conducted in French. (PR: FRN 204)

404 Twentieth Century French Novel. 3 hrs.
A study of representative 20th century French novels by Proust, Malraux, Sartre, Camus, Robbe-Grillet. The course will be taught in French. (PR: FRN 204)

405-406 French Civilization and Culture. 3; 3 hrs.
French culture from prehistoric to modern times with emphasis on contemporary life and French institutions. This course is conducted in French, and full language credit is given. (PR for FRN 405 or 406: FRN 204)

480-483 Special Topics. 1-4; 1-4; 1-4 hrs. I, II.
A course for advanced students sufficiently prepared to do constructive work in phases of the language or literature of interest to them. (PR: FRN 204 or permission)

485-488 Independent Study. 1-4; 1-4; 1-4 hrs. (PR: FRN 204)

495H-496H Readings for Honors in French. 2-4; 2-4 hrs. I, II.
Open only to French majors of outstanding ability. See Honors Courses.

GEOGRAPHY (GEO)

100 Cultural Geography. 3 hrs. I, II.
A survey of major countries of the world in a regional context with emphasis on cultural elements that are significant to man.

101 Physical Geography. 4 hrs. I, II.
Systematic survey of earth-sun relationships, land-surface form, climate, soils, water, natural vegetation, and other natural content as a background for human geography. 3 lec-2 lab.

203 Economic Geography. 3 hrs. I, II, S.
World geography with units built around specific products of agriculture, manufacturing, and mining, as related to human numbers, soil, climate, geology, and other factors of natural environment.

206 Geography of West Virginia. 3 hrs.
Transportation, population, mining, industry, and agriculture as related to climate, soils, land forms, and other natural environmental items.

280-283 Special Topics. 1-4; 1-4; 1-4 hrs.

302 Geography of Europe. 3 hrs.
Relationship between man's activities and natural environment studied by countries, with attention given to inter-relation of countries.

305 Geography of North America. 3 hrs.
Natural regional divisions emphasizing major economic activities and environmental factors with chief emphasis given to the United States.

309 Geography of South America. 3 hrs.
A study of settlement, transportation, manufacturing, agriculture, geopolitics, and natural resources of South American countries.

314 Geography of Middle East. 3 hrs.
A geographical study of agriculture, transportation, manufacturing, settlement, geopolitics, and natural resources of the Middle Eastern countries.

315 Geography of Africa. 3 hrs.
Low latitude and lower middle latitude regions given relationship approach with national and sectional problems stressed.

317 World Geography Problems. 3 hrs. I, II, S.
Agriculture, industry, mining and transportation studied on global basis. Physical geography introduced and regional climatic approach clarified.

320 Conservation of Natural Resources. 3 hrs. I, II.
A study of the critical resources approached from the historic, geographical, ecological, and recreational viewpoints.

401 Historical Geography of the United States. 3 hrs.
Study of coastal settlements, the population spread through Appalachia and the Mississippi Basin and the development of intermountain and Pacific Coast centers.

402 Geography of Appalachia. 3 hrs.
A study of settlement, transportation, manufacturing, agriculture and resource potential.

403 Geography of Asia. 3 hrs.
Special attention given activities and environment in representative continental countries and nearby islands.
Political Geography. 3 hrs.
A systematic and regional survey of world political problems and international relations stressing studies of the United States, Europe, and the Soviet Union.

Geography of Mexico and Central America. 3 hrs.
A geographical study of agriculture, transportation, settlement, geopolitics, and natural resources.

Urban Geography. 3 hrs.
Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.

Geography of Soviet Union. 3 hrs.
Russian agriculture, mining, grazing, industry, and transportation examined in environmental terms.

Methods and Techniques of Regional Planning. 3 hrs.
Introductory planning with emphasis on methods, techniques, tools and principles necessary to accomplish objective regional planning.

Regional Planning and Development. 3 hrs.
The philosophy, theories, and principles involved in planning of urban and rural areas. (PR: GEO 414 or permission of instructor)

Urban and Rural Land Use. 3 hrs.
A study of the principles and techniques of urban-rural land use, and the problems and issues encountered in the practice of land use.

Coal Industries Studies: Past & Present. 3 hrs.
An interdisciplinary study for all facets of the coal industry within a historic perspective. Emphasis is placed upon coal industry of West Virginia and the tri-state region.

Geography for Teachers. 3 hrs.
A study of elements of geography most essential for effective teaching of geographic content in professional education and the social studies.

Field Geography of West Virginia. 3 hrs.
Representative areas in lumbering, mining, agriculture, and industry studied through field methods.

Climatology. 3 hrs.
A study of elements of weather and climate, methods of climatic classification, and distribution and characteristics of world climate regions.

Cartography. 3 hrs.
Understanding principles and developing skills in the use of cartographic drafting equipment and in map making.

Cartography and Geographic Information Systems. 3 hrs.
Introduction to computer use in mapping and geographic information systems.

General Geology. 3 hrs. I, II, S.
A beginning level geology course which surveys elements of earth materials, processes, structures and history. Designed primarily for the non-science major. Prospective majors must maintain at least a B average to use Geology 110 as a prerequisite for other geology courses. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.

Introductory Oceanography. 3 hrs. I, S.
Origin of the seas and ocean basins. Processes of marine sedimentation and seawater chemistry. Dynamics of air/sea interaction, circulation, waves and tides. Description of coastal and other marine environments. 3 lec. (CR: GLY 150L)

Introductory Oceanography Laboratory. 1 hr.
A complementary laboratory to Introductory Oceanography, GLY 150. A series of exercises relating to bathymetry, acoustic profiling, marine charts, properties of seawater, sea floor sediments, currents, waves and tides. (PR or CR: GLY 150)

Energy and Mineral Resources of the Earth. 3 hrs.
A survey of mineral and energy resources (metals, industrial rocks and minerals, fossil and nuclear fuels, water, and soils), their geologic context, and environmental impact of their extraction and consumption.

Physical Geology. 3 hrs. I, II.
An elementary but comprehensive physical geology course that deals with the earth’s origin, composition, structures, tectonics and processes. Intended primarily for, but not limited to, the science major. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.

Historical Geology. 3 hrs. II.
Chronological history and development of the earth, sequence of the geologic ages and rock formations, development and evolution of life as revealed by fossils. (PR: GLY 110 or 200. CR: GLY 211L)

Earth Materials Laboratory. 1 hr. I, II, S.
An introduction to laboratory methods and materials as applied to the identification, classification,
recovery and uses of earth resources. 2 lab. (CR: GLY 110 or 200)

Historical Geology Laboratory. 1 hr. II.
Reconstruction of events in earth history based on physical characteristics and arrangement of rock layers and their fossil content. 2 hr. lab. (PR: 210L; CR: GLY 201)

Geological Field Mapping. 2 hrs. I.
An introduction to geologic mapping and map interpretation, preparations of topographic and geologic cross sections. 2 lab. (Field work). (PR: GLY 110, 200 or 201. Required of majors)

Structural Geology. 4 hrs. I, Alternate years (even numbers)
Analysis, classification and origin of depositional and deformational structures common to all classes of rocks; their structural history, relationships, and stresses which caused them. 3 lec-2 lab. (PR: GLY 200)

Mineralogy. 4 hrs. I, Alternate years (odd numbers)
Identification, classification, origin, occurrences, and economic uses of minerals and their crystallographic forms. 3 lec-2 lab. (PR: GLY 110 or 200, CHM 211, 212 and appropriate labs)

Stratigraphy and Sedimentation. 4 hrs. I, Alternate years (even numbers)
Formation, organization, sequence, and correlation of sedimentary rocks; study of the origin, transportation and deposition of rock-forming sediments. 3 lec-2 lab. (PR: GLY 201)

Big Bend Field Excursion. 2 hrs.
Field trip to Big Bend National Park, Texas to study the structure, stratigraphy, igneous geology, metamorphic geology, and natural history of this national park. (PR: 12 hours of geology)

Petrology. 4 hrs. I, Alternate years (even numbers)
Identification and classification of igneous, and metamorphic rocks, their origin and occurrence; their geologic and economic importance. 3 lec-2 lab. (PR: GLY 200, 314 or consent)

Economic Geology. 4 hrs. II, Alternate years (even numbers)
Origin, distribution and economics of the metallic and non-metallic ore deposits. 3 lec-2 lab. (PR: GLY 201, 314, or consent)

Sedimentary Petrography. 4 hrs. I, Alternate years (odd numbers)
Megascopic and microscopic identification and a depositional and post depositional interpretation of the sedimentary rocks. 3 lec-2 lab. (PR: GLY 201 and 314)

Geochemistry. 4 hrs. II, Alternate years (odd numbers)
Introduction to the principles of geochemistry. The application of chemistry to the study of the Earth and to geologic problems. Laboratory work includes analysis of rocks, soils, and waters.

Geophysics. 4 hrs. II, Alternate years (odd numbers)
Development of seismic, gravity, magnetism, electrical and thermal methods to study the structure and dynamics of the earth. 3 lec-2 lab. (PR: GLY 200, PHY 201, MTH 130)

Fossil Fuels. 4 hrs. II, Alternate years (odd numbers)
Introduction to the properties of water, the hydrologic cycle with emphasis on surface and groundwater processes, the uses, needs and problems associated with water resources. 3 lec. (PR: GLY 110 or 200; CR: GLY 455L for majors, elective for non-majors)

Hydrogeology Laboratory. 1 hr. I, Alternate years (odd numbers)
A two-hour laboratory of practical hydrogeologic problem solving. For non-majors, elective. (CR: Geology 455 for majors)

Environmental Geology. 3 hrs. II, Alternate years (even numbers)
Through lecture and demonstration, the interactions of man and the earth, dealing with natural resources, natural hazards, cultural and urban geology and future planning. (PR: GLY 200)

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

GERMAN (GER)

Intensive German I. 4 hrs. I, II.
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec-1 lab.

Intensive German II. 4 hrs. II.
Intensive pronunciation, conversation, reading and composition exercises with emphasis on aural/oral development. 4 lec-1 lab. (PR: GER 230 or 2 units of high school German or departmental examination)

Intensive German III. 4 hrs.
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab. (PR: GER 232 or 3 units of high school German or departmental examination)

240 German Society and Life. 3 hrs. I or II.
Study of selected topics relating to culture and life in the German speaking countries. Lectures, readings, and discussions in English. No prerequisite.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: GER 234)

301 Drama of the 19th and 20th Centuries. 3 hrs.
A survey of literary trends and main authors. Reading and comprehension of selected dramas of the period. (PR: GER 234)

302 Prose of the 19th and 20th Centuries. 3 hrs.
A survey of literary trends and main authors. Reading and comprehension of selected stories and discussion of novels. (PR: GER 234)

314 Studies in Language Laboratory Techniques. 3 hrs. II.
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. Two hour lab to be arranged. Open to education majors only. (PR: GER 234)

315-316 Advanced Grammar and Composition. 3; 3 hrs.
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to German. (PR: 315: GER 234. PR for 316: GER 315 or consent of instructor)

405-406 German Civilization and Culture. 3; 3 hrs. I, II.
German culture from prehistoric times to present-day divided Germany. Lectures, reports, discussions, representative readings in English and German. (PR: GER 234).

417-418 Survey of German Literature. 3; 3 hrs.
A study of important literary movements, representative authors and their works from the Middle Ages to the present. (PR for 417 or 418: GER 234)

419-420 German Literature of the Classical Age. 3; 3 hrs.
German literature of the classical age, stressing Goethe, Schiller, and romanticism. (PR: for 419: GER 234 and at least one literature course and consent of instructor)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.
German culture from prehistoric times to present-day divided Germany. Lectures, reports, discussions, representative readings in English and German. (PR: GER 234).

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: GER 234 and permission of instructor)

495H-496H Readings for Honors in German. 2-4; 2-4 hrs. I, II.
Open only to German majors with outstanding ability. See Honors Courses.

GREEK (GRK)

201-202 Ancient Greek First Year. 3; 3 hrs. I, II.
(PR for GRK 202: GRK 201)

301-302 Ancient Intermediate Greek. 3; 3 hrs. I, II.
Varied readings including selections from Homer's Iliad, Dialogues of Plato and the New Testament. (PR: GRK 202 for 301; GRK 301 for 302)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HEALTH EDUCATION (HE)

220 Personal Health I. 3 hrs. I.
A survey course that touches upon current health problems and their causative agents; with emphasis in development of positive attitudes and abilities that affect personal and community health.

221 Personal Health II. 3 hrs. II.
An examination of the health content areas of mental health, emotional health, substance abuse, and human sexuality.

222 First Aid. 3 hrs. I, II, S.
First aid, safety and survival education in the home, in the school, and on the playground.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

321 The School Health Program. 3 hrs. I, II, S.
A consideration of the total school health program, including healthful school living, health services, and health instruction. (PR: EDF 218)

325 School and Community Health. 3 hrs. II.
An examination of some of the specific relationships between school and community health programs, including the roles and interaction of public, professional, private and voluntary health agencies with the school. (PR: HE 220)

426 Curriculum in Health Education. 3 hrs. I.
A study of principles, objectives, and procedures in curriculum construction for elementary and secondary programs. Historical and philosophical perspectives. Study of existing curricular patterns. (PR: HE 220, 221, 321, 325)
Health Issues in Physical Education and Athletics. 3 hrs.
Survey of current health issues such as sanitation, contagious diseases, substance abuse, ergogenic aids, and diet/nutrition in PE and athletics. (PR: HE 221, 201, 215, 435)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Health education majors only, with permission of department chairman.

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HISTORY (HST)

101 The Great Civilizations to 1300. 3 hrs. I, II.
Comparative study of the origin and course of major civilizations focusing on the Middle East, India, China, and the West. (Same as Social Studies 104) Required of History majors.

102 The World and the Rise of the West, 1300 to the Mid-19th Century. 3 hrs. I, II.
An interdisciplinary analysis of the foundations of Western development. (Same as Social Studies 105) Required of History majors.

103 The Twentieth Century World. 3 hrs. I, II.
Major world developments and trends from the 19th century to the present and their implications for the future. (Same as Social Studies 106) Required of History majors.

125 American Business History. 3 hrs.
A survey of the development of the major financial, commercial, manufacturing, and transportation enterprises which transformed the United States from an agricultural to a leading industrial nation.

202 History of Medicine. 3 hrs.
A survey of the major developments in the theory and practice of medicine from the Renaissance to the 20th century.

203 The American Military Experience. 3 hrs. I.
Examines the American military tradition from the colonial period to the present with particular emphasis on the Twentieth Century.

205 English History to 1642. 3 hrs. I.

206 English History Since 1642. 3 hrs. II.
A continuation of English History 105. Special attention is given to the development of ministerial government and to the growth and decline of the British Empire.

221 War in Modern Times. 3 hrs.
Emphasis upon trends in military thought and practices in western civilization. Special attention to the two world wars of the Twentieth Century.

223 The Rise and Fall of Nazi Germany. 3 hrs.
A study of the origins, course, and collapse of the Third Reich. Some attention will be given to the pre-Nazi period.

250 Women in United States History. 3 hrs.
A study of the public and private contributions of women in the shaping of the United States from the Colonial period to the present.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Selected topics not covered in regular course offerings.

301 Latin America: Discovery to Independence. 3 hrs.
Emphasis is on conditions in Spain which influenced the development of Latin America and eventually led to the independence movement.

302 Latin America: Independence to the Present. 3 hrs.
Emphasis is on the political, economic and social institutions of Argentina, Brazil, Chile and Mexico.

310 American Social, Cultural and Intellectual History 1607 to the Present. 3 hrs.
A study of the changes and continuities in the history of social movements, culture and thought from 1607 to the present.

312 African-American History, 1619 to Present. 3 hrs.
A survey of African-American History from African and West Indian origins to the present.

323 Religion in America. 3 hrs.
The rise and development of religion and of religious thinking in America. (Same as Religious Studies 323)

330 American History to 1877. 3 hrs. I, II, S.
A general survey from the discovery in 1492 through the period of Reconstruction. Required of History majors. (PR: 3.0 GPA)

331 American History Since 1877. 3 hrs. I, II, S.
A general survey since Reconstruction. Required of History majors.

331H American History Since 1877 - Honors. 3 hrs.
A general survey since Reconstruction for the superior student. (PR: 3.0 GPA)

333 American Colonial History. 3 hrs.
A study of the historical development of the English colonies in America.
American Legal History. 3 hrs. I, II.
Historical development of American law in areas ranging from slavery and racial discrimination to civil liberties and crime and punishment.

History of Mentalities. 3 hrs.
This course provides an introduction to the literature and methods of the history of mentalities which is the study of the world views and activities of ordinary, largely inarticulate peoples.

American Labor History. 3 hrs.
The history of the American labor movement. (Same as Economics 350)

China in the 20th Century. 3 hrs.
Traces China's history from the turbulent close of the dynastic era at the end of the 19th century through the present Communist period.

Methodology. 3 hrs. I.
Survey of literature and practical experience in methods and sources of history through bibliographical study and research papers. Required of history majors.

American Social, Cultural and Intellectual History 1865 to Present. 3 hrs.
A critical examination of intellectual, creative, and literary movements in the modern era.

American Urban History. 3 hrs.
Study of the political, economic, social, and intellectual impact of the city upon American history, and the impact of history upon the growth of American urbanization.

American Diplomacy, 1789-1900. 3 hrs.
American foreign policy from colonial times to 1900 emphasizing the gradual development of the United States and its achievement of membership in the family of nations.

American Diplomacy, 1900 To Present. 3 hrs.
American foreign relations in the 20th century. The gradual retreat from isolation in the period between World War I and World War II and modern American involvement in international commitments are stressed.

Tudor and Stuart England, 1450-1688. 3 hrs.
A history of England under the Tudors and Stuarts, focusing primarily demographic, social, cultural, and political developments.

American Revolution. 3 hrs.
A varied view of the American Revolution and its impact on the American people.

Conquering the Continent: America's Frontier Experience. 3 hrs.
A survey of the American frontier experience with particular emphasis on the fate of the American Indian, the environment and the character of the American-created culture.

History of the Old South, 1492-1860. 3 hrs. Alternate Years.
The History of the Old South is a study of the political, economic, social, and cultural conditions in the South that led to the development of the South as a distinct section in the United States.

Civil War and Reconstruction. 3 hrs.
A discussion of the economic, political, social, and cultural differences leading to the Civil War, the war itself, and an analysis of the political and economic importance of Reconstruction.

History of the New South, 1877 to the Present. 3 hrs.
A study of the political, economic, social, and cultural changes in the South after Reconstruction, which explains conditions in the contemporary South.

American Social Movements. 3 hrs.
A study of the social movements which have influenced the course of American History. Includes abolition, women's rights, Progressivism, civil rights.

The Era of the Renaissance and Reformation. 3 hrs.
The impact of the Renaissance upon esthetic, economic and political developments especially in the 15th and 16th centuries. The decline of Catholicism and the growth of the Protestant movement, and the influence of the two movements upon each other are stressed.

The French Revolution and the Napoleonic Era. 3 hrs.
Society and government in Europe before the French Revolution and the influence of the enlightenment; ideas and changes introduced by the revolution and Napoleon and their effect on the institutions and economy of Europe.

European History, 1814-1914. 3 hrs.
A century of European political, economic, and social history and its relationship to and influence upon the history of other world areas is noted. The impact of imperialistic rivalry is emphasized.

European History, 1914 to Present. 3 hrs.
The impact of World War I upon Europe, the era between two world wars, the search for world peace, and World War II and its aftermath are major topics of consideration.

Intellectual and Cultural History of Modern Europe. 3 hrs.
A survey of the main events in European thought and culture in the 19th and 20th centuries.

Russia to 1917. 3 hrs. II.
A survey of Russian history to 1917 which examines Russia before the Russians, Kievan Russia, Appanage Russia, Muscovite Russia and Imperial Russia.

Soviet Russia. 3 hrs. I, S.
A continuation of History 429 which examines the development of Soviet Russia from its beginnings to the present. Emphasis is placed upon political and economic changes in the Soviet system.

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and on Communist expansion in Europe and Asia.

431 America in the Gilded Age. 3 hrs.
A study of America's transformation from a rural, agrarian nation into an urban, industrial world power; the final destruction of the American Indian; the settlement of the West; and the farmers' revolt.

432 America Matures 1900-1945. 3 hrs.
An examination of the social, political, and economic trends in the United States in the first half of the 20th century, emphasizing social upheavals, conflicts, and reform movements at home and abroad.

433 In Our Time - America Since 1945. 3 hrs.
A study of America since World War II, focusing mainly on domestic politics, foreign affairs, the civil rights movement, the rise of minorities, and the fragmentation of American society.

434 The American Experience in Vietnam. 3 hrs.
A study of the origin and escalation of American involvement in Vietnam, the domestic impact of the war within the United States and the collapse of the South Vietnamese government.

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Consent of department chair).

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Consent of department chair).

495H-496H Readings for Honors in History. 4; 4 hrs. I, II.
Open to history majors of outstanding ability. Study may deal with any field of history. Wide reading and comprehensive understanding of the era are required. (PR: Consent of department chair)
See Honors Courses.

HOME ECONOMICS (HEC)

110 Food Selection and Preparation. 2 or 3 hrs. I.
Principles of food selection, preparation and preservation.

112 Clothing Construction. 2 hrs.
Basic principles of clothing construction. (PR: HEC majors only. Others by permission.)

160 Overview of the Fashion Industry. 3 hrs.
Fashion theories and cycles are studied in relation to the textile and apparel industries. Fashion designers, international and national fashion markets, raw materials, fashion production, distribution and selling are analyzed. (PR: HEC majors only. Others by consent of instructor.)

201 Home Economics the Profession. 1 hr.
Overview of the home economics profession, its specialities, and the career path in home economics. Focus is on professional growth and integration of specialties with a family focus.

203 Meal Management. 3 hrs. II.
Problems involved in planning, preparing and serving nutritionally adequate meals. Emphasis on management of time, money and energy. (PR: HEC 110 or consent of instructor)

210 Nutrition. 3 hrs. I, II.
Principles of human nutrition and their application in planning and evaluating diets for individuals and families.

212 Textiles. 2 or 3 hrs.
Natural and man-made textile fibers, methods of fabrication, and finishes as related to the selection, use and care of clothing and household textiles. (PR: HEC majors only. Others by permission.)

213 Advanced Clothing Construction. 2 or 3 hrs.
Experiments in construction techniques, fabrics and design compatibility. (PR: HEC 112 or an acceptable score on clothing construction pretest)

259 Visual Merchandising. 3 hrs.
Use of elements and principles of design to manipulate materials—props, background, lighting, mannequins, fabrics and signing—for three dimensional display. Includes business/commercial, retail and institutional display. (PR: HEC majors only. Others by permission.)

270 Fashion Merchandising Practicum. 3 hrs.
Involves application of coursework-- processes, theories, systems, -- at the post-sophomore level in the area of apparel or accessories retailing. (PR: Must have completed 15 hours of HEC coursework for placement)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

303 Child Development. 3 hrs.
Care and guidance of young children two through five years in relation to their physical, emotional, mental and social development. Observation and participation in nursery school required.

