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Marshall University

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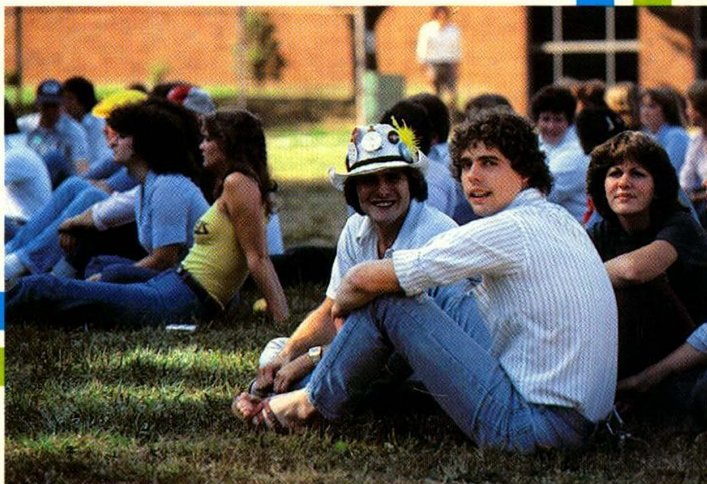
1982-83

Marshall University

1982-83 Undergraduate Catalog



A Tradition. . .
of Progress



Regarding various phases of the university, write or telephone as follows:

Marshall University
Huntington, West Virginia 25701
Tel. (304) 696-3170

Admission

Director of Admissions
Tel. (304) 696-3160

Alumni Affairs

Director of Alumni Affairs
Tel. (304) 696-3134

Business Matters, Expenses

Director of Finance
Tel. (304) 696-6620

Employment, Placement

Director of Career Services and Placement
Tel. (304) 696-2370

Graduate Study

Dean of the Graduate School
Tel. (304) 696-6606

Student Affairs

Dean of Student Affairs
Tel. (304) 696-6422

Student Housing

Director of Housing
Tel. (304) 696-6765

Scholarships and Loans

Director of Student Financial Aid
Tel. (304) 696-3162

Transcripts, Records

Office of the Registrar
Tel. (304) 696-6410

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, sex, religion, age, handicap, or national origin.

This nondiscrimination policy also applies to all educational programs and activities as they pertain to admission, employment and other related activities covered under Title IX which prohibits sex discrimination in higher education.

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, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to:

Affirmative Action Officer
Marshall University
Huntington, West Virginia 25701

MARSHALL UNIVERSITY

GENERAL UNDERGRADUATE CATALOG

1982-83

Huntington, West Virginia 25701

West Virginia Board of Regents

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Mr. James S. Williams
Lt. Eugene F. Crawford, Staff Representative
Dr. Paul D. Stewart, Administration Representative
Dr. Elinore D. Taylor, Faculty Representative
Ms. Jennifer K. Fraley, Student Representative

Volume 22

Number 1

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Marshall University
Huntington, West Virginia 25701

The university reserves, for itself and its departments, the right to withdraw or change the announcements made in this Bulletin.

Table of Contents

West Virginia Board of Regents	2
Marshall University Institutional Board of Advisors	2
Calendar, 1982-83	4
Policy Statement on Closing	7
The Administration	8
General Information	9
Admissions	14
International Students	20
Classification of Residents and Nonresidents for Fees	21
Fees and Expenses	24
University Housing	36
Student Services	39
Student Life	39
Student Development	43
Student Financial Aid	46
Clinical Opportunities for Students	49
Departmental Student Activities	50
Academic Information	53
College of Business	75
College of Education	90
College of Liberal Arts	124
College of Science	138
Community College	155
School of Medicine	172
School of Nursing	173
Multi-Departmental Offerings	180
Courses of Instruction	181
The Faculty	275
Index	282

Calendar

FIRST SEMESTER 1982-83

August 29, Sunday, 9:00 a.m.	Residence Halls Open
August 30, Monday, 8:00 a.m.-8:00 p.m.	Regular Registration
August 30, Monday, 4:00 p.m.	Evening Classes Begin
August 31, Tuesday	Day Classes Begin
September 1, Wednesday, 8:00-6:30	Late Registration and Schedule Adjustment
September 2, Thursday, 8:00-6:30	Late Registration and Schedule Adjustment
September 6, Monday	Labor Day Holiday - University Closed
September 24, Friday	Application for December Graduation Due
September 24	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	Last Day to Drop Courses With "W" Grade
October 23, Saturday	Homecoming
October 25 - December 10	"WP" or "WF" Withdrawal Period by Dean's Permission
November 1-12	Advance Registration for 2nd Semester for Currently Enrolled Students Only
November 12, Friday	Last Day to Drop 2nd 8 Weeks Courses With "W" Grade
November 15-January 7	Advance Registration for 2nd Semester Open to ALL Admitted Students
November 24, Wednesday, 12:00 noon	Thanksgiving Recess Begins
November 25, Thursday	Thanksgiving Holiday - University Closed
November 26, Friday	University Holiday - University Closed
November 29, Monday	Classes Resume
December 10, Friday	Last Class Day for All Classes
December 11, Saturday	Exam Day for Saturday Classes
December 13-14, Monday - Tuesday	Exam Days
December 15, Wednesday	Study Day (Wed. night classes examined)
December 16-17-18, Thurs. through Sat. noon	Exam Days
December 18, Saturday, 12:15 p.m.	Exams Concluded. First Semester Ends
December 18, Saturday, 3:00 p.m.	Residence Halls Close (except Holderby Hall)
December 20, Monday, 9:00 a.m.	Deadline for Submitting Final Set of Grades
December 24 through January 2	University Closed
January 3, Monday	University Offices Re-open

SECOND SEMESTER 1982-83

January 9, Sunday, 9:00 a.m.	Residence Halls Open
January 10, Monday, 8:00 a.m.-8:00 p.m.	Regular Registration
January 10, Monday, 4:00 p.m.	Evening Classes Begin

January 11, Tuesday, 8:00 a.m. Day Classes Begin
January 12, Wednesday, 8:00-6:30 Late Registration and
Schedule Adjustment
January 13, Thursday, 8:00-6:30. Late Registration and
Schedule Adjustment
January 28, Friday Application for May Graduation Due
February 4, Friday Last Day to Drop 1st 8 Weeks Courses With "W" Grade
March 1, Tuesday Mid-Semester, 1st 8 Weeks Courses End
March 2, Wednesday 2nd 8 Weeks Courses Begin
March 4, Friday Last Day to Drop Courses With "W" Grade
March 4, Friday, 6:00 p.m. Residence Halls Close (except Holderby Hall)
March 7-13 Spring Vacation - Classes Dismissed
March 7-April 27 "WP" or "WF" Withdrawal Period by
Dean's Permission
March 13, Sunday, 9:00 a.m. Residence Halls Open
March 14, Monday Classes Resume
March 28-March 31 Advance Registration for Summer Session for
Currently Enrolled Students Only
March 31, Thursday . Last Day to Drop 2nd 8 Weeks Courses With "W" Grade
April 1, Good Friday Classes Dismissed - Offices Open
April 4-June 10 Advance Registration for Summer Session
Open to ALL Admitted Students
April 11-22 Advance Registration for Fall Semester 1983
For Currently Enrolled Students Only
April 25-August 26 Advance Registration for Fall Semester
Open to ALL Admitted Students
April 27, Wednesday Last Class Day for Day Classes
April 28, Thursday Study Day (Thursday night classes will meet)
April 29, Friday Exam Day
April 30, Saturday Exam Day for Saturday Classes
May 2, Monday Exam Day
May 3, Tuesday Study Day (Tuesday night classes examined)
May 4-5-6, Wednesday through Friday Exam Days
May 6, Friday, 6:00 p.m. Residence Halls Close
(except for Graduating Students)
May 7, Saturday, 11:00 a.m. Commencement
May 9, Monday, 9:00 a.m. Deadline for Submitting Final Set of Grades
May 23, Monday Memorial Day Holiday - University Closed

SUMMER SESSION 1983

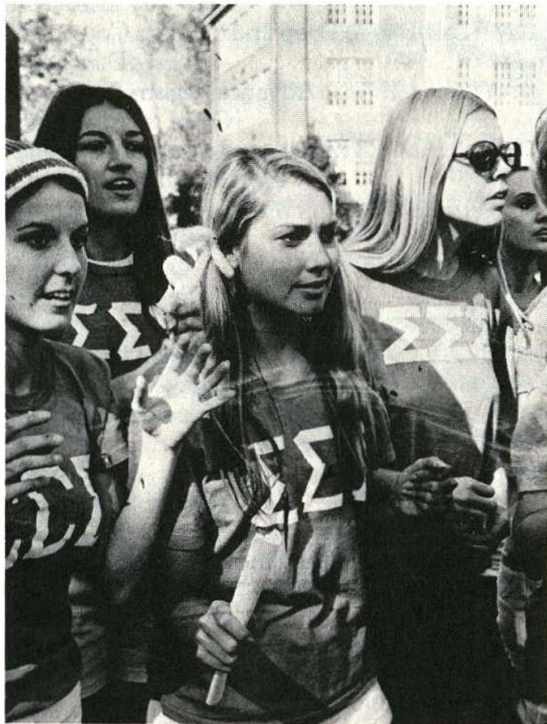
First Term

June 13, Monday Regular Registration
June 13, Monday, 6:30 p.m. Evening Classes Begin
June 14, Tuesday, 8:00 a.m. Day Classes Begin
June 14, Tuesday Late Registration and Schedule Adjustment
June 17, Friday Application for July Graduation Due
July 1, Friday Last Day to Drop Courses With "W" Grade

July 4, Monday Independence Day Holiday - University Closed
 July 5 through July 14 . . "WP" or "WF" Withdrawal Period by Dean's Permission
 July 15, Friday First Term Ends
 July 18, Monday, 9:00 a.m. Deadline for Submitting Final Grades

Second Term

July 18, Monday Regular Registration
 July 19, Tuesday, 8:00 a.m. Classes Begin
 July 19, Tuesday Late Registration and Schedule Adjustment
 July 22, Friday Application for August Graduation Due
 August 5, Friday Last Day to Drop Courses With "W" Grade
 August 8 through August 18 "WP" or "WF" Withdrawal Period
 by Dean's Permission
 August 19, Friday Second Term Ends
 August 22, Monday, 9:00 a.m. Deadline for Submitting Final Grades



Policy Statement

Extreme weather conditions and energy shortages resulted in disruption of normal operations at Marshall University on occasions during the winters of 1976-77 and 1977-78.

Similar situations may occur in the years ahead as a result of weather, energy or other emergency conditions. With that possibility in mind, Marshall University has developed three levels of curtailed operations, based on the severity of the situation.

Since Marshall University is a community of more than 12,000 people with varying roles and responsibilities, it seems unlikely there will ever be a time when the university can be completely "closed" with all members of the university community away from the campus. Therefore, in an attempt to eliminate confusion in the future, the following levels of curtailed operation have been defined as follows:

LEVEL 1: CLASSES SUSPENDED

Classes will not meet as scheduled; students and faculty will be excused. Other staff members will be expected to report in order to maintain all other university activities on a normal or near-normal basis.

LEVEL 2: CLASSES AND OFFICES CLOSED

Routine operations will be suspended. However, staff members involved in the operation of residence halls, health service, food service, recreation facilities, the Student Center, the Library, security services and plant operations functions will be expected to report for duty.

LEVEL 3: UNIVERSITY CLOSED

Residence halls will be closed and all student-related activities will cease. Only security and plant operations staffs will continue to function.

Division directors will have the responsibility for determining the members of their respective staffs required to maintain services at the various levels of curtailed operation.

In the event conditions warrant curtailment of operations, news media serving the region will be notified as quickly as possible and the level of curtailment will be outlined. This will be done by the Office of University Relations.

In the event of curtailment at Level 1 or Level 2, when many students will remain on or near campus, a number of student-related functions will be maintained on the following schedules:

GULLICKSON HALL/HENDERSON CENTER: Recreation facilities to be open from noon to 10 p.m. weekdays; noon to 7 p.m. Saturdays; 1 p.m. to 7 p.m. Sundays.

FAMILY CARE OUTPATIENT CLINIC: Student health services will be provided at normal hours unless otherwise posted.

MEMORIAL STUDENT CENTER: Open 1 p.m. to 7 p.m. daily.

LIBRARY: Both James E. Morrow Library and the School of Medicine Library will provide service from 8 a.m. to 5 p.m. weekdays, 9 a.m. to 5 p.m. Saturdays and 1 p.m. to 7 p.m. Sundays.

RESIDENCE HALLS: The Division of Student Affairs will arrange special activities in cooperation with students living in the residence halls.

Security and plant operations activities are expected to continue under all circumstances.

The Administration

PRESIDENT	Robert B. Hayes
Director of Development	Bernard Queen
Director of Alumni Affairs	Karen C. Thomas
Director of University Relations	C. T. Mitchell
PROVOST	Olen E. Jones, Jr.
Dean of the College of Business	Sara E. Anderson
Dean of the College of Education	Philip J. Rusche
Dean of the College of Liberal Arts	Alan B. Gould
Dean of the College of Science	E. S. Hanrahan
Vice President/Dean, Community College	Paul D. Hines
Dean of Student Affairs	Nell C. Bailey
Associate Dean, Student Affairs	Kenneth E. Blue
Associate Dean, Student Affairs	Mary-Ann Thomas
Associate Provost and	
Dean of the Graduate School	Paul D. Stewart
Associate Provost	William S. Deel
Director of Libraries	Kenneth T. Slack
Registrar	Robert H. Eddins
Director of Admissions	James W. Harless
VICE PRESIDENT FOR ADMINISTRATION	Karl Egnatoff
Director of Auxiliary Enterprises	Warren S. Myers
Director of Personnel	Ray A. Nissen
Affirmative Action Officer	Marvin E. Billups
Director of Plant and Administrative Operations	Harry E. Long
Director of Public Safety	Donald L. Salyers
VICE PRESIDENT FOR FINANCIAL AFFAIRS	Michael F. Thomas
Director of Finance	Richard D. Vass
Director of Accounting	Ted W. Massey
VICE PRESIDENT/DEAN, SCHOOL OF MEDICINE	Robert W. Coon
Executive Assistant	John M. Zink
Associate Dean for Academic and Clinical Affairs	David K. Heydinger
Associate Dean for Clinical Affairs	Jack H. Baur
Associate Dean	Raymond R. Watson
Dean of the School of Nursing	Phyllis F. Higley
DIRECTOR OF ATHLETICS	Lynn J. Snyder
Associate Director of Athletics	Edward M. Starling

General Information

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 spiritual, 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.

HISTORY

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 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.

Marshall was granted University status in 1961. Today it has an alumni body of more than 33,000.

Since the formation of the West Virginia Board of Regents in 1969, 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 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 American Chemical Society. The Bachelor of Science in Nursing Degree Program is accredited by the National League for Nursing. The Associate in Science in Nursing Degree Program is accredited by the West Virginia State Board of Examiners for Registered Nurses and by the National League for Nursing. The News-Editorial Sequence of the School of Journalism is accredited by the American Council on Education for Journalism. The Department of Music is an associate 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 is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association and by the National Accrediting Agency for Clinical Laboratory Sciences. The School of Medicine is accredited by the Liaison Committee on Medical Education, of the American Medical Association and the Association of Medical Colleges.

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. Marshall holds membership in the American Council on Education, the American Association of Colleges for Teacher Education, the American Assembly of Collegiate Schools of Business, the American Association of State Colleges and Universities, the American Library Association, the American Association of Community/Junior Colleges, the Council of North Central Community/Junior Colleges, the American Association of Colleges of Nursing, and the Southern Regional Educational Board, Council on Collegiate Education for Nursing.

LOCATION

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

DIVISIONS

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

COMPUTER CENTER

The Computer Center supports the university's administrative, instructional, and research activities. On-site equipment includes PDP 11/34, PDP 11/40 and VAX 11/780 computers and terminals for interactive problem solving. Remote processing is supported by the facilities of the West Virginia Network for Educational Telecomputing.

JAMES E. MORROW LIBRARY

The James E. Morrow Library of Marshall University was built in 1929-31 as a combination library and classroom building. In 1966-69 the demands resulting from growth in enrollment and the increase in graduate work brought about an extensive remodeling and building program which provided an additional 74,652 square feet of space. This space was literally "wrapped around" the existing building. It increased the capacity to slightly over 100,000 gross square feet of assignable space, a total shelf capacity for 375,000 volumes and reader stations for 700 students. The reading areas are comfortable with carpeted floors, complete air conditioning, electrical heating and excellent lighting. The new building created is a handsome campus landmark of imposing Georgian design.

On June 30, 1981, the Library's holdings totaled 1,071,384 bibliographic units of which 346,143 were bound volumes of periodicals and monographs, 408,603 microforms, 2,049 audio cassettes, 241 film loops, 283 film strips, 582 kits, 435 slide sets, 121 video tapes, 17 films, 5,660 phono disks, 1,631 audio tapes, 460,824 government documents, and 36,431 pamphlets.

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 39 programs in which the master's degree may be earned: accounting, adult education, art, biological sciences, biomedical sciences, business and commerce, business education, chemistry, communication arts, community health, counseling, criminal justice, distributive education, early childhood education, elementary education, secondary education, educational administration, educational supervision, English, geography, health and physical education, history, home economics, journalism, library science education, mathematics, music, physical science, political science, psychology, reading education, safety, social studies, sociology, special education, speech, speech pathology and audiology, and vocational technical education. In addition, cooperative programs include a master's in humanistic studies with the West Virginia College of Graduate Studies, and a Ph.D. in biomedical science and an Ed.D. in educational administration, both with West Virginia University.

As the variety of these programs would indicate, the Graduate School

offers the graduate student ample opportunity to acquire research techniques in the 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. However, on recommendation by the department chairman and with the approval of the undergraduate dean and the dean of the Graduate School, seniors with superior academic undergraduate records may be permitted to enroll in graduate courses at Marshall University. When combined with the College Level Examination Program (C.L.E.P.), 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, Huntington, West Virginia 25701.

INSTRUCTIONAL TELEVISION SERVICES

ITV Services is an academic service agency that supports the instructional needs of the faculty and student body through the production and distribution of instructional programming. It produces video and audio training modules for various university departments; assists in the production of presentations by faculty and staff for professional meetings, conferences, and conventions; produces public service announcements for broadcast on local television stations; and furnishes laboratory facilities for students majoring in broadcast production and broadcast journalism.

ITV Services operates a six-channel color cable television distribution system which reaches most classroom buildings on the Marshall campus. A professional staff of producers, engineers, and production assistants is available to assist qualified users in developing high-quality television productions. Offices and studios of ITV Services are located in the Communications Building.

RADIO STATION WMUL-FM

WMUL-FM, Marshall's public radio station, has been broadcasting since 1961. It is a university-wide activity, operated by a volunteer student staff under the supervision of a faculty member from the broadcasting curriculum. WMUL was the first public broadcasting station licensed in West Virginia and operates on 88.1 Mhz seven days a week while Marshall is in session.

WPBY-TV

Operated by the West Virginia Educational Broadcasting Authority, this noncommercial television station broadcasts public affairs, educational, cultural, and entertainment programs on Channel 33. Main offices are located at the Communications Building on the Marshall University campus, Huntington, and production facilities are located at the Communications Building and at Nitro, West Virginia.

MARSHALL ARTISTS SERIES

This non-profit corporation provides for the appearance of prominent lecturers and artists in the performing arts. There are four divisions of activity within the Marshall Artists Series: Baxter Series, Mount Series, Forum Series, and Summer Series. Marshall University students with activity cards may attend all programs at no charge. Inquiries should be addressed to: Marshall Artists Series, Inc., Marshall University, Huntington, W.Va. 25701. Telephone: 696-6656.

SPEAKERS BUREAU

The Speakers Bureau is a coordinating agency designed to centralize the speaker resources of the many departments of the university, its administrative staff and faculty, and to facilitate the scheduling of speaking engagements by members of the university community. Details on the Speakers Bureau may be secured from the Office of Development, Marshall University, Huntington, West Virginia 25701 or by calling (304) 696-6440.



Admissions

GENERAL ADMISSION PROCEDURE

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

All correspondence and matters pertaining to admissions should be addressed to:

Director of Admissions
Marshall University
Huntington, West Virginia 25701
Telephone (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 or college grades, and application for admission. The prospective student is responsible for the submission of all necessary forms and records in support of an application for admission. The West Virginia Board of Regents requires all first-time, full-time freshmen to submit the American College Test Profile before they register.

Prospective students are notified as soon as action is taken on their applications.

Admission is for one academic year and may be used only for that time. If the student fails to register during the year for which he/she has been admitted, he/she must file another application for any semester or term thereafter.

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

A dormitory 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.

ADMISSION OF HIGH SCHOOL GRADUATES (FRESHMEN)

To be eligible for admission from an approved* high school, the applicant must have been graduated and have earned a C (2.00) grade point average or higher for all courses taken for credit in high school. Students admitted with

*One that is approved by the State Department of Education in the State where the high school is located. Graduates of other high schools meeting essentially the same requirements may be admitted conditionally.

less than 2.00 averages will be admitted conditionally and will be required to participate in the remedial services offered by the university. The following high school units are suggested for minimal preparation for university attendance:

- English - four units
- Science - two units
- Mathematics - two units
- Social Studies - three units
- Health and Physical Education - one unit
- Foreign Language - two units

Under exceptional circumstances the requirements may be waived.

Veterans of one year or more who have been graduated from West Virginia high schools and have not attended college are also eligible for admission to Marshall University.

Admission to the university is not necessarily admission to a particular college or curriculum within the university. 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 admission, adequate performance on the ACT and an interview. Entrance into the music program requires an audition. Candidates for these programs should consult with the appropriate department chairman.

It is recommended that students interested in earning certain degrees have the following:

Bachelor of Science degree and pre-professional students - One unit of plane geometry.

Bachelor of Science in Chemistry degree - Two units of algebra, half unit of geometry, half unit of trigonometry, one unit of chemistry and one unit of physics recommended.

Bachelor of Science in Nursing degree - Specific information concerning admission should be requested from the School of Nursing.

Associate in Science in Nursing degree - One unit of chemistry, one unit of algebra, and one unit of biology are recommended. A satisfactory current physical examination and an interview are required. Specific information concerning admission should be requested from the School of Nursing.

Associate in Applied Science in Civil, Electrical, or Mechanical Engineering Technology - One unit of geometry and two units of algebra. One unit of chemistry and one unit of physics are also recommended but not required.

PROVISIONAL ADMISSION OF HIGH SCHOOL STUDENTS

Provisional admission is granted to high school students who have attained a C (2.00) average or better at the end of the junior year of high school or any time during the senior year, but final admission is not granted until after graduation from high school and the submission of the official high school record showing graduation from high school.

*For Nursing information, please refer to pp. 173-174 and 176-177 concerning admission requirements.

EARLY ADMISSION OF ACADEMICALLY OUTSTANDING HIGH SCHOOL STUDENTS

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 during the senior year. To be eligible for admission under this program a student must:

1. Have completed the junior year of high school.
2. Have a B (3.00) or better grade point average, 9th through 11th grades.
3. Have the recommendation of his high school principal.
4. File an application for admission and submit transcripts of high school credits and grades.
5. Be approved by the Director of Admissions.
6. Pay regular university fees.

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

ACT-ADMISSIONS OPTION FOR FRESHMEN

You may wish to take the ACT Exam during your junior year or early in your senior year in high school. If we receive your ACT scores no later than May 1 of your senior year (Note: you should list Marshall's code number 4526) we will provisionally admit you and mail a pre-printed application form for you to complete. Your high school counselor should confirm your grade point average, sign the form and return it to the Admissions Office.

If you choose the ACT-Admissions Option and wish to apply for financial aid, you must take the test (ACT) by December of your senior year and request your scores to be forwarded to Marshall University (4526) when you take the examination.

If you choose the ACT Admissions Option and you wish to apply for sports programs, you will need to arrange for your G.P.A. to be forwarded to this office on the pre-printed form we mail to you when you are provisionally admitted. Also, an official transcript is required.

Admission to the university is not necessarily admission to a particular college, school or curriculum within the university.

THE AMERICAN COLLEGE TEST

The West Virginia Board of Regents requires all first-time, full-time freshmen to submit the American College Test (ACT) Profile before they register. ACT test scores are used in placing students in sections of English and mathematics, for scholarship and loan applications, and in the academic counseling programs of the colleges. High school students are urged to take this test during October or December 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 must be on file in the Admissions Office before a full-time student will be permitted to participate in orientation or registration.

ADMISSION OF TRANSIENT STUDENTS

Any person who is a candidate for a degree at another collegiate-level institution and wishes to transfer Marshall University credit toward that degree will be classified as a transient student. That student will need to submit an application to the Admissions Office and have his/her home college send a letter of good standing to the Admissions Office.

ADMISSION OF TRANSFER STUDENTS

Any person who has attended another accredited institution* of collegiate grade, whether he has earned credit or not, is classified as a transfer student. The university does not at any time or under any conditions disregard college or university credits earned elsewhere in order to admit an applicant solely on the basis of his high school record. All credentials submitted in support of an application for admission become the permanent property of the university. Credit earned at other accredited colleges and universities is allowed toward a degree if applicable.

To be eligible for full admission, a transfer student must present evidence that he/she is capable of doing university level work and should have maintained an overall average of C (2.00) or better on all college work previously attempted.

Applications of transfer students with cumulative averages slightly below a 2.00 may be considered for admission if the work done in other colleges is equal to or above the academic standing required of a student in good standing at Marshall 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 in the West Virginia system of higher education shall be transferable to Marshall University.

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

Candidates for graduation must have a quality point average of 2.00 or higher on all work attempted at Marshall University.

NOTE: A student who attends another institution of collegiate level 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 requirements as full-time students, with the exception of the ACT requirement.

*Accredited colleges or universities are those approved by national or regional accrediting associations or the state university in the state in which the institution is located.

ADMISSION OF SPECIAL STUDENTS

Individuals who hold the baccalaureate degree from an accredited institution may enter an undergraduate college or school at Marshall University by completing the application for admission and by presenting evidence of the receipt of the degree, either final transcript or diploma.

ADMISSION OF AUDIT STUDENTS

Auditors must file an application for admission to the university and obtain the permission of the instructor to sit in on the class.

NON-DEGREE ADMISSIONS POLICY

Persons who desire university instruction without wishing to become undergraduate degree candidates may be admitted as non-degree students, provided they present satisfactory evidence that they are prepared to take the work desired. 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. All non-degree students should complete a non-degree application for admission and register at the scheduled times for registration. Permission to take classes may be obtained during the registration process.

CLASSIFICATION OF FRESHMEN ADMITTED FROM HIGH SCHOOL

Graduates of accredited high schools are admitted in good standing if their grade average on required content subjects is between C and A-. Those students admitted with less than C (2.00) averages will be admitted conditionally pending the results of their academic performance at Marshall University. All new full-time undergraduate students admitted conditionally will be required to be assessed by the Educational Support Program staff and advised by a college or an academic advisor prior to registering. The student will be permitted to enroll in no more than 13 semester hours. Based on the assessment, the student will enter a contractual agreement with the Educational Support Program staff.

Graduates whose scholastic average is A-(3.75) or above are admitted with honors.

ADMISSION BY GENERAL EDUCATION DEVELOPMENT TESTS

Applicants, veterans and nonveterans, must be nineteen years of age and must have been out of school more than one year preceding their application.

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 non-high school graduate is admitted to Marshall University if he attains a standard score of 40 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test.

The test must be taken in the state in which the student is currently residing. No credit is granted for completion of the college level GED Test.

ADVANCED PLACEMENT EXAMINATION

Marshall University will accept advanced placement in the following fields on the basis of the College Entrance Examination Board Advanced Placement Examinations: American history, biology, chemistry, Spanish, French, German, Latin, English composition, mathematics, and physics.

The examinations are prepared by the college board and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540. The examination paper, with the grade and an interpretation of the grade, a set of the examination questions, a description of the course as prepared by the school in which the work was done, and the school's recommendation, are forwarded to Marshall University. Students scoring five or four on the examination are given credit while those scoring three are referred to the chairmen of the various departments for their decision as to whether credit should be given. Credit will not be allowed for students scoring below three.

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is offered at Marshall University and enables students who can demonstrate a 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. 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.

CREDIT FOR MILITARY EXPERIENCE AND TRAINING

Physical Education for Veterans

Students who are veterans with at least one year of active military service, who are eligible to receive Veterans Administration Educational Benefits, and who have completed at least 12 semester hours at Marshall with a grade of "C" or better shall upon their request be granted a maximum of four semester hours of credit in physical education. This credit is to include the general education

requirement in physical education and two hours of general electives in the field of health and physical education. Veterans should initially contact the Admissions Office concerning receipt of such credit. A copy of the DD-214 Form should be presented at that time.

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. Evaluation of training in the Armed Forces is done by the Admissions Office.

United States Marine Corps Platoon Leaders Class

Equivalence 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 Office of Admissions for possible award of credit for this training. Additional information concerning this class may be obtained by writing to:

United States Marine Corps
Officer Selection Office
3116 McCorkle Avenue, SW
South Charleston, West Virginia 25303
(304) 744-4355

INTERNATIONAL STUDENTS

This school is authorized under Federal law to enroll nonimmigrant alien students.

International students who wish to apply for admission to Marshall University must submit an application for admission and an official transcript of all academic credits and grades. The transcript must be sent by the institution last attended. The Application for Admission may be secured by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25701.