305 Home Economics Education: Clinical Experience I. 1 hr. II.
Develops competence in using presentation skills in teaching by means of micro-teaching and conferences. Use of audio-visual equipment and graphics. (PR: EDF 218. CR: EDF 319)

306 Home Economics Instructional Methods. 1 or 3 hrs.
Professional role; objectives; methods, materials, evaluations; planning educative programs for varied learners in various settings. (PR: For Education majors only, EDF 319 and HEC 305. CR: For Education majors only CI 470)

314 Clothing Selection. 1 or 3 hrs.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychological, sociological, economic and esthetic aspects of clothing selection</td>
<td>3 hrs.</td>
<td>(PR: HEC majors only. Others by permission.)</td>
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<tr>
<td>Evaluation of Ready-To-Wear</td>
<td>3 hrs.</td>
<td>Evaluation of ready-to-wear apparel from budget through couture price-point clothing. Analysis of construction, production and design for profitability and quality. (PR: HEC 112)</td>
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<tr>
<td>Housing</td>
<td>2 or 3 hrs.</td>
<td>Influence of family needs, social and economic trends, and physical environment on housing; analysis of building materials and space utilization in housing.</td>
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<tr>
<td>Home Furnishings</td>
<td>2 or 3 hrs.</td>
<td>Application of art elements and principles of design in selection, arrangement and use of furnishings and interiors of homes. (PR: ART 112 or consent of instructor. HEC majors only. Others by permission)</td>
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<tr>
<td>Principles of Management</td>
<td>3 hrs.</td>
<td>Identification of management concepts with emphasis on principles and interrelationships within framework of the family.</td>
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<tr>
<td>Merchandising: Processes and Procedures</td>
<td>3 hrs.</td>
<td>This course encompasses costing, markup, pricing, inventory, merchandise planning and control, direct and indirect cost. (PR: MTH 120)</td>
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<tr>
<td>Fashion Merchandising</td>
<td>3 hrs.</td>
<td>Examination of the elements of fashion management, promotion, selling and other topics important to successful fashion merchandising. (Not for Home Economics Fashion Merchandising majors.)</td>
<td></td>
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<tr>
<td>Maternal and Child Nutrition</td>
<td>3 hrs.</td>
<td>Nutritional requirements during prenatal and early growth periods; surveys of nutritional status. (PR: HEC 210 and CHM 204)</td>
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<tr>
<td>Foods of the World</td>
<td>3 hrs.</td>
<td>Characteristics and cultural aspects of the foods of the world. (PR: HEC 203 or permission of instructor)</td>
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<tr>
<td>Advanced Nutrition</td>
<td>3 hrs.</td>
<td>Metabolism of food nutrients as related to nutritional requirements of man. Reports of current research and other topics to add depth and perspective in nutrition. (PR: CHM 327; BSC 228; HEC 210)</td>
<td></td>
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<tr>
<td>Diet Therapy</td>
<td>3 hrs.</td>
<td>Present day concepts of the relation of nutrition and diet to the prevention and treatment of disease. (PR: HEC 210 or 310 and CHM 204 or 212 and 365 for Dietitians)</td>
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<tr>
<td>Quantity Food Production</td>
<td>3 hrs.</td>
<td>Basic principles of quantity food selection, preparation and service. Laboratory application in local food institutions. (PR: HEC 110 and HEC 203 or consent of instructor)</td>
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</tr>
<tr>
<td>The Vocational Home Economics Program</td>
<td>2 or 3 hrs.</td>
<td>Vocational home economics at the secondary, post secondary and adult levels with emphasis on types and organization of programs, legislation, and groups served. (PR: EDF 319 and HEC 306)</td>
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<tr>
<td>Food Service Systems Management</td>
<td>3 hrs.</td>
<td>Administration of food service in institutions. (PR: MGT 320 and HEC 203)</td>
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<tr>
<td>Nutrition in Cardiac Disease</td>
<td>3 hrs.</td>
<td>II. Role of nutrition in cardiac rehabilitation. Teaching methods in working with families to improve patient compliance.</td>
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<tr>
<td>Nutrition in the Community</td>
<td>3 hrs.</td>
<td>Identification of nutritional needs of a community and of programs that service these needs. Field experiences include surveys, nutrition education, observation and participation in health care delivery. (PR: HEC 210, 306)</td>
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<tr>
<td>Nutrition in Aging</td>
<td>3 hrs.</td>
<td>Nutritional needs of the elderly and diseases responding to nutritional therapy. Government food programs for the elderly.</td>
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<tr>
<td>Experimental Foods</td>
<td>3 hrs.</td>
<td>Experimental study of chemical and physical factors affecting food preparation. (PR: HEC 110 and Organic Chemistry)</td>
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<tr>
<td>Problems in Fashion Merchandising</td>
<td>3 hrs.</td>
<td>This course uses case studies and experiences of students to orient them to problem-solving in the areas related to retailing. (PR: HEC 160, 259, 270, 314 and 359)</td>
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<tr>
<td>Family Relationships</td>
<td>3 hrs.</td>
<td>Relationships in the family during its life cycle, with some consideration of family life in other cultures.</td>
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<tr>
<td>Prenatal and Infant Care</td>
<td>3 hrs.</td>
<td>Prenatal and postnatal care of the mother, development of the fetus and care of the infant throughout the first three years.</td>
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<tr>
<td>Evolution of Fashion</td>
<td>3 hrs.</td>
<td>Fashion from Ancient Egypt to the present day. Includes influences of social, political and economic conditions on fashion as it has evolved. (PR: SOS 104, 105 or 106 and ART 112 and 214)</td>
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<tr>
<td>Tailoring</td>
<td>3 hrs.</td>
<td>Contemporary methods of custom tailoring with emphasis on suitable fabrics and construction processes for particular styles. (PR: HEC 213 or consent of instructor)</td>
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<tr>
<td>Household Equipment</td>
<td>2 hrs.</td>
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</table>
Principles underlying the selection, use and care of household equipment.

427 Home Management Laboratory. 3 hrs.
Home management laboratory to develop competencies in decision making, activity analyses, use of limited resources, and work simplification through individual and group analysis. (PR: Home Economics 358)

428 Cooperative Education in Home Economics Programs. 3 hrs.

431 Development and Guidance of the Young Child. 3 hrs.
Techniques of guidance of young children with emphasis on adult-child interaction. Laboratory observation required.

432 Parenting. 3 hrs.
Examination of current challenges, problems, and issues in the field; analysis of effective strategies for parenting.

435 Administration of Day Care Centers. 3 hrs.
Instruction and practice in the development of day centers for three and four year old children and administration of programs in these centers. Laboratory participation required. (PR: HEC 303 or consent of instructor)

444 Consumer Education. 2 or 3 hrs.
Analysis of economic factors related to provision of consumer goods and services, investigations of sources of consumer information, and means of providing economic security for families.

450 Home Economics Education: Student Teaching in Home Economics. 4-12 hrs.
Directed teaching in an approved vocational home economics program in a cooperating middle/secondary and/or vocational-technical school (PR: HEC 306. PR or CR: HEC 406)

459 Fashion Buying. 3 hrs.
Organization of retail firms, procurement of merchandise for different types of stores, planning and managing the merchandise assortment, the buyer's responsibilities in marketing, selling, promotion. Human resources are analyzed. (PR: HEC 160, 270 and 359)

460-463 Professional Development. 1-4 hrs.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. CR/NC grading.

466 Career Assessment Seminar in Home Economics. 3 hrs.
Synthesizes previous work and education experiences applicable to home economics related occupations. Includes individual assessment of competencies for teaching occupational cluster. Emphasizes planning for further development. (PR: Previous work experience required)

470 The Practice of Dietetics. 3 hrs.
Introduction to nutritional care delivery in a hospital environment through application of nutrition principles in patient assessment. Interviewing, instruction, and documentation of normal and disease-related cases. (PR: HEC 210, CHM 365, senior standing or permission)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Independent study in a selected area of home economics. May not be used to replace any listed course.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

490 Fashion Merchandising Internship. 3 hrs.
Faculty supervised, off-campus contractual work-study arrangements with clothing/textiles related retail businesses. Must have completed 21 hours of Home Economics coursework and 15 hours of business coursework before placement. (PR: HEC 270)

491-494 Workshop. 2-3; 2-3; 2-3; 2-3 hrs.
Workshop in selected areas of home economics. Usually, credit for not more than two workshops may be applied toward the degree. (PR: Senior standing)

495H-496H Readings for Honors in Home Economics. 1-3; 1-3 hrs.

INSTRUCTIONAL TECHNOLOGY AND LIBRARY SCIENCE (ITL)

115 Introduction to Library Skills. 1 hr. I, II.
Prepares students to use the University Library, to become familiar with basic reference sources, and to utilize bibliographic tools and data bases in search strategies. Not open to library science majors.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

365 Orientation to Instructional Technology. 1 hr. I, II, S.
Utilization of basic audiovisual equipment and production of simple graphic aids.

370 Practicum (Field Work). 1-4 hrs.
Practical experience in libraries, audiovisual centers, media centers, or related areas adapted to the student's background, experiences, and future occupational and professional goals.

401 History of Libraries and Informational Retrieval Systems. 3 hrs.
Study of the development of libraries and information-storage technology, from early times to the present, with emphasis on the impact of computer-based systems.

415 Reference & Bibliography. 3 hrs.

Cataloging. 3 hrs.
Fundamentals of cataloging and classification, applying AACR2, the Dewey Decimal system, and related aids to the organization of library materials. Implications of new technology for technical services will be addressed.

Library Organization and Administration. 3 hrs.
Principles of administration for elementary and secondary school library-media centers and public libraries, including personnel, facilities, budgets, program planning and evaluation, publicity and public relations, audiovisual equipment and materials, computer hardware and software, and methods and materials for reaching library skills. (PR: ITL 315, 320, 404, and 405)

Techniques for Storytelling. 3 hrs.
Techniques for storytelling intended primarily for public librarians and public school librarians.

Library Practice (Field Work). 4-6 hrs. (C/NC)
Practical experience in the application of techniques of library service, adapted as far as possible to the student's needs. (PR: ITL 315, 320, 404, 405, and 425. CR: CI 450, except for students in a Comprehensive Subject Specialization or the Elementary Education program)
NOTE: Students must file an application for permission to enroll in Library Practice. Applicants follow the same procedure as prescribed for Student Teaching.

Utilization of Instructional Technology. 3 hrs.
Utilization of instructional media materials, equipment and techniques.

Production of Instructional Materials. 3 hrs.
Basic techniques in making slides, photographs, dry and wet mountings, transparencies, posters and similar graphic instructional materials.

Basic Media Skills Development for Instructional Design. 3 hrs.
Basic techniques in producing and using a variety of audiovisual aids, i.e., photography, scripting, developing logos, audio-recording, and layout design of manuals. This course also prepares one to produce a slide-tape presentation.

Computer Graphics in Instructional Technology. 3 hrs.
A basic course designed to assist the student in becoming familiar with a variety of software graphics packages.

JOURNALISM AND MASS COMMUNICATIONS (JMC)

100 Fundamentals of Journalistic Writing and Editing. 3 hrs. I, II, S.
Preparatory course designed to develop writing and editing skills specifically as they relate to professional journalistic/mass communications techniques and practices. Required of students scoring less than 77 on School-administered language-skills test. Does not count toward graduation.

101 Survey of Journalism and Mass Communications. 3 hrs. I.
Examines important facets of mass communications, including newspaper, magazine, broadcast journalism, broadcasting advertising and public relations. Designed to provide a critical overview of the mass media. Includes guest speakers.

102 Information Gathering and Research for the Mass Media. 3 hrs. I.
Information and research techniques used by media professionals, including academic, community and political sources. Course covers interviewing, formal research and computer-assisted information gathering. (PR: JMC 101)

201 Writing for the Mass Media. 3 hrs. I, II, S.
Techniques of journalistic and mass communications writing designed to develop the basic writing skills for the print and broadcast media. (PR: Typing 30wpm, JMC 101, and passage of JMC Language Skills Exam or JMC 100 with at least a C)

202 News Reporting II. 3 hrs. I, II.
Practice in gathering and writing news for the newspaper. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which students write for The Parthenon, university student newspaper. (PR: JRN 201)

230 General Photography. 3 hrs.
Introduction to general photography, with emphasis on composition, camera techniques, film developing and print making.

231 Introduction to Audio Production. 3 hrs. II.
Fundamentals of audio production, including operation of audio equipment, microphone techniques, tape editing and audio production. Laboratory work at WMUL-FM is required. (PR: JMC 101)

240 Basic Broadcast News. 3 hrs. I, II.
Introduction to techniques of radio and television news broadcasting, news room organization and operation, history and ethics of broadcast journalism. (PR: JRN 201)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>241</td>
<td>Graphics of Communication</td>
<td>3 hrs.</td>
<td>Creative and practical aspects of typography, layout and design of printed communication.</td>
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<tr>
<td>245</td>
<td>Fundamentals of Advertising</td>
<td>3 hrs.</td>
<td>Organization of mass media advertising departments and their relationships to advertising agencies and media representatives. An examination of the practices and problems of the three areas. (PR: Sophomore standing)</td>
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<tr>
<td>250</td>
<td>Yearbook Editing and Management</td>
<td>3 hrs.</td>
<td>Study and practice of the editing and management functions of a yearbook, including planning, budgeting and promotion. A laboratory class for the Chief Justice, Marshall University's yearbook.</td>
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<tr>
<td>272-273</td>
<td>Practice in Radio</td>
<td>1 hr.</td>
<td>Staff responsibility on campus broadcast facilities, WMUL-FM or WPBY-TV. (PR: Written permission before registration and the satisfactory completion of one year of service on WMUL)</td>
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<tr>
<td>280-283</td>
<td>Special Topics</td>
<td>1-4 hrs.</td>
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<tr>
<td>302</td>
<td>Newspaper Editing and Design</td>
<td>3 hrs.</td>
<td>Advanced course in newspaper copy editing, headline writing and design. Laboratory instruction and experience on the university newspaper, The Parthenon. (PR: JMC 202 and 241)</td>
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<tr>
<td>304</td>
<td>In-depth Reporting</td>
<td>3 hrs.</td>
<td>Study and practice of research methods and writing techniques for in-depth reporting on topical issues. (PR: JMC 202)</td>
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<tr>
<td>330</td>
<td>Fundamentals of Public Relations</td>
<td>3 hrs.</td>
<td>Public relations practices and techniques used by business, educational, industrial, governmental, and social organizations.</td>
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<tr>
<td>331</td>
<td>Radio-Television Announcing and Newscasting</td>
<td>3 hrs.</td>
<td>Specialized training in the interpretive skills of announcing and newscasting. (PR: JMC 101)</td>
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<tr>
<td>332</td>
<td>Introduction to Video Production</td>
<td>3 hrs.</td>
<td>Introduction to the fundamentals of video production, dealing with cameras, microphones, lighting, staging, field production, editing, post production. (PR: JMC 101)</td>
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<tr>
<td>334</td>
<td>Advanced Audio</td>
<td>3 hrs.</td>
<td>Advanced theory and practice in audio production, with equal emphasis on writing and performance techniques for the documentary, public affairs, feature, and/or dramatic program. Laboratory work at WMUL-FM is required. (PR: JMC 231, JMC 331)</td>
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<tr>
<td>350</td>
<td>Television Reporting</td>
<td>3 hrs.</td>
<td>Practice in compiling, writing, and producing news for broadcasting. (PR: JMC 202, JMC 240; or permission)</td>
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<tr>
<td>351</td>
<td>Television News Production</td>
<td>3 hrs.</td>
<td>Examination of and practice in using skills required by the broadcast journalist; writing, taping, editing and announcing. Class makes use of university broadcast facilities and WPBY-TV as available. (PR: JMC 350)</td>
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<tr>
<td>360</td>
<td>Photojournalism I</td>
<td>3 hrs.</td>
<td>Methods of taking photographs for newspapers and magazines and picture editing. Laboratory work in developing and printing required. Enrollment limited to 20 students, with journalism and advertising majors given enrollment priority.</td>
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<tr>
<td>372-373</td>
<td>Practice in Radio or Television</td>
<td>1 or 2 hrs.</td>
<td>Staff responsibility on campus broadcast facilities WMUL-FM or WPBY-TV. (PR: Written permission before registration and satisfactory completion of one year of service on WMUL)</td>
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<tr>
<td>382</td>
<td>Advertising Copywriting</td>
<td>3 hrs.</td>
<td>Practice in obtaining material and writing copy for advertisements in all media. (PR: JRN 201 or MKT 341)</td>
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<td>383</td>
<td>Advertising Layout and Design</td>
<td>3 hrs.</td>
<td>Principles and practices in layout and design of advertising for all media. (PR: JRN 241, 245, or MKT 341)</td>
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<td>385</td>
<td>Advertising Media Planning</td>
<td>3 hrs.</td>
<td>Planning and practice in allocating advertising budgets in the mass media to effectively reach the target audiences at the most reasonable cost. (PR: MKT 341)</td>
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<td>400</td>
<td>Photojournalism II</td>
<td>3 hrs.</td>
<td>A course in advanced techniques for newspaper and magazine photography, concentrating on creation, design and use of photo essays and picture stories. (PR: JRN 360)</td>
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<tr>
<td>402</td>
<td>Law of Mass Communications</td>
<td>3 hrs.</td>
<td>Legal aspects of mass communications as they apply to the professional journalist. (PR: Junior standing)</td>
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<tr>
<td>404</td>
<td>History of American Journalism and Mass Communications</td>
<td>3 hrs.</td>
<td>The development of the press in the United States, the contributions of American journalists, the rise of radio and television, and the relation of communications developments to political, economic and social trends in America.</td>
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<tr>
<td>408</td>
<td>Advertising Research</td>
<td>3 hrs.</td>
<td>Lectures, readings, discussions and projects relating to research used in campaign preparation and syndicated media resources. Students may select areas of special interest.</td>
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<tr>
<td>410</td>
<td>Magazine Editorial Practices</td>
<td>3 hrs.</td>
<td>Study of the organization and functions of the magazine editorial department, with practice in planning</td>
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magazine content, laying out pages and establishing production procedures. (PR: JRN 241)

Mass Media Sales. 3 hrs.
A survey of the requirements, relationships, and functions of mass media sales in the context of the media buying environment.

Reporting Public Affairs. 3 hrs. II.
Instruction in reporting local, state, and federal government; politics, finance, and labor; social environmental issues and other areas, with emphasis on background and interpretation. Course includes field trips and guest speakers. (PR: JRN 202)

Advertising Campaigns. 3 hrs. II.
Students function as an advertising agency to plan, to prepare, and to present local and national advertising campaigns. Problems of the advertiser and the agency are considered. (PR: JRN 382, 383, 385)

Supervision of School Publications. 3 hrs.
A comprehensive study of advising and producing school publications, with emphasis on methods for teachers of journalism. (PR: Permission)

Magazine Article Writing. 3 hrs. I.
Fundamentals of researching and writing the popular, factual magazine article; techniques of selling articles to magazines. (PR: Junior standing)

Corporate and Instructional Video. 3 hrs.
Development of the use of video communication and instruction in business, agencies, and education. Production and utilization of video units for specific objectives.

Radio-Television Programming. 3 hrs.
Principles of programming, including audience analysis, production, purchase, and scheduling of various formats. (PR: JMC 101)

Advanced Video. 3 hrs.
Development of the elements necessary for the production of detailed video projects. Students study the creation and production of public affairs, educational and creative video programming. (PR: JMC 332)

Radio-Television Law and Regulation. 3 hrs.
Development and current status of the legal structure of broadcasting in the United States. (PR: JMC 101)

International Communications. 3 hrs.
Development of various systems of mass communications and comparison with the United States.

Public Relations Writing. 3 hrs. I.
Theory and practice of various writing challenges encountered by public relations practitioners. Some consideration of publications design. (PR: JMC 201, 241 and 330)

Public Relations Case Studies. 3 hrs. II.
Examination of the handling of public relations problems and opportunities by business, educational, governmental, and social organizations, with particular emphasis on public relations analysis and problem solving. (PR: JMC 330)

Public Relations Campaign Management. 3 hrs. II.
Applying the four-step public relations process to an organization's program or campaign. Includes execution of public opinion research and development of original communication tools. Competitive agency model generally used. (PR: JMC 437 and 438)

Mass Communication Ethics. 3 hrs. I, II.
Study of basic concepts underlying contemporary American mass communications operations and practices and how those concepts affect professional ethics in the field. Examination of ethical conflicts encountered and application of ethical principles when determining solutions. (PR: junior standing)

Advertising in Modern Society. 3 hrs.
An examination of current issues and problems affecting the advertising industry and a study of advertising's impact on and responsibility to society. (PR: Junior standing)

Contemporary Issues in Radio and Television. 3 hrs. II.
An examination of the current political, social, economic and legal issues affecting the decision making process in the newsrooms and programming centers of the electronic media. (PR: Junior standing)

Women, Minorities and the Mass Media. 3 hrs. II.
A seminar that explores the portrayals and participation of women and people of color in the mass media.

Media Management. 3 hrs.
Problems and practices in management affecting all departments of the mass media including labor and personnel, editorial, business, and production. (PR: Junior standing)

Professional Practicum. 1-4 hrs. I, II, S.
Instruction to assist students in meeting career expectations. Short-term courses designed to bridge instructional programs and practices of professional journalism. Students may participate in supervised publications work in reporting, editing and advertising. (PR: JRN 202, 302, or permission of instructor)

Journalism and Mass Communications Internship I. 1-3 hrs. I, II, S.
Supervised journalistic work with professional media including newspapers, magazines, radio,
television, advertising, and public relations departments and agencies. Conferences with instructor for guidance and evaluation. Arrangements must be made with the School of Journalism and Mass Communications internship director before enrollment.

491 Journalism and Mass Communications Internship II. 1-3 hrs. I, II, S.
Supervised journalistic or mass communications work with professional media including newspapers, magazines, radio, television, advertising and public relations departments or agencies. Students must have completed a previous internship.

495H-496H Reading for Honors in Journalism and Mass Communications. 4; 4 hrs. I, II.

LATIN (LAT)

101-102 First Year Latin. 3; 3 hrs. I, II. (PR for Latin 102: LAT 101)
203-204 Intermediate Latin. 3; 3 hrs. I, II.
Varied readings including selections from Cicero's Orations and Vergil's Aeneid I-VI. (PR for Latin 203: LAT 102 or equivalent; PR for Latin 204: LAT 203 or equivalent)
240 Elements of Prose Composition. 3 hrs. (PR: LAT 204 or 3 units of high school Latin)
280-283 Special Topics. 1-4; 1-4; 1-4 hrs.

The following courses provide a survey of Latin literature from its early beginnings in Roman comedy (Plautus and Terence) to the history of the imperial court of the first century A.D. (Tacitus). The lyric poetry of Horace and the elegiac poets (Catullus, Tibullus, Propertius, Ovid) provide personal insights about the problems and ideals of the tumultuous last years of the Republic and the birth of the Empire. In the more formal epic poetry of Vergil's Aeneid and in Livy's History of Rome, Augustan attitudes and values emerge. Roman private life for the late Republic is chronicled in Cicero's letters and for the early empire is seen in selections from Pliny, Martial, and Juvenal.

The courses below are offered in a cycle of four years. Prerequisites for all 300-400 courses: Latin 204 or three units high school Latin.

304 Vergil's Aeneid VII-XII. 3 hrs.
306 Selections from Horace. 3 hrs.
307 Cicero's Letters. 3 hrs.
309 Livy's History of Rome. 3 hrs.
329 Elegiac Poets: Catullus, Tibullus, Propertius, Ovid. 3 hrs.
401 Roman Life: Pliny, Martial, Juvenal. 3 hrs.
403 The Roman Stage: Comedies of Plautus and Terence. 3 hrs.
410 Tacitus (selections from): Annals, Agricola. 3 hrs.
480-483 Special Topics in Latin. 1-4; 1-4; 1-4 hrs. I, II.
485-488 Independent Study. 1-4; 1-4; 1-4 hrs.

Non-Latin majors may enroll in Latin Independent Study courses for one hour credit to meet general requirements in literature. For such students instruction and readings will be entirely in English. Consult chairman for current offerings.

495H-496H Honors in Latin. 4; 4 hrs. I, II.
Open only to Latin majors of outstanding ability. See Honors Courses.