Before admission to Marshall, international students must demonstrate proficiency in written and spoken English by the successful completion of the Test of English as a Foreign Language, administered by the Educational Testing Service of Princeton, New Jersey 08540. Required score is 500. Information concerning this test can be secured through U.S. embassies and consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036

Other means by which the English proficiency requirement may be met are as follows:

1. Michigan Test of English Language Proficiency - 79 equated score
2. ELS (English Language School) - Level 9
3. Graduate students having a degree from an accredited English speaking university
4. Students whose native language is English (England, Canada, New Zealand, Australia, etc.)

Upon receipt of English proficiency scores, transcripts, and an application for

admission, the applicant's credentials are evaluated and, upon determination of eligibility, a letter of admission is sent.

A financial statement and a \$5,500 deposit must be received in the Financial Aid Office before an I-20 form will be issued. (Exception: Government Billing Authorization).

Students already in the United States must complete an "International Student Advisor's Report" which can be obtained from the Admissions Office.

Students will be further tested upon arrival at Marshall University for purposes of academic advising. Included are tests in oral and written English, on the basis of which students are required to take special courses in Speech, English, and/or English as Foreign Language. These special courses include: English 100A, 101A, and 102A (see p. 202); English as Foreign Language 101, 102, 203, and 204, (see p. 205); and Speech 240A, Diction for International Students (see p. 251).

The International Student Office will provide international students whose native tongue is not English with a list of special courses designed to improve their proficiency in English and to aid them in their studies.

International students at Marshall University should address questions regarding their immigration status to the International Student Advisor in the International Student Office.

POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES

1. **General** - Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. 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 are deemed necessary to establish the domicile of a student. The burden of establishing residency for admission, tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2. **Residence Determined by Domicile** - Domicile within the State means adoption of the State as the fixed permanent home and involves personal residence within the state with no intent on the part of the applicant or, in the case of the 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 residence 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 residence within the State prior to the date of registration, provided that such twelve months residency 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 residence prior to the date of registration must be supported by evidence of

positive and unequivocal action. Priority consideration should normally be given to such evidence as the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, and marriage to a West Virginia resident. Items of lesser importance which might be considered as support factors include registering to vote in West Virginia and the actual exercise of such right, possessing a valid West Virginia driver's license, transferring or establishing local church membership, involvement in local community activities, and various other acts which may give evidence of intent to remain indefinitely within the State. 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 residency might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or 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.

3. **Dependency Status** - 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 residency as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the residence 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 a resident student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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 residence in this State for admission or fee payment purposes.

4. **Change of Residence** - A student who has been classified as an out-of-state resident 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 residence status, the designated institutional officer shall consider those actions referenced in section two above.

5. **Military** - 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 a resident 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 residents of the State of West Virginia for tuition and fee purposes.

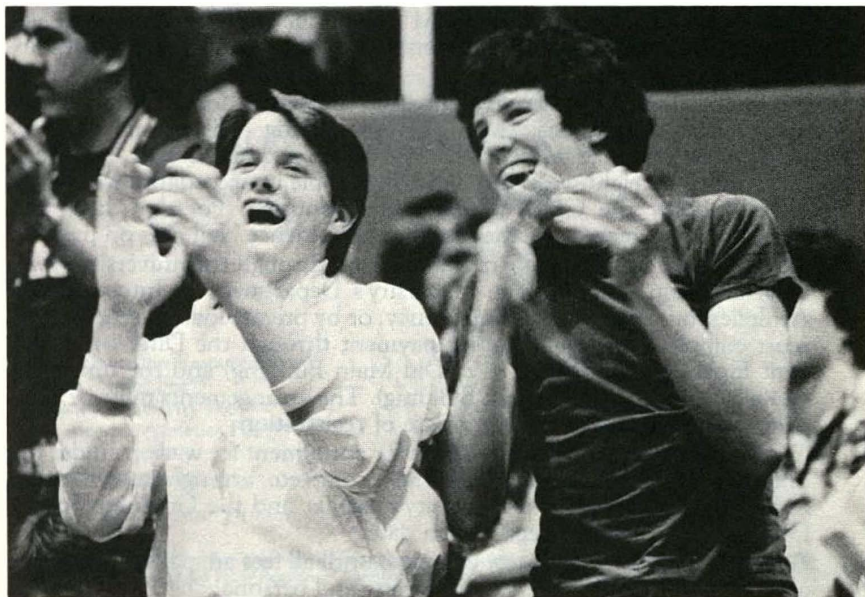
Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state residents for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes.

6. **Aliens** - An alien 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 two may be eligible for resident classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student.

7. **Appeal Process** - The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as are determined to be appropriate for the processing of appeals. The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents in accord with such procedures as may be prescribed from time to time by the Board.

Adopted: West Virginia Board of Regents
February 2, 1971 (originally
adopted as Policy Bulletin No. 3)

Revised: February 6, 1973
November 13, 1973 (rescinded revised
Policy Bulletin No. 3)
October 2, 1981



Fees & Expenses

GENERAL INSTRUCTIONS

1. **The university and its governing board reserve the right to change fees and rates without prior notice.**
2. Enrollment fees are payable on or before the date of registration. Currently enrolled students who advance register (pre-register) for a semester or summer term will receive an invoice for enrollment fees. Payment of the invoice must be made to the university's cashier on the due date established by the Office of Financial Affairs and the Registrar. The due date will be prior to the date of regular registration for any given semester or summer term. Pre-registered students who do not pay their bills on the established due date will have their class schedules cancelled by the Registrar. Students who register during the regular registration periods and any reregistering pre-registered students will pay enrollment fees on the date of regular registration. First-time enrollees and transfer students will pay tuition on their assigned registration day. All late registrants are subject to the late registration fee of \$15.00. A student who fails to pay his enrollment fees, room and board when due will be subject to administrative withdrawal from the university. (See Withdrawal/Reinstatement Policy on page 34)
3. No financial credit will be extended for enrollment fees. The university operates on a cash basis with payments being collected in advance. However, a student's residence hall fee (room and board) may be divided into two equal eight-week installments payable in accordance with dates established by the Office of University Housing. For due dates and amounts of payments, see the section on Residence Hall Fees on page 34.
4. 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 cashier (Room 103, Old Main Building). The arrangements must be complete on or before the student's date of registration.
5. Graduate assistants, who are eligible for enrollment fee waivers under the university's fee remission plan, must complete arrangements for the remission of fees with the university's cashier and the Graduate School Dean on or before the registration date.
6. A student's registration is not complete until all fees are paid. The cashier accepts cash, money orders, bank drafts and personal checks written for the exact amount of the obligation. All checks must be made payable to Marshall University.
7. A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. A charge of \$5.00 will be made for each check returned unpaid by the bank upon which it is drawn

unless the student can obtain an admission of error from the bank. If the check returned by the bank was in payment of tuition and registration fees, the Office of Financial Affairs may declare the fees unpaid and the registration cancelled. If the check was dishonored after the last day of regular registration, the late registration charge may be levied. In such case, the student may be reinstated upon redemption of the unpaid check, payment of the \$5.00 handling charge and payment of the late fee of \$15.00. (See Withdrawal Reinstatement policy on page 34)

8. 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. Checks given in payment of fees, charges, or obligations, or in exchange for currency through a check cashing privilege are accepted by the university subject to bank clearing house procedure. In the event a check is dishonored by a bank, the student will be held responsible for prompt redemption of the check. Failure to properly redeem the check may result in administrative withdrawal. (See Withdrawal Reinstatement policy on page 34)
9. Students who withdraw properly and regularly from the institution will receive refunds of fees paid in accordance with the refunding policy which is stated in the schedule of refunds in this section of the catalog.
10. A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

ENROLLMENT FEES

TWELVE SEMESTER HOURS OR MORE

Regular Semester

	Resident of West Virginia	Nonresident*
Tuition Fee**	\$ 60.00	\$300.00
Registration Fee**	50.00	250.00
Higher Education Resources Fee**	100.00	325.00
Student Center Fee**	29.50	29.50
Institutional Activity Fee***	54.00	54.00
Intercollegiate Athletics Fee***	31.50	31.50
Total Enrollment Fee	\$325.00	\$990.00

*The Governing Board's policy statement defining the term nonresident for fee purposes is printed on page 21 of this catalog under the section entitled Policy Regarding Classification of Students as Residents and Nonresidents for Admission and Fee Purposes.

**Students enrolled for less than twelve semester hours pay a pro-rated charge calculated in direct proportion to the number of semester hours scheduled. (One-twelfth of the full-time fee multiplied by the number of semester hours scheduled by the student.)

***Students enrolled in a regular semester for seven (7) or more semester hours are required to pay in full the institutional activity fee and the intercollegiate athletic fee. Payments of the two fees are optional to students enrolled for six (6) semester hours or less. See the Table of Assessments for Student Activity Fees (pp. 26-27).

LESS THAN TWELVE SEMESTER HOURS
Regular Semester

West Virginia Resident

Hours	Tuition*	Registration*	Higher Education Resources*	Inter-Collegiate Athletic**	Institutional Activity**	Student Center***	Total
1	\$ 5.00	\$ 4.00	\$ 8.50	\$	\$	\$ 2.50	\$ 20.00
2	10.00	8.00	17.00			5.00	40.00
3	15.00	12.00	25.50			7.50	60.00
4	20.00	16.00	34.00			10.00	80.00
5	25.00	20.00	42.50			12.50	100.00
6	30.00	24.00	51.00			15.00	120.00
7	35.00	28.00	59.50	31.50	54.00	17.50	225.50
8	40.00	32.00	68.00	31.50	54.00	20.00	245.50
9	45.00	36.00	76.50	31.50	54.00	22.50	265.50
10	50.00	40.00	85.00	31.50	54.00	25.00	285.50
11	55.00	44.00	93.50	31.50	54.00	27.50	305.50

Nonresident

Hours	Tuition*	Registration*	Higher Education Resources*	Inter-Collegiate Athletic**	Institutional Activity**	Student Center***	Total
1	\$ 25.00	\$ 21.00	\$ 27.50	\$	\$	\$ 2.50	\$ 76.00
2	50.00	42.00	55.00			5.00	152.00
3	75.00	63.00	82.50			7.50	228.00
4	100.00	84.00	110.00			10.00	304.00
5	125.00	105.00	137.50			12.50	380.00
6	150.00	126.00	165.00			15.00	456.00
7	175.00	147.00	192.50	31.50	54.00	17.50	617.50
8	200.00	168.00	220.00	31.50	54.00	20.00	293.50
9	225.00	189.00	247.50	31.50	54.00	22.50	769.50
10	250.00	210.00	275.00	31.50	54.00	25.00	845.50
11	275.00	231.00	302.50	31.50	54.00	27.50	921.50

TABLE OF ASSESSMENTS
STUDENT ACTIVITY FEES

Fees payable in full amount with course loads of seven (7) or more credit hours	Per hour cost of Activity Fees payable at a pro-rated charge with course loads of less than twelve (12) credit hours
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Institutional Activity Fee:

Artists Series, Convocations and Forums	\$ 6.85
Chief Justice	2.55
Debate	1.00
Escalade	.25
Et Cetera	.25
Health Service	18.00
Identification Card	.50
Intramural Sports	4.00
Music Organizations	3.50
Parthenon	5.00

*Students enrolled for less than twelve semester hours pay a pro-rated charge calculated in directed proportion to the number of semester hours scheduled. (One-twelfth of the full-time fee multiplied by the number of semester hours scheduled by the student.)

**Students enrolled in a regular semester for seven (7) or more semester hours are required to pay, in full, the Intercollegiate Athletic Fee and the Institutional Activity Fee. Payments of the aforementioned two fees are optional to students enrolled for six semester hours or less. See the Table of Assessments For Student Activity Fees.

***See the Table of Assessments for Student Activity Fees. The Student Center Fee is payable as a pro-rated charge calculated in direct proportion to the number of hours scheduled by the student. (One-twelfth of the full-time fee multiplied by the number of hours scheduled by the student.)

Programming Student Activities	\$ 6.75	
Student Government	1.00	
Student Legal Aid Program	1.00	
Human Relations Center	1.00	
University Theatre	1.15	
WMUL-Radio	1.20	
<hr/>		
Total Institutional Activity Fee	\$54.00	
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 1.50
Student Center Operations	11.50	1.00
<hr/>		
Total Student Center Fee	\$29.50	\$ 2.50 per hour cost
Intercollegiate Athletics Fee:	31.50	
<hr/>		
Total Activity Fee	\$115.00	

ENROLLMENT FEES

TWELVE SEMESTER HOURS OR MORE

Summer Term (5 weeks) - Normal load - 6 credit hours

	Resident of West Virginia	Nonresident
Tuition Fee*	\$ 60.00	\$300.00
Registration Fee*	50.00	250.00
Higher Education Resources Fee*	100.00	325.00
Institutional Activity Fee**	40.60	40.60
Student Center Fee**	29.50	29.50
<hr/>		
Total Enrollment Fee	\$280.10	\$945.10

LESS THAN TWELVE SEMESTER HOURS

Summer Term (5 weeks)

West Virginia Resident

Hours	Tuition*	Registration*	Higher Edu- cation Resources Fee*	Institutional Activity Fee**	Student Center Fee***	Total
1	\$ 5.00	\$ 4.00	\$ 8.50	\$	\$ 2.50	\$ 20.00
2	10.00	8.00	17.00		5.00	40.00
3	15.00	12.00	25.50		7.50	60.00
4	20.00	16.00	34.00		10.00	80.00
5	25.00	20.00	42.50		12.50	100.00
6	30.00	24.00	51.00		15.00	120.00
7	35.00	28.00	59.50	40.60	17.50	180.60
8	40.00	32.00	68.00	40.60	20.00	200.60
9	45.00	36.00	76.50	40.60	22.50	220.60
10	50.00	40.00	85.00	40.60	25.00	240.60
11	55.00	44.00	93.50	40.60	27.50	260.60

*Students enrolled for less than twelve semester hours pay a pro-rated charge calculated in direct proportion to the number of semester hours scheduled. (One-twelfth of the full-time fee multiplied by the number of semester hours scheduled by the student.)

**With the summer session enrollments, the institutional activity fee is assessed as follows: The full fee of \$40.60 is a required one-time payment, for students enrolling only in the 1st five (5) week summer term for a course load of seven (7) or more credit hours or for student enrolling only in the 2nd five (5) week summer term for a course load of seven (7) or more credit hours or for students enrolling in both terms for a combined total of seven (7) or more credit hours for the TOTAL summer enrollment period.

For enrollments of six (6) hours or less, under the terms and conditions described in the above paragraph, the payment of \$40.60 is optional.

***See the Table of Assessments for Student Activity Fees. The Student Center Fee is payable as a pro-rated charge calculated in direct proportion to the number of hours scheduled by the student. (One-twelfth of the full-time fee multiplied by the number of hours scheduled by the student.)

Nonresident

Hours	Tuition*	Registration*	Higher Education Resources Fee*	Institutional Activity Fee**	Student Center Fee***	Total
1	\$ 25.00	\$ 21.00	\$ 27.50	\$	\$ 2.50	\$ 76.00
2	50.00	42.00	55.00		5.00	152.00
3	75.00	63.00	82.50			228.00
4	100.00	84.00	110.00		10.00	304.00
5	125.00	105.00	137.50		12.50	380.00
6	150.00	125.00	165.00		15.00	456.00
7	175.00	147.00	192.50	40.60	17.50	572.60
8	200.00	168.00	220.00	40.60	20.00	648.60
9	225.00	189.00	247.50	40.60	22.50	724.60
10	250.00	210.00	275.00	40.60	25.00	800.00
11	275.00	231.00	302.50	40.60	27.50	876.60

**TABLE OF ASSESSMENTS
STUDENT ACTIVITY FEE**

	Fees payable in full amount with course loads of seven (7) or more credit hours	Per hour cost of Activity Fees payable at a pro rated charge with course loads of less than twelve (12) credit hours
Institutional Activity Fee:		
Convocations and Forums	\$ 2.00	
Health Service	18.00	
Identification Card	.50	
Intramural Sports	4.00	
Parthenon	5.00	
Programming Student Activities	6.75	
Student Legal Aid Program	1.00	
Human Relations Center	1.00	
University Theatre	1.15	
WMUL-Radio	1.20	
Total Institutional Activity Fee	\$40.60	
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 1.50
Student Center Operations	11.50	1.00
Total Student Center Fee	\$29.50	
Total Activity Fee	\$70.10	\$ 2.50 per hour cost

*Students enrolled for less than twelve semester hours pay a pro-rated charge calculated in direct proportion to the number of semester hours scheduled. (One-twelfth of the full-time fee multiplied by the number of semester hours scheduled by the student.)

**With the summer session enrollments, the institutional activity fee is assessed as follows: The full fee of \$40.60 is a required one-time payment, for students enrolling only in the 1st five (5) week summer term for a course load of seven (7) or more credit hours or for students enrolling only in the 2nd five (5) week summer term for a course load of seven (7) or more credit hours or for students enrolling in both terms for a combined total of seven (7) or more credit hours for the TOTAL summer enrollment period.

For enrollments of six (6) hours or less, under the terms and conditions described in the above paragraph, the payment of \$40.60 is optional.

***See the Table of Assessments for Student Activity Fees. The student Center Fee is payable as a pro-rated charge calculated in direct proportion to the number of hours scheduled by the student. (One-twelfth of the full-time fee multiplied by the number of hours scheduled by the student.)

ENROLLMENT FEES - OFF-CAMPUS COURSES

Resident of West Virginia: \$17.50 per credit hour; Nonresident: \$73.50 per credit hour.

RESIDENCE HALLS

Students requesting housing in university residence halls are required to sign a contract to live and eat in the university facilities for the entire academic year.

Residence hall contracts are effective for the full academic year, fall and spring semesters, and are binding on all students who sign a contract for this period.

The food service plan is not valid during vacation periods. Food service plans (15 or 19 meals per week) will become effective on the first day of any given semester or summer term. Meals prior to the first day of classes must be paid in cash.

NOTE: No deduction or refund is made in food service charges unless the student is absent from the campus for more than a calendar week because of personal illness or a university-approved trip. No deduction or refund is made in room charges for absences. Payment for services for room and board are required at the contractual rate. No reduction from the contracted rate will be allowed unless approved in advance by the Housing Office.

RATES

	Room Rent	Board		Sales tax	Total per semester*	
		19-meal	15-meal		19-meal	15-meal
Triple Occupancy						
Buskirk Hall	\$462.00	\$572.00	\$514.00	\$23.10	\$1,057.10*	\$ 999.10*
Twin Towers	517.00	572.00	514.00	25.85	1,114.85*	1,056.85*
Double Occupancy						
Buskirk	537.00	572.00	514.00	26.85	1,135.85*	1,077.85*
Twin Towers	601.00	572.00	514.00	30.05	1,203.05*	1,145.05*
Hodges, Laidley and Holderby	526.00	572.00	514.00	26.30	1,124.30*	1,066.30*
Single						
Holderby	664.00	572.00	514.00	33.20	1,269.20*	1,211.20*
Buskirk	675.00	572.00	514.00	33.75	1,280.75*	1,222.75*
Twin Towers	688.00	572.00	514.00	34.40	1,294.40*	1,236.40*
Summer Term - 5 weeks						
Double Occupancy						
Twin Towers	\$132.00	\$183.00		\$ 6.60	\$321.60**	
Buskirk	135.00	183.00		6.75	324.75**	
Twin Towers	169.00	183.00		8.45	360.45**	
Single						
Holderby	229.00	183.00		11.45	423.45**	
Buskirk	232.00	183.00		11.60	426.60**	
Twin Towers	250.00	183.00		12.50	445.50**	

Rates for Married Students Housing (84 units available)***

Efficiency Apartment	\$120.00***
One Bedroom Apartment (Old Building)	150.00***
Two Bedroom Apartment (Old Building)	180.00***
One Bedroom Apartment (New Building)	210.00***
Two Bedroom Apartment (New Building)	240.00***

Note: Reservation for rooms in all residence halls and married students' housing, must be made through the Housing Office, Room 115, Old Main Building.

*The semester fee may be paid in two equal installments. Due dates for installments are August 2 and October 15 for the 1st regular semester and January 3 and March 1 for the 2nd regular semester. A \$50 reservation deposit must accompany applications. Of the \$50.00 amount, \$25.00 will be applied to the 1st eight weeks room and board payment, and \$25.00 will be held on account as a damage deposit.

**A \$50 deposit must accompany application for a room.

***A \$50 damage deposit required. All units are furnished and utility costs are included in the rental rate.

EXPLANATORY STATEMENT OF FEE PURPOSE:

Tuition fee: To finance W.Va. Board of Regents Special Capital Improvements Fund. Statutory authority - W. Va. Code 18-24-1, 18-12B-1.

Registration fee: To finance W.Va. Board of Regents Special Capital Improvements Fund. Statutory authority - W.Va. Code 18-24-4.

Higher Education Resources fee: A special fee levied against each student. Monies are appropriated by W. Va. State Legislature from the State Fund General Revenue. Statutory authority - W. Va. Code 18-24-1.

Institutional Activity fee: To operate various student activities. These include Artists Series, Convocations and Forums, Chief Justice, Debate, Et Cetera, Health Service, Identification Card, Intramural Sports, Music Organizations, Parthenon, Programming Student Activities, Student Government, Student Legal Aid, Human Relations Center, University Theatre, and WMUL-Radio. Statutory authority - W. Va. Code 18-24-1, 18-24-8.

Student Center fee: To operate and meet bond requirements of the Memorial Student Center. Statutory authority - W. Va. Code 18-24-1, 25-1-26.

Intercollegiate Athletics fee: To support an Intercollegiate Athletic Program. Statutory authority - W. Va. Code 18-24-1, 18-24-7.

Residence Hall fee: To operate and meet bond requirements of the housing and dining system. Statutory authority - W. Va. Code 18-24-1, 18-24-9.

ESTIMATE OF EXPENSES

Estimated semester expenses of a full-time undergraduate student living on campus at Marshall University are in the following table:

	West Virginia Resident	Nonresident
Enrollment fee	\$ 325.00	\$ 990.00
Residence Hall fee	1,203.05	1,203.05
(Double occupancy Twin Towers with meal plan of 19 meals per week)		
Total (excluding books & supplies)	<u>\$1,528.05</u>	<u>\$2,193.05</u>

Note: Books and supplies may be purchased from the university bookstore. Payment must be made on the purchase date. Twenty (\$20.00) is an estimated average cost of books and supplies for a 3-hour course - excluding certain technical and applied courses such as engineering technology, art, photography, etc.

SPECIAL FEES

Cap and Gown Purchase (Keepsake cap and gown)	
Associate Degree	\$ 9.19
Baccalaureate Degree	9.19
Master's Degree	19.95
Cap and Gown Rental - Doctor's Degree (payable to the Bookstore)	\$ 6.57
Hood Rental - Doctor's Degree (payable to the Cashiers office)	\$ 4.00
Damage Deposit - married students apartments	\$50.00
Residence Hall Rooms - Key Replacement (re-key fee)	\$20.00
Residence Hall Rooms - Damage Deposit	\$25.00
Residence Hall Rooms - Reservation Deposit	\$50.00

Graduation Fees	
Associate Degree	\$ 5.00
Baccalaureate Degree	5.00
Master's Degree	10.00
Doctor's Degree	15.00

Note: Graduation fees are due and payable to the Cashier on notification from the dean of the student's respective college or school.

Handling fee for checks returned by bank unpaid	\$ 5.00
Identification card replacement fee	\$ 3.00
Language/Reading Education Center	
Individual Testing	\$10.00
Diagnostic Testing	50.00
Tutorial Services	5.00
Late Registration Fee	\$15.00

Library Charges:

1. Photographic Services
 - a. Copies from all copiers - per exposure\$.10
 - b. Facsimile copies from Microfilm - per copy15
 - c. Facsimile copies from Microfiche - per copy15
2. Overdue books and materials
 - a. Media Material - Three-day loan period
 - First day overdue\$ 1.00
 - Each day thereafter..... .10
 - b. Books, pamphlets, and government documents two-week loan period, one renewal
 - 1-7 days no fine
 - 8th day overdue\$ 1.00
 - Each day thereafter..... .10
 - Maximum fine..... 5.00
 - c. Reserve Material - Two-hour books and three-day books
 - First hour overdue\$ 1.00
 - Each hour thereafter10
 - Maximum fine..... 5.00
 - d. Payment for Lost Library Materials will include: List price determined from current bibliographical sources, plus a processing fee of ...\$10.00
 - e. Damaged Books

Whatever costs incurred in rebinding, replacing pages, etc. Books damaged beyond repair will be paid in accordance with the Lost Book Schedule

Meal Card Replacement Fee	\$ 5.00
Nursery School deposit	\$10.00
Nursery School enrollment fee (regular semester)	\$90.00
Summer Term	25.00
Orientation Fee, per session	
New Students	\$ 9.00
Participating parents	5.00

Parking Fees	Inside	Outside
Per regular semester	\$25.00	\$15.00
Per Summer Term (5 weeks)	7.50	5.00
Portfolio Assessment Fee for Regents B.A. students requesting evaluation of their life or work experience for college equivalent credit \$50/evaluation		
Postage charge for mailing yearbook to graduating seniors will be determined from current rates in effect on the mailing date		
Psychology Clinic Charges		
Diagnostic Evaluation		\$15.00
Individual Testing		10.00
Vocational Testing		10.00
Individual Therapy Sessions (per hour)		5.00
Biofeedback Treatment (per hour)		5.00
Group Therapy (per hour)		2.00
Special Education Program Charges		
Individual Testing 3-4 Tests		\$50.00/person
Individual Testing 5-6 Tests		75.00/person
Diagnostic Evaluation 7+ Tests		100.00/person
Tutorial Services		5.00/hour
Special fee for activity card for the use of the spouse of a full-time student (\$21.50 Athletics; \$6.35 Artists Series and convocations and forums) . . \$27.85		
Speech and Hearing Clinic charges:		
Speech and Hearing Evaluation		\$15.00
Hearing Evaluation		10.00
Audiometric and Short Increment Sensitivity Index Tests		10.00
Therapy (two 30 minute sessions per week)		25.00
Towel Deposit - Physical Education Department		\$ 2.00
Transcript Fees - Each student receives the first transcript without charge. A charge of \$1.00 is made for each additional transcript.		

REMISSIONS OF TUITION AND REGISTRATION FEES

Graduate and Teaching Assistants

Tuition, registration and higher education resources fees are waived for graduate assistants, approved by the Dean of Graduate School. **The Student Activity Fee is not waived and must be paid.**

REFUND OF FEES

- I. Withdrawal from the university
 - A. Enrollment fee: Tuition, Registration, Higher Education Resources Fee, Activity Fees
Students who withdraw regularly from the university may have a refund on enrollment fees in accordance with the following schedule:

First Regular Semester

1st period of refunds - August 30-31, September 1-3, 7-10, 13, 1982	90%
2nd period of refunds - September 14-17, 20-24, 27, 1982	70%
3rd period of refunds - September 28-30, October 1, 4-8, 11, 1982	50%
After October 11, 1982	no refund

Second Regular Semester

1st period of refunds - January 10-14, 17-21, 1983	90%
2nd period of refunds - January 24-28, 31, and February 1-4, 1983	70%
3rd period of refunds - February 7-11, 14-18, 1983	50%
After February 18, 1983	no refund

All refunds are to be calculated from the first day of regular registration of a given semester or term. Every student who registers incurs a financial obligation. Refund checks normally mailed within 15 days.

B. Residence Hall Fee:

First Regular Semester: When a room reservation is cancelled prior to July 1, 1982, the \$50 reservation deposit will be refunded. Cancellation of a room reservation after June 30, 1982, and prior to August 31, 1982, the beginning date for day classes, will result in a refund of the residence hall fee less the \$50 reservation deposit. Cancellation of a room reservation during the first week of classes, August 31- September 7, 1982, will result in the forfeiture of an amount equal to one-half of the semester's room rental plus one week's board. Cancellation of a room reservation after the first week of classes (after September 7, 1982) will require a payment of the semester's rental portion of the residence hall fee, plus a weekly charge for board (food) to and including the week of the date of cancellation. After considering the above requirements any balance will be refunded.

Second Regular Semester: Cancellation of room reservation prior to January 11, 1983, the beginning date for day classes, will result in a refund of the residence hall fee less the \$50.00 reservation deposit. Cancellation of a room reservation during the first week of classes, January 11-17, 1983, will result in the forfeiture of an amount equal to one-half of the semester's room rental plus one week's board. Cancellation of a room reservation after the first week of classes (after January 17, 1983) will require a payment of the semester's rental portion of the dormitory fee, plus a weekly charge for board (food) to and including the week of the date of cancellation.

Damage Deposit: The \$25.00 damage deposit, less any damage charges, is refundable when the student severs all ties with the University Residence Halls.

All residence hall refunds must be approved by the Office of University Housing.

- II. Withdrawals due to administrative action - enrollment fee only
When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full-refund 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.
- III. Food Service Plans
Refunds when applicable will be pro-rated on the basis of a full week of 15 or 19 meals and not on the total number of meals remaining on the meal plan for the semester.
- IV. Refunds to students called to armed services - enrollment fee only
Men and women called to 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 term, and full credit by courses, but

no refund of fees, shall be granted to men and women called to the armed forces of the United States if the call comes thereafter.