LIBRARY SCIENCE
(See Instructional Technology and Library Science)

MANAGEMENT (MGT)

100 Introduction to Business. 3 hrs.
The activities and organization of a business enterprise, the function of its personnel, and its role in the economic and social systems. Intended for students whose major is undecided or outside business. (Not open to Business students with junior and senior standing)
218 Business Statistics. 3 hrs.
Application of statistical techniques in business and economics. Topics include measures of central tendency and dispersion, theory of probability, probability distributions, sampling distributions, estimation, hypotheses testing, correlation and regression analysis. (PR: MGT 190 and COB Computer Literacy Tests or permission)
300 Principles of Management Information Systems. 3 hrs.
To develop and use decision driven information systems. Emphasis on MIS/DDS applications common to business environments. Importance of communicating effectively with professional systems development groups will also be stressed. (PR: Passing the College of Business Computer Literacy Test)
310 Business System Analysis and Design. 3 hrs.
The course covers business application systems development, behavioral considerations in the development process, feasibility assessment, requirement analysis, and communication skills. Emphasis on prototyping and fourth generation languages. (PR: Passing the College of Business Computer Literacy Test and any programming language)
Principles of Management. 3 hrs. I, II, S.
A comprehensive survey of the fundamental principles of management applicable to all forms of organizations. The course provides the student with a basis for thinking about complex business situations in the framework of analysis of the management process. Some case analysis of management problems used. (PR: ACC 215-216, ECN 250-253, and junior standing, or permission)

Principles of Management Honors. 4 hrs.
An accelerated course for specially selected juniors. (PR: ACC 215 and 216; ECN 250 and 253)

Applied Business System Analysis and Design. 3 hrs.
This course extends the concepts and techniques in MGT 310 to enable students to design and implement systems in a business environment. The implementation of a computer application will be required. (PR: MGT 310)

Database Management Systems. 3 hrs.
A study of database design, data structures, and database administration in a business environment. File processing with multiple databases will also be taught. (PR: MGT 300)

Health Care Organizations and Management. 3 hrs.
A study of the structure and function of several components of Health Care Organizations and their interrelationships. (PR: permission)

Health Care Services and Facilities Management. 3 hrs.
A study of planning and organizing of medical services and support departments and buildings, facilities, and equipment management. (PR: MGT 350 or permission)

Business Telecommunication Systems. 3 hrs.
To understand the applications, concepts and management of telecommunications. Students will be exposed to network components and network operations. Emphasis will be on strategic business applications of telecommunication systems. (PR: MGT 300)

Statistical Analysis and Survey Design. 3 hrs.
Methods of constructing designs for survey investigation; methods of estimation, and questionnaire design; nonparametric methods; experimental design; factorial experiment; regression and correlation; Multivariate analysis. (PR: MGT 218 and 320)

Business and Society. 3 hrs.
An examination of the manager's social and environmental responsibilities to his employees, customers, and the general public, and other external factors which management must be cognizant of in modern society. (PR: MGT 320)

Operations Management. 3 hrs.
Management of operation systems including system design, implementation and control. Analysis of the system in the areas of product, process, material quality, and facilities management. Topics include breakeven analysis, inventory models, transportation models, network analysis. (PR: MGT 218, 320)

Human Behavior in Organizations. 3 hrs.
Problems, methods, and analysis of various theories of behavior within organizations for purposes of integration and generalization. Emphasis will be upon the identification and investigation of the schools of thought concerning the behavioral sciences. (PR: MGT 320)

Organizational Change. 3 hrs.
An examination of the dynamics of change within organizations. The course will examine the cause of resistance to change and purposeful methodologies for implementing change including behavioral, technological, and structural in an attempt to describe a holistic approach. (PR: MGT 320; REC: MGT 422 or permission)

Personnel Management. 3 hrs.
A study of basic methodology, organizational structure, and techniques of manpower management involved in recruitment, selection, training, wage and salary administration, and personnel assessment. (PR: MGT 320 or permission)

Industrial Relations. 3 hrs.
A managerial perspective of the relationships between organized labor and management. Topics include: union organization and recognition, collective bargaining processes, grievance procedures, and current trends in labor-management relations. (PR: MGT 320 or permission)

Management Science. 3 hrs.
Quantitative approaches to management decision making. Topics include decision theory, linear programming, transportation and assignment models, inventory systems PERT and CPM network analysis models, queuing theory, simulation and game theory. (PR: MGT 218, 320, or permission)

Business Decision Support Systems. 3 hrs.
A study of decision support systems (DDS) in terms of building and providing end-user support for managerial decision making. Advanced topics will include computer interface design and artificial intelligence. (PR: MGT 340)

Business Systems Development Project. 3 hrs.
Continuation of the techniques and concepts learned in MGT 330 and MGT 340 courses. Students will be required to design, develop, and implement an information system. (PR: MGT 330 and MGT 340)

Strategic Management Information Systems. 3 hrs.
A capstone course for management majors. Emphasis will be on creating and using information
systems to give businesses a competitive advantage and provide strategic support for all levels of management. (PR: MGT 410 and MGT 430)

450 Business Research. 2 hrs.
Under the direction of an advisor, the student makes a study of a topic related to his field of specialization and submits a written report. (PR: Senior standing)

454 Trends in Health Care Delivery. 3 hrs.
Discussion of trends in Health Care Delivery in the United States and related public policies and their implications to society. (PR: MGT 350, 354, FIN 351)

455 Health Care Policy Seminar. 3 hrs.
An integrative discussion course on current problems and future policies and strategies as they are related to facilities planning and utilization, staffing and organization and providing quality healthcare to community. (PR: Senior standing)

456 Planning of Health Care Delivery Systems. 3 hrs.
Application of systems approach to evaluation of current health care services and for future planning decisions. (PR: MGT 354, FIN 356, ACC 358)

460 Business Policy. 3 hrs.
An integration of knowledge gained in business core subjects and advanced management courses designed to develop ability to analyze complex business problems. (PR: Completion of all common BBA courses and senior standing)

460H Business Policy Honors Seminars. 4 hrs. II.
An accelerated course for preselected, exceptional seniors majoring in business administration requiring extensive supervised works. Through case analysis and problem-solving, it will integrate the knowledge acquired in previous courses. (PR: All other BBA Common Requirements)

461 Management of Small Business. 3 hrs.
Managing small enterprises, as opposed to large corporations. In cooperation with the Small Business Administration. Students work as trainee management consultants with small businesses in the area. (PR: MGT 320, MKT 340, FIN 323; CR: MGT 423)

471 Health Care Practicum I. 4 hrs. C/NC
Field experience in management of Health Care Operations. (PR: Permission of department chairman)

472 Health Care Practicum II. 4 hrs. C/NC
Field experience in management of Health Care Organizations. (PR: Permission of department chairman)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Management majors only, with permission of department chairman.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

490 Internship. 3-12 hrs. C/NC
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the students performance will be evaluated. (PR: Permission of Dean)

495H-496H Readings for Honors in Management. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

MARKETING (MKT)

231 Principles of Selling. 3 hrs. I, II.
Elements of successful techniques and salesmanship designed for individuals who must influence or persuade, actuate, or lead other individuals now or in the future.

340 Principles of Marketing. 3 hrs. I, II, S.
Institutions, channels of distribution, functions, federal regulation, and economics of marketing. (PR: ECN 250, 253; ECN 100 for non-business majors only, and junior standing)

341 Advertising Management. 3 hrs. I, II, S.
A managerial analysis of the principles and practices of advertising from the viewpoints of the consumer, the firm, the industry, and the economy. Special emphasis is given advertising in relation to its role in the marketing mix. (PR: ENG 102, MKT 340)

344 Retail Management. 3 hrs. I, II, S.
Management of retail establishments including successful retail merchandising, stock control, buying, pricing, marketing, advertising, promotion, displaying, credit, and selling of goods and/or services. (PR: MKT 340; ECN 250 and 253 or ECN 100 for Journalism majors. Required for Marketing and Retailing majors)

350 Physical Distribution. 3 hrs. I, II, S.
Introduction to the activities concerned with the efficient movement of products from the source of raw materials supply, through production to the ultimate consumer. These activities include procurement, inventory control, materials handling, transportation, order processing, site determination, warehousing and customer service. (PR: MKT 340)

371 International Marketing. 3 hrs. I, II.
Designed to be a student's first exposure to foreign commerce and marketing in particular. Stresses cultural/environmental aspects and the integration of the regular foreign markets in strategic
Marketing Management. 3 hrs. I, II, S.
A research base for marketing decisions and organizing the market functions in relation to company objectives, program planning, and products, price, and promotion strategy. (PR: MKT 231, 340, and 9 hrs. of additional Marketing course work)

Consumer Behavior. 3 hrs. I, II, S.
Acquaints the student with individual and group behavior as it pertains to consumer activity. Theories and findings in the behavioral sciences, as well as those set forth by marketing scholars, are examined so as to understand the behavioral patterns of consumers. Cultural, social, and psychological influences are considered, in addition to the traditional economic interpretations. The stress of the course is on incorporating these data into the managing of the marketing effort. (PR: MKT 340)

Sales Management. 3 hrs. I, II, S.
Policies and procedures pertaining to product planning and pricing, choice of market, planning sales effort, and the control of sales operations. (MKT 231, 340)

Market Research. 3 hrs. I, II, S.
Scope and importance of market and distribution research; product, package, brand analysis and

Transportation Law and Public Policy. 3 hrs.
Comprehensive review of the regulation of carriers and transportation in general. Comparison of the principal transportation regulatory acts, functions of the procedure before the several regulatory commissions. (PR: MKT 340, 350, or permission of the department chair)

Carrier Management. 3 hrs.
Management of transportation carriers including the unique constraints faced by such firms due to the regulatory system, transportation competition, route structures, ownership patterns, pricing and rate making. (PR: MKT 340, 350, or permission of the department chair)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of an advanced topic not normally covered in other courses. Marketing majors only, with permission of department chair.

Independent Study. 1-4; 1-4; 1-4 hrs, I, II, S.

Internship. 3-12 hrs. CR/NC
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. This course may not be used as a marketing elective. (PR: Permission of Dean)

Readings for Honors in Marketing. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

INTRODUCTORY MARKETING (MKI)

Introduction to Marketing. 3 hrs. I.
The course is planned to give prospective Marketing Education Teacher-Coordinators an over-view of the Marketing Education Program: its history and development, its mission, premises, and objectives, and activities of a Marketing Education program and requirements for persons employed in this field.

Special Topics. 1-4 hrs.

Curriculum Marketing Education. 3 hrs. I.
A study of the structure of occupations for the purpose of developing competencies in career development and curriculum development. Students will analyze marketing jobs in terms of specific and related job duties and competencies and will investigate career continuums.

Methods of Teaching Marketing Subjects. 3 hrs. II.
Unit and lesson planning; cooperative and project methods of teaching; classroom management and control; demonstration teaching; coordination techniques; evaluation of achievement. (CR: Cl 470) Note: Reserve a two-hour block of time each morning for Cl 470.

Professional Development. 1-4 hrs. I, II, S.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading if approved, but not in degree programs. Identifying course titles will vary. CR/NC grading.

Special Topics. 1-4 hrs.

Independent Study. 1-4 hrs.

MATH EDUCATION (MKH)

Elementary Algebra. CR/NC, I, II, S.
Basic algebraic concepts including sets, real number operations and equations. Developmental course that does not satisfy the mathematics requirements for any program of study or contribute any hours toward graduation. (PR: Required for students with Mathematics ACT less than 16 enrolled in either the College of Education, Liberal Arts, Science or Business. Permission of the Dept. Chair for student with mathematics ACT score of 16 or higher or who have credit for another college math course.)
Mathematics for Elementary Schools. 3 hrs.
Language and symbolism of modern mathematics for elementary school programs. Emphasis on the structure and development of the real number system.

Introduction to College Mathematics. 3 hrs. I, II, S.
Introduction to logic, postulational thinking, and mathematical models; numbers, numerals and symbols; basic probability and statistics. This course is not intended as a prerequisite for any other mathematics course. (PR: MTH 099 or at least 16 on ACT)

Algebra. 3 hrs. I, II, S.
Review of modern algebraic concepts including sets, relations, functions. Review of the number systems through the axiomatic approach. Review of algebraic processes using exponents, radicals, logarithms. Solutions of linear equations and linear systems. Solutions of quadratic equations. Graphing linear and quadratic functions. Sequences, progressions, and the Binomial Theorem. (PR: One year of high school algebra or MTH 099. Students enrolling with one year of high school algebra must have a mathematics ACT score of 17 or more)

Plane Trigonometry. 3 hrs. I, II, S.
Definitions of circular functions; graphs of trigonometric functions, trigonometric identities, and applications. (PR: One-half year of high school geometry. PR or CR: MTH 120 or at least 21 on ACT)

Finite Mathematics. 3 hrs. I, II.
Topics in elementary finite mathematics; sets, counting, probability and statistics, matrices and linear equations, and applications. (PR: One year of high school algebra or Mathematics 099. Students enrolling with one year of high school algebra must have a mathematics ACT score of 16 or more)

College Algebra. 3 hrs. I, II, S.
Systems of equations, matrices and determinants, complex numbers and vectors, theory of equations and mathematical induction. (PR: MTH 120, or at least 21 on ACT)

Calculus with Analytic Geometry I. 5 hrs. I, II, S.
An introduction to analytic geometry and calculus including a study of limits, continuity, differentiation and antiderivatives. (PR: A score of at least 27 on ACT with strong background of at least 1½ years of high school algebra or Mathematics 130)

Applied Calculus. 3 hrs. I, II, S.
A brief survey of calculus including both differentiation and integration with applications. Not to be substituted for Mathematics 131 or Mathematics 190. (PR: Two years of high school algebra and at least 21 on ACT, or MTH 120 or equivalent)

Introductory Calculus. 5 hrs. I, II, S.
Review of pre-calculus mathematics. Calculus of one variable with applications for students whose program requires a basic knowledge of differentiation and integration and their application to a variety of problems. May not be used as one of the three calculus course sequence required for mathematics, chemistry, physics, computer science, or engineering majors. (PR: MTH 120 or 125 or at least 27 on ACT)

Introductory Statistics. 3 hrs. I, II, S.
Introduction to statistical analysis. (PR: MTH 120 or MTH 125 or MTH 130 or two years of high school algebra)

Calculus with Analytic Geometry II. 4 hrs. I, II, S.
A study of the conics and transcendental functions, techniques of integration, improper integrals, indeterminate forms and infinite series. (PR: MTH 131 and either MTH 122 or one-half year of high school trigonometry)

Calculus with Analytic Geometry III. 4 hrs. I, II.
Analytic geometry of two and three dimensions, partial differentiation, and multiple integrals. (PR: MTH 230 or equivalent)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. (PR: Permission of the chairman)

Sampling Methods and Theory. 3 hrs.
Coverage of a variety of sampling techniques with theoretical justification for methods used; emphasis will be on the application of these methods to practical problems. (PR: MTH 225 or equivalent)

Linear Algebra. 3 hrs.
Vector spaces over the real and complex fields, the algebra of matrices, linear transformations, eigenvalues, and eigenvectors, and linear programming. (PR: MTH 125 or MTH 130 or equivalent)

Ordinary Differential Equations. 3 hrs.
An exposition of methods used in solving ordinary differential equations, with applications. (PR: MTH 231 or permission of instructor)

Elementary Topology. 3 hrs.
Introduction to the basic concepts of topological spaces including such properties as continuity, connectedness, separability, compactness, and metrization. (PR: MTH 230 and consent of the instructor or MTH 231)

Discrete Structures. 3 hrs.
Sets, relations, directed and undirected graphs, monoids, groups, lattices, Boolean algebra, and propositional logic. (PR: MTH 230 or permission)

Structure of Algebra. 3 hrs.
Emphasis on the language of Modern Elementary Algebra. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)

401 Structure of Modern Geometry. 3 hrs.
Informal development of geometry. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)

410 Applied Mathematics: Calculus of Variations. 3 hrs.
Calculus of variations and its application to boundary value problems. (PR: MTH 330 and 335 or permission)

411 Mathematical Modeling. 3 hrs.
Students work in teams to construct mathematical models of various real-world situations. Problems to be modeled are drawn from diverse areas of application and use a wide range of undergraduate mathematics. (PR: MTH 231 or MTH 230 and permission of instructor)

412 Statistical Models for Regression and Correlation Analysis. 3 hrs.
Determining regression models; deriving parameter estimates using calculus; detailed coverage of tests of assumptions and remedial procedures (transformations and weighted least-squares); multiple and polynomial regression; tests and corrections for autocorrelation. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)

413 Statistical Models for Analysis of Variance and Covariance. 3 hrs.
Analysis of variance and covariance models with derivations using calculus; detailed testing of model assumptions and remedial measures (as transformations) to yield adequate models; use of various statistical designs. (PR: One previous statistics course and a knowledge of elementary calculus, or permission of instructor)

415 Applied Mathematics: Boundary Value Problems. 3 hrs.

420 Nonparametric Statistical Methods and Theory. 3 hrs.
Coverage of a variety of nonparametric or distribution-free methods for practical statistical inference problems in hypothesis testing and estimation, including rank procedures and randomization procedures. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)

422 Applied Time Series Analysis. 3 hrs. Alternate years.
Finding statistical models to represent various time dependent phenomena and processes; coverage of a variety of forecasting techniques, with an emphasis on adaptive, regression, and Box-Jenkins procedures. (PR: Previous course in statistics and knowledge of elementary calculus, or permission of instructor)

427-428 Advanced Calculus. 3; 3 hrs., I, II.
The number system, limits, sequences, partial differentiation with applications, maxima and minima of functions of several variables. Theory of definite integrals, multiple integrals, line and surface integrals, improper integrals, infinite series. (PR: MTH 231 for 427; 427 for 428. REC: MTH 330 and 337)

429 Numerical Linear Algebra. 3 hrs.

430 Numerical Analysis. 3 hrs.
The theory and technique of numerical computation involving the difference calculus, the summation calculus, interpolation methods, solution of systems of equations, and methods of solution of ordinary differential equations. (PR: MTH 230)

445-446 Theory of Statistics. 3; 3 hrs. I, II.

448 Fundamental Concepts of Modern Geometry. 3 hrs.
Finite geometries, basic background material for the modern development of Euclidean Geometry, other geometries. (PR: MTH 230)

449 Projective Geometry. 3 hrs.
Projective geometry using both synthetic and algebraic methods. (PR: MTH 230)

450-452 Modern Algebra. 3; 3 hrs. I, II.
Structure of the abstract mathematical systems; groups, rings, fields, with illustrations and applications from number theory. (PR: MTH 230 for 450; 450 for 452)

460-461 Complex Variables. 3; 3 hrs. I, II.
Complex numbers, analytic functions, properties of elementary functions, integrals, series, residues and poles, conformal mapping. (PR: MTH 231 for 460; 460 for 461)

480-483 Special Topics in Mathematics. 1-4; 1-4; 1-4; 1-4 hrs.
Courses on special topics not listed among the current offerings. (PR: Permission of the Chairman of the Department of Mathematics and permission of instructor)

**Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs. (PR: Consent of instructor and chairman)

**Readings for Honors in Mathematics.** 2-4; 2-4 hrs. (PR: Consent of department chairman. See Honors Courses)

**MEDICAL LABORATORY TECHNICIAN**
(See Clinical Laboratory Sciences)

**MEDICAL TECHNOLOGY**
(See Clinical Laboratory Sciences)

**MILITARY SCIENCE (MS)**

**101 Basic Course Military Science I.** 2 hrs. I, II, S.
Provides an understanding of the military and of useful military subjects to include leadership, customs/traditions of the service, principles of war, National Defense Establishment, organization of the Army, and land navigation.

**102 Basic Course Military Science II.** 2 hrs. II.
A performance-oriented expansion of the topics covered in MS 101 with special emphasis on map reading, weapons, leadership assessment, and an introduction to military tactics. (PR: MS 101 or permission of Department Chairman)

**202 Basic Course Military Science II.** 2 hrs. I, II, S.
Participation in a management/leadership simulation program, introduction to Army Physical Training Program, participation in first aid/CPR program, and continuation of map and aerial photograph reading begun in Military Science I. (PR: Four hours of Military Science credit or departmental permission)

**209 Nursing in the Army.** 2 hrs. I, II.
An overview of aspects, career opportunities and progression for Army nurses. Instruction will provide insights of the ROTC program for nurses.

**211 Ranger Operations and Techniques.** 2 hrs. I, II.
Provides an overview of U.S. Army Ranger history, organization, and mission. Small unit tactics, leadership, patrolling techniques, marksmanship, rappelling, and land navigation.

**216 Military Equipment, Weapons and Marksmanship.** 2 hrs. I, II, S.
Provides an opportunity for practical experiences in the use and handling of military weapons and equipment with an emphasis on marksmanship training.

**218 Military Tactics and Wargaming.** 2 hrs. I, II, S.
An introduction to weapons capabilities, the principles of war, and military organizations. Tactics and tactical simulation through use of terrain models and miniatures.

**219 The Military as a Profession.** 2 hrs. I, II, S.
An examination and evaluation of a career as an Army officer. The types of duty, pay and benefits, professionalism, responsibilities, promotions, travel, and education.

**220 Military Leadership.** 2 hrs. I, II, S.
An examination of successful leadership traits, styles, and techniques as they relate to the development of effective military organizations.

**221 Army Physical Readiness Program.** 1 hr. I, II, S.
A complete physical training program concentrating on cardiorespiratory, strength and endurance exercises; designed to improve total fitness through a slow and flexible progression.

**251 ROTC Basic Camp.** 3 hrs. (non-resident) S.
This course is six-week camp consisting primarily of applicatory training conducted during the summer at Fort Knox, Kentucky. It is designed to replace the first two years of on-campus ROTC training. Students who successfully complete the course are eligible to enter advanced military science training with departmental permission.

**280-283 Special Topics.** 1-4; 1-4; 1-4 hrs.

**301-302 Advanced Course Military Science III.** 3; 3 hrs. I, II.
Analysis of the leader's role in directing and coordinating the efforts of individuals and small units in the exercise of tactical missions. Application work emphasizing the duties and responsibilities of junior leaders. (PR: MS 101, 201 and 202 and one additional MS 200 level course or permission of department chairman; CR: MS 301L-302L)

**301L-302L Advanced Physical Training Lab III.** 1 hr. I, II.
The course is designed to introduce the Army Physical Readiness Program and to prepare the cadet for ROTC Advanced Camp. Emphasis is on physical conditioning and leadership. (CR: MS 301-302)

**351 ROTC Advanced Camp.** 3 hrs. (non-resident) S.
Six-week period of realistic applicatory training conducted at an active army post or camp to supplement and reinforce the instruction presented on campus. Mandatory for advanced course. (PR: MS 302)
Advanced Course Military Science IV. 3 hrs. I.
An examination of Battalion Staff Officers and their duties. Students perform actual duties of active duty counterparts. Also, they study Army counseling, training management, Army logistics, and Army personnel. (PR: MS 351)

Advanced Course Military Science IV. 3 hrs. II.
Advanced training in command and staff functions, training management and evaluation, in-depth study of current military law, military ethics and professionalism. Preparation for commissioning and the Officers' Basic Course. (PR: MS 301-302; CR: MS 402L)

Advanced Physical Training Lab IV. 1 or 2 hrs. I, II.
Course emphasizes the planning, implementation, and supervision of the Army Physical Readiness Program. Designed to prepare the cadet for successful completion of the Officers’ Basic Course. (CR: MS 401-402)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
(Pr: Permission of department chairman)

MINE SAFETY (MSF)

Mining and Industrial Hygiene Sciences. 3 hrs. I or II.
Algebra, chemistry, human anatomy and physiology as applicable to Industrial Hygiene calculations; hazards encountered and physiological systems affected. (PR: CHM 212 or equivalent)

Survey of Mining. 3 hrs.
An overview of mining to provide the participant with a general understanding of mining history, development systems terminology, procedures, methods, and safety and health activities.

Mine Safety Program Analysis. 3 hrs.
This course prepares the participant for the effective analysis of safety programs and provides some specific applications in the mining environment.

Mine Safety and Health Legislation. 3 hrs.
A survey of the legislation that has affected safety and health in mining with special emphasis of the Federal Mine Safety and Health Act of 1977.

Mine Safety and Health Management. 3 hrs.
This course covers the principles, functions and philosophies of mine management.

Hazards Control in Mining. 3 hrs.
A study of how to recognize accident potential through-out the mining industry.

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
A study of special topics not offered in regularly scheduled courses.

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

Workshop (Selected Topics). 1-4; 1-4; 1-4; 1-4 hrs.

MUSIC (MUS)

Requirements for Music Majors

Degrees
The Department of Music offers two degree programs: the B.A. in Music Education and the B.F.A. in Music with concentrations in performance, theory/composition, or music history and literature.

Admission to Music Program

All students applying for admission to any program in music must arrange by appointment for an audition and be approved by the Chairman of the Department of Music. Students unable to audition on campus may arrange to submit a tape. The audition will cover performance in a major applied music area.

Applied Music

MAJOR:

1. All students pursuing the music education curriculum are required to select a major instrument or voice and complete twelve (12) semester hours in this field—six (6) hours of lower division and six (6) hours of upper division.

2. Students pursuing the B.F.A. degree in performance must complete sixteen (16) semester hours—eight (8) hours of lower division and eight (8) hours of upper division. Students in either the composition or music history option are required to complete twelve (12) hours of applied study.

3. Each student must be approved through jury examination at the end of each semester before registering for the next level of study; this is particularly so after the fourth semester before upper division (5th Semester) applied music courses may be started. Students who are not approved for advancement will be required to repeat lower level work until successful. Major applied music courses include one hour of lesson time per week with two hours daily preparation.
Applied Music students are not permitted to drop these subjects during the course of a term without specific permission from the department chairman. This permission is granted only for extraordinary reasons in exceptional cases.

All applied music study must be approved by the Department of Music office and no registration for any level or category is permitted without this approval.

Performance on the major instrument or voice is required at least once each semester on weekly daytime recitals held for this purpose. First semester freshmen are exempt, but may perform upon request with approval. Seniors must give a recital as part of the requirement for graduation. Approval to plan this recital must be obtained during the jury examination preceding the recital semester.

SECONDARY PIANO:
Music majors whose area of concentration is not piano take at least four semesters of piano instruction, usually in class work. Incoming students are given a hearing for the purpose of determining the level at which that study begins. All music majors are required to pass a piano proficiency examination as part of the requirements for the degree. This examination is usually given at the end of the fourth semester of study and graded separately, pass or fail, apart from the semester's grade. Students may be required to repeat piano until the proficiency requirements are met.

ELECTIVE:
Students may elect applied music courses, upon approval of the Department of Music, for one hour credit each semester. These courses afford one half-hour lesson per week requiring at least one hour of daily preparation, and are permitted on a first come, first served basis according to spaces available on teaching loads. In Piano, Voice, and Guitar special beginning classes for non-majors are listed in the Schedule of Classes.

SENIOR RECITAL:
All music majors must appear in a senior recital to be approved by the music faculty before becoming eligible for graduation. This recital may be one of three options: 1) a full length public recital; 2) a partial public recital; 3) a non-public studio recital. The selection of the option for each student is made at the discretion of the Music Faculty.

ENSEMBLES:
General Requirements: All music majors are required to enroll in a major ensemble for at least seven (7) semesters. All B.F.A. students are required eight (8) semesters. Those who have completed this requirement and who are in residence during the spring and fall semesters are expected to continue to participate in the ensemble program. Such students are permitted to select the ensemble of their choice provided they meet the audition requirement. Ensembles are open to all university students.

Major Ensembles
The major ensembles are: Chamber Choir, University Chorus, Orchestra, Wind Symphony, Symphonic Band, and Marching Band. For woodwind, brass, and percussion majors, Marching Band is required in the fall semester and a Concert Band in the spring.

Secondary Ensembles:
The secondary ensembles are: Choral Union, Opera Workshop, University Singers, Jazz Ensemble, Pep Band, and Chamber Ensembles (Brass, Woodwind, Percussion, String, and Collegium Musicum).

MUSIC (MUS)

100 Applied Music Laboratory. 0 hrs. I, II.
A forum devoted to the development of applied music area, supplying the opportunity for music majors both to demonstrate performance skills and to observe the skills of colleagues.

101 Basic Musicianship. 3 hrs.

115-116 Elementary Music Theory. 4 hrs. each. I, II.
A thorough study of the melodic, harmonic and rhythmic elements of music through writing, playing, singing and listening. Includes triads, modulation, seventh chords, sight-singing, melodic and harmonic dictation. (MUS 115 is PR for 116)

121 Aural Perception of Music Literature. 2 hrs. I.
Development of aural skills in perceiving timbre, texture, rhythm, meter, linear organization, harmonic organization, and form through listening to selected works and study of their scores.

142 Appreciation of Music. 2 hrs. I, II, S.
Development of an appreciation and understanding of music as a fine art and establishment of intelligent listening habits. For non-music majors.

173a,b,c,d-373a,b,c,d Applied Music. Harp 1-2; 1-2 hrs. I, II.

1Seniors doing student teaching are exempt from ensemble participation.
177 a,b Class Guitar. 1; 1 hr. I, II.
178 a,b Class Voice. 1; 1 hr. I, II.

Classes for voice minors and electives designed for beginners. (PR: Permission)

179 a,b,c,d Class Piano. 1; 1; 1 hr.

Classes for piano minors and electives progressing from beginner to proficiency level. (PR: Permission)

181a,b,c,d-381a,b,c,d Applied Music. Saxophone .......................... 1-2; 1-2 hrs. I,II.
182a,b,c,d-382a,b,c,d Applied Music. Flute .............................. 1-2; 1-2 hrs. I,II.
183a,b,c,d-383a,b,c,d Applied Music. Oboe .............................. 1-2; 1-2 hrs. I,II.
184a,b,c,d-384a,b,c,d Applied Music. Clarinet ........................ 1-2; 1-2 hrs. I,II.
185a,b,c,d-385a,b,c,d Applied Music. Bassoon ........................... 1-2; 1-2 hrs. I,II.
186a,b,c,d-386a,b,c,d Applied Music. French Horn ........................ 1-2; 1-2 hrs. I,II.
187a,b,c,d-387a,b,c,d Applied Music. Trumpet ............................ 1-2; 1-2 hrs. I,II.
188a,b,c,d-388a,b,c,d Applied Music. Trombone .......................... 1-2; 1-2 hrs. I,II.
189a,b,c,d-389a,b,c,d Applied Music. Baritone .......................... 1-2; 1-2 hrs. I,II.
190a,b,c,d-390a,b,c,d Applied Music. Tuba ............................... 1-2; 1-2 hrs. I,II.
191a,b,c,d-391a,b,c,d Applied Music. Violin ............................. 1-2; 1-2 hrs. I,II.
192a,b,c,d-392a,b,c,d Applied Music. Viola .............................. 1-2; 1-2 hrs. I,II.
193a,b,c,d-393a,b,c,d Applied Music. Cello ............................... 1-2; 1-2 hrs. I,II.
194a,b,c,d-394a,b,c,d Applied Music. String Bass ........................ 1-2; 1-2 hrs. I,II.
195a,b,c,d-395a,b,c,d Applied Music. Piano ............................... 1-2; 1-2 hrs. I,II.
196a,b,c,d-396a,b,c,d Applied Music. Voice .............................. 1-2; 1-2 hrs. I,II.
197a,b,c,d-397a,b,c,d Applied Music. Organ .............................. 1-2; 1-2 hrs. I,II.
198a,b,c,d-398a,b,c,d Applied Music. Percussion .......................... 1-2; 1-2 hrs. I,II.
199a,b,c,d-399a,b,c,d Applied Music. Guitar .............................. 1-2; 1-2 hrs. I,II.

Course descriptions and standards of performance are available in the Office of the Chairman.

203-403 Choral Union. 1; 1 hrs. I, II.
Large choral ensemble available to university and regional singers without audition. Gives public performances of oratorios and works for chorus and orchestra twice a year. One rehearsal per week.

204-404 Marshall University Chorus. 1; 1 hr. I, II.
A mixed chorus of 60-90 singers open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.

206-406 Opera Workshop. 1; 1 hr. I, II.
Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists, and technical personnel. Roles assigned by audition. Two rehearsals per week plus private coaching. (PR: Audition with Director)

207-407 Marshall University Chamber Choir. 1; 1 hr. I, II.
Advanced, auditioned choral ensemble open to all university students. Repertoire performed locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week.

208-408 Orchestra. 1; 1 hr. I, II.
The Marshall Community Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester. Rehearsals are held each Tuesday evening. (PR: Audition with Director)

210 Introduction to Electronic Music. 2 hrs.
A non-technical introduction to the theory, practice and literature of electronic music. Open to non-music majors.

215-216 Advanced Music Theory. 4 hrs. each. I, II.
Advanced modulation, chromatic harmony and advanced melodic and harmonic dictation, sight-singing. Homophonic forms and 20th century concepts are introduced. (MUS 116 is PR for 215; MUS 215 is PR for 216)

222 Italian and English Diction for Singers. 2 hrs.
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with English and Italian texts.

224 French and German Diction for Singers. 2 hrs.
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with French and German texts.

242 Music Skills for Classroom Teachers. 2 hrs. I, II, S.
Development of fundamental music skills used in reading and teaching music at the elementary school level. (PR: MUS 142 and junior standing)

250 Survey of Jazz. 3 hrs.
A survey of the development of jazz and related forms from the 19th century antecedents to recent experimental trends.

254-454 Flute Ensemble. 1; 1 hr. I, II.
Performs a wide variety of musical styles from full flute choir to quarters, trios, etc. Membership required of all flute majors; others by audition. One rehearsal per week.

255-455 String Ensemble. 1; 1 hr. I, II.
(PR: Audition with Director)

256-456 Woodwind Ensemble. 1; 1 hr. I, II.
Percussion Ensemble. 1; 1 hr. I, II.  
(Pr: Audition with Director)

Brass Ensemble. 1; 1 hr. I, II.  
(Pr: Audition with Director)

Jazz Ensemble. 1; 1 hr. I, II.  
(Pr: Audition with Director)

String Techniques. 1 hr. I, II.  

Woodwind Techniques. 1 hr. I, II.  

Brass Techniques. 1 hr. I, II.  

Percussion Techniques. 1 hr. I, II.  

Symphonic Band. 1 hr. I, II.  
(Pr: Audition with Director)

Marching Band. 1; 1 hr. I.  
(Pr: Audition with Director)

Wind Symphony. 1; 1 hr. II.  
(Pr: Audition with Director)

Pep Band. 1; 1 hr. II.  
(Pr: Audition with Director)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Analysis. 2 hrs. I, II.  
The study of small and large forms; song form, minuet, variation, fugue, rondo, sonata, etc. Recognition of various forms by ear and by sight. (Pr: MUS 216)

Advanced Analysis. 2 hrs.  
A study of larger musical forms and contemporary applications of older forms. Recognition of these forms by sight and sound. (Pr: MUS 301)

Styles. 2 hrs.  
An investigation of the distinguishing characteristics of the music of major composers by the study, dissection and comparison of major works. (Pr: MUS 302)

Vocal Techniques. 1; 1 hr. I, II.  
Foundation principles of voice usage, interpretation, and problems of vocal pedagogy. For instrumental music major students. Courses must be taken in sequence. (Pr: MUS 312 for 313)

Instrumental Conducting. 2 hrs. I.  
Techniques and mechanics of the baton with emphasis on securing attacks, releases, dynamics, and tempo changes. Analysis of band and orchestral scores with practical application. (Pr: MUS 216)

Instrumental Arranging. 2 hrs. I.  
The study of the instruments of the modern orchestra, their history, technical possibilities and limitations, and practical application of technique in public school work. (Pr: MUS 216)

Choral Arranging. 2 hrs. I, II.  
Score writing and arranging for vocal ensembles of two to eight parts. (Pr: MUS 216)

Orchestration. 3 hrs.  
A detailed study of band and orchestral instrument capabilities and their use in various large and small ensembles to develop comprehensive scoring technique. (Pr: MUS 216, MUS 320)

Music Education: Materials and Methods in School Music (Grades K-6). 3 hrs. II.  
Intensive study of vocal and instrumental materials and methods of presentation of music K-6. (Pr: EDF 218, 319 and activity)

Music Education: Materials and Methods in School Music (Grades 7-12). 3 hrs. II.  
Intensive study of vocal and instrumental materials and methods of presentation of music in grades 7-12. (Pr: EDF 218, 319 and activity)

Music Materials and Procedures. 3 hrs. I, II, S.  
Materials and procedures for teaching music in nursery school, kindergarten and grades K-6. (Pr: MUS 142 or 175 and 242 or 303)

Research in Music. 3 hrs.  
Basic research procedures and bibliography study culminating in a project in the student's area of specialization. (Pr: Permission of instructor and MUS 216)

Choral Conducting. 2 hrs. I.  
Continuation of Music 315 with emphasis on interpretations, voice classification, intonation, choral repertoire, and program building. Opportunity for practical experience is provided by the various college choral organizations. (Pr: MUS 216)

History and Literature of Music. 3; 3 hrs. I, II.  
From early music to romantic period, including form and texture in music, study of major works of music of all periods, listening to music, project reports. Designed for music majors (Pr: For MUS 422, 121; for MUS 423, 422)

Music of the Twentieth Century. 2 hrs.  
Study of the major schools and developments in twentieth-century music through reading, analysis, listening, and project reports. (Pr: MUS 216)

Song Literature. 2 hrs.  
A discussion of the development of the art song in western civilization. Study of song literature
including texts, accompaniments, interpretation, and program building. For singers and accompanists.
(PR: Sophomore hearing or permission of instructor)

430 Composition. 2 hrs.
Experience in writing music compositions in various forms. (PR: MUS 216 and 301)

431 Advanced Composition I. 3 hrs.
Experience in writing musical compositions in various forms to develop skill in twentieth-century compositional techniques. (PR: MUS 430)

432 Electronic Music Composition. 2 hrs.
The theory and practice of the use of electronic mediums of composition. Synthesizer and tape recording techniques will be emphasized. Primarily for music majors. (PR: MUS 216)

433 Advanced Composition II. 3 hrs.
Experience in writing musical compositions in larger forms using twentieth-century compositional techniques. (PR: MUS 431)

440 Piano Teaching Techniques and Materials. 2 hrs. S.
Materials and techniques of presentation; development of reading skills; basic fundamentals of technique; cultivation of musicianship. Emphasis is on elementary and intermediate levels.

441 Piano Literature I. 2 hrs.
Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from J.S. Bach to Schubert. (PR: MUS 216 and 4 semesters advanced applied piano or equivalent)

442 Piano Literature II. 2 hrs.
Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from Chopin to the present. (PR: MUS 216 and 4 semesters advanced applied piano)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

491-494 Workshops. 1-4; 1-4; 1-4; 1-4 hrs.

NURSING (NUR)

219 Nursing Assessment of Individuals I. 3 hrs.
Study of nursing assessment of the individual through the life span in relation to wellness promotion and the impact of illness. 3-lec. (PR: PSY 311)

221 Foundations of Professional Nursing I. 5 hrs.
Introduction to philosophical and theoretical foundations of nursing, exploration and integration of concepts and processes basic to professional nursing practice. Laboratory included. 4-lec 2-lab. (PR: Required freshman support courses; CR: BSC 227, HEC 210)

222 Foundations of Professional Nursing II. 6 hrs.
Introduction to professional nursing practice in relation to potential and simple alterations in health. Practicum included. 4-lec 4-lab. (PR: NUR 219, 221, CR: BSC 228)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

305 Concepts of Professional Nursing. 4 hrs.
Emphasizes concepts and processes essential to professional nursing practice. Philosophical and theoretical foundations of nursing are examined. Focus is on professional role and role transition.

317 Family Nursing Practicum. 2 hrs. (2 credits lab)
Practice for family nursing with emphasis on health promotion and health protection. Required only for R.N. Option students. (PR: NUR 319; CR: NUR 318)

318 Family Nursing. 3 hrs.
Focus is on family nursing theory as it related to human responses. Emphasis is on factors influencing family health promotion and health protection. Included is the impact of chronic illness on families. (PR: NUR 219 & NUR 222; RN Option Students PR: NUR 219 & NUR 305)

319 Nursing Assessment of Individuals II. 4 hrs.
Development of skills in taking health history and performing physical examination of clients throughout the life span. Practicum included. 3-lec 2-lab. (PR: NUR 219, NUR 221; CR: BSC 228; RN Option CR: NUR 219)

321 Nursing and Human Responses I. 5 hrs.
Focus of nursing is on the diagnosis and treatment of human responses to changes that occur in the expanding family. Practicum included. 3-lec 4-lab. (PR: NUR 222; CR: NUR 318 and NUR 319)

322 Nursing and Human Responses II. 5 hrs.
Focus is upon nursing care of clients of all ages in relation to human responses to psychosocial and chronic illness. Practicum included. 3-lec 4-lab. (PR: NUR 222; CR: NUR 318)

323 Nursing and Human Responses III. 5 hrs.
Focus is on nursing care of clients of all ages responding to common health problems. Practicum included. 3-lec 4-lab. (PR: NUR 222)

324 Nursing and Human Responses IV. 5 hrs.
Focus is on nursing care of clients of all ages responding to potential and actual complex alterations in health in relation to specific body systems. Practicum included. (PR: NUR 323; CR: HEC 404)
325 Nursing and Human Responses V. 5 hrs.
Focus is upon nursing care of clients of all ages responding to potential and actual complex alterations in health in relation to specific body systems. Practicum included. (PR: NUR 323; CR: HEC 404)

403 Nursing Management. 3 hrs.
Focuses on the analysis of roles and functions of the professional nurse in first level management. Synthesis of concepts of leadership and related theories with nursing management included. (PR: NUR 324 or NUR 325 or permission; RN Option PR: NUR 305)

409 Nursing Research. 3 hrs.
Focuses on the research process and methodology. Development of critical thinking and decision making skills needed to analyze and evaluate research findings for application to nursing included. (PR: Statistics, NUR 222; RN Option PR: NUR 305 & Statistics)

421 Nursing and Human Responses VI. 5 hrs.
Focus is upon the public health principles and nursing practice with opportunity to provide health promotion for clients at risk and long term care for individuals and families in the home. (PR: NUR 324 or 325, 321, 322; CR: NUR 409. RN Option: PR: NUR 317, 318, HEC 404; CR: NUR 409)

422 Role Synthesis Practicum. 5 hrs. (1 credit theory, 4 credits lab.)
Focus is on leadership activities related to the roles of the professional nurse: provider of care, coordinator of care, and member of the profession. Practicum included. 1-lec 8-lab. (PR: NUR 324, 325; CR: NUR 403, 421; RN Option: PR: NUR 317, 318; CR: NUR 403, 409, 421)

423 Current Issues in Professional Nursing. 3 hrs. (3 credits theory)
Focus is on the political, legal, and ethical issues and their impact on nursing practice. 3-lec. (PR: NUR 323; RN Option: PR: NUR 305)

480-483 Special Topics. 1-4, 1-4, 1-4, 1-4 hrs.
Study of topics not available in other courses.


495H-496H Readings for Honors in Nursing. 2-4, 2-4 hrs.
Open only to nursing majors of outstanding ability. By permission of the dean. See Honors Courses

PARK RESOURCES AND LEISURE SERVICES (PLS)

100 Leisure in Your Life. 3 hrs.
An elective course, for non-park and recreation majors, designed to explore contemporary leisure values and the impact of leisure on American culture. (May not substitute for PLS 101)

101 Introduction to Parks and Leisure Services. 3 hrs.
An orientation to the profession emphasizing history, trends, concepts, and relationship to other fields. This course is prerequisite to all other PLS courses.

120 Introduction to Therapeutic Recreation. 3 hrs.
Introduction to the therapeutic recreation profession and its services which are designed to serve the ill, disabled, aged, blind and mentally handicapped.

150 Basic Bass Fishing Techniques. 1 hr.
An activity course designed to teach basic skills in bass fishing including equipment, identification of bass species, location, techniques, and technology.

152 Basic Fly Fishing Techniques. 1 hr.
An activity course designed to teach the basic skills associated with fly fishing including equipment, flies, and techniques.

154 Basic Canoeing. 1 hr.
This course is designed to give the student the knowledge and skills essential to competent and safe canoeing in accordance with American Red Cross techniques and procedures.

156 Bicycling. 1 hr.
This course is designed to give the student basic knowledge and skills essential to safe and enjoyable bicycling.

158 Downhill Skiing. 1 hr.
An activity course designed to teach the basic skills of snow skiing using the proper ski equipment and ski techniques.

160 Introduction to Hiking & Camping. 1 hr.
An introductory activity course developed to teach beginning skills necessary for involvement in hiking and camping trips.

201 Recreational Activities. 3 hrs.
Introduces the student to a variety of recreational activities typically utilized in recreation settings.

210 Recreation Programming and Leadership. 3 hrs.
A study of the fundamental principles of planning and the techniques of implementing these programs.

220 Programming for the Handicapped. 3 hrs.
Designed to develop program planning and supervision of leisure activities for the physically and mentally handicapped. (PR: PLS 120 or permission)

230 Park Management and Operation. 3 hrs.
Origin and conceptual development of parks, the basic study of both management and operation practices, and the management of physical park resources.
Nature Study. 3 hrs.
Designed to provide training in the planning and delivery of nature programs and activities offered in a variety of agencies and organizations.

Practicum. 2 hrs.
Scheduled in conjunction with PLS 210 to provide the student with program planning and leadership with leisure service organizations in the community. (CR: PLS 210)

Therapeutic Recreation Practicum. 2 hrs.
Scheduled in conjunction with PLS 220 to provide the student with programming experience for the handicapped. (CR: PLS 220)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Outdoor Recreation. 3 hrs.
Organization, administration and delivery of outdoor recreation activities and resources. Emphasis upon federal, state, and local government programs and areas.

Recreation Areas and Facilities. 3 hrs.
Basic considerations in the planning, construction, design and maintenance of recreation areas, facilities, and buildings. (PR: PLS 230 or permission)

Recreational Sports and Campus Recreation Management. 3 hrs.
This course will deal with the fields of recreational sports and campus recreation management. It will present the foundations of both fields, the development, implementation and trends in today’s programs.

Wildland Recreation Management. 3 hrs.
A systematic approach to the management of back country, primitive, and wilderness areas.

Administration of Parks and Recreation. 3 hrs.
Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations.

Assessment and Evaluation in Recreation and Leisure Services. 3 hrs.
Theoretical and practical approach to evaluation as applied to recreation and Leisure Services. Emphasis will be upon developing sound assessment and evaluation methodology applicable to recreation and leisure studies. (PLS 101)

Recreation Area and Facility Maintenance. 4 hrs.
A study of the knowledge and skills necessary to supervise and administer the general development and maintenance of park and recreation areas and facilities.

Recreation for Special Populations. 3 hrs.
A study of the use of recreation activities with disabled persons. Techniques in programming and adaptation to meet the leisure needs of special groups in today’s society. (PR: PLS 120 or permission)

Therapeutic Recreation in Institutional Settings. 3 hrs.
Designed to acquaint students with the role and practice of therapeutic recreation in treatment centers. (PR: PLS 120 or permission)

Environmental Interpretation. 4 hrs.
Principles and techniques of environmental interpretation as practiced in federal, state and private agencies. 3 lec.-2 lab.

Forest Recreation Planning. 4 hrs.
A forest recreation planning course utilizing the functional planning approach based upon demand and site capability analysis. 3 lec.-2 lab.

Special Topics in Recreation. 1-4; 1-4; 1-4 hrs.
(For: By permission of the division head)

Independent Study. 1-4; 1-4; 1-4 hrs.

Park and Recreation Internship. 12 hrs., S.
A supervised, 40-hour per week, 14-week internship in which the student works with park and recreation agencies. (PR: Senior standing, completion at least 41 hours of professional preparation requirements, minimum 2.0 overall grade point average)

PHILOSOPHY (PHL)

Orientation in Humanities. 3 hrs. I, II.
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Religious Studies 150; PR or CR: English 101)

Introduction to Philosophy: Ancient Period. 3 hrs. I, II, S.
The origins of philosophical activity among the Greeks by means of a selective sounding of several major thinkers.

Introduction to Philosophy: Ancient Period. 3 hrs. Honors
A detailed consideration of Plato’s Apology of Socrates and Republic and Aristotle’s Politics against the background of the problem of individual and community. (PR: 3.0 GPA)

Introduction to Philosophy: Modern Period. 3 hrs. I, II, S.
Questions and answers concerning the nature of existence and human values and how we come to know them.

Special Topics. 1-4; 1-4; 1-4 hrs.
Group or individual study of areas demanding further study of a more specialized depth. (PR: PHL
302 Applied Ethics. 3 hrs.
The application of basic ethical theories to contemporary moral issues drawn from such fields as medicine, business and the environment.

303 Ethics. 3 hrs.
A critical study of diverse moral norms, ideals and systems in theory and practice.

304 Logic and Scientific Methods. 3 hrs. I, II.
The analysis of the correct principles of thinking and observation.

306 Philosophy of Art. 3 hrs.
Examination of the qualities involved in the appreciation of beauty which serve as standards of taste.

312 Modern Western Philosophy. 3 hrs.
Rationalism, empiricism, idealism: A survey of philosophical problems from Descartes to the end of the 19th century including Hume, Kant, Hegel, Marx, and Nietzsche.

315 The Development of American Philosophy. 3 hrs.
Great American thinkers from Jonathan Edwards to the present.

320 Comparative Philosophy. 3 hrs.
The relations of the world’s philosophies to the basic cultural and religious traditions of the world and to the development of the world community. (PR: PHL 200 or 201)

321 Current Philosophical Trends. 3 hrs.
Selected reading in contemporary thought embracing such movements as pragmatism, positivism, realism and idealism. (PR: PHL 200 or 201)

330 Philosophy of Sex. 3 hrs.
Introduction to some of the basic authors, texts, and themes in this branch of philosophy beginning with Plato’s Symposium.

350 Basic Humanities. 3 hrs.
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Religious Studies 350)

351 Philosophy of History and Culture. 3 hrs.
Ancient and modern theories of the meaning and consequence of history and culture. (PR: Three hours of philosophy)

353 Philosophy of Science. 3 hrs.
Reflections on crucial concepts of modern science relevant to philosophical issues in interpreting man and the universe; special attention given to epistemological and other problems of mathematics and physical and social sciences. (PR: Three hours of philosophy)

355 Philosophy of Religion. 3 hrs.
Theories of the nature and functions of religion, including the meaning of religious language and the problems of belief. (PR: Six hours between philosophy and religion)

463 Philosophy of Feminism. 3 hrs.
An introduction to contemporary feminist theory including discussion of current gender-related issues. (PR: Three hours of Philosophy)

465 Existential Philosophy. 3 hrs.
A comparative study of the influence and emphases of outstanding existentialist philosophers from Kierkegaard to Sartre and Heidegger. (PR: Three hours of philosophy)

480-483 Special Topics. 1-4; 1-4; 1-4 hrs.
Shared study and research on a special topic as announced. (PR: Permission of the chairman)

485-488 Independent Study. 1-4; 1-4; 1-4 hrs.
(Open only to philosophy majors of outstanding ability. See Honors Courses.