- V. Special fee refunds
The I.D. card fee of \$.10 is not refundable. The student activity fee is not refundable unless the activity card is returned to the Office of Business Affairs on the date of withdrawal.
- VI. 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 Director of Finance, 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 notify, in writing, 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 Director of Finance will notify the student and his academic dean. The academic dean will have discretion to determine reinstatement. In the case of non-reinstatement, the dean will notify the student, the Finance Office, and the Registrar of his decision. The Finance Office will refund the appropriate portion of the student's fees, if any, based on the date recommended by the dean and in keeping with university policies and procedures for refunding fees. In case of reinstatement by the dean, the student, the instructors, the registrar, and the Finance 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 Dean of Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Faculty Conduct and Welfare Committee). This

appeal must be filed before the effective date of withdrawal established by the Director of Finance. 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 Director of Finance, the Registrar will initiate a complete withdrawal for student not paying financial obligations. The withdrawal will be "Administrative-Nonpayment of Financial Obligations" and will be dated with the effective date of the withdrawals processing. Under these conditions, the procedures outlined under A-2, A-3, A-4 and A-5 above will be followed.
3. Those students who do not meet these "Other Financial Obligations" and 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 Dean of Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Faculty Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Director of Finance. The administrative withdrawal will be suspended until the President of the University acts upon the recommendation of the Student Grievance Board.

University Housing

Comfortable, healthful, and congenial living conditions contribute much to the success of university life and work. Comfortable living conditions aid students to do their best in their studies and contribute, through the experience of group life, to the building of character and personality. Hence the university is vitally concerned with student housing.

REQUIRED HOUSING POLICIES

The West Virginia Board of Regents policy pertaining to university housing for freshmen and sophomores is that all full-time freshmen and sophomores must live in a Marshall University Residence Hall unless they reside with their parents and commute from that residence to the main campus. An exception to this policy is married students.

UNIVERSITY RESIDENCE HALLS

Six halls of residence are maintained on the campus by the institution, accommodating approximately 2,100 students. Individual halls accommodate from 180 to 500 occupants, in rooms for two persons. The halls are planned to provide each student with the best possible living and learning conditions. Residence Hall Government plans social and educational programs and recreational activities in association with trained residence staff members, who provide an opportunity for sound academic and social development. All of the halls are located at points convenient to most parts of the campus. Rooms are furnished with study desks and chairs, single beds and chests of drawers. Linens, desk lamps and curtains are provided by the students. Pay-laundry facilities are available in each hall. Two cafeterias are available to serve the resident students.

ROOM APPLICATIONS AND RESERVATIONS

A university residence hall application is automatically sent to a student after his/her application for admission to the university has been accepted by the Office of Admissions. Application for housing may be made prior to the student's official admission to the university; however, the acceptance of a housing application does not constitute a guarantee of admission to the university. Room reservations should be made as early as possible. Contracts for residence hall accommodations are for room and board for the entire academic year. Applications must be made on an official form and must be accompanied by a deposit of \$50.00. Of this amount, \$25.00 will be applied to the first term's room and board payment, and \$25.00 will be on account as a damage deposit. Room assignments are made without regard to a student's race, religion, national origin, age, or handicap, and are made on a first-come first-served basis for freshmen and transfer students after returning residence hall students have been assigned.

The second floors of Twin Towers East and West are reserved primarily for assignment of upperclass and graduate students. Floors are available for freshmen only. Rooms restricted to "No Beer" are also assigned on a request basis as long as space is available.

Students desiring assignment to a "quiet" or "study" floor may so indicate on the appropriate space on the residence hall application. Depending upon demand, floors or areas of various residence halls may be set aside for students who indicate a need or desire for a more studious atmosphere than the normal residence hall environment.

RESIDENCE HALL LIVING EXPENSES

Board and room costs in university residence halls range from approximately \$999.10 to \$1,294.40 per semester, depending on the facility -- a total of approximately \$2,406.00 for the academic year. (These figures are tentative and are subject to change without prior notice). Room rents for each hall are found under the title "Fees" in this catalog.

CANCELLATIONS AND REFUNDS

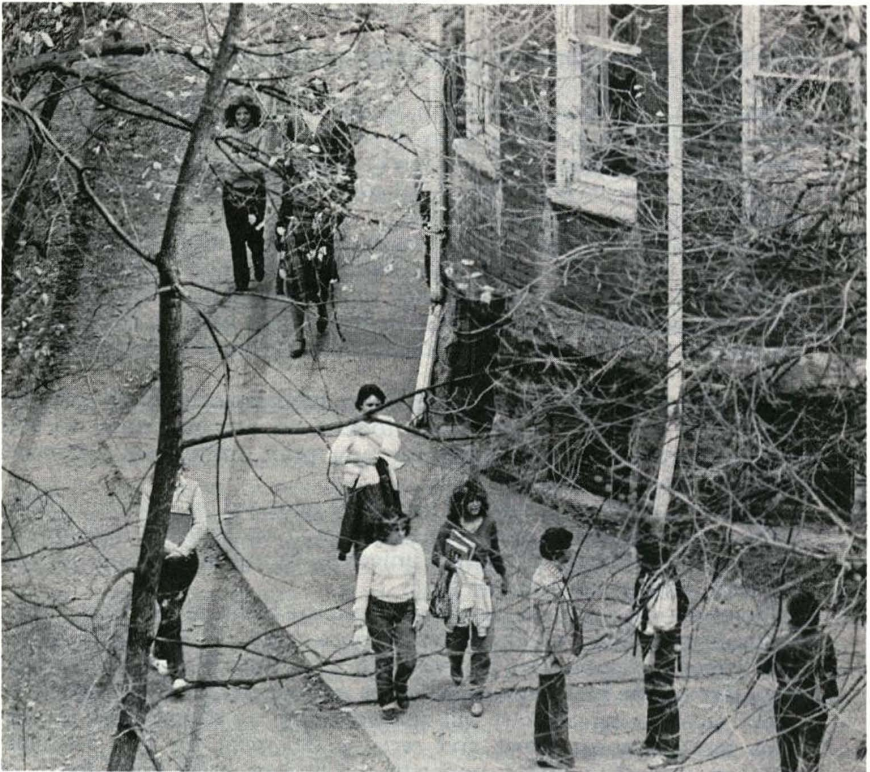
1. The \$50.00 room reservation deposit is non-refundable after July 1 under any circumstances.
2. Cancellation of a room reservation during the first week of classes of any semester will result in the forfeiture of an amount equal to one-half of the semester's room rental plus one week's board. Cancellation of a room reservation after the first week of classes of any semester will result in the forfeiture of all moneys paid or due.
3. Failure on the part of the student to submit payment of any installment by the due date may result in cancellation of the room reservation and further, the student may be subjected to withdrawal from the university. This provision shall apply to any student who may have canceled a room reservation after the first week of classes of any given semester or summer term.
4. Any student dismissed from the residence hall and/or the university for disciplinary reasons automatically forfeits an amount equal to one semester's room fee less credit for any prior installment payments previously made.
5. Payment of the room and board fee will be refunded on a pro-rated basis if the student is denied admission or declared academically ineligible to return, or is unable to attend the university for medical reasons for one academic semester or summer term.
6. In no event will a student be released from the Housing Contract for the succeeding semester, whether in attendance or not, unless written notice is delivered to the Student Housing Office not later than the last official class day of the preceding semester or summer term. Any attempt to cancel the housing contract will be void and of no effect unless the student remains absent from and receives no credit for one academic semester, subject to written notice by the student, as set forth above, of intent to cancel said contract.

BREAKAGE

In addition to room and board expenses, each resident is required to deposit a \$25.00 damage fee with the university. The fee will be carried forward from year to year and will be refunded only when the student severs all ties with the Residence Hall Program. Students are expected to exercise reasonable care in the use and custody of university property in the residence halls. The cost of repair for any unnecessary or careless breakage or damage to a room or furniture is assessed to the responsible student or students.

HOUSING FOR MARRIED STUDENTS

Housing for married students is provided in 84 furnished family dwelling units owned and operated by the university. The units include a wide variety of accommodations. The rents range from \$120.00 to \$240.00 per month. Applications may be procured from the university housing office. To be eligible for married-student housing, students must be enrolled for course work as follows: graduate students, 9 hours; undergraduate students, 12 hours. To be assured of space, students should apply at least one year in advance of the semester for which housing is needed.



Student Services

STUDENT AFFAIRS

The Dean of Student Affairs is involved in all university matters relating to student welfare, with primary involvement in those matters not related to academics. The Dean of Student Affairs meets with the Council of Academic Deans and with committees and administrators concerned with the various Student Services, supervises the Student Affairs staff, helps to assess the learning and social needs of students, and recommends ideas to make Marshall a more productive and pleasing university for students.

Under the supervision of two Associate Deans, the major areas that plan and coordinate services and programs for students are (I) Student Life, (II) Student Development, (III) Student Financial Aid, (IV) Career Services and Placement, and (V) The Marshall Artists Series. Each of these is outlined in the following pages to provide an understanding of student services available, and opportunities for participation in programs that enhance student experiences at Marshall University.

I. STUDENT LIFE

The Student Life Staff strives to create environments which provide opportunities for personal growth and development, responsible citizenship, academic success, and career and values clarification to occur. Our "classrooms" are the Residence Halls, Student Activities committees and programming, Student Governance, Recognized Student Organizations (including Social Greeks), University Judicial System, and the Student Legal Aid Program.

The student as a participant, planner and presenter is best exemplified in this area. The philosophy of living-learning is applied to the various aspects of University life through many student activities and organizations. The staff provides advising and support services for special interest groups, student social-cultural events, student government, residence hall programs, fraternities and sororities, legal affairs, and off-campus and commuting students.

An Associate Dean of Student Affairs (Student Life) is responsible for providing leadership, staff and programming in the areas of:

1. Residence Halls - Programming and Staff
2. Student Activities
3. Recognized Student Organizations (including social fraternities and sororities)
4. Student Code of Conduct and the University Judicial Board
5. Student Governance
6. Student Legal Aid Program

Residence Life

The primary aim of the Residence Life staff is to structure an environment for living-learning experiences. The range of activities involves various social

events such as faculty visits, seminars, and informal interaction. The group living situation in residence halls provides excellent opportunities for learning about oneself and living cooperatively.

Since a large portion of the student's time is spent in the residence halls, it is important that he/she participate in influencing the types of programs, procedures, and policies to be instituted. For that reason, residence hall government was formed. Residence hall government is involved in policy discussion and recommendation, sponsoring social and educational activities, and philanthropic projects. Partial funding for these activities comes from a voluntary fee collected at the beginning of each year. All general meetings are open to any resident. Residence hall government executive officer elections are held in the spring of each year and representative elections are held in the fall. Interested residents should contact any member of the Residence Life staff or a hall government executive officer.

Student Activities Programming

The philosophy of the Student Activities program is based on the belief that college is a comprehensive experience. A complete college experience involves not only the development of academic and/or vocational competencies, but also the development of personal and interpersonal competencies and interests designed to help the student develop knowledge and skills for continued growth. Part of the total experience is found in the excitement of working with other students on a programming committee, an activity which not only develops interpersonal relationships and work experience, but also provides special training in leadership qualities vital to the student's future life activities.

The programs chosen and presented by the student committees help to develop a stimulating, creative and enjoyable campus environment, both for the audience and for committee members. Consequently, these programs and the work involved in presenting them are considered cocurricular and not extracurricular activities. The eight committees are responsible for programs in the following categories:

- Cinema Arts
- Sundown Coffee House
- Contemporary Arts
- Contemporary Issues
- Concerts
- Travel and Recreation Bureau
- Publicity
- Homecoming

The Student Activities area cooperates with all divisions of the university community in programming to meet student interests as well as educational and informational needs.

Marshall Artists Series

The Marshall Artists Series provides for the educational and artistic enrichment of the university and the surrounding community by presenting recognized lecture authorities and artists in the various art forms. Music, dance, drama, lecture and quality films are included in the four divisions of activity: Baxter Series, Mount Series, Forum Series and Summer Series. In addition, a number of workshops, seminars, master classes and residencies are scheduled with

visiting artists. The concern is global, and programs advance knowledge and understanding which promotes intellectual and aesthetic curiosity.

Students with valid Activity Cards may attend all programs at no charge, since these activities are funded in part by the Student Activity Fee.

Students serve on the Artists Series Advisory Boards. Applications for participation as board members are available in the Marshall Artists Series Office, Memorial Student Center.

Student Legal Aid

The Student Legal Aid Program provides free, confidential legal advice to all Marshall University students, full and part time. The attorney for students may be consulted at the Memorial Student Center, Room 2W29. The attorney is on campus a minimum of 10 hours per week; consult the Office of Student Life for specific office hours.

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 the 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. The Department of Health, Education, and Welfare, after review and accepting comments, has published in the June 17, 1976 issue of the Federal Register the regulations to be met by an educational agency or institution to protect the rights to privacy of parents and students. In accordance with the regulations, 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 Office of the Dean of Student Affairs, Marshall University, Huntington, West Virginia 25701.

Complaints of alleged failure by the university to comply with the Act shall be directed to:

The Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
330 Independence Avenue, S.W.
Washington, D.C. 20201

The University encourages complainants to lodge a formal complaint with either the President, University Attorney or Attorney for Students.

Further clarification on this Act, the regulations and University policy should be directed to the Dean of Student Affairs.

Student Conduct

The faculty and administration fully 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 those rules 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 in this institution constitutes acceptance of these responsibilities, and this registration serves as an agreement between the student and the university. Failure to adhere to the rules 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, or suspension.

All persons are subject to the Student Code of Conduct who:

- a. have exhibited an intent to enroll at Marshall University, i.e., who have applied and been admitted;
- b. are currently enrolled; or
- c. are pursuing a course of study at Marshall University, whether or not they are currently enrolled.

All persons (as defined above) are subject to the Code at all times while on university-owned or controlled property, whether during an academic term or between terms.

Students, therefore, are expected to be thoroughly familiar with university rules and regulations as expressed in this catalog and in the Student Handbook. Copies of the Student Handbook are distributed widely at the beginning of the year and are available in the Student Life Office or the Student Government Office.

Student Government

Student Government provides an opportunity for all students to have a voice in any program which would make Marshall a better university. Four main objectives of Student Government are:

1. To represent democratically all members of the student body.
2. To provide services. Among services offered are: consumer protection information, assistance with off-campus housing, health and personal property insurance, annual spring concerts, bus transportation to selected "away" games, a Student Directory, the Freshman Record and various student discounts.

3. To serve as a viable vehicle for organizing the student body energies for projects and causes, such as the Muscular Dystrophy Dance Marathon and the Red Cross Blood Drive.
4. To accurately reflect constituent needs and opinions to other students, faculty, and administration.

Health Insurance

Student Government offers a student accident and sickness group insurance plan providing coverage for hospital and medical expenses. The plan provides annual coverage on-campus and away from the university.

Information and applications can be obtained from the Student Government Office or the Student Life Office in the Memorial Student Center or from the Coordinator of Health Education in Prichard Hall.

Renters' Insurance

Student Government offers a student insurance policy to cover personal belongings up to \$1,500 whether the student lives on-campus or off-campus.

Information can be obtained from the Student Government Office in the Memorial Student 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.

STUDENTS AND THEIR PARENTS ARE STRONGLY URGED TO MAKE CERTAIN THAT SUCH MATTERS ARE COVERED BY THEIR PERSONAL INSURANCE.

II. STUDENT DEVELOPMENT

The Student Development Center is best described as the service area of the Division of Student Affairs. Its goal is to assist in enhancing a student's personal and academic development. This assistance is accomplished through developmental, remedial and preventative programs offered by the Student Development Center.

Among its services are: personal and social counseling; educational and career counseling; reading and study skills development; tutorial services; minority, women and international student programs; health education; new student orientation; and handicapped student services.

All units of the Student Development Center are located on the first floor of Prichard Hall except for the Minority Students Office, which is in 1W25 Memorial Student Center.

Minority Students Program

The minority students' staff offers programs that address specific educational, cultural, and social needs of black students. The program's goal is to aid in providing an environment that permits student growth and enriches the university community through various black cultural experiences. Programs related to the understanding of the black political perspective, life style, social life and educational and professional advancements are characteristic of this office.

Women's Center

The Women's Center staff offers services such as workshops, seminars, films, information and referrals, a resource library, individual advocacy services, and networking to all women students who are interested. The goal of the Women's Center is to help individuals realize their potential, to increase awareness of women's issues, and to establish a network of women who can act as a support group as women students strive for an education.

International Students

International Student Services are designed to help international students adjust to changing life styles and study habits in a new and sometimes perplexing environment. The staff provides special assistance to its students regarding cultural familiarization, language, housing, employment, academic and personal matters, responsibilities as nonimmigrant students, and immigration requirements and procedures. It concentrates on helping international students achieve their educational goals, while providing an insight into American culture through a program of social activities, orientation seminars, and host family visits, in addition to the annual International Festival held each spring.

Counseling Services

The Counseling Services staff offers individual and small group counseling experiences, personal and emotional health seminars, academic development and career exploration information, and referral services. Career interest and personality testing is available to assist the student in evaluating his/her characteristics as compared to those of other students. These resources can be utilized to assist students in resolving problems of an educational, personal/social or career nature. All information discussed is confidential.

Health Programs

The Coordinator of Health Education Programs provides information to stimulate interest in measures to prevent health problems and to promote good health habits. Topics of programs and seminars include alcohol and drug abuse, family planning, physical fitness, nutrition, smoking and health, and venereal disease. The health programs are scheduled throughout the school year, and announcements are widely publicized on campus.

Vocational Rehabilitation

The Vocational Rehabilitation Office serves students who have disabilities that constitute a vocational handicap to employment. Services provided range from educational sponsorship to meeting individualized needs in conjunction with basic counseling.

Special Services Program

The Special Services Program is a federally funded unit providing a wide range of academic support services. The skills specialist provides activities which allow students to develop reading and learning skills and improve study skills. The tutorial component offers student tutors in most freshmen and sophomore level courses. These tutors are available to supplement classroom instruction and to help students better understand subject matter. Counselors are also available to help students in academic planning and career decision-making.

Upward Bound Program

The Upward Bound Program is funded by the Department of Education to provide academic, cultural/enrichment, and counseling services to identified high school youth in seven target high schools in Wayne, Cabell, and Mingo Counties. The overall goal of the program is to motivate academically capable youth to consider a postsecondary program. This goal is accomplished through a variety of services and programming, including a six-week campus residential program.

New Student Orientation Programs

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring and summer terms to introduce freshmen, transfer students and their parents to student counselors, faculty and administrative staff members. Faculty members, with the assistance of student counselors, inform and advise incoming students regarding university policies, regulations and community life, and assist them in developing their academic programs.

Each new student should attend one of these orientation programs. For information, please write to New Student Orientation Programs, Office of Student Development, Marshall University, Huntington, West Virginia 25701, or telephone 696-3111.

Student Health Service

Student Health Service care is provided by the Family Care Outpatient Clinic (FCOC), 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 8:00 p.m. Monday through Friday, and from 9:00 a.m. to 5:00 p.m. Saturdays, Sundays and holidays; except for New Year's, Easter, Independence, Thanksgiving and Christmas days. The Clinic operates during the period when Marshall is in class session, including spring break. Student Health care is available to students attending intersessions and special training programs.

All Marshall students, full and part-time, with current validated I.D. are eligible for the health care service. Students must present a validated I.D. card when they register for service.

The Student Health Service is staffed with a nurse practitioner, registered nurse, receptionist and back-up physician. It provides a wide range of clinical services in general medicine (including gynecology), laboratory and x-ray. ALL medication prescribed is at the student's expense. Appointments are encouraged but are not always necessary. The Clinic's telephone number is 526-0650.

Emergency physical health care is available after Student Health Service hours at Cabell Huntington Hospital, 1340 Hal Greer Boulevard. Emergency care will be validated by Student Health Service and charges up to \$37.00 will be paid. All additional cost will be at the student's expense. If hospitalization is a result of emergency care, the Student Health Service will pay the room fees for one night's hospitalization at Cabell Huntington Hospital at double occupancy rates. Students are advised to seek emergency ambulance transportation from the University Security office. Community ambulance service is at the student's expense.

Psychological emergencies will be transported to St. Mary's Hospital after consultation with University medical, psychiatric, and/or Counseling Center personnel. The Student Health Service will pay the fees for the initial psychological evaluation up to \$37.00 and one night's hospitalization at double occupancy rates of St. Mary's Hospital.

Educational Support Program (ESP)

The Educational Support Program provides tutorial, reading and study skills development, and academic and career assessment for students. The ESP utilizes various personnel within Student Development and the university community in addition to its own staff. Any student who is experiencing academic problems or who desires to increase his/her academic proficiency is encouraged to utilize this service.

STUDENT FINANCIAL AID

The Office of Student Financial Aid at Marshall University assists students in furthering their education through the use of scholarships, grants, low interest loans, and employment. The purpose of the scholarship program is to recognize excellent academic achievement by both incoming freshmen and continuing students at Marshall University. All forms of financial assistance, including scholarships, are administered by the Office of Student Financial Aid in keeping with policies and procedures set forth by the Financial Aid Advisory Council. The Financial Aid Advisory Council assumes that the primary responsibility for financing a college education rests with the student and his/her family. Financial aid from the university and other sources is viewed as being supplementary to the efforts of the family.

Application for Financial Assistance

All students must reapply annually for financial assistance. Normally this process should be completed by March 1 for the coming academic year. Freshmen students who wish to apply for scholarship assistance only must be admitted to the university and have their ACT Test Scores in the Admissions

Office by March 1. All in-state students scoring 21 or better on the ACT and maintaining a 3.5 grade point average will be considered for scholarship assistance. Students from Lawrence and Gallia Counties, Ohio, and Boyd County, Kentucky, will also be given consideration. (A special scholarship application is available for continuing students, but is **not** necessary for incoming freshmen. The Admissions Application will serve as the freshman student's application.)

Need Based Financial Assistance

This includes Pell (Basic) Grant, National Direct Student Loan, College Work-Study, Supplementary Educational Opportunity Grant, and West Virginia Higher Education Grant programs. These programs require the student to complete a Financial Aid Form. Students should allow four (4) weeks for processing time, i.e., the time needed for the College Scholarship Service to send an analysis of the information to the University and the West Virginia Higher Education Grant Program. The Financial Aid Form should be completed in early January of each year using Marshall University's code of 5396. This form may be obtained from the high school counselor or the Financial Aid Office.

Financial Aid Programs

National Direct Student Loan - The interest rate for this loan is five percent (5%). The total loan allowable for an undergraduate is \$6,000; total for undergraduate and graduate is \$12,000. Payments commence six months after graduation. A \$60.00 bimonthly payment is mandatory. Students have ten (10) years to repay.

College Work-Study Program - Marshall University secures part-time employment for students who need financial assistance to remain in school. Employment is primarily on campus. All placements are made on an academic year basis and reapplication each year is necessary. Only students who qualify for financial assistance are eligible for employment under the College Work-Study Program.

A small amount of institutional employment is also available on campus. Students possessing specialized or technical skills are encouraged to apply in accordance with job descriptions as posted. All available positions are posted for a period of ten (10) days in the Career Placement Center, on the east wall bulletin board at the entrance of the Student Center, and at the southeast doors of Old Main.

Supplemental Educational Opportunity Grant - Funds are awarded to needy students who otherwise would be unable to continue their education. Students are not required to repay funds received through the Supplemental Educational Opportunity Grant Program. Current grants may vary from \$200 to \$2,000 per year.

Pell (Basic) Grant - Pell Grants provide awards to students attending eligible institutions of higher education. They are intended to provide the "floor" of a student's financial aid package. The maximum grant is approximately \$1700 or fifty percent (50%) of the student's cost of education. The student's eligibility is computed by the U.S. Department of Education, but awards are distributed by the institution annually.

West Virginia Higher Education Grant - This grant is used to pay tuition

and fees only for in-state residents. Students must complete a separate application, as well as the Financial Aid Form, which must be sent to the West Virginia Higher Education Grant Program using their code 0552.

Other assistance programs available:

ROTC - ROTC scholarships and subsistence allowance are available to pay for tuition, fees, and books, as well as a \$100 stipend per month. Currently enrolled students in ROTC can qualify for scholarships for one, two, or three years. High school seniors must apply by December 15 of each successive year to qualify for a full four-year scholarship. Information is available upon request in writing to ROTC, 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.

Students wishing additional information should contact the Office of Student Financial Aid, telephone 1-304-696-3162.

Career Services and Placement

The Career Services and Placement Center provides a multitude of services for underclassmen, graduating seniors and alumni of Marshall University. For the most part, all of the service areas relate to employment skills or information needed in pursuit of employment. 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 Center's extensive resources and experience, they will greatly enhance their chances of securing employment. The following areas indicate the range of employment or employment-related assistance offered by the Center:

I. 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 Center provides employment leads for jobs listed by area citizens and companies. Students may call at the Center to review the positions listed and apply if interested and qualified.

II. 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.

III. Job Search Skills

For graduates in many degree fields the degree simply gives a "ticket to the

race." Competition against many other applicants is inevitable in the search for career positions. One of the very vital service areas of the Career Services/Placement Center therefore involves instruction in conducting a self-inventory on skills and interests, in 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.

IV. Assistance to Senior Graduates

A primary function of the Career Services/Placement Center is to assist seniors in finding a suitable position after graduation. While campus recruiting has diminished somewhat in the last few years, many company representatives still visit the campus to interview graduating seniors in many fields. Besides arranging these personal interview opportunities, the Center also distributes a weekly Employment Opportunities Bulletin that lists current job openings in education, business, and civil service. This bulletin is available for mailing to graduates upon request even after graduation so that job leads can continue to be received. A very practical knowledge of comparing 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. The Placement Center is a prime source for this information on either a local, state, or national scale.

V. Alumni Assistance

Placement services do 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. The Placement Center is the most appropriate office for alumni to contact after graduation for help in any employment-related matter.

CLINICAL OPPORTUNITIES FOR STUDENTS

Besides the clinical assistance of various kinds provided by the Division of Student Affairs, certain academic departments of the university offer clinical facilities for students, as described below.

The Speech and Hearing Center

The Department of Speech operates a clinic to provide free assistance to any Marshall student who wants help with speech and hearing problems. The clinic also gives training in clinical procedures to future speech and hearing therapists.

Consultation, examination, and recommendations are available to the public insofar as time and facilities permit. The clinic is located in Smith Hall, telephone 696-3640.

The Speech Improvement Program--The Department of Speech provides special training for students requiring speech improvement. People who have substandard speech patterns not considered to be clinically significant but which require changes for more effective communication are scheduled in the speech improvement program. Students admitted to the program come from a screening procedure required as a part of courses in education and speech, from self-referral or by request of any course instructor.

The Psychology Clinic

The Department of Psychology staffs a clinic which provides free consultation and service for Marshall students and staff on a wide range of psychological problems. Service is available to the public as time and facilities permit. The clinic is located in Harris Hall (fourth floor) and inquiries or appointment requests should be directed to the Department office in Harris Hall 326, telephone 696-6447.

The Learning Center – Community College

The Learning Center provides independent skills study for Marshall University students desiring to develop greater proficiency through reading, writing, spelling, English as a second language, mathematics review, and study skills. Students may enroll in the program anytime during the semester by coming to the Learning Center, located in the Community College Building, telephone 696-3646.

DEPARTMENTAL STUDENT ACTIVITIES

Debate, Speech Contests, and the Speakers Bureau

Marshall University's forensics program, under the direction of the Department of Speech, provides students with opportunities for intercollegiate competition and for appearances before audiences in the Huntington area.

Marshall's debaters meet teams from other colleges and universities through a season which culminates in the regional or national Pi Kappa Delta meet. Marshall students also compete in intercollegiate contests in oratory, extemporaneous speaking, discussion, after-dinner speaking, and interpretive reading. Tryouts for the debate squad and for the individual speaking events are open to all full-time undergraduates.

Pi Kappa Delta is the national honorary forensics fraternity. Membership is conferred on those achieving distinction in intercollegiate debate and other intercollegiate speaking events.

The Speakers Bureau is an honorary service organization offering to the Marshall-Huntington community programs for social, civic, church, and educational organizations. Speakers Bureau programs, provided free of charge, include panel discussions, entertaining oral readings, and informative speeches. Membership in the Speakers Bureau, open to all Marshall University students, is earned through auditions.

University Theatre

University Theatre, an all-university activity, is under the direction of the Department of Speech. Normally five to seven full-length plays and several studio and experimental dramas are produced each year.

University Theatre experience is intended not merely to give training in dramatic skills and techniques, but to develop such qualities as poise, confidence, initiative, self-reliance, and cooperativeness. A further purpose is to encourage appreciation of dramatic literature, thus helping to keep alive the plays which have made dramatic history.

Participation in University Theatre productions is open to all undergraduate students who are pursuing any degree in the university and are currently

enrolled for at least six hours of credit and to graduate students pursuing any graduate degree in the university and currently enrolled for at least three hours of graduate credit. Participation in Marshall University Summer Theatre is open to all students in the university and to members of the community.

WMUL-FM Radio

Marshall University's public radio station, WMUL-FM, is under the direction of the Department of Speech. Operated by a university-wide volunteer student staff under the supervision of a faculty manager, the station broadcasts approximately one hundred hours each week of entertainment and informational programs of special interest to the region served by the university. Programs produced by WMUL-FM are also made available throughout the state through the facilities of the West Virginia Public Radio network.

Band, Orchestra and Choral Groups

All students at Marshall University are eligible to enroll for any one of the major musical organizations on the campus such as the Marching Band, Concert Band, Stage Band, Marshall Community Symphony, Symphonic Choir, A Cappella Choir, Choral Union, University Singers, Collegium Musicum, Opera Workshops, Wind Ensemble, and the Chamber Brass Ensemble. These organizations perform for many Marshall University functions, make a number of appearances in the city of Huntington, and occasionally make trips to other parts of West Virginia and neighboring states. Each major organization offers the student an enjoyable experience and an opportunity for advancement to higher musical achievement. Students interested in enrolling for any of the organizations should consult first with the Department of Music.

Student Publications

The Parthenon, the campus newspaper, is published four times a week by students working in the School of Journalism.

The Student Handbook is published annually and contains general information for all students with particular emphasis on information for new students.

The Chief Justice, the university annual, is published by students working in the School of Journalism.

Et Cetera is a campus literary magazine published annually. It is sponsored by the Department of English.

Religious Life

Several denominations, representing a variety of faiths, have joined in a united effort to operate the Campus Christian Center. The center is located at the corner of 17th Street and Fifth Avenue, contiguous with the Marshall University campus. Consult Student Handbook for further information.

Intramurals

The intramural program at Marshall University is a program of competitive athletics and recreational activities promoted for every student and faculty member on the campus. The program is sponsored jointly from student activity

fees and by the Department of Health, Physical Education and Recreation and conducted by the Director of Intramurals. It includes a variety of activities in every field of athletics and recreational interests designed for lifelong participation.

Intercollegiate Athletics

The Athletic Department schedules games with institutions having similar academic and athletic standards. Marshall University is a member of the AIAW, the NCAA, and the Southern Conference and conforms to their standards.

The Director of Athletics, who reports to the President, is responsible for implementing the athletic policy of the university. The athletic program is advised by the Athletic Committee.

Some athletic coaches also serve as academic instructors, and all are required to have academic degrees.

The university participates in the following intercollegiate sports: Women: basketball, volleyball, golf, tennis, track, cross country, and softball; Men: football, basketball, baseball, indoor and outdoor track, cross country, tennis, golf, swimming, wrestling, soccer and riflery.

Student Organizations

Nearly one hundred clubs and organizations are active on the Marshall University campus offering extracurricular activities for students in the following interest areas: departmental, religious, honorary, professional, Greek, social, and sports. For more information, contact the Student Life Office, telephone 696-6420, or consult the Guide to Recognized Student Organizations, which is available in that office.

Academic Information

FACULTY-STUDENT ADVISORY PROGRAM

Each student admitted to Marshall University is assigned to a faculty adviser, usually in the field in which the student has expressed an interest. The adviser 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.

SEMESTER HOURS

The semester hour is the basis of college credit within the institution. A semester hour is the credit received for passing a subject taken one hour per week for one semester.

Laboratory courses require two or three hours per week for each semester hour of credit.

STUDENT SCHEDULES AND COURSES

1. **SEMESTER LOAD.** To make normal progress toward graduation, the student should complete approximately 25 per cent of the degree requirements within a calendar year. Semester programs of nineteen hours or more may be taken with permission of the academic dean if not stipulated in a degree program.

2. **SCHEDULE ADJUSTMENT.** Schedule adjustment is defined as the adding or dropping of courses, or the changing of class hours or days after a person has registered in any semester or term. A specific period of Schedule Adjustment and Late Registration is defined in the Schedule of Courses printed each semester by the Office of the Registrar. At the conclusion of the defined Schedule Adjustment Period, students are no longer permitted to add classes, or make changes in class hours or days, nor are late registrations permitted. Dropping of classes after the Schedule Adjustment Period is defined under Withdrawal on pp. 56-58.

3. **FULL TIME STUDENT DEFINED.** A student carrying at least 12 semester hours in a regular semester, four semester hours in a single summer term. To qualify for full veterans' benefits, a student must carry at least 12 hours in a regular semester, or four hours in a single summer term.

4. **NUMBERING OF COURSES.** 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 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.

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 of 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. No 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. No 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 and is not considered in determining the quality point average. The student has the responsibility of completing the work satisfactorily, and if this is done the final grade may be any one of the four passing marks. All incompletes must be made up within a period not to exceed twelve months. The professor must indicate to the student and the appropriate department chairmen the time period in which the makeup work and the specific work required must be completed. If an incomplete is not made up within a period of twelve months, or if the makeup work is unsatisfactory, the grade becomes an F. An I grade may also be removed by repeating the course within the twelve-month period.
- IW. Irregular Withdrawal. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.
- 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 (see p. 65). CR and NC are not considered in determining the quality point average.

GRADE APPEAL

Students have the responsibility and right to call to the attention of a professor any grade which the student believes to be in error.

Such appeal must be initiated within sixty days of the mailing of grades from the Registrar's Office and must follow the procedure outlined on page 55.

GRADE APPEAL PROCEDURE

Steps outlined in this procedure should be followed.

1. The student should first have a discussion with the course instructor to determine whether the grade recorded in the Registrar's Office is correct. The initial appeal must be within 60 days of the mailing of grades from the Registrar's Office.

2. If the procedure in Step 1 does not have a mutually satisfactory result, either party may appeal in writing to the Department Chairperson within 15 work days after the initial appeal, who will attempt to mediate the issue at the departmental level.

3. Should the problem not be resolved at the departmental level, either party may appeal in writing to the Dean of the College in which the course is offered within 15 work days of the appeal at the departmental level. The Dean will attempt to bring it to a mutually satisfactory solution through mediation.

4. Should the problem not be resolved at the College level either party may appeal in writing within 15 work days of the appeal at the College level to the Chairperson of the Academic Planning and Standards Committee who will appoint a Review Committee as a special subcommittee of the Academic Planning and Standards Committee to be constituted as follows:

- a. Two members of the Academic Planning and Standards Committee, one of whom will serve as chairperson. (No faculty member of APSC that is directly involved in a grade appeal may serve on this committee).
- b. The academic dean from a different college than the college in which the course is offered.
- c. The Chief Justice of the Student Court.
- d. A student member of the Student Conduct and Welfare Committee.

5. The full report of the action of the special subcommittee will be sent to the Academic Planning and Standards Committee which may hold further hearings. Academic Planning and Standards will inform the student and the faculty person of the results of its committee decision. If, after the appeal process has been completed, it is concluded that the grade assigned to the student is incorrect, the Academic Planning and Standards Committee shall provide for an appropriate change to be entered on the student's transcript in accordance with standard university procedure.

6. This procedure will be effective from the date of the adoption by the faculty.

Adopted - General Faculty Meeting, November 11, 1969
Amended by Academic Planning and Standards Committee,
September 11, 1980; October 16, 1980; April 20, 1981.

NOTE: In the case of graduate students "academic dean" refers to the Dean of the Graduate School. Appeal of a graduate comprehensive examination result may occur only after the second attempt to pass the examination.

QUALITY POINTS REQUIRED FOR GRADUATION

Quality points are based on the following quality point values for each semester of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F", "WF"-0. The quality point average is computed on all work for which the student has registered, with the following exceptions:

- a. Courses with grades of "W", "WP", "I", "IW", and "CR/NC."
- b. If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour, and if he 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.
- c. Students who began college study prior to the fall semester of 1968 or students whose records include an original grade which was reactivated following the second repeat of a course must make application to the appropriate institutional authority to assure their coverage by this regulation.
- d. The institutions in which this regulation applies shall make clear to students the fact that this regulation pertains only to graduation requirements and not to requirements for teacher certification which are within the province of the West Virginia Board of Education.
- e. Candidates for graduation must have a quality point average of 2.0 or higher overall and in the major area of study on all work attempted at Marshall University or any other institution under the jurisdiction of the West Virginia Board of Regents.

-Adopted by West Virginia Board of Regents, February 8, 1972

Students in the College of Education should check with their Dean prior to the application of the above regulations of the Board of Regents to their particular academic record.

Candidates for graduation and/or teacher certification must have a quality point average of 2.0 (C) or higher.

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.

REGULATIONS ON DROPPING COURSES OR COMPLETELY WITHDRAWING FROM THE UNIVERSITY

1. **Dropping of Courses**
Dropping of courses during the Schedule Adjustment Period is described in the Schedule of Courses Bulletin published each semester by the Office of the Registrar. Dropping of courses after the Schedule Adjustment Period is accomplished by securing a drop form and having it signed by appropriate persons. Blank copies of the drop form are available in the offices of the Registrar, the Academic Deans, the Academic Department Chairmen, and the Center for Student Development (Counseling Office, Prichard Hall). The signatures required on a drop form vary with the academic calendar, as described in Paragraph 3-A and B below. After obtaining the required signatures, the student must submit the drop form to the Office of the Registrar, which then assumes the responsibility for notifying the Dean and faculty members concerned of a student's official dropping of a class. The regulations concerning the grade a student receives are in Paragraph 4 below.
2. **Official Withdrawal from the University**
 - A. Undergraduate students taking courses on campus who desire to

withdraw from the university must contact the Center for Student Development (Prichard Hall). This center will conduct the exit interview and inform the student of the necessary administrative offices that must be cleared prior to complete withdrawal from the university.

- B. All undergraduate students taking courses off the campus who desire to withdraw from the university should contact their respective deans.
 - C. All graduate students who desire to withdraw from the university should contact the Office of the Dean of the Graduate School.
 - D. Application for withdrawal from the university must be made in person or by mail. Application for withdrawal by telephone will be accepted when followed by a letter.
 - E. At the time of withdrawal from the university, the student relinquishes unused meal tickets, activity card, and student I.D. card. The Finance Office will determine any financial refunds due to the student which will be transmitted by check. The student's I.D. card will be deposited in the Office of the Registrar. If the student decides to attend a subsequent semester or summer term, the I.D. card may be picked up by the student one week prior to regular registration. A student who is withdrawing by mail should include the above mentioned items with the request.
3. Processing Drop Forms
- A. Any student contemplating dropping a particular course will be informed of his/her standing in that course to date, no later than the last class day prior to the "W" deadline. The Registrar will accept and process drop forms after they have been signed by the appropriate instructor and the student's present status indicated.
 - B. Dropping one or more courses or officially withdrawing from the university after the "W" deadline date will be approved only through personal conference with the student's academic dean. The Registrar will accept and process requests during this period only from the office of the academic dean. Grades reported for drops and withdrawals during this period are defined in Paragraph 4-A below.
4. 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" (withdrew passing) grade will have no bearing on the student's grade point average. A "WF" (withdrew 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.

- D. A student who has registered for a class and has never attended it shall receive a grade of "IW" (Irregular Withdrawal). The "IW" grade is not considered in determining the student's quality point average.
5. Final Date for Dropping or Withdrawing
The last scheduled day of classes is the final date for dropping or withdrawing.
6. Military Service
Men and women called to active duty in the armed services of the United States of America 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 or National Guard unit of which the student is a bonafide member. Such reserve components and guard units are defined as company strength and above. 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.

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.)

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.

ATTENDANCE POLICY

A student should recognize that one of the most vital aspects of a college experience is attendance and participation in classes and that the value of this academic experience cannot be fully measured by testing procedures alone.

The members of the student body are considered sufficiently mature to

appreciate the necessity of regular attendance, to accept this personal responsibility, and to demonstrate the kind of self-discipline essential for such performance.

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 examinations, 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.

In cases where marked violations of class attendance policy occur, the instructor may notify the dean so that every effort can be made to find and counsel the student whose academic prospects are being jeopardized by non-attendance.

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.

ACADEMIC PROBATION

1. Any student who has less than a 2.0 average is on academic probation.
2. All full-time undergraduate students with a quality point deficiency between 15-19 points will be required to report to the Student Development Center (Prichard Hall) in order to be assessed by the Educational Support Program staff and advised by a college or an academic advisor. On the basis of the assessment, the student will be expected to follow prescribed recommendations of the Educational Support Program staff and will be permitted to enroll in no more than 13 hours.
3. All full-time undergraduate students with a quality point deficiency between 7-14 points will be encouraged to be assessed and to follow prescribed recommendations of the Educational Support Program staff.
4. All full-time undergraduate students with a quality point deficiency between 1-6 points and the student body in general will be informed of the services provided by the Educational Support Program staff.

INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES

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

1. A student on probation must show marked improvement in academic performance. It is expected that the quality point average will be better than 2.0 on all work attempted during each succeeding term in which the student is enrolled. Failing to meet this standard, he 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 better than a 2.0 average on all work attempted during the semester in which the student last enrolled may be declared ineligible to attend the next regular academic semester.

3. Colleges may apply additional eligibility requirements as stated elsewhere in this catalog under specific college requirements.
4. All readmitted full-time undergraduate ineligible students will be required to be assessed by the Educational Support Program staff and advised by a college or an academic advisor prior to registering. The student will be permitted to enroll in no more than 13 semester hours. Based on the assessment, the student will enter into a contractual agreement with the Educational Support Program staff.

REPORTING OF 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.

READMISSION OF STUDENTS DECLARED INELIGIBLE TO ATTEND THE REGULAR ACADEMIC YEAR

Students who have been declared ineligible for readmission to either the fall or spring semester may attend either or both of the summer sessions 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 enrollment in the First and/or Second Semester. A student who is ineligible to attend a regular academic semester may attend one or both summer sessions and take one or more courses. 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 Regents transfer policy.)

TRANSFER FROM ONE COLLEGE TO ANOTHER

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.

The catalog which is in effect at the time a student declares or changes the major will be used to determine graduation requirements.

POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL

It is the policy of the West Virginia Board of Regents 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 West Virginia Board of Regents 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 West Virginia Board of Regents 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 community colleges, from community college 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 Regents' 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 gradepoint 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

MINIMUM RESIDENCE REQUIREMENTS FOR GRADUATION

For all undergraduate degrees (except the Regents Bachelor of Arts 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. (Except "Combined College and Professional Programs," see pp. 136, 150.)

Candidates for bachelor's degrees who enter Marshall University within 10 years prior to their graduation may graduate by meeting the requirements in effect on the date of their entrance. 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 prevailing requirements for teacher certification. Students admitted to either the Associate in Science in Nursing Program or the Bachelor of Science in Nursing Program in the School of Nursing must complete the program of studies within five (5) years.

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. Student's 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 regular freshman English (not including English 100).

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 in 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.

ACADEMIC DISHONESTY

Marshall University considers cheating to be a serious breach of academic discipline and absolutely condemns this and any form of academic dishonesty, on or off campus, for whatever purpose it may be pursued.

Cheating shall be defined generally as any act of a dishonorable nature which gives the students engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Such cheating shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all or any part of assignments or examinations in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work.

The university fully expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community, and assumes that individually and collectively they will act to discourage acts of cheating. The university also expects complete and absolute cooperation among administrators, faculty, staff and students in the prevention of cheating, in detecting those who cheat, and in providing appropriate punishment for offenders. It shall be the special responsibility of the individual classroom instructor to establish with each class learning and testing conditions which minimize possibilities of cheating, to make every reasonable effort to detect those who cheat, to take appropriate action against such persons, and to prevent repetitions of such academic dishonesty.

Since each classroom instructor may modify the general definition of cheating to fit the immediate academic needs of a particular class, it shall be the instructor's responsibility where this is done to make clear to students the details of any such departure from the general definition.

Major responsibility for punishment of cheating offenders shall lie with the individual instructor in whose classroom or course of study the offense occurred. Such punishment shall be based upon the severity of the offense, circumstances surrounding the act, causes for the behavior, whether this is a repetition of a previous offense, and such other factors as the instructor may consider pertinent, and may range from a reprimand to failure in the course with or without a remanding of the offender to other university officials for additional action. Where the offense is particularly flagrant and/or it is known to the instructor that the person has been guilty of one or more such offenses in the past, the instructor shall communicate the details of the offense and the action taken to the appropriate university officials with recommendation for

additional punishment or action. If the cheating offense involves a violation of any local, state, or national law, the instructor shall communicate the details of the offense and any action taken, without delay, to the appropriate university official for additional action. Beyond the action taken by the individual classroom instructor, university officials may place the student on social and/or academic probation, place a written account of the offense in the student's permanent record file, expel the student from the university, remand the student to proper law enforcement officials for legal action, or take such other steps as may seem appropriate and reasonable.

A student charged with a cheating offense may appeal from the action of the classroom instructor to a Review Committee consisting of the Vice President for Student Affairs, the Dean of the College in which the student is enrolled, the Chief Justice of the Student Court, and two faculty members appointed for each individual case by the University Council. This committee may make such additional investigation as it may desire, shall hear all evidence in the case, and shall affirm or reverse, in whole or in part, the action of the instructor. The Review Committee shall be a special sub-committee of the Student Conduct and Welfare Committee, and shall deposit a record of its actions with the chairman of that committee.

A student may appeal from the action of the Review Committee to the President of the University, who may affirm or reverse, in whole or in part, the action of the Review Committee.

Appeals by the student to the Review Committee or to the President shall be made within thirty days of the time disciplinary action is taken or the appeal decision has been handed down; and as a part of such appeals the student may seek such legal or other assistance as he may deem advisable.

A copy of the regulations defining cheating shall be carried in all college and university catalogs, in any student handbook distributed to incoming students, in any freshman orientation issue of the student newspaper, and in any literature generally distributed as part of orientation classes. It shall be the responsibility of each classroom instructor each semester either to remind classes of these regulations or to indicate where they may be read, indicating at this time any variations which will be followed by that instructor's classes with respect to such regulations.

In all phases of enforcement of the cheating regulations due care and diligence shall be taken by instructors and others concerned to see that charges are made only upon sufficient knowledge and that each student so charged is treated with fairness and consideration.

AUDIT 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 area or teaching specialization.

Some departments and colleges have special regulations regarding CR/NC. The student is advised to consult with the dean of the college and/or the department chairman prior to registration for CR/NC credits.

If a student decides to change his major after taking a course Credit/Non Credit, and that course then becomes a part of his major, the letter grade turned in by the instructor will be inserted in the transcript and will be included in the computation of the grade point average.

Course work taken on a credit/non-credit grade, recorded as CR or NC, will not be counted in computing the student's grade-point ratio. A course that has been taken on a credit/non-credit basis in which the grade of NC was awarded may be repeated either on a credit/non-credit basis or on a regular grade basis.

CREDIT BY EXAMINATION

Credit by examination is granted at Marshall University in many academic departments. Information can be obtained by contacting the chairperson in a particular department.

THE DEAN'S LIST

Students registering for 12 or more hours who, at the end of the semester, receive grades averaging B or above are considered honor students and a list of such students constitutes the Dean's List.

PUBLIC SERVICE INTERNSHIP

The Public Service Internship Program was developed by the West Virginia Board of Regents 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 divided among three courses designated PSI:

- | | |
|--------------------------------|---------|
| 487. Public Service Internship | 6 hours |
| 488. Seminar in Public Service | 3 hours |
| 489. Directed Studies | 3 hours |

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 Marshall Liaison Officer (Professor Troy Stewart, Department of Political Science) early in the semester prior to the one in which they wish to participate.

HONORS COURSES

Students of exceptional ability who possess a high degree of initiative may register for a departmental or interdisciplinary honors course. In these courses, students are excused from some of the routine demands of the undergraduate courses, but they are required to maintain a higher standard of academic work. Students with outstanding scholastic records may apply to the chairmen of the departments to enroll as candidates for honors in the field of their choosing. Students recommended by the chairmen of their departments, and approved by the honors council, may receive two to four hours credit per semester during their senior year in courses numbered 495H and 496H. One or both of these courses may be taken for credit. Applicants must file by the opening of the second semester of the junior year and must be recommended by the chairman of the major department. A 3.3 grade point average in the major and a 3.0 over-all average are required normally of applicants. In extraordinary circumstances, a student with slightly lower averages may be admitted to the program with the approval of the chairman of the department, the dean, and the honors council.

Interdisciplinary honors seminars are held for freshmen, sophomores and upperclassmen. Further information is found in the University Honors listing on pp. 253-254.

HONORS STUDENTS IN GRADUATE COURSES

Honors students who have attained senior status with an overall grade point average of 3.5 or better are eligible to take courses at the graduate level (500 and 600 series). Forms to accomplish this are available in the Graduate School office. Credit so earned applies to the fulfillment of either graduate or undergraduate degree requirements, but not both.

GRADUATION WITH HONORS

Baccalaureate Degree candidates for graduation who have achieved special distinction in academic work are recognized at Commencement by having printed on their diplomas their honor status as determined by quality points:

Summa cum laude (3.85 and above)

Magna cum laude (3.6 to 3.84)

Cum laude (3.3 to 3.5)

To be eligible for graduation with honors:

1. 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).
2. 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).
3. All other transfer students must have earned at least 64 hours of work at Marshall University (work transferred from other institutions not in the state system is not included in determining graduation with honors.)

Associate Degree candidates for graduation who have achieved special distinction in academic work are recognized at Commencement by having printed on their diplomas their honor status as determined by quality points.

With High Honors - 3.7 and above

With Honors - 3.3 to 3.69

To be eligible to graduate with honors:

1. A transfer student must have earned at least 36 hours of work at Marshall University.
2. 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.
3. Work transferred from other institutions not in the state system is not included in determining graduation with honors.

TRANSCRIPTS

Every student is entitled to one free official transcript of his or her record. Each additional copy costs \$1 in cash or money order. Two to three weeks may be required to process an application for a transcript at the close of a semester or summer term. At other times the service is approximately 24 hours from receipt of the request.

Students who default in the payment of any university financial obligation forfeit their right to claim a transcript.

An application for a transcript of credit earned must furnish the date of last attendance at Marshall University and student identification number. A married woman should give both her maiden and married name.

All requests for transcripts must be sent directly to the registrar.

Transcripts are prepared in the order in which requests are received.

Transcript requests must be in writing, no phone requests accepted.

ACADEMIC PUBLICATIONS OF THE UNIVERSITY

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

EVENING CLASSES

Marshall University helps meet community needs through the Evening Classes. Credit and noncredit courses may be taken for personal, business, cultural, domestic, industrial and recreational improvement or as a refresher of other interests.

Classes are provided for those not interested in college credit but who wish to meet for one or more sessions to discuss some topic of vital interest to them in their daily work. A class of 15 or more students is required for a special interest group.

The evening classes serve those who need or want further education for credit or noncredit. It is possible to earn college credit which will serve the needs of those working toward college degrees in various fields of study.

For those who want college credit there are two lines of work:

1. Undergraduate work for high school graduates who wish to improve their employment status through education or those who want to extend their knowledge in some direction or wish to satisfy their intellectual curiosity by following a particular line of studies.

2. Graduate work for those who hold a baccalaureate degree and who wish to work for a master's degree. Work done in evening classes carries residence credit.

CONTINUING EDUCATION

Marshall University regards adult-oriented programs as an extremely important dimension of higher education. As a state-supported institution it recognizes an obligation to provide for the people of West Virginia certain community services in addition to the regular academic programs.

Continuing Education Units

Marshall University, through the Office of Community Services in the Community College, offers a non-college 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 industrial, business, educational, civic, professional, and other groups.

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. For example, a fifteen contact-hour short course would produce 1.5 C.E.U.'s, a ten contact-hour offering 1.0 C.E.U. No awards may be made for less than ten contact-hours of work.

Continuing Education Units are appropriately awarded for only noncredit work and as such cannot legitimately be considered for conversion to college credits nor can college credits be legitimately converted to C.E.U.'s.

A permanent record will be maintained by the University of all C.E.U.'s earned.

For further information, please contact the Coordinator of Continuing Education, Marshall University Community College, 696-3646.

ACADEMIC COMMON MARKET

For West Virginia residents who wish to pursue academic programs not available within the State, the Academic Common Market and several contract programs provide for qualified 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 numerous graduate programs. 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 Provost's Office, Old Main 110, or the West Virginia Board of Regents.

DEGREE PROGRAMS OFFERED AT MARSHALL UNIVERSITY

Associate Degrees

Accounting	A.A.S.
Banking and Finance	A.A.S.
Clerical Studies	A.A.S.
Cytotechnology	A.S.
Fire Science Technology	C.P./A.A.S.
General Business	A.A.S.
Industrial Supervision Management	C.P./A.A.S.
Legal Assistant	A.A.S.
Legal Secretarial Studies	A.A.S.
Library Media Technology	A.A.
Medical Laboratory Technician	A.A.S.
Medical Secretarial Studies	A.A.S.
Nursing	A.S.N.
Occupational Safety	C.P./A.A.S.
Police Science	A.A.S.
Real Estate	C.P./A.A.S.
Retailing	A.A.S.
Secretarial Studies	A.A.S.
Small Business Management	A.A.S.

Baccalaureate Degrees

Accounting	B.B.A.
Basic Humanities	B.A.
Biological Science	B.S.
Botany	B.S.
Chemistry	B.S., B.S. Chem.
Computer Science	B.S.
Criminal Justice	B.A.
Cytotechnology	B.S. Cytotechnology
Dietetics	B.S.
Distributive Education	B.S.
Economics	B.A., B.B.A.
Education, Elementary	B.A.

Education, Secondary	B.A.
English	B.A.
Finance	B.B.A.
Fine Arts	B.F.A.
Art	
Music	
Theatre	
Foreign Languages	B.A.
Classical Language	
French	
German	
Spanish	
Geography	B.A., B.S.
Geology	B.A., B.S.
Geo-Social Studies	B.A.
History	B.A.
International Affairs	B.A.
Journalism	B.A.
Broadcast Journalism	
Home Economics -Journalism	
Journalism Advertising	
Magazine	
News-Editorial	
Public Relations	
Management	B.B.A.
Marketing	B.B.A.
Mathematics	B.S.
Medical Technology	B.S.M.T.
Nursing	B.S.N.
Physical Education-Interdisciplinary	B.A.
Adult Fitness	
Athletic Training	
Sports Communication	
Sports Management and Marketing	
Physics	B.S.
Political Science	B.A.
Psychology	B.A.
Recreation	
Park Resources and Leisure Services	B.S.
Regents Bachelor of Arts	B.A.
Rehabilitation Education	B.A.
Social Work	B.S.W.
Sociology	B.A.
Anthropology	
Speech	B.A.
Broadcasting	
Speech Pathology & Audiology	
Theatre	
Zoology	B.S.

Undergraduate Teaching Specializations

- Art, Grades K-12
- Art, Grades 7-12
- Athletic Training, Grades 7-12
- Biological Science, Grades 7-12
- Business Education, Grades 7-12
- Business Principles, Grades 7-12
- Chemistry, Grades 7-12
- Distributive Education, Grades 7-12
- Early Education, ages 3-5
- Elementary Education, Grades 1-6
- English, Grades 7-12
- French, Grades 4-8
- French, Grades 7-9
- French, Grades 7-12
- General Science, Grades 4-8
- General Science, Grades 7-12
- Health Education, Grades K-12
- Home Economics - Occupational, Grades 7-12
- Home Economics - Vocational, Grades 7-12
- Journalism, Grades 7-12
- Language Arts, Grades 4-8
- Language Arts, Grades 7-9
- Latin, Grades 7-12
- Mathematics, Grades 4-8
- Mathematics, Grades 7-9
- Mathematics, Grades 7-12
- Music, Grades K-12
- Oral Communication, Grades 4-8 (Speech)
- Oral Communication, Grades 7-12 (Speech)
- Physical Education, Grades K-12
- Physical Education, Grades 7-12
- Physics, Grades 7-12
- Safety Education, Grades 7-12
- School Library-Media, Grades K-12
- Secretarial Studies, Grades 7-12
- Social Studies, Grades 4-8
- Social Studies, Grades 7-9
- Social Studies, Grades 7-12
- Spanish, Grades 4-8
- Spanish, Grades 7-9
- Spanish, Grades 7-12
- Special Education
 - Mental Retardation, Grades K-12
 - Physically Handicapped, Grades K-12
 - Physically Handicapped (with K-12 Physical Education)
- Speech Language Pathologist, (5-year program)

Master's Degrees and Other Advanced Degrees

Graduate degree students interested in graduate offerings should refer to the Marshall University Graduate Catalog.

Accounting	M.S.
Adult Education	M.S.
Art	M.A.
Biological Sciences	M.A., M.S.
Biomedical Sciences	M.S.
Business and Commerce	M.B.A.
Business Education	M.A.
Chemistry	M.S.
Communication Arts	M.A.
Community Health	M.S.
Counseling	M.A.
Criminal Justice	M.S.
Distributive Education	M.A.
Education, Early Childhood	M.A.
Education, Elementary	M.A.
Education, Graduate Outreach	M.Ed.
Education, Secondary	M.A.
Educational Administration	M.A.
Educational Supervision	M.A.
English	M.A.
Geography	M.A., M.S.
Health and Physical Education	M.S.
History	M.A.
Home Economics	M.A.
Journalism	M.A.J.
Library Science Education	M.A.
Mathematics	M.A.
Music	M.A.
Physical Science	M.S.
Political Science	M.A.
Psychology	M.A.
Reading Education	M.A.
Safety	M.S.
Social Studies	M.A.
Sociology	M.A.
Special Education	M.A.
Speech	M.A.
Speech Pathology & Audiology	M.A.
Vocational Technical Education	M.S.

The Certificate of Advanced Studies (C.A.S.) in Education may be obtained also.

The M.A. in Humanistic Studies is offered in cooperation with the West Virginia College of Graduate Studies.

The Ph.D. in Biomedical Science and the Ed.D. in Educational Administration are offered in cooperation with West Virginia University.

The Doctor of Medicine degree (M.D.) is offered by the Marshall University School of Medicine.

REGENTS BACHELOR OF ARTS DEGREE

Marshall University Regents Bachelor of Arts Degree Program is an innovative program designed with the adult student in mind. 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 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 his or her needs.