495H-496H Readings for Honors in Philosophy. 4; 4 hrs.
Directed Readings in Philosophy. 3 hrs. I or II.
Advanced research adaptable to the needs of the individual student. (PR: Permission of department chairman)

499 Humanities Seminar. 3 hrs.
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Religious Studies 499)

PHYSICAL EDUCATION (PE)

100 Beginning Swimming. 1 hr. I, II.
(PR: Non-swimming classification or instructor’s permission)

113 Basketball. 1 hr. I, II.
Theory, rules and techniques of basketball.

114 Beginning Archery. 1 hr. I, II.
Theory, rules and fundamentals of skills of archery.

115 Body Conditioning with Weights. 1 hr. I, II.
An introduction to weight training principles and techniques which can be utilized by both men and women to devise their own individual body conditioning programs.

118 Development of Physical Education and Sport in the United States. 3 hrs. I, II.
A survey of the development of sport forms and physical education curricula from colonial America through the present day.

**Self Defense.** 1 hr. I, II.

**Beginning Gymnastics** 1 hr. I, II.

**Aerobics - Personal Fitness.** 1 hr. I, II.

A course designed to provide the information necessary for the development of an individualized aerobic fitness program.

**Beginning Volleyball.** 1 hr. I, II.

**Beginning Softball.** 1 hr. II, S.

Techniques and skills of softball taught with emphasis on participation in the activity.

**Beginning Tennis.** 1 hr. I, II, S.

**Beginning Golf.** 1 hr. I, II, S.

**Beginning Badminton.** 1 hr. I, II.

**Beginning Bowling.** 1 hr. I, II, S.

**Beginning Soccer.** 1 hr. I.

Instruction in techniques and skills of beginning soccer with strategy provided through class participation.

**Beginning Folk Dance.** 1 hr. I, II.

**Beginning Square Dance.** 1 hr. I, II.

**Beginning Social Dance.** 1 hr.

The analytical and practical study of the skills necessary to perform contemporary and traditional ballroom dance.

**Beginning Racquetball.** 1 hr.

**Beginning Handball.** 1 hr. I, II.

Theory, rules and techniques of handball.

**Scientific Foundations for Physical Education I.** 3 hrs. I, II.

Instruction and laboratory experiences in basic anatomy, physiology and bio-mechanics as applied in human movement.

**Scientific Foundation of Physical Education II.** 3 hrs. II.

Advanced instruction and laboratory experiences in Anatomy, Physiology and Biomechanics as applied in human movement.

**Intermediate Swimming.** 1 hr. I, II, S.

Theory and practice of fundamental strokes.

**Intermediate Archery and Bow Hunting.** 1 hr. II.

Theory, rules and techniques of intermediate archery and bow hunting.

**Physical Fitness Leadership.** 2 hrs.

The student will learn skills needed to lead exercise classes involving aerobic, resistive, and flexibility exercises. (PR: PE 201)

**Sports Injury Control and Management.** 3 hrs. I.

Survey and study of the basic techniques and practices of athletic training. (PR: PE 201, HE 222)

**Socioculture Bases of Physical Education/Sport.** 3 hrs. I, II.

A study of the possible interrelationship between physical activity and various sociocultural factors. (PR: PE 118)

**Track and Field.** 1 hr. II.

Instruction and practice of fundamental skills in various track and field events.

**Intermediate Volleyball.** 1 hr. I, II.

Practice of intermediate volleyball techniques with additional insight into offensive and defensive techniques used in competitive volleyball.

**Intermediate Gymnastics.** 1 hr. II.

To prepare students to teach gymnastics and tumbling and to organize gymnastics programs by providing them with adequate skills and knowledge. (PR: PE 125)

**Intermediate Softball.** 1 hr. I, II.

Practice of intermediate softball skills with emphasis on offensive and defensive techniques and strategies.

**Intermediate Tennis.** 1 hr. I, II.

(PR: PE 140 or permission)

**Intermediate Golf.** 1 hr. I, II.

(PR: PE 141 or permission)

**Intermediate Badminton.** 1 hr. I, II.

(PR: PE 142 or permission)

**Intermediate Basketball.** 1 hr. I, II.

Practice of intermediate basketball skills with emphasis on offensive and defensive techniques and strategies.

**Intermediate Bowling.** 1 hr. II.

**Intermediate Soccer.** 1 hr. II.

Instruction in advanced techniques, skills and strategies in soccer.

**Touch Football.** 1 hr. I.

**Athletic Training Clinical Experience: Level I., CR/NC**
To develop beginning evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester sophomore; concurrently registered for PE 348 or PE 422)

Intermediate Folk Dance. 1 hr. II.
Continuation of skills in Folk Dance with emphasis on intermediate dances and techniques.

Intermediate Square Dance. 1 hr. II.
Continuation of skills in Square Dance with emphasis on intermediate dances and techniques.

Intermediate Social Dance. 1 hr.
Emphasis on stylization and more advanced skills involved in the performance of ballroom dance.

Movement Behavior in Children. 3 hrs. II, S.
Introduction to the understanding of physical and motor development of children from preschool age to adolescence, case studies, observation, and experience with children at various age levels. (PR: Sophomore standing)

Intermediate Racquetball. 1 hr.

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of Department Chairman.)

Adult Fitness Programs in Business and Industry. 2 hrs. I.
Basic course dealing with adult fitness programs in Business and Industry. Consideration will be given to types of programs and professional opportunities.

Recreational Aquatics. 1 hr. II.
The development of skills in water-related activities such as scuba, skin diving, springboard diving, and other aquatic activities of recreational nature.

Teaching Individual Sports. 2 hrs.
Study and application of the principles and techniques of teaching individual sports skills in grades 5-12. (PR: Completion of Physical Education Activity Competencies)

Teaching Team Sports. 2 hrs.
Study and application of the principles and techniques of teaching team sports skills in grades 5-12. (PR: Completion of Physical Education Activity Competencies)

Physical Education in Elementary Schools. 3 hrs. I, II, S.
A practical approach designed to aid the elementary teacher in teaching methods and techniques needed for the teaching of elementary physical education. (PR: Majors, PE 260 and 350)

Kinesiology. 3 hrs. I, II.
Applied anatomy of the human musculature and biomechanics in relation to physical activity. (PR: PE 201)

Physiology of Exercise. 3 hrs. I, II.
Analysis of physiological changes which occur in the body during exercise. (PR: PE 201)

Training Room Modalities. 4 hrs. II, S.
Investigation and analysis of administrative concerns, therapeutic modalities, rehabilitation exercises and muscle testing. (PR: PE 215 and permission)

Dance in the Elementary School. 2 hrs. II.
A course of study designed to aid the elementary school physical education specialist in developing a functional knowledge, understanding, and proficient application of dance activities appropriate for grades K-6. (PR: PE 260)

Athletic Training Clinical Experience: Level II. CR/NC
To develop evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester junior; concurrently registered for PE 345, PE 321, HE 220 or HE 221; completion of Clinical Level I)

Athletic Training Clinical Experience: Level III. CR/NC
To develop evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester junior; concurrently registered for PE 348 or PE 422)

Tests and Measurements. 3 hrs. I, S.
A study of the nature and purpose of measurements and evaluation in the field of physical education. Evaluation of available tests and practice in administration of tests.

Nature and Bases of Motor Skills. 3 hrs. II, S.
A study of the factors contributing to the acquisition, improvement and retention of gross motor skills. Stages of motor development and learning will be examined from a behavioral approach. (PR: PE 118 and 218)

Evaluating Fitness. 3 hrs. II.
Application of neuromuscular, physiological and psychological knowledge to the appraisal of individual fitness. Consideration will be given to procedures and practices applicable to individuals varying in age, physique, and initial fitness levels. (PR: PE 365, 345)

Development and Management of Adult Fitness Programs. 3 hrs. I.
Considers organizational structures, record keeping, budgeting, and liability factors. (PR: PE345, 375)

Advanced Swimming and Life Saving. 1 hr. I, II.
Instruction in several swimming strokes and techniques to develop advanced levels of ability.
Instruction and tests for American Red Cross Senior Life Saving Certification.

404 Water Safety Instruction. 1 hr. I, II.
Materials and methods of teaching American Red Cross Safety Course. Upon satisfactory completion, Water Safety Instructor's Certificate issued. (PR: PE 403 and Senior Life Saving Certificate)

410 Principles, Organization and Administration of Physical Education and Athletics. 3 hrs. I, S.
Principles of health and physical education, procedures in the organization and administration of the physical education program, including purchase, care and use of equipment. (PR: Completion of Physical Education activity competencies and PE 201)

416 Planning and Developing HPERD and Athletics Facilities. 3 hrs. I.
A course designed to familiarize students with the basic concepts of facility planning and construction. Current trends and innovative designs are reviewed. 2 lec-2 lab.

420 Prevention, Care and Treatment of Athletics Injuries. 3 hrs. II.
This course is designed to prepare the athlete for competition, for prevention and protection from accidents, and for examination, care, and rehabilitation following injury. (PR: PE 215 and 349)

426 Methods of Coaching Basketball. 2 hrs. II.
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing basketball.

427 Methods of Coaching Football. 2 hrs. II.
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing football.

433 Methods of Coaching Track and Field. 2 hrs.
Methods and coaching techniques in the fundamentals of track and field.

435 Adapted Physical Education and Mainstreaming. 3 hrs.
Theory of remedial exercise and individualizing of physical activities to meet the needs of the physically handicapped. (PR: PE 201)

460 Athletic Training Clinical Experience: Level IV. CR/NC
To develop advanced evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Required 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester senior; concurrently registered for PE 345, PE 321, HE 220, or HE 221)

469 Curriculum Development in Physical Education. 3 hrs. I, S.
A study of principles, objectives and procedures in curriculum construction in the elementary and secondary school programs. Typical programs studied and evaluated. (PR: Completion of Physical Education activity competencies)

476 Theoretical and Practical Aspects of Coaching. 3 hrs.
An indepth study of the principles and problems of coaching.

478 Energy Sources, Body Composition and Performance. 3 hrs.
Consideration of the energy sources and requirements for various types of physical activity as well as the impact that physical activity can have on body composition and performance. (PR: PE 345)

479 Trends in Athletic Training. 3 hrs. II.
To provide an indepth analysis of current trends with regard to administration, liability, and insurance. Cover current standards in surgery, rehabilitation, and evaluation of sport related injuries.

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Physical Education majors only, with permission of department chairman)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

490 Internship: Professional Student Experience. 3-8 hrs.
Supervised clinical experience in an approved setting.

495H-496H Readings for Honors in Physical Education and Sport. 1-3; 1-3 hrs.

PHYSICAL SCIENCE (PS)

109 General Physical Science. 3 hrs. I, S.
The course covers the basic principles and concepts of the universe including energy, and its various forms. Force, motion, electricity, magnetism, the wave theory of light and sound and astrophysics are also studied. (PR: CI 201 or mathematics 120. CR: PS 109L lab.) 3 lec.

109L General Physical Science Laboratory. 1 hr. I, S.
A laboratory course with experiments related to PS 109. (CR: PS 109)

110 General Physical Science. 3 hrs. I, S.
Course covers the basic principles of chemistry, applications of chemistry, and an introduction to earth science. Atomic theory, chemical reactions and structure, everyday chemicals, and basic concepts of geology are studied. (CR: PS 110L)

110L General Physical Science Laboratory. 1 hr. II, S.
A lab course with experiments related to PS 110. (CR: PS 110)

210 Environment Science-Physical Aspects. 3 hrs.
A survey of environmental science from the perspective of the Physical Sciences. Focus on natural resource development and use, especially energy sources, pollution and waste problems.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

400 Astronomy. 3 hrs. I, II, S.
A study of the stars, planets and galaxies, planetary motion, cosmology, cosmovonomy. Designed
Astronomy Laboratory. 1 hr. I, II, S.
A computational and observational laboratory. Fundamental observations in astronomy and their interpretation through physical laws. Quantitative discussion of orbital motion, time, telescopes, solar system, stars, and galaxies. (PR: PHY 200 or 203, or PS 101)

Development of Scientific Thought. 3 hrs. Offered on demand.
A study of the people and ideas which have influenced science: the philosophy of their periods; the economic conditions leading to scientific advancement and the works of the foremost scientists in this field. (PR: A total of twelve hours in Physical Science, Physics, and Chemistry courses)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

PHYSICS (PHY)

Introductory Physics. 3 hrs. I, S.
A course which covers the basic principles of classical and modern physics. This course is designed to introduce non-science majors to the applications of Physics in everyday life. Recommended for science students who never had Physics in High School. 3 lec. (PR: MTH 110 or 120 or the equivalent in high school math. CR: PHY 200L)

Introductory Physics Laboratory. 1 hr. I, S.
A laboratory course with selected experiments related to the materials in Physics 200. (CR: PHY 200) 2 lab.

General Physics. 3; 3 hrs. I, II, S.
A course in general physics for all science majors with the exception of physics and engineering majors. 3 lec. (PR: MTH 130 and MTH 122. CR: PHY 202 and 204 for 201 and 203, respectively; 201 must precede 203)

General Physics Laboratory. 1; 1 hr. I, II, S.
Required of all students taking Physics 201-203, unless exempt by special permission. 2 lab.

Principles of Physics. 4; 4 hrs. I, II.
A course in the basic principles of physics for physics, mathematics, and engineering majors. 4 lec. (PR: MTH 131. CR: PHY 230)

Laboratory Methods in Physics. 1; 1 hr.
A laboratory course to accompany Physics 211-213. 3 lab.

Electricity and Magnetism. 3 hrs. L (Alternate years)
A course including the study of electrostatics, magnetostatics, electromagnetic induction, introduction to Maxwell's equations and electromagnetic waves. 3 lec. (PR: PHY 203 and MTH 231)

Electricity and Magnetism. 3 hrs. II. (Alternate years)
A study of Maxwell's equations and electromagnetic waves, radiation theory, optical phenomena, and electrodynamics. 3 lec. (PR: PHY 300)

Optics. 3 hrs. II. (Alternate years)
An intermediate course in geometrical and physical optics. 3 lec. (PR: PHY 203) See 405.

Thermal Physics. 3 hrs. I. (Alternate years)
A study of thermodynamics, kinetic theory of gases, and an introduction to statistical mechanics. 3 lec. (PR: PHY 203 and MTH 231)

Electronic Physics. 3 hrs. II. (Alternate years)
A study of transistors, integrated circuits and their associated circuits. 3 lec. (PR: PHY 203 and 204) See 415

Introductory Modern Physics. 3 hrs. I.
An introductory study of atomic and molecular theories, relativity, quantum theory, and nuclear physics. 3 lec. (PR: PHY 203 and MTH 140 or MTH 230) See 421

Mechanics. 3 hrs. I. (Alternate years)
An intermediate study of the fundamental principles of statics of particles and rigid bodies, momentum and energy, dynamics of particles, harmonic oscillations, and wave motion. 3 lec. (PR: PHY 203 and MTH 231)

Mechanics. 3 hrs. II. (Alternate years)
A study of rigid-body dynamics, central force motion, accelerated systems, and an introduction to the equations of Lagrange and Hamilton. 3 lec. (PR: PHY 330 and MTH 335)

Biomedical Physics. 4 hrs. II.
A one-semester survey course in biomedical applications of physical principles designed for students in premedical, paramedical, and life sciences. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)

Optics Laboratory. 2 hrs.
A course in optical experiments encompassing geometrical and physical optics. This course is to be taken with Physics 304.

Physics of Remote Sensing with Applications. 3 hrs.
A study of the physical systems for collecting remotely sensed data. Statistical/spatial analysis and modeling using image processing/geographic information/spatial analysis computer software
systems with earth resource applications. (PR: PHY 203 and 204; MTH 225 and 230; or permission)

411 Digital Image Processing and Computer Simulation Modeling. 3 hrs.
A study of image processing/geographic information and spatial analysis hardware/software sys­
tems, concurrent and parallel image processing modeling scenarios utilizing geobiophysical data for
computer simulation modeling and practicum. (PR: PHY 410 or permission)

412 Atmospheric Physics with Computer Simulation Modeling. 3 hrs.
A general introduction to the earth's atmosphere. The physical and chemical dynamic behavior
of the earth's atmosphere will be analyzed by comparing computer simulated profiles with in situ
measurements. (PR: Permission of instructor)

415 Electronics Laboratory. 2 hrs.
A course in laboratory measurements encompassing transistors, integrated circuits, and their as­
associated circuits. This course is to be taken with Physics 314.

421 Modern Physics Laboratory. 2 hrs.
Laboratory exercises on modern physics topics encompassing both experiments of historic significance
and current applications. To be taken with Physics 320, or equivalent.

430 Applied Electronics and Instrumentation. 4 hrs. (Offered on demand)
A course applying electronic principles to instrumentation with emphasis on the medical and life
sciences. The functions of instruments will be stressed. 3 lec-2 lab. (PR: PHY 203 and 204, or con­
sent of instructor)

431-432 Seminar. 1 hr. each I, II.
One semester required of physics majors.

440 Optics with Life Science and Medical Applications. 4 hrs. (Offered on demand)
A course emphasizing the application of optical principles in instruments dealing with biological and
medical measurements. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)

442 Quantum Mechanics. 3 hrs. (Alternate years)
A study of waves and particles, the Schroedinger and Heisenberg formulations, particles in poten­
tial fields, scattering and perturbation theories, and applications to atomic and nuclear structure.
3 lec. (PR: PHY 445 or CHM 358 or consent of instructor)

445 Mathematical Methods of Physics. 3 hrs. (Offered on demand). An introduction to theory of orthogonal functions, curvilinear coordinate systems, vector and tensor fields, and their applications in physics. Problems are drawn from different areas of physics.
3 lec. (PR: PHY 203 and MTH 335 or permission)

447 Mechanics for Teachers. 4 hrs.
An in-depth study of mechanics for education majors specializing in Physics with emphasis on problem
solving techniques, demonstrations, experiments and computer applications. (PR: PHY 203, MTH
122, MTH 140)

450 Radiation Physics in Life Sciences. 4 hrs. II. (Alternate years)
A course in radiation physics with emphasis on applications in the medical sciences. Designed for
students interested in the life sciences. A field trip to the University of Michigan nuclear reactor
is an integral part of the course. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)

462 Nuclear Chemistry and Physics. 3 hrs. II. (Alternate years)
An introduction to the description of nucleons, electric and magnetic properties of a nucleus, nuclear
energy levels, nuclear reactions including neutron activation, interaction of particles with
matter, and nuclear forces. 3 lec. (PR: PHY 320 and MTH 231 or consent of instructor.) See 463.

463 Nuclear Physics Laboratory. 2 hrs. Laboratory techniques for the measurement of nuclear properties, theory and characteristics of vari­
ious detectors, statistics of counting, and energy determination of nuclear particles and radiation.
This course is to be taken with PHY 462. A field trip to the University of Michigan Nuclear Reac­
tor is an integral part of the course.

480-483 Special Topics. 1-4; 1-4; 1-4 hrs. I, II, S.
By permission of department chairman.

485-488 Independent Study. 1-4; 1-4; 1-4 hrs.

POLITICAL SCIENCE (PSC)

104 American National Government and Politics. 3 hrs.
The American federal government system, with emphasis on constitutionalism, governmental struc­
ture, and the political process. (Open to all students).

105 Fundamentals of Politics. 3 hrs.
General survey introducing the study of politics, its major concepts, processes, institutions, and
fields of concern, with attention to the place of political science in the larger context of social science
inquiry.

200 Models of Politics. 1-3 hrs.
Introduction to the use of theory in political science. Offered in one-credit (5-week) modules. Mod­
ule I is prerequisite to all others. Designed to assist in the development of analytic and synthetic skills.

202 American State Government and Politics. 3 hrs. I, II.
Study of the institutions, processes, and significance of this level of political life in America.

207 Comparative Politics. 3 hrs.

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Introduction to the field of comparative politics, stressing comparative concepts and approaches, to the cross-national study of politics and government, with examination of political systems, ranging from democratic to non-democratic types.

**211 Scope and Method in Political Science. 3 hrs.**
Study of the development of political science as a distinct science and discipline, and of the fundamentals of research in political science, such as bibliographic techniques, use of scientific method, textual and case-study approaches and data analysis.

**233 Introduction to Public Policy. 3 hrs.**
Basic concepts and skills in the analysis of public policy problems. Use of policy as an instrument for solving problems. Application to selected fields, for example, environmental policy and urban policy.

**280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
To offer a course on some special topic not adequately treated in the regular course offerings.

**301 Urban Government and Politics. 3 hrs.**
Political systems in American cities and metropolitan areas.

**303 American Political Parties. 3 hrs.**
Examination of the American party system, its origins, development and characteristics. Emphasis also on party organization, political ambition and recruitment, party impact on public policy, campaigns, elections, and voting behavior.

**307 Public Opinion and Propaganda. 3 hrs.**
Study of the processes by which individuals acquire politically relevant information, attitudes, values, and opinions; the consequences of these processes for political stability and conflict; and the linkage of mass opinions to elite behavior. (Same as Sociology 307)

**309 Fundamentals of International Relations. 3 hrs.**
Survey of major concepts and approaches in the study of international relations and analysis of processes, institutions, strategies, and trends in world politics.

**311 Topics in Public Policy. 3 hrs.**
A course devoted to a special topic of interest in the policy field, such as energy, health care, transportation, environmental concerns, etc.

**325 Ancient and Medieval Political Thought. 3 hrs.**
Selective study of classics of Western political theory from earliest times through the 15th century, such as that of Plato, Aristotle, the Romans, Augustine, and Aquinas.

**326 Modern Political Thought. 3 hrs.**
Selective study of classics of Western political theory from the 16th century through the 19th century, such as that of Machiavelli, Bodin, Hobbes, Locke, Rousseau, Hume, Burke, Mill, and Marx.

**333 Introduction to Public Administration. 3 hrs.**
Introduction to modern theories of administration; the relation of administration to the political system and process; and analysis of administrative organizations and functions, including planning, personnel, and finance. (PR: PSC 104, 202)

**376 Black Politics. 3 hrs.**
Study emphasizing power structures in black communities, dissent and protest, problems and trends, and the uniqueness of black politics as compared with the politics of other ethnic groups.

**381 The American Legislative Process. 3 hrs.**
Structure and behavior of American national and state legislative systems; the impact of constituencies, parties, interest groups, interpersonal relations, and other factors on the legislative policy-making process; the role of the legislature as a subsystem in the larger political system; and problems and trends. (PR: PSC 104, 202)

**382 Student Legislative Program. 1 hr. II.**
One week of intensive legislative observation designed to provide selected students an understanding of the organization and processes of the West Virginia legislature and its role in the making of public policy. (PR: Junior or senior standing, a Political Science course in American Government and permission)

**383 The American Executive Process. 3 hrs.**
Study of governmental executives in the American political system, with emphasis on the president, including analysis of constitutional status and powers, recruitment, administrative responsibilities, political and legislative leadership, accountability, and problems and trends. (PR: PSC 104, 202)

**405 International Organization. 3 hrs.**
Study of world and regional organizations as reflections of world politics, as instruments of foreign policies, and as forces for change and order, with emphasis on their role as channels for management of cooperation and conflict. (PR: PSC 104, 202)

**406 International Politics. 3 hrs.**
Study of major issues in world politics, with emphasis on theoretical approaches, problems of war and peace, and contemporary trends.

**407 Asian Politics. 3 hrs.**
Study of such nations as India, China, Japan, and Korea in the contemporary setting.

**408 Middle Eastern Politics. 3 hrs.**
Study of the Arab States and such nations as Israel, Iran, and Turkey in the contemporary setting.

**409 Western Democratic Politics. 3 hrs.**
Study of such nations as Canada and those of Western Europe, particularly Great Britain and France.

**European Communist Politics. 3 hrs.**

Study of the Soviet Union and Eastern Europe.

**Latin American Politics. 3 hrs.**

Study of Latin American politics by sectors, such as landed elites, the military, the church, etc. Various styles of governance are considered. Case examples illustrate concepts discussed.