The central principle that underlies the life experience assessment process is that **WHAT** the student knows is more important than how he/she learned it. If a student can demonstrate that his/her knowledge and skills are reasonably comparable to what the college trained student knows, then equal credit will be awarded. As long as the student can provide evidence that he/she possesses college equivalent knowledge or skills, his/her achievements will be credited and recognized as applicable toward this degree program. 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. For determination of college equivalent credit for the student's work and life experience when requested by the student, there will be a fee of \$50 for the evaluation, regardless of the number of credit hours awarded.

Graduation requirements are:

Total Credit Hours: 128

Upper Division Hours: 40 (300-400 level courses or equivalent)

General Education: 36 total hours with a minimum of 6 hours in each of the following areas:

Communications: English 101, 102, or 201H; Speech 103 or 305.

Humanities: Specific courses in Art, Religious Studies, Classics, English, Humanities, Modern Languages, Music, or Philosophy.

Natural Sciences: Specific courses in Biological Science, Botany, Chemistry, Geology, Physical Geography, Physics, or Zoology.

Social Sciences: Specific courses in Anthropology, Economics, History, Political Science, Psychology, Social Studies, Social or Economic Geography, or Sociology.

Grade Point Average: 2.00

Residence: 15 hours in the state system.

Transfer Credits: In transferring credits from accredited institutions of higher learning to the Regents B.A. Degree Program, all passing grades are accepted. 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.

Grades and Grading: Grading will follow Marshall's current requirements.

At Marshall University a Program Coordinator has been appointed to assist Regents B.A. Degree students in completion of admission documents, course enrollment, assessment for work and life experiences and other factors. The

Program Coordinator will provide application forms and other information on the Regents B.A. Degree to prospective students.

For additional information concerning the Regents B.A. Degree at Marshall University, contact:

Regents B.A. Degree Program
Marshall University
Huntington, West Virginia 25701
or call (304) 696-6400

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 degrees. 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.

ADDITIONAL ASSOCIATE DEGREE

A person may receive more than one Associate Degree by satisfying all the program requirements. A minimum of 20 additional hours after the receipt of the baccalaureate or the associate degree will be required. Grade point averages and graduation with honors must conform to existing university policies.



College of Business

Course work in Business Administration and Business Education 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 College. The Department of Military Science is housed in the college, as is also the Computer Science program, which has developed out of an interdisciplinary offering in Computer Studies begun in 1975. Today the college offers programs which lead to the Bachelor of Business Administration degree. Also, the B.S. degree program in Computer Science was begun in 1977, and the name of the division was changed to College of Business. The College cooperates with the Graduate School in providing programs leading to the degrees of Master of Business Administration, Master of Arts in Business Education, and Master of Science in Accounting.

The primary objective of the college is to educate undergraduate and graduate students for competent, responsible, meaningful professional careers as managers, administrators, or executives in business, government, nonprofit-seeking organizations, and related professional specializations. It is hoped that the college's educational program will also develop the student's interest in social and civic responsibilities; encouragement of intellectual independence and inquiry; competence and confidence in dealing with decisions and policy under circumstances of uncertainty and incomplete information; and a lively commitment to the maintenance, improvement and prosperity of the American economic system.

The faculty subscribes to the principle that specialized education for administration must be based upon a broad educational and cultural foundation encompassing traditional arts and sciences. Consequently, the Bachelor of Business Administration degree is built upon a set of General Education Requirements. Moreover, the faculty subscribes to the principle that there is a common body of knowledge, theories, analytical tools and approaches appropriate to all students of administration in business or other social organizations. Thus, the Core Professional Curriculum of the BBA, which is taken primarily in the junior and senior years or as foundation work for an MBA, seeks an understanding of the legal, economic and behavioral environment of business and administration; a working acquaintance with accounting and with statistical and data processing techniques; and an acquaintance with the major functional fields of administrative organization: finance, marketing, production and personnel management. The college also shares the general university responsibility to provide students with opportunities to understand and to contribute to the culture in which they live. To this end, the faculty has recognized that most citizens need a basic understanding of the social framework and internal administration of business firms and other organiza-

tions. Consequently, many students majoring in other colleges of the university take courses here.

The college has other functions, subordinate to the principal task of instruction. The college supports and encourages research by its faculty and students. Graduate programs for prospective teachers in Business are provided, and the undergraduate programs of the College of Education in Business Education are supported. The college participates in programs of management development education.

The college has for many years offered courses on an evening schedule for the benefit of part-time students. The college also accepts CLEP examinations for equivalent credit without limit. Under appropriate circumstances, the departments of the college provide departmental proficiency, placement, competency, or validation examinations to assist students who have unconventional educational backgrounds, or those having special needs.

The college maintains a full-time Advising Office (first floor, Corbly Hall) principally for freshmen and sophomore majors, or for upper division students who have not chosen a major field within the BBA. Entry into the college as a freshman is permitted, and gives the student ample opportunity for early counseling with the College Advising Office. Students who have selected one of the majors provided within the BBA or BS are assigned to a faculty advisor in the designated major department. This assignment may be made as early as the freshman year or as late as the junior year, depending upon when the student makes a firm choice.

DEGREE PROGRAMS

The College of Business offers the following programs:

1. Bachelor of Business Administration degree, with majors in:
 - a. Accounting (Option in Industrial Accounting)
 - b. Economics
 - c. Finance (Option in Insurance)
 - d. Management (Option in Health Care Management or in Operations Management)
 - e. Marketing (Option in Transportation or in Retailing)
2. Bachelor of Science degree, with major in Computer Science. (Option in Information Systems)
3. Master of Business Administration: a complete description of the MBA program is given in the catalog of the graduate school.
4. Master of Arts in Business Education: a complete description of the MABE program is given in the catalog of the graduate school.
5. Master of Science in Accounting: a complete description of this degree program is given in the catalog of the graduate school.
6. The Department of Military Science offers courses leading to a commission in the United States Army, contingent upon graduation from the university.
7. London Semester

Beginning in the Fall semester, 1976, the College of Business initiated a program in international education for Business Administration, having as its theme "The Multinational Corporation." The program is expected to continue in future years. Regular courses in the Business curricula will be offered by Marshall University faculty members in London to participating students, who will also have

opportunities for tours, lectures and discussions in both the British and the international business community.

Costs are kept as low as possible, in an effort to make it possible for many Business majors to participate in this international experience. The rapid rise of international business activity dictates that American students prepare for business careers in a multinational environment. The London Semester provides the familiar framework of Marshall University courses taught by Marshall University professors, but in an altogether different cultural setting, where the student may observe firsthand the application of business principles to a multinational environment.

ORGANIZATION

The College of Business is organized into seven departments:

1. Accounting
2. Computer and Information Science
3. Economics
4. Finance and Business Law
5. Management
6. Marketing
7. Military Science

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 will be commissioned in the United States Army or United States Army Reserve.

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 \$15,000 per year.

Two-Year Program

Students who have not attended the first two years of Military Science may gain credit by attending Basic Camp (MS 251) at Fort Knox, Kentucky. Students are awarded three hours credit for this camp and are paid approximately \$500. 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 and physically capable of participating in a normal college physical education program. To progress to the Advanced Course, students must meet age, physical condition, moral and academic standards.

Scholarships and Allowances

Scholarships are available for one, 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, at Fort Bragg, North Carolina. All travel and basic expenses are paid by the Department of the Army. Additionally, cadets are paid approximately \$500 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 in the student. Among the extracurricular activities in the Military Science Program are: The Color Guard unit, Intramural Sports, the Rangers and the Rifle Team.

BUSINESS ADMINISTRATION

Bachelor of Business Administration

A candidate for the degree of Bachelor of Business Administration (BBA) must complete general university 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 designed by the faculty, but permitting student selectivity, to insure the student's fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, American Institutions and International Institutions; (2) 33 semester hours of Common Requirements in Business designed by the faculty to provide a common body of prerequisite knowledge in business and administration for all BBA majors; (3) courses to complete one of the major fields of study: Accounting, Economics, Finance, Management or Marketing; and (4) electives to complete the student's program.

GENERAL EDUCATION

Subject Area	Minimum Hours Required
English 101, 102	6
Speech 103	3
This requirement may be waived by the Speech Department for students who have one unit of high-school speech and who can demonstrate a proficiency in oral communications.	
Speech 207	3
Humanities	6
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.	
Fine Arts	2 or 3
To meet this requirement, the student may select from among courses offered by the Departments of Art (except Art 113, 340, 460); Music, Physical Education 160, 261, and 401 only (only the Modern Dance courses in Physical Education may be used); or Fine Arts 101. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
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 (except Chemistry 100), 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 100: required for students with mathematics ACT score less than 10; optional for students with Mathematics ACT score between 10 and 15. The graduation requirement is increased three hours, 128 to 131, for students who complete this course).	
Behavioral Sciences	6
Psychology 201 and Sociology 200 or Anthropology 201.	

- American Institutions6
 To meet these requirements, the student must complete 6 hours selected from the following:
1. Anthropology - 430, 455, 456, 457, and 458
 2. Economics - 310, 326, 328, 342, 346, 348, 350, 351, 356, 405, 415, 422, 423, 430, 446, 450, 461, and 480
 3. Geography - 206, 305, 320, 401, 402, 410, 414, 415, 416, and 420
 4. History - 221, 222, 308, 309, 310, 316, 317, 318, 319, 323, 330, 331, 333, 342, 350, 404, 405, 408, 417, and 432
 5. Political Science - 104, 202, 233, 235, 301, 303, 307, 333, 376, 381, 383, 423, 429, 430, 433, 436, 440, 450, 452, 453, 461, 484, and 485
 6. Sociology - 300, 302, 307, 310, 311, 313, 314, 320, 325, 330, 332, 335, 342, 352, 400, 401, 408, 412, 413, 421, 423, 428, 433, 439, 442, and 450
- In selecting courses, the student should pay careful attention to prerequisites or other course restrictions.

- International Institutions6
 To meet these requirements, the student must complete 6 hours selected from the following:
1. Anthropology - 201, 304, 322, 323, 324, 333, 340, 343, 405, 426, 427, 441, 444, 451, and 453
 2. Economics - 408, 420, 440, 441, and 460
 3. Geography - 100, 101, 203, 302, 309, 315, 317, 403, 405, 408, 412, 425, 429, and 430
 4. History - 105, 106, 219, 220, 301, 302, 314, 321, 322, 375, 400, 418, 419, 421, 422, 425, 426, 428, 429, and 430
 5. Modern Languages - All courses count
 6. Political Science - 105, 207, 209, 405, 406, 407, 408, 409, 410, 411, 415, 422, 425, 426, 427, and 470
 7. Social Studies - 104, 105, and 106
- In selecting courses, the student should pay careful attention to prerequisites or other course restrictions.

COMMON REQUIREMENTS FOR BBA DEGREE

	Hrs.		Hrs.
Accounting 215	3	Economics 241	3
Accounting 216	3	Economics 242	3
Finance 323	3	Finance 307 (Bus. Law)	3
Management 318 (Bus. Statistics)	3	Computer Science 101	3
Marketing 340	3	Management 320	3
		Management 460	3

Suggested programs of study for the first two years normally spent in the BBA curriculum, are shown below.

		First Year			
		Hrs.			Hrs.
First Semester			Second Semester		
English 101	3		English 102	3	3
Speech 103	3		Speech 207	3	5
Mathematics 120	3		Mathematics 190	3	5
Fine Arts elective	2-3		Computer Science 101*	3	3
International Institutions elec.	3		American Institutions elec.	3	3

14-15

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*Majors in Operations Management take CIS 210 and CIS 211 in place of CIS 101.

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 215	3	Accounting 216	3
Economics 241	3	Economics 242	3
Behavioral Science elective	3	Behavioral Science elective	3
Science elective	4	Science elective	4
Humanities elective	3	Humanities elective	3
	16		16

MAJORS

ACCOUNTING

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Finance 308	3
Management 318	3	Accounting 312	3
Accounting 311	3	Accounting 348	3
Accounting 347	3	Finance 323	3
Management 320	3	International Institutions elec.	3
Finance 307	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 413	3	Management 460	3
Accounting 414	3	Accounting 430	3
American Institutions elective	3	Accounting 431	3
Electives	8	Electives	6
	17		15

ACCOUNTING (INDUSTRIAL OPTION)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340	3	Finance 308	3
Finance 323	3	Accounting 312	3
Accounting 311	3	Accounting 347	3
Accounting 349	3	Management 318	3
Management 320	3	International Institutions elec.	3
Finance 307	3		
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 412	3	Management 460	3
Accounting 418	3	Accounting 414	3
Finance 409	3	Accounting 415	3
American Institutions elective	3	Electives	6
Electives	5		
	17		15

ECONOMICS

Third Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 340	3	Economics electives*	6
Finance 323	3	Management 318	3
Economics 326	3	International Institutions elec.	3
Economics 328	3	Elective	3
Management 320	3		
Finance 307	3		
	18		15

Fourth Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Economics electives*	6	Management 460	3
American Institutions elective	3	Economics elective*	3
Electives	8	Electives	9
	17		15

FINANCE

Third Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 340	3	Finance 324	3
Finance 323	3	International Institutions elec.	3
Finance elective**	3	Finance 308	3
Management 320	3	Finance elective**	3
Management 318	3	Elective	3
Finance 307	3		
	18		15

Fourth Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Finance 430	3	Finance 434	3
Finance 435	3	Management 460	3
Finance elective**	3	Electives	9
American Institutions elective	3		
Electives	5		
	17		15

FINANCE (INSURANCE OPTION)

Second Year

Finance 225, Recommended for second year.

Third Year

	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 340	3	Finance 324	3

*Economics majors must select five (5) Economics courses at the 300-400 level excluding Economics 300, 326, 328.

**Finance majors must select three (3) of the following: ACC 348, ECN 310, ECN 326, OAD 325, FIN 327, FIN 329, FIN 335.

Finance 323	3	Finance 329	3
Finance 327	3	International Institutions elec.	3
Management 320	3	Finance 308	3
Management 318	3	Finance elective*	3
Finance 307	3		
	<hr/>		<hr/>
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 335	3	Finance 435	3
Finance 434	3	Management 460	3
Finance elective*	3	Electives	9
American Institutions elective	3		
Electives	5		
	<hr/>		<hr/>
	17		15

MANAGEMENT

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	Finance 323	3
Marketing 340	3	Management 419	3
Management 320	3	Management 422	3
Finance 307	3	International Institutions elec.	3
Management electives**	6	Elective	3
	<hr/>		<hr/>
	18		15

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 420	3	Management 423	3
Management 424	3	Management 425	3
American Institutions elective	3	Management 460	3
Management Elective**	3	Electives	6
Electives	5		
	<hr/>		<hr/>
	17		15

MANAGEMENT (HEALTH CARE OPTION)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 307	3	Management 318	3
Management 320	3	Finance 351	3
Finance 323	3	Management 354	3
Marketing 340	3	Finance 356	3
Management 350	3	Accounting 358	3
International Institutions elec.	3	American Institutions elec.	3
	<hr/>		<hr/>
	18		18

*Finance majors - Insurance option - Select any two (2) of the Finance electives listed in the preceding note except FIN 327, 329 and 335.

**Management electives: All 400 numbered management courses plus MGT 350, 354, 360; ACC 347, 348; ECN 326, 328, 430; FIN 308, 324; MKT 437, 442; CIS 210, 474; OAD 421; MS 301, 302, 402.

Fourth Year			
First Semester	Hrs.	Second Semester	Hrs.
Management 420	3	Management 422	3
Management 424	3	Management 452	4
Management 451	4	Computer Science 474	3
Management Electives*	6	Management 455 or 460	3
	16		13

MANAGEMENT (OPERATIONS OPTION)

Third Year			
First Semester	Hrs.	Second Semester	Hrs.
Finance 323	3	Management 418	3
Management 320	3	Management 420	3
Management 318	3	Accounting 347	3
Marketing 340	3	American Institutions elective	3
Finance 307	3	Management elective**	3
Management elective**	3		
	18		15

Fourth Year			
First Semester	Hrs.	Second Semester	Hrs.
Management 427	3	Management 426	3
Management 422	3	Management 460	3
Computer Science 474	3	International Institutions elec.	3
Management elective*	3	Management elective*	3
Electives	5	Elective	3
	17		15

MARKETING

Third Year			
First Semester	Hrs.	Second Semester	Hrs.
Management 318	3	Marketing 341	3
Marketing 340	3	Marketing 344	3
Marketing 350	3	Journalism 330	3
Management 320	3	Finance 323	3
Finance 307	3	International Institutions elec.	3
Elective	3		
	18		15

Fourth Year			
First Semester	Hrs.	Second Semester	Hrs.
Management 424 or 422	3	Marketing 437	3
Marketing 430	3	Marketing 442	3
Marketing 440	3	Management 460	3
American Institutions elective	3	Electives	6
Electives	5		
	17		15

*Management Health Care Option Electives - All 400 numbered management courses plus MGT 360; ACC 347; MKT 437.

**Management Operations Option Electives - All 400 numbered management courses plus MGT 350, 354, 360; ACC 347, 348, 418; ECN 327, 400; FIN 308, 324; MKT 437, 442; CIS 220.

MARKETING (RETAIL OPTION)

Third Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 318	3	Marketing 341	3
Marketing 340	3	Journalism 330	3
Management 320	3	Marketing 350	3
Finance 307	3	Marketing 370	3
Finance 323	3	International Institutions Elec.	3
Marketing 343	3		
	18		15

Fourth Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 410	3	Marketing 415	3
Management 424	3	Marketing 440	3
Marketing 414	3	Marketing 442	3
Marketing 430	3	Management 460	3
Marketing 437	3	American Institutions elective	3
	15	Free Elective	2
			17

MARKETING (TRANSPORTATION OPTION)

Third Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Management 318	3	International Institutions elec.	3
Marketing 340	3	Finance 323	3
Management 320	3	Journalism 330	3
Finance 307	3	Marketing 350	3
Marketing 341	3	Marketing 351	3
Marketing 349	3		
	18		15

Fourth Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Marketing 430	3	Marketing 442	3
Marketing 449	3	Marketing 450	3
Marketing 440	3	Management 460	3
American Institutions elective	3	Electives	6
Marketing elective*	3		
Elective	2		
	17		15

COMPUTER AND INFORMATION SCIENCES

Bachelor of Science

A candidate for the degree of Bachelor of Science (BS) must complete general university requirements for graduation.

Candidates for the BS must earn a minimum of 134 semester hours,

*Marketing/Transportation majors must select one (1) of the following: MGT 420, 422, 424, 426.

distributed among four broad and basic groups or blocks of the degree program: (1) at least 59 semester hours selected from a set of General Education Requirements designed by the faculty, but permitting student selectivity, to insure the student's fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, and Social Science; (2) 24 semester hours of requirements in Business designed by the faculty to provide a common body of knowledge in business; (3) courses to complete one of the optional fields of study: Computer Science or Information Science; and (4) electives to complete the student's program.

GENERAL EDUCATION FOR BS IN COMPUTER SCIENCE

Subject Area	Minimum Hours Required
English 101, 102	6
Speech 103	3
<p style="margin-left: 20px;">This requirement may be waived by the Speech Department for those who have one unit of high school speech and can demonstrate a proficiency in oral communications.</p>	
Humanities	9
<p style="margin-left: 20px;">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.</p>	
Fine Arts	2 or 3
<p style="margin-left: 20px;">To meet this requirement, the student may select from among courses offered by the Departments of Art (except Art 113, 340, 460), Music, or Physical Education (160, 261, and 401 only). In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.</p>	
Natural Sciences	8
<p style="margin-left: 20px;">To meet this requirement the student may select from among any courses offered by the Departments of Biological Sciences, Chemistry (except Chemistry 100), Geology, Physics and Physical Sciences, or Geography 101. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.</p>	
Mathematics	16-19
<p style="margin-left: 20px;">Mathematics 131, 230, 231, 340. Any student without background for the above courses must take necessary courses without graduation credit.</p>	
Behavioral Sciences	3-6
<p style="margin-left: 20px;">Psychology 201 and Sociology 200 or Anthropology 201.</p>	
Social Science	9
<p style="margin-left: 20px;">To meet these requirements, the student must select from among the courses offered by several departments as follows:</p>	
a. Anthropology: Any courses above 300.	
b. Economics: Any courses above 300.	
c. Geography: Any Geography courses except 418.	
d. History: Any History courses.	
e. Modern Languages: Any Modern Language courses.	
f. Political Science: Any Political Science courses.	
g. Social Studies: 104, 105, 106.	
h. Sociology: Any courses numbered above 200 (except 345 and 445).	

BS IN COMPUTER SCIENCE

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Speech 103	3	Economics 241	3
Mathematics 131	5	Mathematics 230	4
Fine Arts Elective	2	Computer & Info. Sciences 210	2
Science Elective	4	Computer & Info. Sciences 211	1
		Science elective	4
	<hr style="width: 50%; margin: 0 auto;"/> 17		<hr style="width: 50%; margin: 0 auto;"/> 17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 215	3	Accounting 216	3
Economics 242	3	Mathematics 340	3
Mathematics 231	4	Management 318	3
Psychology 201	3	Computer & Info. Sciences 300	3
Computer & Info. Sciences 220	2	Computer & Info. Sciences 217	1
Computer & Info. Sciences 221	1	Social Science elective	3
Computer & Info. Sciences 215	1		
	<hr style="width: 50%; margin: 0 auto;"/> 17		<hr style="width: 50%; margin: 0 auto;"/> 16

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 320	3	Management 418	3
Finance 323	3	Computer & Info. Sciences 320	3
Management 422	3	Computer & Info. Sciences 335	4
Computer & Info. Sciences 310	3	Computer & Info. Sciences 337	3
Computer & Info. Sciences 350	3	Humanities elective	3
Humanities elective	3		
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 16

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Computer & Info. Sciences 435	3	Computer & Info. Sciences 445	3
Computer & Info. Sciences 440	3	Computer & Info. Sciences elec.	3
Social Science elective	3	Special Elective*	3
Humanities elective	3	Social Science elective	3
Mathematics 443	3	Marketing 340	3
Computer & Info. Sciences elec.	3		
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 15

Computer Science (Information Systems Option)

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 320	3	Management 418	3
Finance 323	3	Computer & Info. Sciences 320	3
Management 422	3	Computer & Info. Sciences 335	4
Computer & Info. Sciences 310	3	Computer & Info. Sciences 355	3
Computer & Info. Sciences 350	3	Humanities elective	3
Humanities elective	3		
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 16

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Computer & Info. Sciences 450	3	Computer & Info. Sciences 460	3
Computer & Info. Sciences 337	3	Computer & Info. Sciences elec.	3
Computer & Info. Sciences elec.	3	Special elective*	3
Social Science elective	3	Social Science elective	3
Humanities elective	3	Marketing 340	3
Behavioral Science elective	3		
	18		15

*Special Elective - Taken from: MTH 330, 443, 445, 446, ACC 347, 412, MKT 442; OAD 325; PHY 314; ECN 326, 328, MGT 426, 460; FIN 307.

NOTE: No credit will be given towards graduation (CIS Majors) for CIS 101, more than one CIS 211, and more than one CIS 221.

GENERAL REGULATIONS

Students in the College of Business must comply with general university academic regulations. The following information will assist Business majors in knowing the college's interpretation of those regulations, and additions to them.

Admissions: Admission to the university constitutes admission to the College of Business. There is no separate admission procedure for this college or for Business majors.

Transfer Students: The number of students wishing to transfer from other institutions into Marshall University College of Business, and the variety of their backgrounds, have increased in recent years. The following information may guide in expediting transfer into the BBA program.

Particular problems arise for transfer students concerning the difference in level (junior/senior or freshman/sophomore) at which courses are offered at Marshall or at other institutions. It should be understood by the student that the class level of a course merely reflects the background, prerequisite studies and maturity which the student is expected to bring to the course. It should be obvious, for example, that a course in "Real Estate Management" offered at the freshman level cannot substitute for the apparently similar counterpart at Marshall offered at the senior level, since the latter course presupposes extensive training in Accounting, Economics, Statistics, Financial Analysis, etc.

The college will accept credits, regardless of level, from accredited institutions. It will not necessarily allow the application of transfer credit for courses taken at the lower division level elsewhere to meet upper division requirements in the Business curriculum at Marshall.

A. Credits earned by students who wish to transfer to Marshall University from accredited senior colleges and universities will be accepted by the College of Business. Generally, the credits earned in courses which are equivalent in content and division level will fulfill the College of Business requirements.

B. Junior college and community college students should complete courses generally similar to those specified for the freshman and sophomore levels in the BBA curriculum. Specifically they should complete, in so far as possible, any of the following courses, which are prerequisite to advanced professional work in the BBA curriculum: Introductory Accounting; Principles of Economics; College Algebra, Analytical Geometry and Introductory Calculus; Introductory Psychology; Introductory Sociology. They should also complete their lower division program by choosing acceptable electives in the

Humanities, Fine Arts, Natural Sciences, and Foreign Languages.

These students should avoid professional work in Business that is available at Marshall University only at the junior and senior level. **TRANSFER STUDENTS ARE ADVISED TO AVOID SUCH COURSES AS:** Business Law, Principles of Marketing, Business Statistics, Principles of Management, Principles of Real Estate, Personnel Management, Corporate Finance, Investments, Production Management, Intermediate Accounting, or Retail Management. Such courses are not acceptable for meeting upper division requirements in the BBA program, except through special validation examinations. Credit for such courses at accredited institutions will be accepted, but in the form of undistributed elective credit without reference to specific courses taken in the student's major field.

Grading Option of Credit/No Credit. Students pursuing the BBA or the BS in Computer Science may not take any courses in the College of Business, in the Department of Economics, or in the Computer Information Science Department on a Credit/No Credit option. All such courses are interpreted as being in the student's "major department" and thus are not eligible for the Credit/No Credit option. The General Education Requirements courses may be taken on a Credit/No Credit basis.

Quality Point Averages for Graduation. Candidates for a degree in the College of Business must have a quality point average of 2.0 or higher on (a) all college work submitted for the degree; (b) all work attempted at Marshall University; (c) all work attempted in the College of Business; and (d) all work attempted in the major subject within the College of Business.

Each senior should file a written application for an evaluation of credits and remaining requirements for graduation. Applicants for Bachelor's degrees should request senior evaluation as soon as 90 semester hours have been accumulated.

All candidates for graduation should, for their own protection, file an application for graduation in the semester prior to the semester in which all requirements for the degree are to be met. This will enable students to make all necessary schedule adjustments to correct any possible graduation deficiency.

All candidates for graduation must file a written application for graduation with the Associate Dean immediately after the beginning of the semester or summer term in which all requirements for the degree are to be met. A student on probation or continuing probation will not be permitted to apply for graduation.

College of Education

The mission of the College of Education is to function as the means of meeting the academic needs of educators and other professional personnel in the area of educational services. This mission is accomplished through curricula planning and faculty organization. The College of Education provides education and services for a society that is open, complex, demanding, and evolving. All teacher education programs at Marshall University are under the control of the College of Education.

COLLEGE OF EDUCATION STUDENTS

Students who desire to become teachers in 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. A faculty advisor and the representatives of the academic dean's office direct the student in the program of his choice throughout his college life. Students who are enrolled in another college or school of the university may enroll for six (6) semester hours in the field of professional education if they desire.

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 a teacher renewing his/her professional certificate is available from the Office of the Dean, College of Education. Please note that the teacher must have prior approval of his/her renewal advisor prior to enrolling in any course which is to be utilized for certificate renewal and/or salary classification.

CREDIT FOR COURSES OFFERED EXTERNALLY

Credits earned through correspondence, extension, military service, radio, television, and special examinations are accepted up to a maximum of twenty-eight 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 College of 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 by the public schools of the area as well as by 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 will register for EDF 218 L, Level I Clinical Experience. This is a public school experience and the nature of the experience, the length, and the location are determined by the Director of Clinical Experiences.

The second pre-student teaching activity required for all College of 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 470, CI 471, CI 472, CI 473, CI 474, CI 476, DE 405, HEC 306, and EDF 319 (music majors only). The corequisite for all of the above courses is CI 477, Level II Clinical Experience.

Certain other programs require laboratory experiences that are associated with specific courses. The student should see the Courses of Instruction section of this catalog for descriptions of courses in his program.

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.

ADMISSION TO TEACHER EDUCATION

During the course of enrollment for Educational Foundations 319 each student will be asked to submit an Application for Admission to Teacher Education and Graduation. During the semester the application is submitted the student will be evaluated for admission to Teacher Education, and following the completion of Educational Foundations 319 will be notified whether or not he is admitted to Teacher Education.

To be eligible for admission to Teacher Education, a student must have achieved the following:

1. Enrollment in the College of Education.
2. Fifty-eight (58) semester hours.
3. A 2.0 grade point average overall, in professional education and each teaching specialization.
4. A grade of "C" or better in English 102, or successful completion of the English Qualifying Examination.
5. Successful completion of Educational Foundation 218 and 319.
6. Successful completion of Speech-Hearing screening.
7. Recommendation by advisor.
8. Recommendation by program representative.

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 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 Student Teaching prior to registration. Any additional class scheduled during this period must meet after 4:00 p.m.

Students are assigned to public schools which agree to provide the student teaching experiences for 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. 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 assignment responsibility rests with the Director of Student Clinical Experiences with the approval of the public school administration in 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. *Applications must be completed by midterm of the semester previous to enrolling for this experience.* The deadline date for enrollment in student teaching will be posted outside the dean's office. Students must file in the office of the Director of Student Clinical Experiences an application for permission to enroll for each course in student teaching.
2. *Student teaching is preceded by an orientation period* which 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.
3. *A quality point average of 2.0 (C) or better in all courses attempted; in all courses in the teaching specializations; and in all courses in professional education.* Courses formerly listed in education and those presently listed in educational foundations, curriculum and instruction, counseling and rehabilitation, educational media and vocational-technical education are included in professional education. 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.
4. *The completion of approximately three-fourths (3/4) of the course work in the teaching specializations and teaching methods in the primary subject specialization.* (Elementary education students must have completed Curriculum and Instruction 446, Reading Education: Individual Assessment and Prescription Language Instruction.)

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.

INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES

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

1. A student on probation must show the improvement stipulated by the College of Education during each succeeding term in which he is enrolled. If he fails to meet this standard, he may be declared ineligible to attend the next regular academic semester or he 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 his last enrollment may be declared ineligible to attend the next regular academic semester.

READMISSION OF STUDENTS DECLARED INELIGIBLE TO ATTEND THE REGULAR ACADEMIC YEAR

A student who has been declared ineligible for readmission to either the fall or spring semester may carry a normal load of courses during either or both of the summer sessions to improve his academic standing. After he has reduced his quality point deficiency by the number stipulated by the College of Education, he may petition for enrollment in the first and/or second semester. If the student's academic standing continues to deteriorate rather than improve, he 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.

TRANSFER FROM ONE COLLEGE TO ANOTHER

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. Transfer students follow the catalog that is current at the time of the 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.

GRADUATION REQUIREMENTS

1. Admission to teacher education.
2. A quality point average of 2.0 (C) or better for all courses attempted.
3. A quality point average of 2.0 (C) 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).

4. A quality point average of 2.0 (C) or better in all professional education courses.
5. A quality point average of 2.0 (C) or better in all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average.
6. National Teacher Examinations. (For Teacher Education students only).
7. Completion of a minimum of 128 semester hours.

NATIONAL TEACHER EXAMINATIONS

All College of Education students must complete the National Teacher Examinations. Students should schedule the Examinations in the semester prior to the one in which they plan to graduate.

Applications for the examination may be picked up in the College of Education office and must be filed with Educational Testing Services, Princeton, New Jersey, on or before the deadline date published with the test announcement. The examination is scheduled two (2) times during the year and the student is responsible for the filing of his own application. The deadline date for filing will be announced for each examination.

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 36 weeks work in residence with not less than 24 hours credit.

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 candidate for the degree and/or certification makes continuous progress toward the degree requirement.
- B. Continuous progress will be defined as a minimum of three (3) hours of approved credit within an academic year (includes summer school).

When the candidate fails to complete the requirements within ten (10) years, or fails to make continuous progress, the student 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.

Program Requirements

The following information refers to the 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. Specializations may be taken in the following areas:
 - Art, Grades K-12
 - Art, Grades 7-12
 - Athletic Training, Grades 7-12
 - Biological Science, Grades 7-12
 - Business Education, Grades 7-12
 - Business Principles, Grades 7-12
 - Chemistry, Grades 7-12
 - Distributive Education, Comprehensive, Grades 7-12
 - Early Education, ages 3-5
 - Elementary Education, Grades 1-6
 - English, Grades 7-12
 - French, Grades 4-8
 - French, Grades 7-9
 - French, Grades 7-12
 - General Science, Grades 4-8
 - General Science, Grades 7-12
 - Geo-Social Studies (Non-Teaching)
 - Health Education, Grades K-12
 - Home Economics, Grades 7-9
 - Home Economics, Comprehensive, Vocational, Grades 7-12
 - Home Economics, Occupational, Grades 7-12
 - Journalism, Grades 7-12
 - Language Arts, Grades 4-8
 - Language Arts, Grades 7-9
 - Latin, Grades 7-12
 - Mathematics, Grades 4-8
 - Mathematics, Grades 7-9
 - Mathematics, Grades 7-12
 - Music, Grades K-12
 - Oral Communication, Grades 4-8 (Speech)
 - Oral Communication, Grades 7-12 (Speech)
 - Park Resources and Leisure Services (Non-Teaching)
 - Physical Education, Grades K-12
 - Physical Education, Grades 7-12
 - Physical Education (Non-Teaching) Interdisciplinary
 - Adult Fitness
 - Athletic Training
 - Sports Communication
 - Sports Marketing and Management
 - Physics, Grades 7-12
 - Rehabilitation (Non-Teaching)
 - Safety Education, Grades 7-12
 - School Library-Media, Grades K-12
 - Secretarial Studies, Grades 7-12
 - Social Studies, Grades 4-8
 - Social Studies, Grades 7-9
 - Social Studies Comprehensive, Grades 7-12
 - Spanish, Grades 4-8
 - Spanish, Grades 7-9
 - Spanish, Grades 7-12

Special Education

Mental Retardation, Grades K-12

Physically Handicapped, Grades K-12

Physically Handicapped (with K-12 Physical Education)

Speech Language Pathologist (5 year program)

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

3. A minimum of one-hundred and twenty-eight (128) semester hours is required for graduation.
 - a. Credits for English 100, Preparatory English, Math 100, Developmental Mathematics, and other developmental courses are not included in the minimum one-hundred and twenty-eight (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 one-hundred and twenty-eight (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 one-hundred and thirty-one (131) semester hours for graduation.
4. A minimum of forty-five (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.
5. Although the student is expected to complete a majority of his 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.

GENERAL REQUIREMENTS*

44

The general requirements for a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.) degree in the College of Education are as follows:

A.	ART	2
	Art 112	2
B.	ENGLISH	12
	English: 101 and 102 or 201H**	6
	English: Literature: (select six hours) English 300, 301, 304, 305, 307, 310, 311, 318, 329, 331, 340, or 360	6
C.	MATHEMATICS	3
	Mathematics 110 (or a course number greater than 110) Mathematics 120 (Science and Mathematics Majors) Curriculum and Instruction 101 and 101L (Elementary Majors)	

*General Requirements courses may also be a part of the teaching specialization. None of the general requirements may be taken on CR/NC basis.

**English 201H is an accelerated course for freshmen selected on the basis of ACT scores. Completion of 201H satisfies the university requirement in freshman composition. Students completing the course are awarded three additional hours of credit (CR).

D.	MUSIC	2
	Music 175	2
E.	PHYSICAL EDUCATION or MILITARY SCIENCE	2
	Physical Education: (select two hours) Any activity courses may be used to satisfy the requirements.	
	OR	
	Military Science 101, 102	2
F.	SCIENCE: (Select 8-10 hours from the following. One course may be selected from two areas. Either Physical Science 110 or Geology may be taken.)*	8-10
	Biological Science 101, 102	8
	Chemistry 203, 204, 211, or 212 and 213, 214, 215, or 216	10
	Geography 101	4
	Geology 200 and 210L, 201 and 211L	8
	Physics 201 and 202, 203 and 204	8
	Physical Science 109, 110	8
G.	SOCIAL STUDIES	12
	Social Studies 104, 105, or 106	6
	Social Studies 201 and 202	6
H.	SPEECH	3
	Speech 103** or 305***	3
I.	128 Minimum Semester Hours	
J.	45 Upper Division Hours (course with 300-400 numbers)	
K.	English Qualifying Examination (for those who receive D in English 102)	

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, 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, 307, 340, 350, 401, 402, 406, 455, 456, 460, 470	48
	Art: (select three hours) 305, 306	3
	Art: (select three hours) 403, 404, 405, 407	3
B.	Professional Education	31
	Curriculum and Instruction 405, 421, 445, 450, 468 and 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1

*Home Economics majors must complete Chemistry 203, 204, and 215 or 216.

**Speech 103 is not required for students who have had high school speech and who can pass a proficiency examination.

***Speech 305 is a beginning course open by permission of the chairman of the Speech Department to juniors and seniors who have not had Speech 103.

****No courses listed in specialization requirement may be taken on CR/NC basis.

- C. General Requirements (see page 96)44
- D. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.
- E. In the fourth semester, art students must submit a portfolio of art work completed in Art 203, 214, 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.
- F. A successful exhibition of creative work must be presented by the students during the senior year.
- G. National Teacher Examinations: Commons and Area Examination for Art Education.

ART 7-12

- A. Teaching Specialization 45
 - Art 113, 203, 214, 215, 217, 307, 340, 350, 401, 402, 406, 455, 460, 470 42
 - Art: (select three hours) 305, 306 3
- B. Professional Education 31
 - Curriculum and Instruction 421, 445, 450, 468, 475 21
 - Educational Foundations 218, 319, 406 9
 - Educational Media 365 1
- C. General Requirements (see page 96)44
- D. A second 7-12, K-12 or 7-9 Teaching Specialization*
- E. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.
- F. In the fourth semester, art students must submit a portfolio of art work completed in Art 203, 214, 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.
- G. A successful exhibition of creative work must be presented by the students during the senior year.
- H. National Teacher Examinations: Commons and Area Examination for Art Education.

BIOLOGICAL SCIENCE 7-12

- A. Teaching Specialization*46-49
 - Biological Science 101, 102, 306, 404, 407 20
 - Botany: (select four hours) 415, 416 4
 - Chemistry 211, 212 and 216** 8
 - Mathematics: (Select three to five hours of Mathematics numbered greater than 120) 3-5
 - Physics 201 and 202 4
 - Zoology 212 4
 - Electives: (Select three or four hours from the following courses or from other Botany and/or Zoology courses): 3-4
 - Biological Science 431, 482, Botany 302

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

**Chemistry 216 is preferred. Chemistry 213, 214 or 215 or acceptable.

B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 474 and 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	A second K-12, 7-9, or 7-12 Teaching Specialization*	
E.	National Teacher Examinations: Commons and Area Examination for Biology and General Science.	

BUSINESS EDUCATION COMPREHENSIVE 7-12

A.	Teaching Specialization**	49-58
	Accounting 215, 216 and 348	9
	Economics 241 and 242	6
	Finance 307	3
	Management 318, 320	6
	Marketing 340	3
	Office Administration 103 or SES 113***, 104 or SES 114, 105 or SES 261, 201 or SES 111, 202 or SES 112, 301, 305, 325, 404 and 421	27
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 469 and 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	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.	
E.	National Teacher Examinations: Commons and Area Examination for Business Education.	

BUSINESS PRINCIPLES 7-12

A.	Teaching Specialization****	39-42
	Accounting 215, 216, and 348	9
	Economics 241 and 242	6
	Finance 307	3
	Marketing 340	3
	Office Administration 103 or SES 113*****, 104 or SES 114, 105 or SES 261, 305, 325, 404 and 421	18
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 469, and 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1

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

**Specialization requirements may be reduced for those who receive advanced standing for OAD 103 or 201.

***Students with one year of high school typewriting or shorthand should register for OAD 104 and 202. Those without competencies to succeed in OAD 104 or 202 will be required to complete OAD 103 and 201.

****Specialization requirements may be reduced for those who receive advanced standing for required content.

*****Specialization requirements may be reduced for those who receive advanced standing for OAD 103. Students with one year of high school typing should register for OAD 104. Those without competencies to succeed in OAD 104 will be required to complete OAD 103.

- C. General Requirements (see page 96) 44
- D. A Second K-12, 7-9, or 7-12 Teaching Specialization.*
- E. 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.
- F. National Teacher Examinations: Commons and Area Examination for Business Education.

CHEMISTRY 7-12

- A. Teaching Specialization* 28
 - Chemistry 211 and 212 6
 - Chemistry: (choose four hours) 213, 214, 215, or 216 4
 - Chemistry 300, 301, 307, 327, 345, 361 18
- B. Professional Education 31
 - Curriculum and Instruction 421, 445, 450, 474 and 475 21
 - Educational Foundations 218, 319, and 406 9
 - Educational Media 365 1
- C. General Requirements (see page 96) 44
- D. A second 7-9 or 7-12 Teaching Specialization *
- E. National Teacher Examinations: Commons and Area Examination for Chemistry, Physics, and General Science.

DISTRIBUTIVE EDUCATION COMPREHENSIVE 7-12

- A. Teaching Specialization 42
 - Accounting 215 3
 - Distributive Education 101, 201, 416, 426 15
 - Economics 300 3
 - Management 320 3
 - Marketing 231, 340, 343 9
 - Vocational Technical Education 420, 422 6
 - Elective: (select three hours from the following)
 - Management 424 or Marketing 341, 344, 437, 440 3
- B. Professional Education 34
 - Curriculum and Instruction 421, 445, 450, 475 18
 - Distributive Education 405 3
 - Educational Foundations 218, 319, 406 9
 - Educational Media 365 1
 - Vocational Technical Education 410 3
- C. General Requirements (see page 96) 44
- D. Program requires 2,000 hours of verified work experience in the distributive or service occupations. Wage-earning experience shall be in businesses that sell (1) goods at retail, (2) services at retail-including financial and transportation services, and (3) wholesale.
- E. National Teacher Examinations: Commons only, unless a second specialization is taken.

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

EARLY EDUCATION - N-K

A.	Teaching Specialization - Elementary 1-6*.....	51
	Art 113, 340	6
	Curriculum and Instruction 201, 203, 300, 307, 342, 343, 370, 446	21
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 303, 370	5
	Physical Education 314	3
	Science: (choose twelve hours) Biological Science 101, 102, Physical Science 109, 110**	12
	Social Studies 104, 105, or 106***	6
B.	Teaching Specialization - Early Education, Ages 3-5	15
	Curriculum and Instruction 367, 409	6
	Home Economics 303, 435	6
	Speech 418	3
C.	Professional Education.....	23
	Curriculum and Instruction 405, 410, 411, 421	13
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
D.	General Requirements (see page 96)	44
E.	National Teacher Examinations: Commons and Area Examination for Elementary Education.	

ELEMENTARY 1-6

A.	Teaching Specialization****	51
	Art 113, 340	6
	Curriculum and Instruction 201, 203, 300, 307, 342, 343, 370, 446	21
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 303, 370	5
	Physical Education 314	3
	Science (select twelve hours) Biological Science 101, 102 Physical Science 109 110**	12
	Social Studies (select six hours) 104, 105, or 106***	6
B.	Professional Education	25
	Curriculum and Instruction 400, 405, 421	15
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	Specialization Requirements: Students preparing to teach in the elemen- tary school may select one of the subject specializations for grades 4-8, a specialization for Early N-K, Mental Retardation K-12, or Physically Handicapped K-12.	

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

**Eight hours of Science are included in General Requirements.

***These six hours are also included in General Requirements.

- E. National Teacher Examinations: Commons and Area Examination for Elementary Education.

ENGLISH 7-12*

A.	Teaching Specialization *	36
	English 300, 301, 325, 405, 408, 420, 475	21
	English: (select three hours) 450 or 451	3
	English: (select twelve hours in English at the 300-400 level. One course must be selected at the 400 level)	12
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 470, 475	21
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	A second 7-12, K-12, or 7-9 Teaching Specialization**	44
E.	National Teacher Examinations: Commons and Area Examination for English Language and Literature.	

FRENCH 4-8***

A.	Teaching Specialization ****	18
	French 101, 102, 203, 204	12
	French Conversation 310 or 311	3
	French Civilization 405 or 406	3
B.	Professional Education (see Second Specialization)	31
C.	General Requirements (see page 96)	44
D.	A specialization for Elementary Education 1-6**	48
E.	National Teacher Examinations: Commons and Area for Elementary Education.	

FRENCH 7-9*****

A.	Teaching Specialization ****	24
	French 101, 102, 203, 204	12
	French Laboratory Techniques 314	3
	French Conversation 311	3
	French Civilization 405 or 406	3
	French Elective: (select three hours with consent of advisor)	3
B.	Professional Education (see Second Specialization)	31
C.	General Requirements (see page 96)	44
D.	Completion of a second 7-12 or K-12 Specialization**	
E.	National Teacher Examinations: Commons and Area for the K-12 or 7-12 Specialization which must accompany French 7-9.	

*Students selecting English 7-12 may not elect a specialization in Language Arts, 7-9.

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

***This specialization may not be combined with French 7-9, 7-12, or with other 7-9 or 7-12 specialization.

****Semester hours may be reduced if a student receives advanced standing for required content.

*****A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades K-12 or 7-12 if he also wishes to complete French 7-9. This specialization may not be combined with French 7-12.

FRENCH 7-12

A.	Teaching Specialization*	30
	French 101, 102, 203, 204	12
	French Laboratory Techniques 314	3
	French Conversation 310 or 311	3
	French Grammar 315 or 316	3
	French Civilization 405 or 406 (with consent of instructor)	3
	French Literature (select three hours with consent of advisor)	3
	French Elective (select three hours with consent of advisor)	3
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 471, 475	21
	Educational Foundation 218, 319, 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	A second 7-12, K-12, or 7-9 Teaching Specialization**	
E.	National Teacher Examinations: Commons and Area Examination for French.	

GENERAL SCIENCE 4-8***

A.	Specialization Requirements**	13-15
	Biological Science 306	4
	Geology: (select one course) 200 and 201L	1-3
	Physical Science: (select four hours) 109 or 110	4
	Physical Science 400	4
B.	Professional Education (see Second Specialization)	31
C.	General Requirements (see page 96)	44
D.	Completion of a Specialization for Elementary Education 1-6**	48
E.	National Teacher Examinations: Commons and Area Examination for Elementary Education	

GENERAL SCIENCE 7-12

A.	Teaching Specialization**	30-33
	Biological Science 101, 102	8
	Geology 200, 210L	4
	Physical Science 109, 110****, 400	12
	Mathematics: (select three to five hours of Mathematics numbered greater than 120)	3-5
	Science Electives: (select three to four hours from science courses outside the teaching specialization. Biological Science majors must complete Chemistry 327.)	3-4
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 474 and 475	21
	Educational Foundations 218, 319 and 406	9
	Educational Media 365	1

*Minimum hours may be reduced if a student is given advanced placement for high school courses covering equivalent content. If two foreign languages are elected as specializations, the minimum requirement for the second language shall be 24 semester hours.

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

***This specialization may not be combined with General Science 7-12 or other 7-9 or 7-12 specializations.

****Students with Biological Science as a teaching field must take Physics 203-204 in lieu of Physical Science 109 and 110.

C. General Requirements (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for Chemistry, Physics, and General Science.	

GEO-SOCIAL STUDIES (TWO-YEAR DEGREE FOR ASSOCIATE DEGREE STUDENTS; NON-TEACHING)

A. Specialization	24
Social Studies 104, 105, 106, 201, 202, 482-485, 327	
Geography 100, 203, 317, 405, 302, 320, 412, 309, 403, 315, 408	
B. General Requirements (see p. 96)	28
English 101, 102, Speech 305, 8 hours of Natural Sciences, 6 hours of literature, Fine Art 101, and 2 hours of PE activity courses. (Refer to p. 96 for more information.)	
C. Computer Science	12
CS 101, 474, 415, and EDF 435	
D. Electives (any social science course)	10
Must be 300-400 level	

HEALTH EDUCATION K-12

A. Teaching Specialization	27-28
Health Education 220, 222, 321, 325, 411, 412, 413, 414 and 426	18
Physical Education 201	3
Safety Education 235	3
Electives: (select one course from the following)	
Botany 302, Biological Science 430, Physical Education 345 or Sociology 200	3-4
B. Professional Education	31
Curriculum and Instruction 405, 421, 428, 445, 450 and 475	21
Educational Foundations 218, 319 and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second K-12, 7-12, or 7-9 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for the second K-12 or 7-12 teaching specialization.	

HOME ECONOMICS 7-9**

A. Teaching Specialization	24-25
Home Economics 110B, 112 or 213, 203, 212B, 303, 306B, 314B, 351B, 354B, 358, 415 and 461B	
B. Professional Education Requirements (see Second Specialization)	31

*Courses in this specialization may also be a part of General Requirements.
 **A student who elects Journalism 7-12, Safety 7-12 or School Social Services K-12 must complete an additional specialization for grades 7-12 or K-12 if he also wishes to complete Home Economics 7-9. This specialization may not be combined with Home Economics 7-12.

- C. General Requirements (see page 96)44
- D. A second 7-12 or K-12 Specialization*
- E. National Teacher Examinations: Commons and Area examination for the 7-12 or K-12 specialization which must accompany Home Economics 7-9.

HOME ECONOMICS (VOCATIONAL) COMPREHENSIVE 7-12

- A. Teaching Specialization46
 - Home Economics 110, 203, 210, 212, 213, 303, 314, 351, 354, 358, 415, 416, 420, 427 and 461 43
 - Home Economics Electives: (select three hours from upper division courses) 3
- B. Professional Education32
 - Curriculum and Instruction 421 and 445 6
 - Educational Foundations 218, 319, and 406 9
 - Educational Media 365 1
 - Home Economics 305, 306, 307, 406 and 450 16
- C. General Requirements (see page 96)44
- D. National Teacher Examinations: Commons and Area Examination for Home Economics.

HOME ECONOMICS OCCUPATIONAL (VOCATIONAL) 7-12**

- A. Teaching Specialization ***
 - Option A - Childcare Services27
 - Home Economics 210, 303, 415, 416, 435 15
 - Art 113 3
 - Speech 250 3
 - Physical Education 260 3
 - Management 360 3
 - Option B - Fabric Services29
 - Home Economics 212, 213, 351, 354, 355, 418, 419 20
 - Art 214 3
 - Marketing 340 or 370 3
 - Management 360 3
 - Option C - Food Services24
 - Home Economics 110, 203, 210, 402, 405, 407, 413 21
 - Management 360 3
- B. Professional Education38
 - Curriculum and Instruction 421, 445, 450**** 6-10
 - Educational Foundations 218, 319, 406 9
 - Educational Media 365 1
 - Home Economics 305, 306, 307, 406, 450,**** 486 15-19
 - Vocational Technical Education 420 3
- C. General Requirements (see page 96)44
- D. A second 7-9, 7-12, or K-12 specialization.

*Courses in this specialization may also be a part of General Requirements.
 **Choose one option for completion of this endorsement.
 ***This specialization must be combined with another 7-9, 7-12, or K-12 specialization.
 ****HEC 450 will be taken for 4 credits rather than 8 when the specialization is combined with a specialization other than home economics that requires CI 450.

- E. 1500-2000 hours of related work experience. Consult Home Economics Work Experience Coordinator for specific requirements.
- F. National Teacher Examinations: Commons and Area examination for the 7-12 or K-12 specialization which must accompany Home Economics Occupational Specialization.

JOURNALISM 7-12

A. Teaching Specialization	32
Journalism 201, 202, 241, 302, 360, 402, 404, 428, and 440	29
Journalism Electives (select three hours) 240, 304, 308, 310, 440 or 480	3
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 475, and Methods*	21
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
C. General Requirements (see page 96).....	44
D. A second 7-12 or K-12 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for the 7-12 or K-12 specialization which must accompany Journalism.	

LANGUAGE ARTS 4-8**

A. Teaching Specialization***	11
English 471	3
Speech 250 and 451	5
English-Electives: (select three hours of American or English Literature from the 300 or 400 level.)	3
B. Professional Education Requirements (see Second Specialization).....	31
C. General Requirements (see page 96).....	44
D. A second specialization for Elementary Education 1-6***	48
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

LANGUAGE ARTS 7-9****

A. Teaching specialization***	23
Curriculum and Instruction 303	3
English 300, 301, and 408	9
English-Electives: (select three hours) 405 or 475	3
English-Electives: (select three hours) 304, 305, 340 or a course in twentieth century literature	3
Speech 320 and 451	5
B. Professional Education Requirements (see Second Specialization).....	31
C. General Requirements (see page 96).....	44
D. A second 7-12 or K-12 specialization*****	

*A methods course must be completed in the 7-12 or K-12 specialization which must accompany Journalism.

**This specialization may not be combined with Language Arts 7-9 or other 7-9 or 7-12 specializations.

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

****A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades 7-12 or K-12 if he also wishes to complete Language Arts 7-9. This specialization may not be combined with English 7-12.

*****Minimum hours may be reduced if a student is given advanced placement for high school courses covering equivalent content. If two foreign languages are elected as specializations, the minimum requirements for the second language shall be 24 semester hours.

E. National Teacher Examinations: Commons and Area Examination for the 7-12 or K-12 specialization which must accompany Language Arts 7-9.

LATIN 7-12

A. Teaching Specialization*	33
Classical Studies 436	3
Latin 101, 102, 203, 204 and 240	15
Latin Electives: (select fifteen hours with approval of advisor)	15
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 471 and 475	21
Educational Foundations 218, 319 and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization**	
E. National Teacher Examinations: Commons and Area Examination for second 7-12 or K-12 specialization which must accompany Latin.	

MATHEMATICS 4-8***

A. Teaching Specialization****	12-15
Mathematics 125 or 130 or two years of high school	
Algebra	0-3
Mathematics 225, 330, 400 and 401	12
B. Professional Education (see Second Specialization)	31
C. General Requirements (see page 96)	44
D. A specialization for Elementary Education 1-6***	48
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

MATHEMATICS 7-9*****

A. Specialization Requirements****	24
Mathematics 131, 230, 443, 448, and 450	18
Mathematics 330 or 452	3
Mathematics 225 or 445	3
B. Professional Education (see Second Specialization)	31
C. General Requirements (see page 96)	44
D. A second 7-12 or K-12 specialization**	
E. National Teacher Examinations: Commons and Area Examination for the 7-12 or K-12 specialization which must accompany Mathematics 7-9.	

*Minimum hours may be reduced if a student is given advanced placement for high school courses covering equivalent content. If two foreign languages are elected as specializations, the minimum requirements for the second language shall be 24 semester hours.

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

***This specialization may not be combined with Mathematics 7-9 or K-12.

****Semester hours may be reduced if a student receives advanced standing for required content.

*****A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades 7-12, or K-12 if he also wishes to complete Mathematics 7-9. Mathematics 7-9 may not be combined with Mathematics 4-8 or 7-12.

MATHEMATICS 7-12

A. Teaching specialization *	34-35
Mathematics 131, 230, 231, 330, 443, 445, 448, 449 and 450	31
Mathematics Electives: (select three or four hours from Math courses at the 300 or 400 level)	3-4
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 472, and 475	21
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-9 or 7-12 Teaching Specialization**	
E. National Teacher Examinations: Commons and Area Examination for Mathematics.	

MENTAL RETARDATION K-12**

A. Teaching Specialization - Elementary ***	51
Art 113, 340	6
Curriculum and Instruction 201, 203, 300, 307, 342, 343, 370, 446	21
Geography 317	3
Health Education 321	3
History 330, 331	6
Music 303, 370	5
Physical Education 314	3
Science: (select twelve hours from the following) Biology 101, 102, or Physical Science 109, 110****	12
Social Studies: (select six hours from the following) 104, 105, or 106*****	6
B. Teaching Specialization - Mental Retardation K-12	15
Curriculum and Instruction 320, 433, and 453	9
Educational Foundations 435	3
Speech 418	3
C. Professional Education	25
Curriculum and Instruction 400, 405, 421 and 440	15
Educational Foundations 218, 319 and 406	9
Educational Media 365	1
D. General Requirements (see page 96)	44
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

MUSIC K-12

A. Teachingspecialization	62
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*Semester hours may be reduced if a student receives advanced standing for required content.

**This program is an endorsement to Elementary Education. The graduate will be prepared for teaching Elementary 1-6 and the Mentally Retarded K-12.

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

****Eight hours of Science are included in General Requirements.

*****These six hours are also included in General Requirements.

Applied Music Major	12
Applied Music Minor	6
Music Major Ensemble	7
Music 115, 116, 121, 215, 216, 301, 380, 422, 423, 425, 480	32
Music Electives: (select three hours from the following)	
261, 262, 263, or 264	3
Music Electives: (select two hours from the following)	
320 or 321	2
B. Professional Education	30
Curriculum and Instruction 405, 421, 450	11
Curriculum and Instruction 343 or 445	3
Educational Foundations 218, 319, 406	9
Educational Media 365	1
Music 338 and 340	6
C. General Requirements (see page 96)*	42
D. National Teacher Examinations: Commons and Area Examination for Music.	

ORAL COMMUNICATION 4-8**

A. Teaching Specialization***	18
Speech 103, 250, 300, 339, 418, 434 and 451	18
B. Professional Education: (see Second Specialization)	31
C. General Requirements (see page 96)	44
D. A specialization for Elementary Education 1-6***	48
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

ORAL COMMUNICATION 7-12

A. Teaching Specialization	34-35
Speech 200, 202, 205, 210, 300, 312,**** 313,**** 320 or 321, 339, 403, 418, 434 and 450	
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 475, 476	21
Educational Foundations 218, 319 and 406	9
Educational Media	1
C. General Requirements: (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization***	
E. 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 co-curricular activities before their senior year. Activities and hours of participation will be recorded by the Speech Department.	
F. National Teacher Examinations: Commons and Area Examination for Speech Communication and Theatre.	

*Students in Music K-12 are not required to complete Music 175 (2 hrs.)

**This specialization may not be combined with Oral Communication 7-9 or other 7-9 or 7-12 specializations.

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

****These courses to be taken concurrently.

PARK RESOURCES AND LEISURE SERVICES - NON-TEACHING

The College of Education offers a non-teaching interdisciplinary program in Park Resources and Leisure Services leading to the Bachelor of Science degree. The program provides students with an opportunity to specialize in one of three option areas: (1) Leisure Services, (2) Therapeutic Recreation, and (3) Parks and Conservation.

The **Leisure Services** option area is designed to prepare graduates for employment with organizations whose principal mission is the delivery of leisure services. Such organizations include public recreation departments, youth-serving organizations, commercial recreation organizations, industrial recreation, social-serving organizations, etc.

The **Therapeutic Recreation** option area is designed to prepare graduates for employment with private and governmental organizations which provide leisure services to the ill, handicapped and disadvantaged. These organizations include all institutions for the mentally, physically, visually and auditory handicapped, as well as social-serving agencies and institutions for the elderly.