**International Law. 3 hrs.**

Study of theories, origins, sources, development, present state, and trends of international law as a factor in various aspects of international politics. (PR: PSC 309)

**Current World and Regional Issues. 3 hrs.**

An intensive study of specific world or regional problems, such as the politics of world hunger, the role of multinational corporations, imperialism, Third World Communist movements, etc.

**African Political Systems. 3 hrs.**

The study of political systems of selected countries, blocs, or regions.

**American Foreign Policy. 3 hrs.**

The study of descriptive, analytical, and normative aspects of United States foreign policy with emphasis on contemporary problems and issues.

**Comparative Foreign Policy. 3 hrs.**

Application of the comparative method to foreign policy decision-making and outputs. Comparisons within or between geographic regions.

**Islamic Political Ideas and Institutions. 3 hrs.**

Study of Islamic political ideas, practices, and institutions and their impact on the rise and development of contemporary Islamic movements, organizations, and states.

**The Politics of Conflict and Revolution. 3 hrs.**

Study of major theories of conflict and revolution with emphasis on cross-national explanations and outcomes.

**Political Theory and Public Problems. 3 hrs.**

Draws upon both classic and contemporary sources of political theory to address basic political issues inherent in public problems.

**Public Administration and Policy Development. 3 hrs.**

Examination of alternative theoretical approaches to the study of policy and administration and their implications for the use of policy to shape administrative practice.

**The American Judiciary. 3 hrs.**

Structure and behavior in American national and state judicial systems, including analysis of their decision making and policy making functions, their procedures and administration, and problems and trends.

**Power in American Society. 3 hrs.**

Examination of some of the major theoretical approaches — pluralistic, elitist, etc. — to the study of power. A major concern is the relationship between the distribution of political resources and the performance of political systems. Efforts to transform political systems are examined on the basis of cross-national research.

**Administrative Law. 3 hrs.**

A study of the basic legal framework of administrative organization, including the problems of administrative discretion, rule-making and adjudication, regulatory agencies, and administrative responsibility in the democratic state. (PR: PSC 333)

**Public Personnel Administration. 3 hrs.**

Survey of Public Personnel Administration with particular attention to various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized. (PR: PSC 333 or permission)

**Governmental Budgetary Administration. 3 hrs.**

Study of organization, administration, and accountability in the management of public funds, with emphasis on the political decision-making processes of budget formulation, presentation and execution. (PR: PSC 333 or permission)

**Civil Rights and Liberties. 3 hrs.**

The basic substantive and procedural elements of American constitutional liberties and civil rights with emphasis on historical development as influenced by social and political forces.

**Urban Problems and Public Policy. 3 hrs.**

Study of policy problems of metropolitan areas in terms of structures, alternatives, and outcomes.

**Selected Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

To offer a course on some special topic which is not adequately treated in the regular course offerings.

**Constitutional Law. 3 hrs.**

Introduction to the principles of American constitutional law and analysis of constitutional issues, emphasizing leading Supreme Court cases. (PR: PSC 104)

**Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

These numbers are reserved for tutorials and independent readings, directed and independent research, problem reports, etc.

**Seminar in Public Service. 3 hrs.**

**Public Service Internship. 6 hrs.**

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495H-496H  Readings for Honors in Political Science. 2-4; 2-4; hrs. I, II.
Open only to political science majors of outstanding ability. Both courses must be taken to receive credit. See Honors Courses.

PSYCHOLOGY (PSY)

201  General Psychology. 3 hrs.
Principles and methods in the scientific study of behavior.

201H  General Psychology —Honors. 3 hrs.
For the superior student. (PR: ACT score of 26 or GPA of 3.2)

204  Psychology of Adjustment. 3 hrs.
Modes of personal and social adjustment; assessment and treatment techniques. (PR: PSY 201)

223  Elementary Behavioral Statistics. 3 hrs.
Orientation to the philosophy of science; survey of methods in behavior study; elementary statistics.

280-283  Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

302  Social Psychology. 3 hrs.
Social determinants of individual behavior. (PR: PSY 201. Same as SOC 302)

311  Developmental Psychology. 3 hrs.
Psychological characteristics and personal and social problems of developmental periods. (PR: PSY 201)

312  Psychology of Aging. 3 hrs.
Study of the physiological, psychological, and social processes that occur with aging. (PR: PSY 201 or 311)

323  Experimental Psychology. 3 hrs.
Methodology and research in psychology. 2 lec-2 lab. (PR: PSY 223)

324  Sensation and Perception. 3 hrs.
Methodology and research in sensory and perceptual processes. (PR: PSY 223)

330  Human Sexual Behavior. 3 hrs.
A psychological approach to the functioning, attitudes, varieties and development of human sexual behavior. (PR: PSY 201)

335  Animal Behavior. 3 hrs.
A comprehensive study of the behavior of non-human animals. (PR: Nine hours of Psychology)

360  Personality. 3 hrs.
Personality structure, dynamics and development. (PR: PSY 201)

370  Practicum in Child Psychology. 3 hrs.
This course involves work and study in a day care center, including observation of cognitive and social development of children. (Graded CR/NC only; PR: PSY 311, 408)

402  Advanced Social Psychology. 3 hrs.
Advanced study of selected topics in social psychology. (PR: PSY 223, PSY 302 or consent of instructor)

403  Applied Social Psychology. 3 hrs.
Examination of the applications of social psychological methods, theories, principles and research findings to the understanding or solution of social problems. (PR: PSY 302)

406  Psychometrics. 3 hrs.
Mental test theory and applications. (PR: PSY 223)

408  Abnormal Psychology. 3 hrs.
An overview of the theories, assessment techniques, and treatment of maladaptive behavior. (PR: PSY 201)

416  Psychology of Learning. 3 hrs.
Critical study of the major theories of learning and the related research. (PR: PSY 201)

417  Intermediate Behavioral Statistics. 3 hrs.
An intermediate level presentation of descriptive and inferential statistics as applied in behavioral research. 2 lec-2 lab. (PR: PSY 201 and 223)

418  Psychology of Personnel. 3 hrs.
Psychological principles and methods applied to functions in personnel administration. (PR: PSY 201)

440  Physiological Psychology. 3 hrs.
The relationships between physiological functions and biochemical processes and behavior. (PR: PSY 201)

441  Laboratory Methods in Physiological Psychology. 3 hrs.
Laboratory exercises involving the current surgical and behavioral testing methods used in biopsychology research. (PR: PSY 440)

442  Drugs and Behavior. 3 hrs.
A general survey of psychoactive drug action, therapeutics and use in the general population. (PR: PSY 201)

456-457  Research in Psychology. 3; 3 hrs.
Laboratory courses to give advanced students experience in conducting psychological research. (PR: Permission of instructor)

460  History and Systems of Psychology. 3 hrs.
An examination of the historical and philosophical antecedents of contemporary psychology. (PR: Twelve hours of Psychology)
Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

A course or seminar on some aspect of Psychology not otherwise treated in regular course offerings (PR: Permission of instructor and department chairperson)

495H-496H Readings for Honors. 2-4 hrs. each.
Open only to students of outstanding ability. See Honors Courses.

RELIGIOUS STUDIES (RST)

The department participates in the undergraduate Basic Humanities program. Students who wish to develop a major concentration in Religious Studies may consult a member of the departmental faculty. Students are encouraged to explore the possibilities of a dual major.

150 Orientation in Humanities. 3 hrs. I.
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Philosophy 150; PR or CR: ENG 101)

205 Introduction to Religion in the Modern World. 3 hrs. I or II.
A correlation of religion with the different areas of life: natural sciences, humanities, social sciences, philosophy, ethics, education. Also an introduction to world religions.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Research adaptable to the needs of the individual student.

300 The Nature of Religion. 3 hrs.
An analysis of the nature of religious personalities, institutions, literature, philosophies, experiences, and education.

304 The Teachings of Jesus. 3 hrs. I, II.
An analysis of early Christian writing and a systematic study of the message of the historical Jesus that stands behind it.

305 Early Christianity. 3 hrs.
Traces the background, birth, and development of Christian thought from Paul through Augustine.

310 The Hebrew Prophets. 3 hrs. I or II.
The rise of the office of prophet and the contributions of prophecy to religion.

320 Literature of the Old Testament. 3 hrs. I or II.
Traces the origins, growth, and development of the literature of the Hebrew people to the Greek period. Includes an introduction to and application of modern tools of biblical study.

321 The Protestant Faith. 3 hrs.
An examination of the distinctive historical and theological features of the Protestant movement in Western Christendom, with special attention to the distinctive beliefs and practices of contemporary American denominations.

322 The Catholic World. 3 hrs.
An exploration of the origin and development of the Catholic World in all of its multiple expressions: theology, politics, liturgy, and the arts.

323 Religion in America. 3 hrs. I, II.
The rise and development of religious thinking in America. (Same as History 323)

324 The Jewish Way of Life. 3 hrs.
An exploration of the distinctive features of the heritage of modern Judaism. An integrated approach to the study of Jewish religious practices, teachings, literature, and contributions to contemporary life.

325 Literature of the New Testament. 3 hrs. I or II.
Traces the origins, growth, and development of the literature of the early Christian church. Includes an introduction to and application of modern tools of biblical study.

350 Basic Humanities. 3 hrs. II.
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Philosophy 350)

351 Classics of Religious Literature. 3 hrs.
A contextual analysis of selected popular religious classics, e.g., Foxe's Book of Martyrs, Bunyan's Pilgrim's Progress, St. Augustine's Confessions, Bhagavad-Gita, and the like.

419 Religious Thought in the Western World. 3 hrs.
An analysis of the major schools of religious thought as they have developed in the West.

450 Sociology of Religion. 3 hrs.
An investigation into religion as a social phenomenon. (Same as Sociology 450)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

495H-496H Readings for Honors in Religious Studies. 4; 4 hrs.
Open to students with permission of the department chairman. See Honors Courses.

499 Humanities Seminar. 3 hrs.
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Philosophy 499)
SAFETY EDUCATION (SED)

Learning to Drive. CR/NC. 1 hr.
An introduction to traffic safety; emphasis is placed on the fundamentals of driving, pedestrian and cycle safety. 2 lab. per week.

Introduction to Safety Education. 3 hrs. II, S.
The child accident problem: basic courses, types, and areas of accidents; home, farm, recreation, school and vacation accidents; safe practices, control and prevention in the school and the general environment.

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

Industrial Fire Prevention. 3 hrs.
An introductory course that explores the relationship between engineering and fire prevention. Topics include: sprinkler systems, water supplies, behavior of fire and materials, fire protection, extinguishers and other systems.

Safety and Industrial Technology I. 3 hrs.
Industrial processes, graphics, materials, and dynamics, instrumentation, and design factors involving safety. (PR: SED 235)

Safety and Industrial Technology II. 3 hrs.
Continuation of SED 372 with focus on general industrial manufacturing complex. (PR: SED 372)

Construction Safety I. 3 hrs.
Basic construction site safety focus on site preparation, planning, and inspection for safe operations. (PR: SED 372)

Construction Safety II. 3 hrs.
Continuation of SED 375 with focus on system safety techniques applied to the construction industry. (PR: SED 375)

Safety Evaluation and Measurement. 3 hrs.
Methodologies of safety performance and evaluation for accident prediction and control.

Traffic Safety and Driver Education. 3 hrs.
An introductory course in the teaching of safety and driver education, including techniques of classroom and behind-the-wheel instruction. 2 lec-2 lab. (PR: SED 235, ability to drive an automobile, and possession of a valid driver's license)

Traffic Law and Enforcement. 3 hrs. II, S.
A course designed to study and evaluate the varied and complex system of laws governing the control of all forms of traffic and the influences and responsibilities of traffic law enforcement in present-day society.

Problems and Practices in Traffic Safety and Driver Education. 3 hrs.
A survey course designed for supervisors of traffic accident prevention programs. Examines and evaluates problems, attitudes, philosophies, activities and administrative practices in school, city and state traffic safety programs. Supplements basic teacher training courses in traffic safety. (PR: SED 235)

Teaching Driver Education to the Handicapped. 3 hrs.
A survey of driver education for the handicapped, including physical, mental and social aspects. The course is recommended for students preparing to teach driver education or other related safety subjects.

Teaching Driving: Range, Multimedia, Simulation. 3 hrs.
A basic course of study designed to provide the student with insight into the technology of range, multimedia and simulation instruction through hands-on and practical learning experiences.

Traffic Engineering. 3 hrs.
Concerned with traffic and pedestrian flow, channelization, light coordination, intersection control, and devices related to safe, convenient and economical transportation of persons and goods.

Occupational Safety and Health Management. 3 hrs.
Emphasis is placed on principles, facts, and methodology rather than on incidental detail concerning safety management. (PR:SED 497)

Industrial Environmental Protection. 3 hrs.
Environmental protection as related to industrial settings. Air/water quality, noise and chemical pollution and hazardous material control.

Accident Investigation/Reconstruction. 3 hrs.
An introductory course in traffic accident investigation designed to give insight into the recognition and collection of evidence, collecting and recording data and reconstructing the accident based on the facts.

Systems Safety. 3 hrs.
Introduction to and application of concepts and methods of system safety techniques. (PR: PSY 223)

Special Topics. 1-4; 1-4; 1-4 hrs.

Independent Study. 1-4; 1-4; 1-4 hrs.

Occupational Hazard Control. 3 hrs.
A study of the latest industrial safety information which will assist the student in designing a program to reduce or eliminate all incidents which downgrade the system.
490 Safety Internship. 3 hrs.
Supervised experience on the job site. (Permission of Instructor)

491-494 Workshop. 1-4; 1-4; 1-4; 1-4 hrs.
Workshop in selected areas of occupational safety and health.

497 Occupational Safety and Health Programs. 3 hrs.
Safety functions in industry. Principles of organization and application of safety programs. Prevention, correction and control methods are outlined and evaluated.

498 Occupational Safety and Health Legislation. 3 hrs.
A survey of the legislation that has affected the safety movement with special emphasis on the 1969 Coal Mine Health and Safety Act and the 1970 Occupational Safety and Health Act.

499 Organization, Administration and Supervision of Safety Programs. 3 hrs.
A study of safety programs at the state and local levels including the administrative, instructional, and protective aspects of a comprehensive safety program in schools, occupations, home and public.

SCIENCE EDUCATION
Listed under Teacher Education

SOCIAL STUDIES (SOS)

104 The Great Civilizations to 1300. 3 hrs. I, II, S.
Comparative study of the origin and course of major civilizations focusing on the Middle East, India, China, and the West. (Same as History 101)

105 The World and the Rise of the West, 1300 to the Mid-19th Century. 3 hrs. I, II, S.
An interdisciplinary analysis of the foundations of Western development. (Same as History 102)

106 The Twentieth Century World. 3 hrs. I, II, S.
Major world developments and trends from the 19th Century to the present and their implications for the future. (Same as History 103)

207 Problems of a Multicultural Society. 3 hrs. I, II, S.
An interdisciplinary analysis of the multicultural nature of American society and its problems, with emphasis on the problems of minority groups.

208 Social Problems in a Global Context. 3 hrs. I, II, S.
An interdisciplinary analysis of the growth of global interdependence and the nature of major global problems.

403 West Virginia History, Geography and Government. 3 hrs. I, II, S.
An interdisciplinary study of the state, its people and its institutions within the national context. (PR: HST 330 and 331, or permission of instructor)

404 Senior Seminar. 3 hrs. I or II.
A capstone course designed for those preparing to teach social studies in the middle school and the high school. (PR: Admission to teacher education; CR: An educational methods course)

480 Special Topics. 1-4 hrs. I, II, S.

485 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

496H Readings for Honors in Social Studies. 2-4; 2-4 hrs.

SOCIAL WORK (SWK)
(The Bachelor of Social Work program is housed in the School of Medicine.)

203 Introduction to the Field of Social Work. 3 hrs.
Introduction to the field of social work.

250 Volunteerism and Social Work. 1 hr.
Examination of social issues, social activism, civic responsibility, values, historical perspectives, and strategies for social change with 40 hour community service component.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Selected topics not covered in regular course offerings. (PR: Majors only)

307 Child Welfare. 3 hrs.
Examination of child welfare issues, services, and interventions. (PR: SWK 203, or permission of instructor)

310 Human Behavior and Social Environment I. 3 hrs.
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from prenatal period through adolescence including the impact the social environment has on the individual. (PR: BSC 105, SOC 200, PSY 201, SWK 203 or permission of instructor. CR: SWK 320, 330, 340, or permission of instructor)

312 Human Behavior and the Social Environment II. 3 hrs.
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from early through later adulthood including impact of social environment on the individual. Organizational theory included. (PR: BSC 105, SOC 200, PSY 201, SWK 203, 310, 320, 330, 340, or permission from instructor; CR: SWK 322, 332, 370, or permission from instructor)

320 Social Work Practice I. 4 hrs.

Marshall University 1993-95 Undergraduate Catalog Courses of Instruction 263
Generalist Social Work Practice with populations and institutions of Appalachia. Professional development, information gathering, and assessment across various size systems (PR: SWK 203 or permission of instructor. CR: SWK 310, 330, 340 or permission of instructor) For Social Work majors only.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>322</td>
<td>Social Work Practice II. 4 hrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Generalist Social Work Practice with populations and institutions of Appalachia. Planning, intervention evaluation and termination across various size systems. (PR: SWK 203, 310, 320, 330, 340 or permission of instructor. CR: SWK 312, 322, 370 or permission of instructor) For Social Work majors only.</td>
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<tr>
<td>330</td>
<td>Social Welfare Issues in Appalachia. 3 hrs.</td>
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<tr>
<td></td>
<td>The development of Social Welfare as a continuing institution. Rural poverty and other critical social issues in Appalachia. (PR: ECN 250, PSC 202, SWK 203, or permission of instructor. CR: SWK 310, 320, 340, or permission of instructor)</td>
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<tr>
<td>332</td>
<td>Social Welfare Policy and Legislation. 3 hrs.</td>
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<tr>
<td></td>
<td>Policy formulation, implementation and analysis. Examination and critical analysis of social welfare policies, legislation, and administration. (PR: ECN 250, PSC 202, SWK 203, SWK 330, SWK 340 or permission of instructor. CR: SWK 312, 322, 370 or permission of instructor)</td>
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<tr>
<td>340</td>
<td>Social Work Research. 3 hrs.</td>
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<tr>
<td></td>
<td>Introduction to Social Work Research with preparation for evaluation of generalist practice. (PR: MTH 110, SWK 203 or permission of instructor. CR: SWK 310, 320, 330)</td>
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<tr>
<td>370</td>
<td>Practicum I. 3 hrs. CR/NC</td>
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<tr>
<td></td>
<td>Supervised field experience in a social agency or or organization for minimum of 100 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 320, 340. CR: SWK 312, 322, 332)</td>
<td></td>
</tr>
<tr>
<td>473</td>
<td>Practicum II. 12 hrs. CR/NC</td>
<td></td>
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<tr>
<td></td>
<td>Supervised field experience in a social agency or organization for minimum of 400 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370)</td>
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</tr>
<tr>
<td>475</td>
<td>Social Work Seminar. 3 hrs.</td>
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<tr>
<td></td>
<td>A capstone course integrating course work and field work as preparation for beginning level of generalist Social Work practice. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370)</td>
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<tr>
<td>480-483</td>
<td>Special Topics. 1-4; 1-4; 1-4 hrs.</td>
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<tr>
<td></td>
<td>Study of topics of interest not covered in regularly scheduled classes. (PR: Senior majors only)</td>
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<tr>
<td>485-488</td>
<td>Independent Study. 1-4; 1-4; 1-4 hrs.</td>
<td></td>
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<td></td>
<td>Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Senior majors only)</td>
<td></td>
</tr>
<tr>
<td>495H-496H</td>
<td>Readings for Honors in Social Work. 2-4; 2-4 hrs.</td>
<td>Open only to social work majors of outstanding ability. See Honors Courses</td>
</tr>
</tbody>
</table>

**SOCIOCY (SOC)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-102</td>
<td>Introduction to the Behavioral Sciences. 3; 3 hrs.</td>
<td>An interdisciplinary introduction to the basic behavioral sciences.</td>
</tr>
<tr>
<td>108</td>
<td>Marriage Relations. 3 hrs.</td>
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<tr>
<td></td>
<td>A functional course in the personal, social, and cultural factors involved in courtship and marriage.</td>
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<tr>
<td>200</td>
<td>Introductory Sociology. 3 hrs.</td>
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<td></td>
<td>Introduction to the study of human society.</td>
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<tr>
<td>280-283</td>
<td>Special Topics. 1-4; 1-4; 1-4 hrs.</td>
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<tr>
<td></td>
<td>Selected topics not covered in regular course offerings. (PR: SOC 200)</td>
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<tr>
<td>297-298</td>
<td>Instructional Television Course. 1-4 hrs.</td>
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<td></td>
<td>A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.</td>
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<tr>
<td>300</td>
<td>Social Organization. 3 hrs.</td>
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<tr>
<td></td>
<td>Analysis of sociological conceptual systems and theories. (Required of all majors. PR: SOC 200)</td>
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<tr>
<td>302</td>
<td>Social Psychology. 3 hrs.</td>
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<td></td>
<td>(Same as Psychology 302. PR: PSY 201)</td>
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<tr>
<td>307</td>
<td>Public Opinion and Propaganda. 3 hrs.</td>
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<td></td>
<td>(Same as Political Science 307)</td>
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<tr>
<td>310</td>
<td>Social Behavior. 3 hrs.</td>
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<td></td>
<td>The sociology of the individual (PR: SOC 200)</td>
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<tr>
<td>311</td>
<td>Deviant Behavior. 3 hrs.</td>
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<tr>
<td></td>
<td>Study of the basic concepts and theories of deviant social behavior and the correlative social disorganization. (PR: SOC 200)</td>
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<tr>
<td>313</td>
<td>Contemporary Social Issues. 3 hrs.</td>
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<td></td>
<td>Sociological analysis of current social issues. Specific issues studied will vary from time to time. (PR: SOC 200)</td>
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<tr>
<td>320</td>
<td>Criminology. 3 hrs.</td>
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<tr>
<td></td>
<td>Introduction to the social aspects of criminal behavior. (PR: SOC 200)</td>
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</tr>
<tr>
<td>321</td>
<td>Introduction to Social Gerontology. 3 hrs.</td>
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</tr>
</tbody>
</table>
Afro-American Sociology. 3 hrs.
Entails a sociological analysis of Black people in American Society. (PR: SOC 200)

Sociology of Community Health. 3 hrs.
An investigation of those social institutions and environmental, social, and personal factors in the community to maintain health and provide support in illness as related to social theory. (PR: SOC 200)

The Family in Later Life. 3 hrs.
Focuses on family relationships in later life. (PR: SOC 200)

Juvenile Delinquency. 3 hrs.
Theories of delinquency causation and prevention; organization and functions of social agencies operating in the field. (PR: SOC 200)

American Society. 3 hrs.
Sociological analysis of the basic social and cultural features of contemporary American society. (PR: SOC 200)

Social Research. 3 hrs.
Introduction to systematic social research methodology. (PR: SOC 200)

Social Statistics. 3 hrs.
Introduction to statistical analysis of social data.

Utopian Sociology. 3 hrs.
Comparative analysis of the social organization and structure of Utopias and other planned social systems. (PR: SOC 200)

Human Ecology. 3 hrs.
Ecological structure and processes of human communities, regions, and areas. (PR: SOC 200)

Population Studies. 3 hrs.
Study of population characteristics, growth, and trends with emphasis on the social and cultural implications. (PR: SOC 200)

Social Research II. 3 hrs.
Intermediate social research methodology with emphasis on research design. (PR: SOC 344 and 345, or departmental permission)

Applied Sociology. 3 hrs.
Study of the application of sociological principles toward social change in communities. (PR: SOC 200)

Sociology of American Schools. 3 hrs.
A sociological interpretation of the American school organizational patterns. Attention is given to concepts of power, bureaucracy, social and cultural change, stratification and social mobility, values and school rituals. (Same course as Social Studies 465)

The Family. 3 hrs.
Theoretical analysis of the family as a primary social institution. (PR: SOC 200)

Small Groups. 3 hrs.
Study of the dynamics of small groups with emphasis on role theory. (PR: SOC 200)

Collective Behavior and Social Movements. 3 hrs.
Non-institutionalized social behavior. (PR: SOC 200)

Sociological Theory I. 3 hrs.
The development of social thought and early sociological theory. (PR: SOC 200)

Conflict Sociology. 3 hrs.
Analysis of theories of the conflict school of sociology and their application in research. (PR: SOC 200)

Medical Sociology. 3 hrs.
Analysis of the social organization of medicine and related health delivery services. (PR: SOC 200)

Problem Perspectives of Aging. 3 hrs.
Analysis of some of the problems people experience as a consequence of growing older. (PR: SOC 200)

Rural Sociology. 3 hrs.
The sociology of rural life and rural communities. (PR: SOC 200)

Industrial Sociology. 3 hrs.
Study of the organization and structure of the work plant as a social system; the meaning and organization of work; managerial functions; management-labor relations; and human relations in industry. (PR: SOC 200)

Social Stratification. 3 hrs.
Analysis of various theories of stratification, with emphasis on the American class system. (PR: SOC 200)

Urban Sociology. 3 hrs.
The sociology of urban and metropolitan communities. (PR: SOC 200)

Evaluative Research. 3 hrs.
Analysis of social organizations and programs in order to evaluate program planning, monitoring, impact assessment, efficiency, and effectiveness. (PR: Any Research and Statistics)

Social Statistics II. 3 hrs.
Intermediate level statistical analysis, including analysis of variance and covariance. 2 lec-2 lab. (PR: SOC 345 or departmental permission)

Sociology of Religion. 3 hrs.
Sociological analysis of religion as a social institution. (PR: SOC 200. Same as Religious Studies 450)
451 Sociology of Retirement. 3 hrs.
Retirement is examined as a process, an event, and a role. Retirement is analyzed from the point of view of the individual and society. (PR: SOC 200)

452 Sociology of Death and Dying. 3 hrs.
Study of death and dying as a societal and cultural phenomenon. Explores how institutions within our society deal with death. (PR: SOC 200)

470-471 Sociological Field Experience. 3; 3 hrs.
Supervised field work in a social organization or community working on practical problems. (PR: SOC 406 or permission)

475 Senior Seminar. 3 hrs.
A capstone course drawing together the major areas of sociology to form an integrated picture of the field. (PR: Graduating senior in sociology)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Study of topics of interest not covered in regularly scheduled courses. (PR: Permission)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Permission)

495H-496H Readings for Honors in Sociology. 2-4; 2-4 hrs. I, II.
Open only to sociology majors of outstanding ability. See Honors Courses.

497-498 Instructional Television Course. 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

SPANISH (SPN)

101-102 Elementary Spanish. 3; 3 hrs. I, II, S.
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 101: Spanish 100 or one unit of high school Spanish or departmental examination)

161R-162R Elementary Spanish Reading Approach. 3; 3 hrs. I, II.
Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading Spanish itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: SPN 161R)

203 Intermediate Spanish. 3 hrs. I, II, S.
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: SPN 102 or two units of high school Spanish or departmental examination)

204 Intermediate Spanish. 3 hrs. I, II, S.
Development of practical conversational skills, reading for comprehension, and directed compositions. (PR for 204: SPN 203 or three or four units of high school Spanish or departmental examination)

240 Spanish Society and Life. 3 hrs. I or II.
Study of selected topics relating to culture and life in the Spanish-speaking countries. Lectures, readings, and discussions in English. No prerequisite.

1263R Intermediate Spanish Reading Approach. 3 hrs. I.
Emphasis on rapid development of reading skills in magazines, newspapers, and journals, accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR: for 263R: SPN 162R)

1264R Intermediate Spanish Reading Approach. 3 hrs. II.
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: SPN 263R)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(1288: SPN 204)

310-311 Advanced Conversation. 3; 3 hrs. I, II.
Conversation and discourses in Spanish on selected topics. Courses conducted in Spanish. (PR for either 310 or 311: SPN 204)

314 Studies in Language Laboratory Techniques. 3 hrs. II.
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: SPN 204)

315 Advanced Grammar and Composition I. 3 hrs.
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)

316Advanced Grammar and Composition II. 3 hrs.
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)

318 Survey of Spanish-American Literature. 3 hrs.

1 Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.
Readings from representative Spanish-American authors with reports and class discussions; from the Colonial period to the present. (PR: SPN 204)

319 Survey of Spanish Peninsular Literature. 3 hrs.
Readings from representative Spanish authors with reports and class discussions; from El Cid to the present. (PR: SPN 204)

321 The Spanish Short Story. 3 hrs.
A study of the short story form, from the medieval tales to the present, through readings, lectures and reports on selected authors. (PR: SPN 204)

402 Contemporary Latin American Prose Fiction. 3 hrs.
Readings, lectures, discussions, and reports in Spanish on the major figures in contemporary Spanish American prose. (PR: SPN 204)

403 Twentieth Century Spanish Drama. 3 hrs.
A survey of the developments in the Spanish Theatre dealing essentially with the readings and analytical study of the most representative works of leading dramatists during the Twentieth Century. Spanish focus will be devoted to the Theatre of Paradox and Social Protest, Theatre of Absurd, Theatre of Evasion and Underground drama. (PR: SPN 319)

405 Latin American Civilization. 3 hrs. I.
A study of the civilization of the Latin-American countries and their contributions to world culture. Lectures, discussions and reports. This course is taught strictly in Spanish. (PR: SPN 204)

406 Hispanic Civilization. 3 hrs. II.
A study of the civilization of Spain and its contributions to world culture. Lectures, discussions, and reports. This course is conducted strictly in Spanish. (PR: SPN 204)

480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.
Independent research for qualified students who are interested beyond the other courses in the catalog. (PR: SPN 204 and permission of instructor)

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. (PR: SPN 204 and permission of instructor)

495H-496H Readings for Honors in Spanish. 4; 4 hrs. I, II.
Open only to outstanding majors. See Honors Courses.

SPEECH PATHOLOGY AND AUDIOLOGY (SPA)
(See Communication Disorders)

THEATRE (THE)

101 Introduction to Theatre. 3 hrs.
Fundamentals of theatre arts.

112 Theatre Appreciation. 2 hrs. I, II, S.
Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors.

150 Introduction to Technical Theatre. 2 hrs.
Introduction to scene design, lighting, set construction, and other aspects of technical production. 150 and 151 should be taken concurrently. 152 should be taken the following semester.

151-152 Introduction to Technical Theatre Laboratory. 1; 1 hr.
Practical experience in building, painting, dressing, and lighting scenery. Work in conjunction with Marshall University Theatre productions.

220 Stage Movement. 3 hrs.
Exercises for flexibility and control; stage terms and techniques; pantomime; improvisation; manners with special emphasis on the difference between writing for broadcast and writing for the print media. (PR: SPH 230)

221 Stage Voice and Dialects. 3 hrs.
Vocal techniques for the actor, including the study of dialects.

222 Acting III: Scene Study. 3 hrs.
Development of skill through exercises and analytical study of scenes. (PR: THE 220 and 221 or permission of instructor)

225 Creative Dramatics. 3 hrs.
Methods and techniques of creation of informal drama for all ages.

230 Auditioning Techniques. 3 hrs.
Techniques of auditioning for stage plays and musicals. (PR: THE 222)

250 Introduction to Costuming. 3 hrs.
The history, design, and construction of theatrical costumes.

255 Stage Makeup. 2 hrs.
Techniques in the use of makeup for the theatre, including corrective, straight, aged, and character makeup.

260 Theatrical Drafting and Rendering. 3 hrs.
Drafting and rendering conventions used in the various stages of planning and executing theatrical productions. (PR: ART 217, THE 150, 151)

261 Stage Decor. 3 hrs.
An historical view of period, style, and motif as related to interior decoration and architecture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>270</td>
<td>Theatre Practicum. 1 hr.</td>
<td></td>
<td>Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. Open to all students. May be repeated for a total of four hours.</td>
</tr>
<tr>
<td>310</td>
<td>Theatre Management. 3 hrs.</td>
<td></td>
<td>Theories and practices in performing arts management. An exploration of fiscal and physical management techniques, including budgeting, box office procedures, promotion, and staffing. (PR: THE 101, 150, 151)</td>
</tr>
<tr>
<td>320</td>
<td>Acting Styles. 3 hrs.</td>
<td></td>
<td>Interpretation of roles from classical, romantic, neoclassical, and modern plays. (PR: THE 222)</td>
</tr>
<tr>
<td>322</td>
<td>Advanced Stage Dialects and Accents. 3 hrs. I.</td>
<td></td>
<td>Study and practice of dialects and accents that are commonly used in acting plays. (PR: THE 221)</td>
</tr>
<tr>
<td>325</td>
<td>Readers Theatre. 3 hrs.</td>
<td></td>
<td>Oral interpretation of dramatic text with emphasis on public performance. (PR: THE 220, 221)</td>
</tr>
<tr>
<td>350</td>
<td>Stage Lighting I. 3 hrs.</td>
<td></td>
<td>Theories and practices of modern stage lighting, instruments, control, color and their use on the stage. Student lighting plots required. (PR: THE 150, 151, 152)</td>
</tr>
<tr>
<td>360</td>
<td>Scene Design I. 3 hrs.</td>
<td></td>
<td>The aesthetic and technical principles of staging. Specific attention is given to the generation of a design from the play manuscript. (PR: THE 150, 151, 152)</td>
</tr>
<tr>
<td>370</td>
<td>Theatre Practicum. 1 hr.</td>
<td></td>
<td>Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. (PR: Open only to Theatre Majors.) May be repeated for a total of four hours.</td>
</tr>
<tr>
<td>410</td>
<td>Playwriting. 3 hrs.</td>
<td></td>
<td>Study of dramatic structure, characterization, dialogue, themes, sounds, and spectacle, including the writing of one-act plays. (PR: THE 101 or permission of instructor)</td>
</tr>
<tr>
<td>420</td>
<td>Acting for Musical Theatre. 3 hrs.</td>
<td></td>
<td>Analysis of musical scripts, study of spoken and musical scenes, staging musical numbers, and preparation of audition material. (PR: THE 222)</td>
</tr>
<tr>
<td>421</td>
<td>Acting for the Camera. 3 hrs.</td>
<td></td>
<td>Projects in acting for the camera. Video taping of selected acting exercises. (PR: THE 222)</td>
</tr>
<tr>
<td>423</td>
<td>Stanislavski System Acting. 3 hrs.</td>
<td></td>
<td>Study of the Stanislavski System of acting and using it in preparing and performing excerpts from plays. (PR: THE 222)</td>
</tr>
<tr>
<td>436</td>
<td>Children's Theatre. 3 hrs.</td>
<td></td>
<td>Theory, direction, and staging of plays for children.</td>
</tr>
<tr>
<td>437</td>
<td>Directing I. 3 hrs.</td>
<td></td>
<td>Introduction to theories, principles, techniques, and history of directing. (PR: THE 150, 151, 152 and 222)</td>
</tr>
<tr>
<td>438</td>
<td>Directing II. 3 hrs.</td>
<td></td>
<td>In-depth study of directorial approaches. Analysis of contemporary movements and leaders in the field. Students must stage productions as part of class requirement. (PR: THE 437)</td>
</tr>
<tr>
<td>439</td>
<td>Directing for the Camera. 3 hrs.</td>
<td></td>
<td>Projects in directing for the camera. Video taping of selected directing exercises. (PR: THE 437)</td>
</tr>
<tr>
<td>440</td>
<td>Theatre History to 1660. 3 hrs.</td>
<td></td>
<td>Survey of man's activities in the theatre from primitive times to 1660. (PR: THE 101 or permission of instructor)</td>
</tr>
<tr>
<td>441</td>
<td>Theatre History Since 1660. 3 hrs.</td>
<td></td>
<td>Survey of man's activities in the theatre from 1660 to present. (PR: THE 101 or permission of instructor)</td>
</tr>
<tr>
<td>450</td>
<td>Stage Lighting II. 3 hrs.</td>
<td></td>
<td>Advanced study in the aesthetic principles of lighting design. Emphasis on design principles in nonproscenium theatres. (PR: THE 350)</td>
</tr>
<tr>
<td>460</td>
<td>Scene Design II. 3 hrs.</td>
<td></td>
<td>Advanced work in the process and styles of design for the stage. Emphasis on abstraction, different materials, and designing for various theatre forms. (PR: THE 261, 360)</td>
</tr>
<tr>
<td>480</td>
<td>Special Topics in Theatre. 1-4 hrs.</td>
<td></td>
<td>Program of study not normally covered in other courses. Topics vary from semester to semester.</td>
</tr>
<tr>
<td>485-488</td>
<td>Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.</td>
<td></td>
<td>Courses taught by tutorials; directed independent readings or research; problem reports, and other activities designed to fill the needs of individual students. (PR: Permission of chairman)</td>
</tr>
<tr>
<td>490</td>
<td>Theatre Internship. 1-4 hrs.</td>
<td></td>
<td>Supervised off-campus contractual work-study arrangement with external agencies or theatrical institutions. (PR: Permission of chairman)</td>
</tr>
<tr>
<td>491-494</td>
<td>Theatre Workshop. 1-4; 1-4; 1-4; 1-4 hrs.</td>
<td></td>
<td>Practical, participatory courses for advanced students and professionals. Experience in new techniques, theories, and principles. (PR: Permission of instructor)</td>
</tr>
<tr>
<td>495H-496H</td>
<td>Honors in Theatre. 1-3; 1-3 hrs.</td>
<td></td>
<td>Readings for honors in theatre. (PR: Permission of chair)</td>
</tr>
</tbody>
</table>
Course by Television. 1-3 hrs.
Course taught by instructional television. (PR: Permission of instructor)

UNIVERSITY HONORS (HON)
Honors Seminar Substitution for a Department Major Requirement or a College General Education Requirement. Substitution of an Honors seminar for a department major requirement or a college general education requirement should be requested before the course begins, or no later than the completion of the course. No such request will be honored during the second semester of the senior year. See the Executive Director, CAE (Old Main 230), for instructions and necessary forms.

101 Introduction to Honors. 1 hr. I.
Students meet their peers, learn about the Honors Program, and through small group discussion about college life and planning their academic future. Enriched section of New Student Seminar. (PR: ACT 26 and 3.3 GPA)

150 Critical Issues. 4 hrs. II.
Study and critical analysis of thought-provoking reading material. Examination of logical reasoning versus fallacious reasoning. Designed to prepare the student for critical thinking in subsequent honors courses. (PR: 3.3 GPA)

195-197 Interdisciplinary Honors. 4; 4; 4 hrs.
(195, Science and the Arts; 196, The American Experience; 197, Ideas in Social Sciences). These courses are subject to periodic changes in content. (PR: 3.3 GPA)

294 Interdisciplinary Honors. 4 hrs.
Ideas in Social Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)

295 Interdisciplinary Honors. 4 hrs.
Ideas in Natural Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)

296 Interdisciplinary Honors. 4 hrs.
Ideas in the Humanities. This course is subject to periodic changes in content. (PR: 3.3 GPA)

395-396 Interdisciplinary Honors. 4; 4 hrs.
Open to distinguished sophomores and upperclassmen of the undergraduate colleges and schools. Course content varies each semester. (PR: 3.3 GPA)

480-483 Special Topics. 1-4 hrs.
See individual departmental listings.

VOCATIONAL AND TECHNICAL EDUCATION (VTE)

280-283 400
Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Philosophy of Vocational Education. 3 hrs. I, II, S.
An overview of the historical origins of vocational education and their relationship to major educational philosophies; study of the philosophical foundations of each area of vocational education; analysis of questions fundamental to an overall philosophy of vocational education.

406 Vocational Education Legislation. 3 hrs.
An overview of the historical evolution of vocational education legislation; analysis of Vocational Education Acts as they relate to state and local planning of vocational education programs.

422 Coordination of Cooperative Programs in Vocational Education. 3 hrs.
Study of the types of data needed for planning a cooperative program within one or more service areas of vocational education, operational procedures for implementing the plan, and techniques for evaluating the program and individual progress; each student will conduct a study of the community to identify appropriate work stations for a specified level and develop a detailed plan for utilization of such facilities; for maximum credit, the student will implement and evaluate the program he/she designed throughout an academic year.

425 Computer Applications in Business and Marketing Education. 3 hrs.
Study of the computer applications and software for Business and Marketing Education. (PR: CIS 101)

430 Vocational Education for the Disadvantaged and Handicapped. 2-3 hrs.
Study of conditions which mitigate against success in school for students of all ages; emphasis on the potential of vocational education programs for assisting such students to achieve employability and to achieve a higher level of academic achievement; emphasis on cooperative planning and teaching involving academic teachers and counselors.

440 Developing Computer Assisted Instruction. 3 hrs.
Provides competencies to develop interactive computer assisted instruction consisting of behavioral objectives, lessons, and evaluations for students of varying learning abilities, motivation, and prior achievement. (PR: Course in Curriculum Development)

460-463 Professional Development. 1-4 hrs.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. Specific course titles will vary with subject. CR/NC grading.
470 Practicum in Vocational Education Programs. 1-4 hrs.
Individually designed to provide field experience under supervision of the faculty; such experience to be related to the student's projected role in vocational education (instruction, administration, program planning, research).

480-483 Special Topics. 1-4; ½-4; 1-4; 1-4 hrs.

485-488 Independent Study. 1-4 hrs.
Focused study of a topic in vocational or technical education to be selected cooperatively by student and faculty advisor; hours of credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

YEAGER SCHOLARS (YGS)

161 Seminar in Communications and Computers. 5 hrs.
Development of skills in oral communication; knowledge of the nature and impact of the mass media; ability to use the computer as a tool of communication and research.

162 Seminar in Humanities, Texts, and Values. 5 hrs.
Explores values in the life of the individual and society; examines ideas and modes of inquiry common to the humanities by exploring the works of selected Western thinkers.

271 Seminar in Theories of Natural and Social Sciences and Statistics. 5 hrs.
Introduction to the nature of scientific thought, methods, and theories in the natural and social sciences; explores concepts in statistics relevant to the development of hypotheses and theories.

272 Seminar in Arts and History. 5 hrs.
Introduction to the nature of the arts and their role in societies; understanding the nature and value of history.
AVIATION TECHNOLOGY (AVT)

100 Introduction to Aviation Technology. 3 hrs.
Designed to provide the student with the basic knowledge, skills, and attitudes about aviation that will enable him to function in an aerospace society.

125 Aviation Meteorology. 3 hrs.
Designed to give the student an understanding of weather phenomena as it affects the aviation environment. (AVT 100 or permission)

210 Airport Management and Operations. 3 hrs.
Designed to give the students the fundamentals of management in the aviation environment. (PR: BUS 202 or permission)

280-283 Special Topics. 1-4 hrs.

BUSINESS (BUS)

101 Introduction to Business. 2 hrs.
Study of the nature of business activities and problems regarding ownership, organization, management, and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.

102 Basic Economics. 3 hrs.
Fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included are a study of the law of supply and demand and the principles bearing upon production, exchange, distribution, and consumption in relation to the individual enterprise and to society at large.

104 Records Management. 3 hrs.
Fundamental principles of records management including the creation, storage, retrieval, deletion, filing, and the organization of information in a records management system. Applicable database management software will be introduced. (PR: OT 101 or 113 or permission)

108 Accounting for Business. 3 hrs.
The basic structure of accounting is presented. Accounting concepts and general principles are integrated with application of the accounting cycle to the single proprietorship enterprise. Emphasis on recording, classifying, and summarizing phases. Attention to procedures related to secretarial work, such as payroll, bank reconciliation, and customer collection.

122 Intermediate Accounting Principles. 3 hrs.
Study of accounting practices and procedures with emphasis on accounting theory as related to the preparation and analysis of the four basic financial statements for corporate commercial enterprises. (PR: BUS 206 or BUS 108 or ACC 215)

130 Fundamentals of Marketing. 3 hrs.
Study of the marketing process as it relates to the problems and policies of profitable operation of a business enterprise. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategy, and governmental regulations.

141 Real Estate Principles and Practices. 3 hrs.
General introduction to real estate as a business and as a profession. Designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals includes the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance development, appraising and state license law. Approved as a prerequisite for licensure examination by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.

142 Building Materials and Methods. 3 hrs.
Study and analysis of physical characteristics of property to be listed, such as residential, small apartment buildings, small office buildings, single unit industrial warehouses, strip commercial centers and shopping centers. Includes a study of building components, materials and assembly components (structural, electrical, heating and cooling, plumbing). (PR: BUS 141)

144 Real Estate Finance. 3 hrs.
Study of the institutions involved in real estate financing, procedures and techniques requisite to the analysis of risks involved in financing real estate transactions, and an examination of instruments used in financing, terminology and real property taxation. Approved as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)

151 Principles of Bank Operations. 3 hrs.
Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.

152 Money and Finance. 3 hrs.
Stresses the practical aspects of money and finance and emphasizes the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Emphasis on problems such as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their effect on the banking industry in affecting yield curves and structuring portfolios. (PR: BUS 102)

163 Trust Functions and Services. 3 hrs.
Provides a complete picture of the services rendered by institutions engaged in trust business. Gives an introduction to the services and duties involved in trust operations and is intended for all banking majors. Offers a clear distinction between business and legal aspects of trust functions. (PR: BUS 151)

181 Retailing I. 3 hrs.
Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales and customer services.

201 Human Relations in Business. 3 hrs.
Human interpersonal relations in business organizations, emphasizing personal/interpersonal attitudes, employment selection, job satisfaction, techniques of applying for and retaining employment, and personal qualities essential for business success.

202 Business Organization and Management. 3 hrs.
Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions. (PR: BUS 101 and COM 122)

204 Principles of Public Relations. 3 hrs.
Gives a basic understanding of various business forms and of laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents.

211 Introductory Accounting. 3 hrs.
Survey of the field of finance, both private and public. Emphasis on basic principles as well as current problems. Financial institutions and the instruments and procedures used for loans and investments to meet demand for funds are described, and loan and investment practices are analyzed. (PR: BUS 206 or BUS 108)

221 Real Estate Office Management and Brokerage. 3 hrs.
Examines the nature of managerial responsibility and how to develop and maintain a sound organization utilizing effective planning and financial resources. Covers the organization and conduct of real estate brokerage, legal licensing and ethical responsibilities of the real estate broker with attention to both farm and urban brokerage and their differences. (PR: BUS 141)

222 Real Property Valuation I. 3 hrs.
Examination of the nature of real property value, functions and purposes of appraisal, functions and methods of estimating value with emphasis on residential market value. This course is approved
as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)

242 Real Property Valuation II. 3 hrs.
Advanced course to prepare students in the techniques and art of real property appraising. Application of case studies of valuation procedures via the cost, market and income approaches to property values. Emphasis on techniques applicable for processing income forecasts into present worth estimates for investment properties. (PR: BUS 241)

243 Property Management. 3 hrs.
Practices and procedures for real estate salespersons, brokers and others in management of income producing real estate property in organization leases, contracts, merchandising, tenant selection, relations with owners and tenants, collections, maintenance, accounting, ethics, legal and professional relationships.