The **Parks and Conservation** option area is designed to prepare graduates for employment with private, state, federal, and commercial organizations whose responsibility is the operation and management of renewable natural resources as they relate to leisure use by the American people. Such agencies include local, regional, state and national parks, national forest, nature and environmental interpretive centers, other federal agencies, commercial parks, zoological parks, etc.

A. General Requirements (see page 96) 44

B. CORE - All PRLS Majors are required to take these courses:

1. Recreation Courses
 - PLS 101 Introduction to Parks & Leisure Services 3
 - PLS 203 Processes in Parks & Leisure Services 3
 - PLS 301 Outdoor Recreation 2
 - PLS 401 Administration of Parks & Recreation 3
 - PLS 409 Park & Recreation Internship 12
2. Non-Recreation Courses
 - HE 222 First Aid 3
 - EDM 466 Production of Audio Visual Aids 3
 - SPH 207 Business & Professional Speaking 3

C. Option Areas

LEISURE SERVICES

1. Required Courses
 - PLS 120 Introduction to Therapeutic Recreation 3
 - PLS 210 Recreation Programming & Leadership 3
 - PLS 211 Practicum (CR: PLS 210) 2
 - PLS 230 Park Management and Operation 3
 - PLS 310 Recreation Areas & Facilities 3
 - PLS 410 Recreation Area & Facility Maintenance 3
 - MGT 100 Introduction to Business 3
 - MGT 320 Principles of Management 3
 - JRN 330 Fundamentals of Public Relations 3
 - SWK 205 Community Organization 3
 - PE 118 Development of Physical Education and Sport in the United States 2

PE 100-300 Skills courses in PE (in addition to General Requirements)	2	
2. Restricted Electives (Select 9 hours)		
PLS 421 Recreation for Special Populations	3	
PLS 482-485 Special Topics in Recreation	1-3	
MTH 225 Introduction to Statistics	3	
FIN 307 Legal Environment of Business	3	
SOC 335 Juvenile Delinquency	3	
GEO 416 Urban & Rural Land Use	3	
3. Free Electives (To meet minimum 128 Hours)	10	
Total Program		128

THERAPEUTIC RECREATION

1. Required Courses		
PLS 120 Introduction to Therapeutic Recreation	3	
PLS 220 Programming for the Handicapped	3	
PLS 221 Therapeutic Recreation Practicum (CR: PLS 220)	2	
PLS 421 Recreation for Special Populations	3	
PLS 422 Therapeutic Recreation in Institutional Settings	3	
PE 435 Adapted Physical Education	2	
CR 306 Introduction to Rehabilitation	3	
CR 406 Rehabilitation Services - Medical Aspects	3	
SOC 335 Juvenile Delinquency	3	
HE 414 Drug Use and Abuse	1	
SWK Introduction to Social Work	3	
SWK 436 Aging in American Culture	3	
2. Restricted Electives (Select 9 hours)		
PLS 210 Recreation Programming & Leadership	3	
PLS 211 Practicum (CR: PLS 210)	2	
PLS 482-485 Special Topics in Recreation	1-3	
SWK 205 Community Organization	3	
SOC 428 Medical Sociology	3	
MGT 100 Introduction to Business	3	
MTH 225 Introduction to Statistics	3	
JRN 330 Fundamentals of Public Relations	3	
CR 307 Introductory Practicum in Counseling	2	
3. Free Electives (To meet minimum 128 hours)	11	
Total Program		128

PARKS AND CONSERVATION

1. Required Courses	
PLS 230 Park Management and Operation	3
PLS 330 Wildland Recreation Management	3
PLS 430 Environmental Interpretation	3
PLS 431 Forest Recreation Planning	3
BSC 306 General Field Ecology	4
BSC 416 Plant Taxonomy	4
GEO 320 Conservation of Natural Resources	3
GEO 414 Methods & Techniques of Regional Planning	3
GEO 429 Map Intelligence & Projections	3
ENG 354 Scientific & Technical Writing	3
2. Restricted Electives (Select 9 hours)	

PLS 310 Recreation Areas & Facilities	3
PLS 410 Recreation Area & Facility Maintenance	3
PLS 482-485 Special Topics in Recreation	1-3
BOT 405 Economic Botany	3
BSC 431 Limnology	4
BSC 482 Conservation of Forests, Soil and Wildlife	3
GEO 416 Urban and Rural Land Use	3
GEO 420 Field Geography of West Virginia	3
GEO 430 Applied Cartography	3
GLY 455 Water Resources	4
GLY 456 Environmental Geology	3
MTH 225 Introduction to Statistics	3
ZOO 212 Invertebrate Zoology	4
ZOO 214 Vertebrate Zoology	4
CJ 211 Introduction to Law Enforcement	3
3. Free Electives (To meet minimum 128 hours)	11
Total Program	128

PHYSICAL EDUCATION K-12

A. Teaching Specialization*	48-52
Health Education 222	3
Physical Education 118, 201, 218, 260, 314, 321, 345, 350, 365, 370, 410, 455 and 470	36
Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which in- cludes aquatics and gymnastics.) (See letter F below)	5
Four intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter F below)	4
B. Professional Education	37
Curriculum and Instruction 405, 421, 445, 450, 473, and 475	21
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second K-12, 7-12 or 7-9 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for Physical Education.	
F. 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.	
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 suc- cessfully completed the competency is fulfilled.	

NOTE: Once the cognitive test has been passed the student will not repeat that

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

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 four 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.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, and Beginning Handball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICAL EDUCATION 7-12

A. Teaching Specialization*	40-44
Health Education 222	3
Physical Education 118, 201, 218, 321, 345, 365, 370, 410, 445, and 470	28
Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics. See letter F below.)	5
Four intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter F below)	4
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 473 and 475	21
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12 or 7-9 Teaching Specialization*	

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

E. National Teacher Examinations: Commons and Area Examination for Physical Education.

F. 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.

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 four 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.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, and Beginning Handball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICAL EDUCATION - ATHLETIC TRAINING 7-12 (Second Major Only)

A. Teaching Specialization 41

Health Education 220, 222	6
Physical Education 201, 215, 321, 345, 348, 375, 422, 435, 476, and 478	32
Home Economics 210	3
B. Professional Education	31
(Refer to First Major)	
C. General Requirements (see page 96)	44
D. A second K-12, 7-12, or 1-6 Teaching Specialization.	

ATHLETIC TRAINING INTERDISCIPLINARY (NON-TEACHING)

The Physical Education Division of the Department of Health, Physical Education and Recreation, located in the College of Education, offers a comprehensive interdisciplinary non-teaching option in physical education which would afford 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.

A. General Requirements	44
B. Professional Core	79
1. Applied Core (13 hours)	
Physical Education 118, 218, 410	7
Journalism 330	3
Management 320	3
2. Cognate Core (22 hours)	
Health Education 220 and 222	6
Physical Education 201, 321, 345, 435, and 476	16
3. Activity Courses (2 hours general studies)	
Physical Education 115 and 127	2
4. Athletic Training (35 hours)	
Home Economics 210	3
Physical Education 215, 348, 375, 385, 422, 478, and 491	22
Psychology 302, 311	6
Zoology 315	4
5. Electives (12 hours)	
Restricted electives approved by program advisor.	
6. Professional Education (9 hours)	
Educational Foundations 218, 319, and 406	9

PHYSICAL EDUCATION - NON-TEACHING

The Physical Education Division of the Department of Health, Physical Education, and Recreation, located in the College of Education offers comprehensive interdisciplinary non-teaching options in physical education which would afford students the possibility for emphasis in adult fitness, athletic training, sports communication, sports management and marketing, leading to a Bachelor of Arts degree.

A. General Requirements (see page 96)	44
B. Professional Core	47-48
1. Applied Core (19 hours)	
Physical Education 118, 218, 410	7
Journalism 330	3

Management 320	3
Psychology 201, 204	6
2. Cognate Core (20-21 hours from the following)	
*Health Education 222	3
*Physical Education 201, 321, 345, 422	13
*Finance 307	3
**Physical Education 476, 370, 426, 427, 428, 429, 432, 433, 436, 437	2
3. Physical Education Activity Courses (8 hours)	
*Physical Education 115, 125, 132, 140, 141, 142, 209, 403, ***Physical Education 100, 123, Physical Education 124, 155, 156, 160, 260, 404	8
C. Adult Fitness Option	36
Home Economics 210	3
Psychology 302, 311	6
Physical Education 365, 375, 385, 478, 491	20
Electives to be taken from the following courses	7
Accounting 215, 216	
Economics 241, 242	
Management 419, 424	
Marketing 340, 437	
Physical Education 295, 435	
D. Sports Communication	36
Journalism 201, 202, 240, 241, 308, 335, 402, 433, 440, 491	28
Electives to be taken from the following courses	8
Speech 230, 231, 233, 237, 238, 331, 332, 433	
Journalism 350, 351	
Counseling and Rehabilitation**** 445, 306, 397, 406	
E. Sports Management and Marketing	36
Accounting 215, 216	6
Economics 241, 242	6
Finance 307, 323	6
Marketing 340, 341, 344	9
Management 424, 460	6
Physical Education 491	3

PHYSICALLY HANDICAPPED K-12*****

A. Teaching Specialization - Elementary 1-6*****	51
Art 113, 340	6
Curriculum and Instruction 201, 203, 300, 307, 342, 343, 370, 446	21
Geography 317	3
Health Education 321	3

*Required courses for Adult Fitness Option

**Physical Education 476 is required for Sports Communication

***Required for general studies credit in Adult Fitness Option

****Students interested in Manual Communication should elect to take these courses as electives under the Sports Communication Option.

*****This program is an endorsement to Elementary Education. The graduate will be prepared to teach Elementary 1-6 and the Physically Handicapped K-12.

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

History 330, 331	6
Music 303, 370	5
Physical Education 314	3
Science: (select twelve hours from the following)	
Biology 101, 102 or Physical Science 109, 110*	12
Social Studies: (select six hours from the following)	
Social Studies 104, 105, or 106**	6
B. Teaching Specialization - Physically Handicapped K-12	18
Curriculum and Instruction 320, 425, 444, and 495	12
Educational Foundations 435	3
Speech 418	3
C. Professional Education	26
Curriculum and Instruction 400, 405, 421 and 496	16
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
D. General Requirements (see page 96)	44
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

PHYSICALLY HANDICAPPED - PHYSICAL EDUCATION K-12***

A. Teaching Specialization - Physical Education K-12	48-52
Health Education 222	3
Physical Education 118, 201, 218, 260, 314, 321, 345, 350, 365, 370, 410, 455 and 470	36
Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics.) (See letter F below)	5
Four intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter F below)	4
B. Teaching Specialization - Physically Handicapped K-12	18
Curriculum and Instruction 320, 425, 444, and 495	12
Educational Foundations 435 or Physical Education 365	3
Speech 418	3
C. Professional Education	35
Curriculum and Instruction 405, 421, 445, 450, 473, 475, and 496	25
Educational Foundations 218, 319, and 406	9
Educational Media 365	1
D. General Requirements (see page 96)	44
E. National Teacher Examinations: Commons and Area Examination for Physical Education.	
F. Motor Skill Requirements. 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 with an A or B.	
1. A competency test can be completed in one of two ways:	
a. The student may take the competency test while enrolled in the	

*Eight hours of Science are included in General Requirements.

**These six hours are also included in General Requirements.

***The Teacher with a specialization in Physical Education K-12 who completed Physically Handicapped will receive an endorsement for teaching Physical Education to the Physically Handicapped K-12.

- 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 four 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.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Beginning Social, Intermediate Folk, Intermediate Square, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery and Beginning Handball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICS 7-12

A. Teaching Specialization*	24
Physics 201, 202, 203, 204, 320 and 424-a	13
Physics Electives: (Select eight hours from the following)	
304, 308, 314, 424-b, 424-c	8
Physical Science 400	3
B. Professional Education	31

*Courses in this specialization may also be a part of General Studies.

Curriculum and Instruction 421, 445, 450, 474, 475	21
Educational Foundations 218, 319, 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for Chemistry, Physics, and General Science.	

REHABILITATION EDUCATION - NON-TEACHING

The rehabilitation education program leads to a Bachelor of Arts degree and prepares the student for work or for additional specialized study in counseling and rehabilitation or related fields. This program does not qualify an individual for public school specializations.

A. Specialization Requirements*	73
Counseling and Rehabilitation 306, 307, 310, 315, 320, 406, 420, 425, 426, 430, 433, 435, 449 and 450	46
Psychology 201 and 311a and 311b	9
Electives: (select four courses from the following)	
Criminal Justice 431, Counseling and Rehabilitation 440, 455, 483; Educational Foundations 435; Psychology 204, 223, 302, 360, 406, Social Work 205, 316, 429; Sociology 200, 302, 310, 332, 342, 400, 408, 412, 413, 433, any one course in Economics, Philosophy, or Political Science	12
Electives: (select two courses from the following)	
Anthropology 405, 427, 437, 453, 455; Criminal Justice 231, 331, 402, 425, 432; Curriculum and Foundations 320, 421, 422, 424, 433, 444; Counseling and Rehabilitation 428, 445, Social Work 436, Sociology 311, 314, 330, 325, 335, 423, 428; Speech 202, 307, 406, 418	6
B. General Requirements (see page 96)	44
C. Electives: (To meet 128 hours minimum)	14
D. Admission to the Major	

Students who wish to become Rehabilitation majors should enroll for Counseling and Rehabilitation 306 and 307. (Admission as a major requires a grade of "B" or higher in these courses.) While enrolled for these courses, individuals interested in being considered as majors should submit to the department the following:

1. Application for admission to Rehabilitation Education
2. Written statement detailing reasons a degree in Rehabilitation is desired.
3. A transcript (official or unofficial) of college grades

Applications submitted after the deadline established by the department will not be considered. Each student may be given a selective personality measurement, and will be scheduled for a personal interview with the Screening Committee during final week.

It should be clearly understood that acceptance into the Rehabilitation Education Program is not to be confused with being enrolled for CR 306 and 307. Academic work is only one factor used in considering the individual's election for the program.

*Courses in this specialization may also be a part of General Studies.

SAFETY 7-12

A. Teaching specialization	18
Safety Education 235, 385, 450, 480, and 490	15
Safety Electives: (select three hours with the consent of advisor) Health Education 222, 223, Safety 440, or 493	3
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 475, and Methods*	21
Educational Foundations 218, 319, 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12 or K-12 Teaching Specialization**	
E. National Teacher Examinations: Commons and Area Examination for se- cond 7-12 or K-12 specialization which must accompany Safety.	

SCHOOL LIBRARY - MEDIA K-12

A. Teaching specialization	27
Educational Media 301, 310, 315, 320, 404, 405, 465, and 466	24
Educational Media Electives: (select three hours from the following) Educational Media 401 or 410	3
B. Professional Education	29-33
Curriculum and Instruction 421, 445, and Methods***	9
Curriculum and Instruction 400 and 405 or 450 and 475	7-9
Educational Foundations	9
Educational Media 365, 450	4-5
C. General Requirements (see page 96)	44
D. A second K-12, 7-12, 7-9 or Elementary 1-6 Teaching Specialization**	
E. National Teacher Examinations: Commons and Area Examination for Media Specialist Library and Audio-Visual Services.	

SECRETARIAL STUDIES 7-12

A. Teaching Specialization****	37-46
Accounting 215 and 216	6
Economics 241 and 242	6
Finance 307	3
Office Administration *****103 or SES 113, 104 or SES 114, 105 or SES 261,***** 201 or SES 111, 202 or SES 112, 301, 305, 325, 404 and 421	27-31
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 469 and 475	21

*Students in Safety 7-12 must complete methods course in the 7-12 or K-12 Teaching Specialization.

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

***Student must complete methods course in the K-12, 7-12, or Elementary 1-6 teaching specialization which must accompany Library-Media.

****A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades 7-12 or K-12, if he also wishes to complete Social Studies 7-9. This specialization may not be combined with Social Studies 7-12.

*****If the student has had one year of either typewriting or shorthand in high school, he should register for OAD 104 and OAD 202. If he does not have the competencies to succeed in 104 and 202, he will be required to complete OAD 103 and 201.

Educational Foundations 218, 319 and 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization.* This specialization can not be granted in combination with Business Education or Business Principles.	
E. 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. This activity normally accompanies OAD 404-Secretarial Training.	

SOCIAL STUDIES 7-9**

A. Teaching Specialization*	30
Geography 317	3
History 330,*** 331***	6
Political Science 104	3
Social Studies: (select six hours from the following)	
104, 105, or 106	6
Social Studies 201, 202, 303	9
History Elective: (select three hours from the following)	
History 308, 309, 316, 317, 318, 319, 333, 342, 350, 432	3
B. Professional Education (see Second Specialization)	31
C. General Requirements (see page 96)	31
D. A second 7-12 or K-12 Specialization	
E. National Teacher Examinations: Commons and Area Examination for the 7-12 or K-12 specialization which must accompany Social Studies 7-9.	

SOCIAL STUDIES 4-8

A. Teaching Specialization*	30
Geography 317	3
History 330,*** 331***	6
Political Science 104	3
Social Studies: (select six hours from the following)	
104, 105, or 106	6
Social Studies 201, 202, 303	9
History Elective: (select three hours from the following)	
History 308, 309, 316, 317, 318, 319, 333, 342, 350, 432	3
B. Professional Education (see Second Specialization)	31
C. General Requirements (see page 96)	44
D. A second specialization for Elementary Education 1-6****	48
E. National Teacher Examinations: Commons and Area Examination for Elementary Education.	

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

**A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades 7-12 or K-12, if he also wishes to complete Social Studies 7-9. This specialization may not be combined with Social Studies 7-12.

***To be implemented for Academic Year 1976-77. Students enrolled in program prior to this time take History 311, American History 1492-1877, History 312, American History 1789-1877, History 313, American History since 1877, with no elective class.

****This specialization may not be combined with Social Studies 7-9, or any other 7-9 or 7-12 specialization.

SOCIAL STUDIES COMPREHENSIVE 7-12

A.	Teaching specialization*	51-54
	Anthropology 201	3
	Economics 300 or 241 and 242	3-6
	Economics 342	3
	Geography 203, 317	6
	History 321, 322, 330**, 331**	12
	American History Elective: (select three hours from the following)	
	History 308, 309, 316, 317, 318, 319, 333, 342, 350, 432	3
	World History Elective:	
	History 375, 429, or 430	3
	Social Studies: (select six hours from the following)	
	Social Studies 104, 105, or 106	6
	Social Studies 201, 202, 303***	9
	Political Science 104	3
B.	Professional Education	31
	Curriculum and Instruction 421, 445, 450, 467, 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1
C.	General Requirements (see page 96)	44
D.	National Teacher Examinations: Commons and Area Examination for Social Studies.	

SPANISH 4-8

A.	Teaching Specialization*	18
	Spanish 101, 102, 203, 204	12
	Spanish Conversation 310 or 311	3
	Latin American Civilization 405 or Hispanic Civilization 406	3
B.	Professional Education (see Second Specialization)	31
C.	General Requirements (see page 96)	44
D.	A specialization for Elementary Education 106*****	48
E.	National Teacher Examinations: Commons and Area Examination for Elementary Education.	

SPANISH 7-9*****

A.	Teaching Specialization****	24
	Spanish 101, 102, 203, 204	12
	Spanish Conversation 310 or 311	3
	Spanish Laboratory Techniques 314	3
	Latin American Civilization 405 or Hispanic Civilization 406	3
	Spanish Elective (select three hours with consent of advisor)	3

*This specialization may not be combined with Social Studies 7-9.

**To be implemented for Academic Year 1976-77. Students enrolled in program prior to this time take History 311, American History 1492-1877, History 312, American History 1789-1877, History 313, American History since 1877, with no elective class.

***Twelve of the Social Studies hours are included in General Requirements.

****Semester hours may be reduced if a student receives advanced standing for required content.

*****A student who elects Journalism 7-12, Safety 7-12, or School Social Services K-12 must complete an additional specialization for grades 7-12 or K-12 if he also wishes to complete Spanish 7-9. This specialization may not be combined with Spanish 7-12.

B. Professional Education (see Second Specialization)	31
C. General Requirements (see page 96)	44
D. A second 7-12 or K-12 Specialization*	
E. National Teacher Examinations: Commons and Area Examination for the 7-12 or K-12 specialization which must accompany Spanish 7-9.	

SPANISH 7-12

A. Teaching Specialization**	30
Spanish 101, 102, 203, 204	12
Spanish Conversation 310 or 311	3
Spanish Laboratory Techniques 314	3
Spanish Grammar and Composition 315 or 316	3
Latin American Civilization 405 or Hispanic Civilization 406	3
Spanish Literature (select three hours with consent of advisor)	3
Spanish Elective (select three hours with consent of advisor)	3
B. Professional Education	31
Curriculum and Instruction 421, 445, 450, 471, 475	21
Educational Foundations 218, 319, 406	9
Educational Media 365	1
C. General Requirements (see page 96)	44
D. A second 7-12, K-12, or 7-9 Teaching Specialization*	
E. National Teacher Examinations: Commons and Area Examination for Spanish.	

SPEECH/LANGUAGE PATHOLOGIST (Non-Teaching 5 year)**

A. Undergraduate Specialization Requirements	45
Speech 241, 370, 420, 422, 424, 425, 427, 429, 439, 460, 463, 468 and 470****	23
B. Undergraduate Electives, approved by advisor	23
C. Undergraduate - Professional Education	16
Curriculum and Instruction 421, and 343 or 445	6
Educational Foundations 218 or Psychology 311 and Educational Foundations 319 and 406	9
Educational Media 365	1
D. Undergraduate General Requirements (see page 96)	44
E. Graduate Specialization Requirements*****	27
Speech 601, 620, 622, 623, 625, 660, 662, 670, and 671	
F. Graduate Speech Electives, approved by advisor*****	9
G. National Teacher Examinations: Commons and Area Examination for Speech Pathology.	

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

**Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign languages are elected as specialization, the minimum requirements for the second language shall be 24 hours.

***This program has two divisions: When a student completes the four-year segment of the program (requirements A, B, C, D, and a minimum of 128 undergraduate hours), a baccalaureate in speech will be awarded. This degree is a non-teaching and non-certificate program. To be certified as a Speech/Language Pathologist a student must complete a fifth graduate year. Upon completion of the fifth year a student is awarded a master's degree in Speech/Language Pathology and is certified by the State of West Virginia as a Speech/Language Pathologist.

****A student may not count more than six semester hours of clinical practicum experience in meeting the minimum requirements for certification.

*****A student must have completed the four-year portion of the program and be admitted to graduate school prior to enrolling in these courses.

College of Liberal Arts

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 have (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, Bachelor of Fine Arts, Bachelor of Science, and Bachelor of Social Work.

Organization

The various academic units of the College of Liberal Arts are grouped as follows:

Division of Humanities

Art, classical studies (Latin, Greek), English, modern languages (French, German, Spanish), music, philosophy, religious studies, speech.

Division of Social Sciences:

Criminal justice, history, journalism, political science, psychology, sociology-anthropology, social work.

Liberal Arts Academic Advising Center

The College of Liberal Arts maintains an Academic Advising Center located in Old Main, Room 3-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 his field 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.

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 Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Social Work (B.S.W.). 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 is majoring.

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.

B.A., B.F.A., B.S., and B.S.W. 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.
2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees.
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. 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 (except B.F.A.), no more than three of which may be from the 100 series. The minor subject may be chosen from any department in the university.
4. No course in the specific or major/minor requirements for graduation (with the exception of the field study courses in the Social Work major) in the College of Liberal Arts may be taken Credit/Non Credit.

Specific Requirements for the B.A., B.F.A., B.S. and B.S.W. Degrees

HUMANITIES

- I. English 101 and 102 or 201H..... 6 hrs.
- II. Foreign Languages 3-12 hrs.
Successful completion of 12-hour sequence ending with French 204, German 204, Greek 302, Latin 204 or Spanish 204; or with French

204R, German 204R or Spanish 204R; hours may be reduced up to nine by presentation of equivalent hours credit.
 International students may meet the language requirement with the successful completion of a 12-hour sequence in English as a Foreign Language ending with EFL 204; hours may be reduced by presentation of equivalent hours credit.

- III. Speech 0-3 hrs.
 Speech 103 or 305. Speech 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Speech Department. Speech 305 is open to juniors and seniors who have not had Speech 103.
- IV. Literature 6 hrs.
 Courses to be selected from the following:
 - Classics 208
 - English 300, 301, 304, 307, 310, 311, 318, 320, 329, 331, 340
 - French 317, 318, 425, 426, 427, 428
 - German 301, 302, 417, 418
 - Latin - any 300 or 400 level course
 - Religious Studies 204, 304, 310, 320, 325, 351
 - Spanish 318, 319, 321, 322, 401, 402, 403, 485
- V. Classics, Philosophy, or Religious Studies 3 hrs.
 One course to be selected from the following:
 - Classics - any course except 208
 - Philosophy - any course except 304
 - Religious Studies - any course except 204, 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
 - Geography - 100, 203
 - History - any course
 - Political Science - any course
 - Psychology 201, and any course for which the student has the necessary prerequisite
 - Sociology-Anthropology
 - Anthropology 201, 304, 322, 333, 405, 426, 427, 430, 441, 455.
 - Sociology 101, 102, 200, 300, 310, 311, 313, 332, 342, 352, 400, 401, 412, 413, 433, 439

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, PS 110 and Chemistry 100 will not fulfill this requirement) 12 hrs.

- II. One course selected from mathematics, 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 R.O.T.C., but these courses are not required for graduation.

FOUR-YEAR CURRICULUMS

ART

In addition to the B.F.A. degree in Art (See Fine Arts) the Art Department offers the Bachelor of Arts with teaching specializations for grades K-12 and 7-12. This program is described under College of Education, p. 97-98, and is designed to prepare the student for West Virginia public school certification.

BASIC HUMANITIES

The departments of CLASSICAL STUDIES, PHILOSOPHY, and RELIGIOUS STUDIES offer a structured, interdisciplinary program in Basic Humanities. The degree program consists of three team-taught courses, nine hours of period courses and 15 hours of contract courses for a total of 33 hours. All general and specific requirements of the College of Liberal Arts must be met. Advice concerning the variety of ways individuals may tailor programs to their own interests is available from any member of the three departments.

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, 26 hours plus Classics 436, 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** (for details see department chairman).

CRIMINAL JUSTICE

The department offers a Bachelor of Arts in Criminal Justice. The curriculum offers two career orientations, one in law enforcement and one in corrections (suitable for people interested in probation and parole, working with juveniles, prison or community based corrections). The curriculum is also suitable for pre-law students, students preparing for a master's degree in criminal justice, and students who simply want a liberal arts degree and have an interest in criminal justice.

The requirements for a Bachelor of Arts in Criminal Justice are as follows: CJ 211, 231, 321, 322, 404, 425; 18 hours in Criminal Justice electives; either MATH 225 or PSY 223 or SOC 345.

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 241, 242, 326, 328 and 14 additional hours in economics to be chosen with the advice and approval of the department chairman; Mathematics 120; 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, pages 77, 79-81, and 82

ENGLISH

English 101 and 102 or 201H are required of all freshmen and are prerequisites to all subsequent English courses.

Requirements for the English major: English 300, 3 hrs.; English 301, 3 hrs.; English 450 or 451, 3 hrs.; English 377 or 378 or 405 or 455, 3 hrs.; English 325 or 411 or 409, 3 hrs.; electives in English, 18 hrs., at least nine of which are at the 400 level. Total, 33 hrs.

A minor in English may be earned by presenting 12 hours in English, beyond 101 and 102 or 201H, at least six hours of which should be upon the 400 level.

FINE ARTS

The Bachelor of Fine Arts is a professional degree and will meet the needs of a large number of students for appropriate preparation for career employment in Music, Theatre, and Visual Arts. By providing increased concentration in the specialized areas at the undergraduate level, it will also enhance preparation for graduate study leading to advanced and terminal degrees in the same areas.

Art

Students who are candidates for the B.F.A. degree with an emphasis in Art are required to complete Art 203, 211, 214, 215, 217, 218, 305 or 306 or 308, 307, 401, 402, 403 or 405 or 407 or 409, 406, 455, 456, 461 (Advanced Drawing) and 470. Select six hours from 403, 405, 407, 409, 412 and 413. Three hours must be chosen from 412 or 413.

Students are required to choose one area of specialization - Painting, Sculpture, Printmaking, Commercial Art or Crafts - in which a minimum of 15 hours are completed. Crafts majors may concentrate in weaving, ceramics, or jewelry. Painting majors must include Art 350 and Commercial Art majors must include Art 213, 216, 310 and 410. Art 461, 462, 463, Special Topics, are utilized to complete specializations.

Majors must satisfy the following requirements:

1. All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.
2. In the fourth semester students must submit a portfolio of art work completed in Art 203, 214, 217, and 218 during the freshman and sophomore years, 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.
3. A successful exhibition of creative work must be presented by the students during the senior year.

Music

Students who are candidates for the B.F.A. degree with an emphasis in Music are required to complete the Music Core Curriculum (44 hours) in addition to one of three options in 1) Performance, 2) Theory and Composition or 3) Music History and Literature (32 hours).