248 Real Estate Law. 3 hrs.
Study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.

250 Microcomputer Applications to Banking. 3 hrs.
Designed to show why and how banks are utilizing microcomputers. Study of programs applicable to current banking systems. (PR: CT 103 or permission)

252 Law and Banking. 3 hrs.
Introduction to basic American law presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title and secured transactions. Emphasis is on the Uniform Commercial Code. (PR: BUS 151)

253 Bank Management. 3 hrs.
Covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. The case study technique is utilized as an effective management learning technique. (PR: BUS 151)

254 Bank Investments. 3 hrs.
Describes the nature and uses of primary reserve needs of commercial banks. Sources of reserves and their random and cyclic fluctuations are analyzed in relation to their influence on investment policy. Included is a study of yield changes as they affect a bank's long term holdings. (PR: BUS 151)

255 Bank Public Relations and Marketing. 3 hrs.
Studies the basis of public relations, both internal and external, and seeks to explain the why, what and some of the how of public relations and marketing. Intended as an overview of what everyone in banking should know about the essentials of bank public relations and marketing. (PR: BUS 151)

258 Home Mortgage Lending. 3 hrs.
Designed for mortgage loan offices from the viewpoint of developing a sound mortgage portfolio. Overview of the mortgage market, acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and obligations of the mortgage loan offices in portfolio management are covered. (PR: BUS 151)

264 Analyzing Financial Statements. 3 hrs.
Acquaints student with basic considerations in statement analysis, details of financial statements, basic ratios, analysis of internal comparison, analysis by external comparison, consolidated statements, budgets and projections. (PR: BUS 206 or BUS 151)

270 Principles of Wholesaling. 3 hrs.
Analysis of the development of wholesaling. Trade vocabulary. Technological changes and their impact upon methods of wholesaling. (PR: BUS 101 and COM 122)

271 Special Problems in Retailing. 2 hrs.
Student applies his knowledge of retailing to specific area on his job and submits reports to his instructor. (PR: BUS 181)

272 Consumer Credit Management. 3 hrs.
Principles and practices in the extension of credit, including revolving credit card systems. Collection procedures and laws pertaining to credit extension and collection. (PR: BUS 101)

279 Advertising, Merchandising and Sales Promotion. 3 hrs.
Advertising and sales-promotion methods and procedures employed by stores. Course includes techniques of budgeting and planning, evaluation and selection of media, steps in producing an advertisement, and methods of determining what, how, and when to promote. (PR: BUS 181)

280-287 Special Topics. 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4 hrs.
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

295 Small Business Seminar. 2 hrs.
Development of managerial skills and knowledge through creation of a simulated business and case studies. (PR: BUS 279)

299 Cooperative Work Experience. 1-9 hrs. CR/NC.
Supervised on-the-job training for business students. 1 lec; 5-40 lab. (PR: Permission of coordinator)

COMMUNICATIONS (COM)

094 Developmental Communications. 3 hrs.
To prepare students for the level of writing competence necessary in COM 095. The graduation requirement is increased by six hours for students who complete both courses. (PR: TASK or ACT scores)

095 Developmental Writing. 3 hrs.
To prepare students for the level of writing competence necessary in ENG 101 or COM 111. The graduation requirement is increased by three hours for students who complete this course. (PR: TASK or ACT scores)

096 Conversational Grammar. 3 hrs.
A self-help course for students who need to improve oral grammatical skills. Emphasis will be on improving spoken grammar to adhere to the principles of Standard American English. (PR: Completion with passing grade of one college English course or permission)

111 Communications I. 3 hrs.
Designed to improve the student’s writing, listening and oral communication skills. Correlates the study of communication to the degree area. (PR: TASK or ACT scores)

122 Business Communications II. 3 hrs.
Process of transferring a message within the business framework. Reading, analysis, and construction of common business communication types using basic principles and requirements of the oral and written communication processes. (PR: COM 111 or permission)

211 Business Correspondence and Report Writing. 3 hrs.
Composition of business memos, letters, reports, and resumes; participation in group discussions and oral reports. (PR: COM 122; ENG 102 for legal assistants; PERM)

231 Technical Report Writing. 3 hrs.
Study of the preparation of technical reports. Emphasis on good writing principles and the use of supplementary illustrations as they apply to technical reports. Review of mechanical features is given as warranted. (PR: COM 122)

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

COMPUTER TECHNOLOGY (CT)

105 Fundamentals of Computer Technology: DOS. 1 hr.
An introductory computer technology course designed to provide fundamental knowledge of DOS concepts.

106 Fundamentals of Computer Technology: Spreadsheets. 1 hr.
An introductory computer technology course designed to provide fundamental knowledge of spreadsheets through the utilization of a current electronic spreadsheet package.

115 Introduction to Basic. 3 hrs.
Use of the small business computer to teach the BASIC language from a problem oriented approach. Emphasis on the professional way to design and write programs with microcomputers. (PR: CT 103 or permission)

150 Applications to Spreadsheets. 3 hrs.
Application of the microcomputer and current market programs to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. (PR: CT 103 or permission)

215 Advanced BASIC. 3 hrs.
Study in the application of advanced BASIC language concepts and programming skills. (PR: CT 103 and CT 115)

250 Applications to Databases. 3 hrs.
Study of the development of information retrieval systems and databases and their application to business problems. (PR: CT 103 and CT 150 or permission)

260 Microcomputer Hardware and Software Selection. 3 hrs.
Basic skills necessary to select the microcomputer, peripheral equipment, and software based on availability needs and within the restrictions of the individual or business. (PR: CT 103 or permission)

270 Small Business Computer Repair. 4 hrs.
Basic electronic solid state technology utilized in the small business computer. Emphasis is on techniques for isolation and replacement of faulty units.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of Program Coordinator or Instructor)

299 Microcomputer Internship. 3 hrs.
Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience. (PR: Permission)

ELECTRONICS TECHNOLOGY (ELT)

149 Electricity Capstone I. 1 hr.
Review of ELT 111, direct current, and ELT 121, alternating current; comprehensive testing on same. (PR: ELT 111 and ELT 121)

Analog Circuits/Capstone II. 1 hr.
Review of ELT 131, analog circuits I, and ELT 141, analog circuits II: comprehensive testing on same. (PR: ELT 131 and ELT 141)
supplies (filters, doublers, regulators, converters), biasing circuits, amplifiers (coupling, splitters, feedback, troubleshooting), oscillators, and integrated circuits. (PR: ELT 151/CR: MAT 205) (Taught by the Cabell County Vocational-Technical School)

Logic Circuits/Capstone III. 1 hr.
Review of ELT 211, combinational logic, and ELT 221, sequential logic; comprehensive testing on same. (PR: ELT 211 and ELT 221)

Electronic Communication/Capstone IV. 1 hr.
Review of ELT 231, electronic communication I, and ELT 241, electronic communication II; comprehensive testing on same. (PR: ELT 231 and ELT 241)

Special Topics. 1-4 hrs.

EMERGENCY MEDICAL TECHNOLOGY (EME)

First Responder Course. 3 hrs.
Provides training in emergency medical care for those who are likely to be the first persons responding to an accident.

Emergency Medical Technician. 5 hrs.
Didactic and practical sessions to prepare the student for certification exams at the EMT level of emergency care provider. Prehospital assessment and treatment of the sick or injured patient is emphasized.

Emergency Medical Technicial Paramedic I. 8 hrs.
This course is the primary phase towards certification as an EMT-Paramedic within the health care delivery system. Didactic sessions include prehospital environment, preparatory, trauma, obstetrics, neonatal, behavioral and pediatrics. (PR: EME 109 or permission; CR: EME 121)

Emergency Medical Technicial Paramedic, Clinical I. 2 hrs.
This experience will expose the student to illnesses and injuries in professionally supervised clinical settings providing opportunities for development of specific Emergency Medical Services psychomotor skills competency. (PR: EME 109 or permission; CR: EME 120)

Emergency Medical Technician Paramedic II. 8 hrs.
The final phase of prehospital advanced life support enabling EMT-Paramedic certification eligibility. This course concentrates on medical emergencies related to respiratory, cardiovascular, endocrine and nervous systems. (PR: EME 120, 121; CR: EME 241)

Emergency Medical Technicial Paramedic, Clinical II. 2 hrs.
Provides the student with clinical experiences for skills development related to critical medical emergencies. This experience will be conducted in supervised clinical settings under the direction of health care professionals. (PR: EME 120, 121; CR: EME 240)

EMT-Paramedic V. 5 hrs.
Allows the student the opportunity to function at the terminal competency level. Involves the student in clinical/field experience. Experience offered through two wide ranges of health care providers. (PR: EME 233)

Vehicle Rescue Operations. 3 hrs.
Develops the knowledge, skills and attitudes necessary to plan, prepare and perform vehicle rescue operations quickly, efficiently and safely. Includes, besides the utilization of various tools, the development, organization and management of a rescue squad, as well as management of various hazardous situations, size up, support operations and response. Deals with both theory and practice.

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

ENGINEERING TECHNOLOGY (EGT)

Introduction to Industrial Technology. 3 hrs.
Designed to assist students in making an analysis of their interests, abilities and aptitude for the purpose of confirming program choice or of finding a more suitable program major.

Manufacturing Processes. 3 hrs.
Survey of manufacturing processes, machines, tools, devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized, and nomenclature.

Systems and Technologies. 3 hrs.
Introduction to automation development procedure: factors of automation; distribution; part transfer devices; part positioning devices; loading devices; prime movers; controls; continuous production; automated assembly; future of automation; advantages of automation.

Production Activity Control. 3 hrs.
Instruction in the purpose, principles, policies, and procedures of production control; practical
application of production control; factors affecting production control; major functions of production control.

134  **Master Planning. 3 hrs.**
Perspective of the several functions within an individual organization and how the coordination of such functions contributes to an effective enterprise.

210  **Introduction to Robotics. 3 hrs.**
Designed to teach the student terminology, functional parameters, and uses of industrial robots. Emphasis is given to the designed component makeup and microprocessor skills needed for its control. (PR: CT 103 or permission)

220  **Introduction to CAD for Technicians. 3 hrs.**
An introductory course designed to familiarize technicians with computer aided drafting (CAD) hardware and software. Review of applications and systems management. (PR: CT 103)

225  **Computer Numerical Control Programming. 3 hrs.**
Introduction to computer numerical control programming, utilizing processor languages and techniques. Of particular value to technicians and others interested in scientific and mathematical computer applications. (PR: CT 103, EGT 101)

230  **Advanced CAD for Technicians. 3 hrs.**
Designed to expand on 2D and 3D applications of Computer Aided Drafting techniques and interfacing problems with microcomputers and professional workstations. (PR: EGT 220)

231  **Inventory Management. 3 hrs.**
Current information about materials and their manufacturing processes and flow, relation of substituted materials to process, problems involved in material use. (PR: EGT 101 or permission)

234  **Material and Capacity Requirements Planning. 3 hrs.**
Procedures and techniques in scheduling, manpower planning, and utilization. Control of production flow from raw material receipt to produce shipment.

237  **JIT Manufacturing Strategies. 3 hrs.**
Modern methods of advanced planning and forecasting techniques and control; routing with break-even analysis of alternatives; mathematical loading and scheduling, using index and linear programming methods. (PR: BUS 206)

277  **Flexible Manufacturing Systems. 3 hrs.**
This course will introduce the student to basic knowledge and application skills dealing with the FMS environment to include the integration of CAD, robotics, CNC machine operations. (PR: EGT 210, 220)

280-283 **Special Topics. 1-4 hrs.**
299  **Engineering Technology Internship. 1-9 hrs.**
Places the student in a supervised work situation for a specific period of time for practical work experience prior to seeking permanent employment. (Orientation plus 75 clock hours per credit hour. PR: Permission)

**INDUSTRIAL SUPERVISION AND MANAGEMENT (ISM)**

133  **Principles of Supervision and Management. 3 hrs.**
Fundamental phases of administrative, staff, and operating management with organizational structures, operative procedures, and systems emphasized. Includes responsibilities, duties, and relationships of foremen and supervisors.

232  **Manufacturing Cost Control. 3 hrs.**
Procedures and techniques in standard cost control, scrap, waste, control of labor, time and maintenance costs. (PR: BUS 206)

236  **Supervisory Decision-Making. 3 hrs.**
Problem solving procedures, decision-making, and situational analysis with attention to conditions and activities that tend to create conflict, approaches to conflict resolution, and conflict management. Emphasizes human relations involved in decision making. (PR: ISM 133)

239  **Labor Law and Labor Relations. 3 hrs.**
History of labor legislation, labor laws, and practices to aid in understanding labor-management.

**LEGAL ASSISTANT (LAS)**

101  **General Law I. 3 hrs.**
Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.

102  **General Law II. 3 hrs.**
Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations. (PR: LAS 101)

103  **Legal Assisting. 3 hrs.**
Study of the various roles played by paralegals in the legal system and skills required to work as
Study of the various roles played by paralegals in the legal system and skills required to work as a paralegal in several major areas of law. Also, structure of the West Virginia Judicial System, ethics as they apply to paralegals, and the art of interviewing.

**Business Organization and Governmental Regulations.** 3 hrs.
Procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy. (PR: LAS 101 or permission)

**Administrative Agency Advocacy.** 3 hrs.
Techniques of legal interviewing and details of case preparation and presentation before state and federal governmental agencies which allow non-lawyer advocacy. (PR: LAS 102, LAS 103)

**Legal Research and Writing I.** 3 hrs.
Basic legal research sources and methods. Techniques of legal analysis, with emphasis on specific cases or issues, research, introduction to legal writing. Introduces students to the use of the law library. (PR: LAS 101 or permission)

**Legal Research and Writing II.** 3 hrs.
Intermediate legal research methods, analysis, and writing methods. Court rules and introduction to new research methods. (PR: LAS 211)

**Estate Planning and Probate Administration.** 3 hrs.
Overview of the transferring of assets, including trusts, wills and gifts, and a review of typical documents. Includes administration of decedents' estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators') accounting and responsibilities. (PR: LAS 102 or permission)

**Civil Litigation.** 3 hrs.
Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 101 or permission)

**Criminal Litigation.** 3 hrs.
Overview of criminal case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102)

**Laws of Domestic Relations.** 3 hrs.
Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports, conclusions of law, and the judgment order. (PR: LAS 102 or permission)

**Medical Law.** 3 hrs.
Introduction to the basic concepts of tort liability of physicians, surgeons, and health professionals and vicarious liability of hospitals.

**Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

**Internship.** 1-6 hrs. CR/NC
Places student in work situation for a specific time period for work experience prior to employment. Correlates classroom instruction with experience. One hour of academic credit per 75 hours of internship. (PR: Permission)

**MATHEMATICS (MAT)**

**Developmental Mathematics.** 3 hrs.
To help students develop mathematical skills. Topics in arithmetic and elementary algebra, with emphasis on calculation. The graduation requirement is increased three hours for students who complete this course. (PR: TASK or ACT scores)

**Developmental Algebra.** 3 hrs.
First year high school Algebra I course for potential bachelor's degree students who do not meet the University's mathematics admissions requirements and for Community College students needing additional algebra skills. (PR: TASK or ACT scores)

**Developmental Geometry.** 3 hrs.
Essentially a high school equivalent geometry course for potential bachelor's degree students who do not meet the University's mathematics admissions requirements and for Community College students needing additional geometry skills. (PR: TASK or ACT scores)

**Business Mathematics.** 3 hrs.
Mathematical operations applied to negotiable instruments, payroll, discounts, interest, merchandising, commissions, depreciation, and other business topics. Calculators will be used in making computations. (PR: TASK, MAT 096, or MAT 097)

**Technical Mathematics I.** 3 hrs.
Basic mathematical topics needed by technicians: signed numbers, operations with fractions, non-fractional and fractional equations, graphing, formula derivation, number system, powers of ten, estimation, scientific calculator operations, ratio and proportion, percent, measurement concepts, and geometric formula. (PR: TASK, MAT 096, and/or MAT 097)
Technical Mathematics II. 3 hrs.
Continuation of Technical Mathematics I. Covers intermediate topics needed by technicians, including systems of three equations, quadratic equations, variations, introductory geometry, triangles, the circle, geometric solids and introductory trigonometry. (PR: MAT 145 or permission)

Technical Mathematics III. 3 hrs.
Basic applied statistics with emphasis on understanding sampling and hypothesis testing. Types of hypothesis testing include binomial one and two-sample tests of sample means; chi square. (PR: MAT 146 or permission)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

MEDICAL RECORD TECHNOLOGY (MRT)

Medical Record Technology I. 4 hrs.
Introduction to the medical record profession, hospital organization, and medical staff. Emphasis on medical record design, content, and analysis. 3 lec.-2 lab.

Medical Record Technology II. 4 hrs.
Continuation of MRT 101 with emphasis on record completion, retention and release of medical information. Includes study of accrediting/licensing agency standards and methods of quality assurance and utilization review. 3 lec.-2 lab. (PR: MRT 101)

Medical Record Technology III. 4 hrs.
Introduction to various classification systems, with in-depth study of ICD-9-CM coding principles and techniques. Review of coding practices under Prospective Payment System. Laboratory devoted to coding practice using medical records. 3 lec.-2 lab. (PR: MRT 102)

Medical Record Technology IV. 4 hrs.
Vital and public health statistics including in-depth study of hospital statistics. Review of administrative skills, emphasis on medical record department employee selection, performance and motivation; budgeting, staffing and policy development. 3 lec.-2 lab. (PR: MRT 201)

Directed Practice I. 2 hrs. I, II.
Places the student in an area health care facility providing the opportunity for practical application of classroom knowledge and skills. (PR: MRT 102)

Directed Practice II. 3 hrs. I, II.
Continuation of MRT 203 Directed Practice I. (PR: MRT 201)

Automated Medical Record Systems. 3 hrs.
Evaluation of hardware and software components of computers for health information systems, emphasis on computerized medical record procedures, record linkage, data sharing and methods of controlling data accuracy and security. 2 lec.-2 lab. (PR: CT 103)

Medical Record Technology Seminar. 2 hrs.
Familiarizes students with alternative job opportunities other than the traditional acute care setting. Students learn methods of preparing resumes and interviewing. (PR: MRT 203)

Basic Disease Processes. 3 hrs.
The nature, cause, diagnosis, and treatment of clinical disease processes. (PR: OT 152)

Advanced Coding. 2 hrs.
Continuation of MRT 201 with emphasis on complete inpatient codes and CPT coding using actual patient records. Includes encoding, code sequencing, DRG determination and optimizing. (PR: MRT 201)

Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

OFFICE TECHNOLOGY (OT)

Keyboarding. 2 hrs. CR/NC
A self-paced course designed to teach alpha/numeric keyboarding skills for the typewriter and microcomputer. Graded Credit/No Credit.

Fundamentals of Computer Technology: Word Processing. 1 hr.
An introductory computer technology course designed to provide fundamental knowledge of word processing.

Shorthand I. 4 hrs.
Introduction to shorthand theory and practice, development of rapid reading and writing ability on familiar materials, and introduction of new matter dictation on easy material. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 3 lec-2 lab.

Shorthand II. 3 hrs.
Comprehensive review of basic shorthand principles; development of speed in taking shorthand dictation, and transcription at the typewriter. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 1 lec-4 lab. (PR: OT 111)

Typewriting I. 3 hrs.
Development of the fundamental techniques for touch typewriting. Elementary business letter
typing and adaptation of typing skill to personal use. 1 lec-4 lab.

114 Typewriting II. 3 hrs.
Training in typing business letters, manuscripts, tabulated reports, and special business forms. Attention to building speed with control. 1 lec-4 lab. (PR: OT 113)

115 Machine Transcription I. 3 hrs.
Development of transcription skill (typing in a continuous flow from material dictated on tapes). Includes operation of machine transcription equipment; art of machine transcription; punctuation, grammar, and vocabulary review; proofreading and editing techniques and practice; transcription practice. Deepens communication skills through exposure to specialized terminology and typing techniques. 1 lec-4 lab. (PR: OT 113, or permission)

151 Medical Terminology I. 3 hrs.
Survey of the language of medicine and health technologies. Emphasis on building of medical terms from word parts. Includes terminology related to human tissues, organic systems, and disease processes. (PR: OT 115 or permission)

152 Medical Terminology II. 3 hrs.
Continuation of Medical Terminology I with special emphasis on terms related to biologic disorders, supplementary terms pertaining to oncology, anesthesiology, physical therapy, nuclear medicine, drugs, laboratory and operative reports. (PR: OT 115, or permission)

233 Machine Transcription II. 3 hrs.
Continuing development of transcription skill (typing in a continuous flow from material dictated on tapes). Further skill development in punctuation and grammar review, transcription practice, proofreading, editing, and formatting techniques, work organization procedures and techniques, additional specialized terminology. 1 lec-4 lab. (PR: OT 115 or permission)

236 Introduction to Word Processing. 3 hrs.
Emphasis on word processing history, terminology, equipment, systems, and careers, and written language skills. Provides background in concepts and basic hands-on training. 2 lec-2 lab. (PR: OT 236)

237 Advanced Word Processing. 3 hrs.
Advanced course in word processing to further develop hands-on skill on word processing equipment and to enhance grammar, punctuation, and proofreading skills through practical applications. 2 lec-2 lab. (PR: OT 236)

242 Legal Terminology and Transcription. 3 hrs.
Designed for Legal Secretarial students to provide a survey of the terminology used in a legal office and training in legal transcription. 1 lec-4 lab. (PR: OT 114)

253 Medical Transcription. 3 hrs.
Training in machine transcription for Medical Secretarial students through the typing of medically-related material. 1 lec-4 lab. (PR: OT 152 or permission)

255 Desktop Publishing Software. 3 hrs.
Study of the applications and fundamental operations of desktop publishing software. (Not a course in journalism) 2 lec-2 lab. (PR: CT 103)

257 Introductory Anatomy/Physiology. 3 hrs.
Covers the general features of the anatomy of the human body and the general aspects of physiology. Form and function are related throughout.

261 Typewriting III. 3 hrs.
Emphasis on production typing, problems and speed building. Attention to development of ability to function as an expert typist. 1 lec-4 lab. (PR: OT 114)

263 Shorthand III. 3 hrs.
Emphasis on advanced vocabulary, phrase building, sustained dictation and transcription. 1 lec-4 lab. (PR: OT 112)

265 Office Procedures and Practices. 3 hrs.
To promote understanding of office procedures in a business establishment, provide background information of business principles, and develop a high standard of ethics applicable to any business office. (PR: OT 114)

280-287 Special Topics. 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4; 1-4 hrs.
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

290 Internship. 3 hrs.
Supervised on-the-job training for Office Technology students. Student must have completed at least 48 hours toward degree in Office Technology. CR-NC (PR: OT 265)

POLICE SCIENCE (PST)

111 Law Enforcement Orientation. 1-3 hrs.
Philosophy, history and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.

113 Police Defense Tactics. 1-2 hrs.
Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A
practical application of the methods of self-protection.

115 **Psychology for Law Enforcement Officers. 3 hrs.**  
Designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer. Students will become aware of individual personality differences and their relationship to crime and develop an understanding of basic human emotions and psychological needs.

120 **Patrol Operations and Procedures. 1-3 hrs.**  
Covers the duties, extent of authority and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented.

122 **Police Arsenal and Weapons. 1-3 hrs.**  
Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point and defense shooting.

231 **Fundamentals of Criminal Law. 1-3 hrs.**  
Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state and federal laws are covered.

233 **Fundamentals of Criminal Investigation. 1-3 hrs.**  
Analysis of theory and techniques of an investigation; conduct at crime scenes; collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fundamental objectives, provides related instruction and maintains constant evaluation of internship experience.

235 **Police Organization and Administration. 1-3 hrs.**  
Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment, budget, records, communications and management.

237 **Police Role in Crime and Delinquency. 3 hrs.**  
Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationship to crime as well as handling and recognizing emotionally and mentally disturbed persons.

239 **Criminal Evidence and Procedure. 1-3 hrs.**  
Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, Constitutional law and criminal procedure most often affecting police personnel.

242 **Police-Community Relations. 3 hrs.**  
General orientation to the concepts of police and community relations and the need to establish good working relations between the police and the public. Offers an understanding of the complex factors involved in human relations: The nature of prejudice and discrimination, its effects, the interactions of a changing society, the requirements of individual rights, the maintenance of peace and order, and the changing police role.

244 **Introduction to Criminalistics. 1-4 hrs.**  
Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence; and techniques of examining physical evidence.

246 **Police Records and Reports. 1-3 hrs.**  
Comprehensive familiarization with types and functions of police records, the role of research in the planning process and establishment and administration of a record bureau in enforcement agencies. Includes: form records, analysis and report writing; role and use of uniform crime reporting system forms; and essential data required. Review of electronic data processing and the computer as related to police planning and operation.

248 **Traffic Administration and Enforcement. 1-3 hrs.**  
History, development and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement and enactment.

280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**  
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

290 **Law Enforcement Internship. 3 hrs. CR/NCR**  
May be elected after successful completion of basic law enforcement courses. Placement with area law enforcement agencies is designed to blend classroom education with practical experience. Students must secure approval from the instructor prior to enrolling. Flexibility of designing individual programs for students is accomplished through the development of a cooperative training agreement between the agency and training station supervisor and the College. The instructor conducts an arranged seminar once each week with internship students to assure accomplishment of course objectives, provide related instruction and maintain constant evaluation of internship experiences.
in conjunction with training station visits.

READING (REA)

098 Reading Improvement. 3 hrs.
To help students improve reading proficiency by emphasizing vocabulary development, comprehension improvement, and textbook reading. Group and individualized instruction. Additional labora-
tory work assigned when indicated as a result of reading evaluation. The graduation requirement is increased three hours for students who complete this course.

128 Speed Reading. 1 hr.
Eight-week course to help the good reader increase speed of comprehension by learning reading strategies and knowing when to apply them. (PR: Adequate reading ability)

138 Academic Skills Review. 3 hrs.
Academic preparation to help students improve study methods, textbook reading skills, listening and notetaking procedures, test taking skills, and composition skills through the technique of analytic questioning.

148 Independent Study Skills. 1-3 hrs. CR/NC
Individualized self-paced course providing instruction through specific learning modules. Students may register at any time in the Learning Center. Learning modules are available in writing, spelling, vocabulary, reading, study skills, math, specialized terminology, and college preparatory tests.

280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.

SCIENCE (SCI)

090 Developmental Physical Science. 3 hrs.
A course for potential bachelor's degree students who do not meet science admissions requirements. Designed to give students experience and skills in physical science, emphasizing lab experiences. (PR: high school algebra or mathematics 097)
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