Core Curriculum: Music 115, 116, 121, 215, 216, 301, 422, 423, 425, eight (8) credit hours in a major performance area (applied music 100 level), four (4) credit hours in a minor performance area (applied music 100 level), and four (4) credit hours in a major ensemble. Total 44 hours

Performance Option: Music 302, 304, 401, eight (8) additional credit hours in a major performance area (applied music), four (4) additional hours of elective ensembles, thirteen (13) additional credit hours of directed music electives relating to the student's chosen performing area in consultation with the departmental advisor. Junior recital recommended, full senior recital required. Total 32 hours

Theory and Composition Option: Music 302, 304, 401, 430, 431, 432, 433, two (2) additional credit hours in a major performance area (applied music), four (4) additional hours of elective ensembles, and nine (9) credit hours of directed music electives relating to the theory and composition area in consultation with the departmental advisor. Total 32 hours

Music History and Literature Option: Music 302, 304, 401, two (2) additional credit hours in a major performance area (applied music), four (4) additional credit hours in elective ensembles, three (3) credit hours in Special Topics (473) as a Senior Research Paper, and sixteen (16) credit hours of directed music relating to the music history and literature area in consultation with the departmental advisor. Total 32 hours

Theatre

Students who are candidates for the B.F.A. degree with an emphasis in Theatre are required to complete Speech 103, 208, 209, 210, 214, 240, 312,

313a-313b, 314, 320, 321, 403, 404, 405, 443, 444, 445, 447, and either 440 or 448. In addition they are required to have a total of 8 hours credit in Speech 227, 228, 327, 328 and 3 hours in Speech 479, Special Topics, in which they will produce an approved project in acting, directing, or design/technology for theatre.

FOREIGN LANGUAGES

French, German, Latin, Spanish

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, and must include nine hours of courses at the 400 level. For a major in Latin, see Classical Studies, p. 127.

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

Requirements for history major: 33 semester hours, including History 321, 322, 330, 331.

HOME ECONOMICS

Students interested in home economics for teaching, extension work, home service work with utility companies or other related areas should follow a home economics teaching specialization curriculum (pp. 104-106).

Home Economics Journalism

Students interested in working on newspapers, magazines, or for public relations firms, company or government publications, or radio and TV can take the required courses for any of the other Journalism sequences (see pp. 132-133) in addition to the following home economics courses (203, 210, 212, 303, 351, 354, 358, 415, 420, 461) and 3 elective hours.

Dietitians

Students preparing to become dietitians and qualify for membership in the American Dietetic Association must follow the approved course listed below.

Membership in the American Dietetic Association requires clinical experience after completing educational requirements. The experience may be gained in any of three ways:

- (1) an approved internship,
- (2) associate membership in A.D.A. while completing a preplanned three-year work experience under the direction of an A.D.A. member,
- (3) completion of six months work experience and a master's degree related to the field of dietetics.

Majors in dietetics are required to take the following courses:

Home Economics 110, 203, 210, 303, 306, 403, 405, 407, 413

Biological Science 101-102, Zoology 315, Botany 302

Chemistry 203, 204, 215, 216, 327, 361

Management 320, 424

Computer Science 101

Economics 241, 242

Sociology 200

Psychology 201

Two specialization options are available - general dietetics and management. Courses for one option must be selected in addition to the above requirements.

General Dietetics

Chemistry 300, 301

Home Economics 304

Management

Accounting 215, 216

Finance 323

Management 422

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 204 level. 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 241, 242, 408 and 420
 - Geography 405
 - History 322, 331, 404, 405, 418
 - Political Science 104, 209, 405 and 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, 375, 430
 - Political Science 333, 407, 408, 409, 410, 411, 415, 422, 423, 470
- 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

The School of Journalism offers six sequences of study on the undergraduate level in the College of Liberal Arts. These sequences are news-editorial, advertising, broadcast journalism, magazine, public relations, and home economics-journalism. These areas of study prepare students for employment in the news-editorial departments of newspapers and magazines, in mass communications advertising, in radio and television news positions and with company publications.

On completion of the requirements of the College of Liberal Arts and the journalism sequence of the student's interest, the B.A. degree is awarded. In addition, a Certificate of Journalism may be awarded on recommendation of the faculty of the School of Journalism.

In addition to the College of Liberal Arts program, a journalism major in the news editorial sequence in the College of Education prepares students for a two-fold career. Graduates will qualify for certification as teachers of journalism and as professional newsmen.

Students may apply a maximum of 32 credit hours in journalism toward the bachelor of arts degree requirement of 128 hours. Any other credit hours taken in journalism must be in addition to the college requirement of 128 hours for graduation.

News-Editorial Sequence

Journalism 101, 201, 202, 241, 302, 402, 404, 304 or 414, 440, plus three hours from any other journalism courses. Additionally, the following non-journalism courses are required: ECN 241, HST 330, 331, PSC 104, 202 plus one other course in political science selected from 105, 207, 301, 303, 307, 381 or 436.

Journalism Advertising Sequence

Journalism 101, 201, 241, 382, 383, 385, 425, 440, plus eight hours selected from any other journalism courses. Additionally, the following non-journalism courses are required: ECN 241, HST 330 and 331, PSC 307, MKT 340 and 341.

Broadcast Journalism Sequence

Journalism 101, 201, 202, 240, 350, 351, 402, 414, 440, plus three hours from any other journalism courses. Additionally, the following non-journalism courses are required: ECN 241, HST 330, 331, SPH 331, PSC 104, 202 plus one other course in political science selected from 105, 207, 301, 303, 307, 381 or 436.

Any of the following non-required courses within the Department of Speech would be beneficial for broadcast journalism majors: 230, 231, 233, 237-238, 332, 337-338, 430, 431, 434, 435.

Magazine Sequence

Journalism 101, 201, 202, 241, 360, 410, 411, 430, 440, plus three hours from any other journalism courses. Additionally, the following non-journalism courses are required: ECN 241, HST 330, 331, PSC 104, 202 plus one other course in political science selected from 105, 207, 301, 303, 307, 381, or 436.

Public Relations Sequence

Journalism 101, 201, 202, 240, 241, 330, 335, 433, 440, 490 plus two hours from any other journalism courses. Additionally, the following non-journalism courses are required: ECN 241, HST 330 and 331, PSC 202 and 307 plus one other course in political science selected from 105, 207, 301, 303, 381 or 436.

Home Economics-Journalism Sequence

Requirements for any one of the other five journalism sequences (News-Editorial, Advertising, Broadcast Journalism, Magazine and Public Relations) are combined with at least 31 hours in specified home economics courses (203, 210, 212, 303, 351, 354, 358, 415, 420, 461, and 3 elective hours).

MODERN LANGUAGES

See Foreign Languages.

MUSIC

In addition to the B.F.A. degree in Music (See Fine Arts) the Music Department offers the Bachelor of Arts with a teaching specialization for grades K-12. This program is described under College of Education, pp. 108-109, and is designed to prepare the student for West Virginia public school certification for Music K-12. For areas of music specialization, see pp. 129 and 227-228.

PHILOSOPHY

A concentration in Philosophy leads to a degree in **Basic Humanities**. (See 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 300. In addition, each major must take (1) at least one course in any four of the six fields into which political science offerings are divided and (2) at least three courses in any one field.

The fields of the political science curriculum with courses in each are as follows:

American State, Local, and Urban Politics: 202, 233, 235, 301, 376, 381, 436, 440 and 461

American National Politics: 303, 307, 335, 381, 383, 423, 436, 440, 484 and 485.

Comparative Politics: 207, 407, 408, 409, 410, 411, 422, 429 and 470.

International Politics: 209, 405, 406, 415, and 423.

Political Theory: 235, 425, 426, 427, 429 and 430.

Public Administration: 233, 333, 383, 433, 450, 452, and 453.

Courses which appear in more than one field may not be counted twice.

Recommended electives include economics (especially 241 and 242); History 105 and 106 (for pre-law students), 330, 331; Accounting 215 and 216 (for pre-law students); philosophy; psychology; sociology; Speech 205; and English 408.

PSYCHOLOGY

Psychology majors will choose one of four options in accordance with their plans for graduate professional study:

Option 1 forms a sequence of required courses to provide an adequate foundation for beginning doctoral study upon graduation. The required course sequence includes Psychology 201, 223, 302, 311, 323, 324, 350, 360, 406, 408, 417, 440 and 460.

Option 2 requires a minimum of 30 hours in psychology courses, which must include Psychology 201, 223, 302, 323, 360 and 440. This program constitutes preparation for master's level training in clinical psychology or related fields.

Option 3 forms the basis of a program for pre-medical students wishing to major in Psychology. Courses include Psychology 201, 223, 302, 311, 320, 323, 330, 406, 408, and 440. Students choosing this option should consult with a member of the Pre-Professional Advisory Committee for information pertaining to additional coursework, the medical aptitude test, and how to apply for admission to medical school.

Option 4 requires completion of a minimum of 30 hours in psychology courses approved by an adviser in relation to the student's interests and objectives. This program is not intended to prepare an individual for graduate study in psychology.

RELIGIOUS STUDIES

A concentration in Religious Studies leads to a degree in **Basic Humanities**. (See Basic Humanities)

SOCIOLOGY AND ANTHROPOLOGY

The following sequences are available in the department:

1. Sociology Major - Nonprofessional Option. 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 Option. Sociology 200, 300, 344, 345, 403, 445, 475, plus 9 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 Option. Sociology 200, 300, 344, 345, 406, 410 or 411, 439, 442, 443, and 475. For students preparing to go into community planning and development or social action programs.

Anthropology

Students choosing the Anthropology option are required to take Sociology

345, Anthropology 201, 304, 322, 333, 343, 444, plus two courses from the following: Anthropology 426, 430, 441, 455, and 457, plus two courses from the following: Anthropology 405, 427, 453, 456, and 458 for a total of 33 hours.

Social Work

The social work curriculum, leading to the B.S.W. degree, is designed to prepare students for the beginning level of professional social work practice and/or further graduate study.

The following courses are required for the B.S.W. degree: Sociology 200, 300, 344, 345 and Social Work 203, 205, 211, 309, 316, 317, 319, 429, 447, 449 and 470, plus one of the following courses: Social Work 448 or Sociology 321. Social Work 317, 319, 447, 449 are mandatory CR/NC courses. SWK 317 is to be taken in the junior year with SWK 316. SWK 319, 447 and 449 must be taken as a block for 9 credit hours. Anthropology 427 and 455 are required.

SPEECH

The Department of Speech provides courses and laboratory work in public address, radio and television, speech pathology and audiology, theatre, and interpretation leading to the B.A. degree. The department's work is augmented by the forensics program, Speech and Hearing Clinic, University Theatre, the Summer Theatre, and radio station WMUL-FM.

General speech majors are required to have courses 103, 200, 201, 202 and 300, and must participate for at least one semester in a cocurricular communication activity. At least six courses should be selected from 205, 215, 230, 240, 245, 307, 308, 320, 401, 406, 408, or 409.

Theatre

Majors in speech with an emphasis in theatre are required to have Speech 103, 208, 209, 210, 214, 227, 228, 240, 312, 313a-313b, 314, 320, 403, 443, 444, plus three hours from 404, 405, or 447 and three hours from 321, 440, 445, or 448. It is recommended that students take at least two courses in dramatic literature and six hours from the following: Art 203 (for those interested in scene design), Music 178 a, b, (class voice), Physical Education 160 and 261, Speech 327, and 328.

For the B.F.A. degree with an emphasis in Theatre, see pp. 128-130.

Broadcasting

Majors in broadcasting are required to complete 230, 231, 233, 331, 332, 428, 434, 435, 437, 333 or 436, 430 or 433, 431 or 432. Required courses from other departments are MTH 225, PHY 200 and 200L, PSC 104 or 105, PSY 201, SOC 200. Courses selected for the minor must be approved by the advisor.

Speech Pathology and Audiology

Majors are required to take the following courses in the department: Speech 103, 241, 370, 420, 422, 424, 425, 426, 429, 439, 460, 463, 468, and 470. Required courses from other departments are: PSY 201, 311, and 440.

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. Although political science and business are frequently selected by prelaw students as their major, economics, history, sociology, and others are sometimes selected. 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. Troy Stewart, Principal University Prelaw Adviser and Professor of Political Science (Smith Hall 743), 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 Adviser and other designated prelaw advisers will gladly provide additional information and helpful advice.

COMBINED COLLEGE AND PROFESSIONAL DEGREE IN LAW

A student wishing to study law at a professional school may be granted a leave of absence during his senior year at Marshall University. To secure this leave of absence the student must file a written request 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 has successfully completed the first year at the professional school and that a sufficient number of semester hours of good quality work have been completed to total 128 when added to those earned at Marshall University.

At least 100 semester hours of study must have been completed and a quality point average of 2.0 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."

Any student considering this possibility should note: at best the chance of admission after the junior year in college is very slight at the very few law schools not requiring a baccalaureate degree. No student should plan on entering law school after three years of college without consulting the Principal University Prelaw Adviser.



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, Geology, Mathematics, and Physics and Physical Science.

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.

Degree Programs

The following programs are available through the departments in the College of Science:

- Biological Science (B.S.)
- Botany (B.S.)
- Chemistry (B.S., B.S. in Chemistry)
- Cytotechnology (B.S. and A.S.)
- Forestry (B.S. 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.)
- Zoology (B.S.)

The associate degree programs in cytotechnology and medical laboratory technology are administered through the College of Science, and student advising is provided by the College.

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 that major.

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 can not be used for any course taken to fulfill the requirements for a departmental major.
5. Candidates must earn at least 12 hours in a minor subject no more than three of which may be from courses in the 100 series. The minor field may be chosen from any department within the university.
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 Dean's office to determine if they are making satisfactory progress towards graduation.

Specific Requirements for the B.A. and B.S. 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 French 204, German 204, Greek 302, Latin 204, or Spanish 204 or with French 204R, German 204R, or Spanish 204R. Hours may be reduced up to nine by presentation of equivalent credit.
International students may meet the language requirement with the successful completion of a 12-hour sequence in English as a Foreign Language, ending with EFL 204. Hours may be reduced by presentation of equivalent hours credit.
- III. Speech 0-3 hrs.
Speech 103 or 305. Speech 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Speech Department. Speech 305 is open to juniors and seniors who have not had Speech 103.
- IV. Literature 6 hrs.
Courses to be selected from the following:
Classics 208
English-any 300 or 400 level courses for which the student has the necessary prerequisite.
French 317, 318, 425, 426, 427, 428
German 301, 302, 417, 418
Latin-any 300 or 400 level course
Religious Studies 204, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 322, 401, 402, 403, 485
- V. Classics, Philosophy or Religious Studies 2-3 hrs.
One course to be selected from the following:
Classics 150, 200, 319, 435, 436
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. At least one mathematics course above the level of Math 100 is required for all programs. See individual program descriptions for specific requirements. All students whose Math ACT score is less than 10 are required to take Math 100. Credit received in Math 100 can not be applied toward the 128 hours required for graduation.

FOUR-YEAR CURRICULUMS

BIOLOGICAL SCIENCE

The major in biological science is for students who wish to study in the fields of botany and zoology and whose vocational preparation requires a background in these fields.

The major requirements include Biological Science 101 and 102, 8 hours in botany, 8 hours in zoology and 8 hours chosen under the guidance of the department chairman (total 32 hours).

Majors are required to meet all degree requirements and to take these courses:

Biological Science 101 and 102	8 hrs.
Zoology 212 or 214 and 301 or 302	8 hrs.
Botany 416 and 302 or 415 or Biological Science 404	8 hrs.
Additional hours in Botany, Zoology, or Biological Science 404, and 407 (two fields)	8 hrs.
Chemistry 211, 212, 327 and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Geology 200, 210L	4 hrs.
Physics 201, 202, 203, 204	8 hrs.
Mathematics 120 and either 122 or 125; or 130 and either 131, 190 or 225	6-8 hrs.

BOTANY

Professional opportunities in the plant sciences offer excellent possibilities for employment. They include industrial and academic positions with good remuneration.

Graduate study is increasingly demanded. The B.S. degree with botany as a major prepares the student for graduate study in the field.

Majors are required to meet all degree requirements and to take the following courses:

Biological Sciences 101, 102 and 404	12 hrs.
Botany 302, 415 and 416	12 hrs.
Botany electives (includes Biological Sciences 430)	7-8 hrs.
Chemistry 211, 212, 327 and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Geology 200 and 210L	4 hrs.
Physics 201, 202, 203, and 204	8 hrs.
Mathematics 120 and 122 or 130 and 131	6-8 hrs.

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.

The curriculum and facilities of the department have been approved by the Committee on Professional Training of the American Chemical Society.

Co-Op Program

In cooperation with local industries, the Chemistry Department provides opportunities for a limited number of students to alternate school terms with terms of full-time employment in local industries.

Curriculum

B.S. Degree, Major in Chemistry: The student must meet the general requirements for the B.S. degree, and must complete Math 131 or 140 and Chemistry 356, 361, 307 or 358, 345, 448 and chemistry electives to total 32 hours. The American Chemical Society requires 32 semester hours for admission to full membership without previous experience.

Students interested in careers in technical sales, management, and marketing are encouraged to take the following courses as electives: Economics 241, 242; Marketing 340, 440 or 442; Management 320.

B.S. in Chemistry: The curriculum meets the minimum standards of the American Chemical Society and is recommended for students intending to enter the chemical profession or to apply for graduate work in chemistry. The following sequence of courses will normally qualify the student for certification:

1. Chemistry 211, 212, 331, 332, 345, 355, 356, 357, 358, 359, 361, 362, 401-402 (2 hrs. min.), 431, 432, 448, 456.
2. Two laboratory courses chosen from Chemistry 213, 214, 215, 216.
3. Two advanced chemistry electives.
4. Mathematics through Mathematics 231.
5. One year of Physics (not including Physics 200)
6. A reading knowledge of a foreign language is strongly recommended. German is especially useful.

With the approval of his advisor, the student may substitute advanced courses in other science departments for advanced chemistry electives.

Advanced Placement

The Department of Chemistry gives advanced placement to high school graduates who have taken the College Entrance Examination Board Advanced Placement Examination in Chemistry. Students scoring 5 or 4 on the CEEB examination are to be given credit for Chemistry 211 and 212. Those scoring 3 on the examination are to be referred to the Chairman of the Department of Chemistry for his decision on whether credit for Chemistry 211 and 212 is to be given.

Students who have not had the opportunity to take the Advanced Placement Examination may petition the department for permission to take a special departmental examination.

CYTOTECHNOLOGY

Bachelor of Science in Cytotechnology and Associate in Science in Cytotechnology

The following curriculum meets the needs of students preparing for positions as Cytotechnologists in hospitals, clinics, and private physicians' laboratories. The work of the senior year (twelve months) is given at the Cabell Huntington Hospital in cooperation with Marshall University. The School of Cytotechnology at Cabell Huntington Hospital is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Society of Cytology. Upon successful completion of the four-year curriculum, the student is granted the degree Bachelor of Science in Cytotechnology.

In some instances, when vacancies exist, a student may be admitted to the clinical work at Cabell Huntington Hospital after completing two academic years with a minimum of 60 semester hours in the courses specified in the curriculum below. Students successfully completing the first two years of the academic curriculum plus the twelve-month clinical program may elect to receive the Associate in Science degree. Upon completion of the clinical program, graduates are eligible for certification examinations given by the American Society of Clinical Pathologists (ASCP).

Other Requirements

Successful completion of the academic program does not automatically assure admission to the clinical studies. The present maximum class size is four students. Students wishing to be considered for the clinical year beginning in June must make application on forms obtainable from the Chairman, Clinical Laboratory Department. Such application is made in March and acceptance

will be made in May. No applications will be accepted after March 1. All academic requirements must have been completed no later than the semester of making application. All students must have a G.P.A. of 2.5 or better on all college work attempted to be eligible for admission.

Admission to the clinical year of the program is determined by grade-point average and recommendation by an Admissions Committee based on an interview examination. Priority will be given the B.S. degree candidates. In addition, each student must be acceptable to the National Accrediting Agency for Clinical Laboratory Sciences.

Completion of the curriculum as outlined below leads to the degree of Bachelor of Science in Cytotechnology.

Cytotechnology Curriculum

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Biological Science 101	4	Speech 103	3
Zoology 225	4	Zoology 226	2
Chemistry 211	3	Mathematics 120	3
Chemistry 213-216	2	Chemistry 212	3
Medical Lab. Tech. 100	1	Chemistry 213-216	2
	17		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Mathematics (any course above 120)	3	Psychology 201	3
Physics 201-202	4	Physics 203-204	4
Zoology 301	4	Zoology 300	4
Biological Science 407	4	Zoology 315	4
Elective	1	Elective	1
	16		16

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Chemistry 327	3	Biological Science 404	4
Chemistry 361	3	Botany 302	4
Zoology 424	4	Psychology 440	3
Electives	3	Electives	3
Electives	3	Electives	3
	16		17

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Cytotechnology 438	3	Cytotechnology 441	3
Cytotechnology 439	3	Cytotechnology 442	3
Cytotechnology 440	6	Cytotechnology 443	3
	12	Cytotechnology 444	3
			12

Summer Session

First Semester	Hrs.	Second Semester	Hrs.
Cytotechnology 445	3	Cytotechnology 447	4
Cytotechnology 446	1		
	4		4

One hundred and twenty-nine semester hours are required for the B.S. in Cytotechnology.

FORESTRY AND ENVIRONMENTAL STUDIES

Cooperative Plan of Study

Marshall and Duke Universities have entered into an agreement whereby a student may spend three years at Marshall and an initial summer term followed by two years at Duke. Students are accepted by Duke for either of two degrees, the Master of Forestry (M.F.) or Master of Environmental Management (M.E.M.). At the end of the fourth year (a minimum of 30 Duke credits) the student may be eligible for the B.S. degree with a major in botany from Marshall University. Following the fifth year (for a minimum total of 60 Duke credits) students may qualify for one of the two professional master's degrees.

Students are normally admitted only at the beginning of Duke's introductory summer session or at the beginning of the fall term. Applications to Duke University should be submitted by February 15 preceding the summer or fall in which admission is desired. Duke also requires the Graduate Record Examination (GRE) for admission. Students should arrange to take this test in the first semester of the junior year.

The curriculum outlined below shows the courses that must be completed to qualify for admission to Duke University. Marshall University requires a quality point average of 2.5 or higher for the three years of on-campus work. 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 101 and 102	8 hrs.
Botany 415 and 416	8 hrs.
Biological Science electives (either BSC 404 or any Botany course)	4 hrs.
Chemistry 211, 212, 327 and 361	12 hrs.
Two Chemistry laboratory courses chosen from 213, 214, 215, 216	4 hrs.
Physics 201, 202, 203, and 204	8 hrs.
Geology 200 and 210L	4 hrs.
Mathematics 120 and 122 or 130 and 131	6-8 hrs.

GEOLOGY

The Department of Geology offers work leading toward the B.S. and B.A. degrees and the M.S. degree in Physical Science with a concentration in Geology. The major must meet the university general requirements for either the B.S. or the B.A. The B.S. candidate must complete 38-40 hours of required course work in the major; the B.A. candidate, 34 hours of course work in the

major. Summer field camp is strongly recommended for both the B.A. and B.S. degree candidates between the junior and senior year.

The curriculum can be modified for students preparing for graduate work in interdisciplinary areas of study. In general, this will mean an increase in course work in the basic sciences and a reduction of specific geology courses. This requires the approval of the Chairman of the department of Geology.

The department, through the university, maintains a CO-OP program with the U.S. Army Corps of Engineers. The time requirement for this program is five years. The student's schedules are jointly planned by the department, the student and the cooperating agency. After the initial year, the CO-OP student alternates academic and work experience semesters.

Requirements:

All Majors

Mathematics 130

Chemistry 211, 212, 213, 214

Biology or Physics - 4 hrs.

Geology 200, 210L, 201, 211L, 212, 313, 314, 325, 451, 451L

Additional requirements for the B.A. Degree Program:

8 additional and selected hours of Geology, including 1 hour of Geology 453 or 454. Total Geology hours: 34

Additional requirements for the B.S. Degree Program:

Mathematics 131; recommended: Mathematics 122, 230, 231

Biology or Physics - 4 hrs. (Total: 8 hrs.)

Geology 418 or 456 or 425; Geology 421 or 423; Geology 422 or 427 or 426; Geology 453 & 454, or 2 semesters of 453 or 454 (Seminar)

Total Geology hours: 38-40, depending on course selection

Elective Courses: Geology 400, 415, 452, 455 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. The major in mathematics must complete at least 23 hours of course work in mathematics at the 300-400 level.

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 the "Courses of Instruction" section of this catalog.

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.

A student enrolled at Marshall may request the privilege of taking a special examination on any course offered by the Department of Mathematics. If the student takes the examination, he receives a grade for the course.

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 either examination are referred to the Chairman of the Department of Mathematics for a decision on credit.

MEDICAL LABORATORY TECHNICIAN (Associate Degree)

Associate in Applied Science for the Medical Laboratory Technician

Purpose of the Program:

The medical laboratory technician curriculum at Marshall University is a two-year career education program emphasizing chemistry, biological sciences, communications, and medical laboratory technique courses. This program is designed to prepare students to perform clinical laboratory tests under the supervision of a clinical pathologist and/or medical technologist to develop information used by the physician for the diagnosis of disease. The primary objective of this curriculum is occupational competence in the medical laboratory. Upon completion of the requirements for graduation the student receives the Associate in Applied Science (A.A.S.) degree and is eligible to apply for various national board examinations. Upon receiving a passing grade on these examinations, the student is certified as a registered medical laboratory technician.

Admission Requirements:

Students accepted at Marshall may select the MLT major and register for all courses offered in the first two semesters of the MLT curriculum without submitting a separate application to the Clinical Laboratory Department.

Because of the limited amount of space at St. Mary's Hospital Clinical Laboratory, the clinical affiliate for this program, admission to the clinical practicum (final semester hospital training) is limited. Selection of students for advanced MLT courses and hospital training is made after students:

- a) have completed at least 24 credit hours (two semesters) of courses required in the MLT curriculum;
- b) have earned a minimum 2.0 overall GPA;
- c) have completed MLT 101 with a minimum grade of "C";
- d) have submitted an application for admission to advanced MLT training before May 1 of the current academic year.

Selection is based upon academic performance in the first two semesters (24 credit hours) of this curriculum. Once selected, students must achieve an overall 2.5 GPA and obtain minimum "C" grades in all MLT courses in order to enter hospital training. Selected students who do not meet these requirements may reapply for admission the following year.

Qualified students may obtain permission from the Clinical Laboratory Department to register for selected advanced MLT courses on a limited basis.

Credit for previous clinical training or experience may be granted upon certification by the Director of the Medical Laboratory Technician Program, based upon equivalency and proficiency examinations, together with the individual's experience record.

Curriculum for Medical Laboratory Technician

Associate Degree Program

	First Year		
First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Zoology 225	4	Zoology 226	2

Mathematics 120	3	Chemistry 212	3
Chemistry 211	3	Speech 103	3
Chemistry 213	2	Medical Lab. Tech. 101	4
Medical Lab. Tech. 100	1		

16

15

First Summer		Second Summer	
Botany 302	4	Medical Lab. Tech. 102	4

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Psychology 201	3	Medical Lab. Tech. 251	3
Medical Lab. Tech. 201	4	Medical Lab. Tech. 252	3
Medical Lab. Tech. 202	4	Medical Lab. Tech. 253	3
Elective Philosophy or Sociology	3	Medical Lab. Tech. 254	3
		Medical Lab. Tech. 255	3

14

15

MEDICAL TECHNOLOGY

Bachelor of Science in Medical Technology

Medical technologists are allied health professionals who perform laboratory tests to aid physicians in the diagnosis and treatment of disease. They apply scientific knowledge and use analytical instruments to discover medically important facts in several specialty areas including hematology, clinical chemistry, immunohematology, and microbiology. Trained in all of these specialties, many medical technologists work in two or more of these areas on a regular basis, while others work in only one or in a subspecialty such as toxicology, coagulation, or mycology. Some technologists do basic medical research, instruct medical technology students, or manage the operation of laboratory sections. They are employed in hospitals, clinics, private laboratories, and health-associated industries.

The B.S. degree in medical technology is earned when students complete three years of on-campus academic study and then complete one year of hospital-based medical laboratory instruction at Cabell Huntington Hospital School of Medical Technology. Students majoring in medical technology must meet the standards outlined below to be considered for admission to the final year of hospital-based instruction.

Standards for accredited schools of medical technology are set by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) and are under the general supervision of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which inspects and evaluates such programs. Cabell Huntington Hospital School of Medical Technology is CAHEA accredited. Students who graduate from this program are eligible to take national certifying examinations including that given by the American Society of Clinical Pathologists Board of Registry.

Students who seek entry into the Cabell Huntington Hospital School of Medical Technology must meet academic requirements established by NAACLS and by Marshall University. The Clinical Laboratory Department

at Marshall University advises students majoring in medical technology, directs the on-campus curriculum, and coordinates the degree program with Cabell Huntington Hospital. Any student registered in the College of Science may major in medical technology, but entry into clinical (hospital) training requires a separate admissions process.

The work of the fourth year is largely clinical in nature. Students take practical and didactic instruction Monday through Friday, 7:00 a.m. to 3:30 p.m. (national holidays excepted) at Cabell Huntington Hospital. Students are subject to the regulations and discipline required of the regular laboratory staff. The instructional staff holds academic rank at the University. The twelve-month period of clinical work begins in June and ends the following year in June.

Admission to the Fourth Year (Clinical Studies)

To be considered for admission to the year of clinical (hospital) studies, each student must submit an application and meet specific academic requirements. Applicants must have completed a minimum of 91 semester hours, including a minimum of 30 earned at Marshall University. Up to two years' academic work may be transferred from other accredited institutions. (Note: clinical work completed as part of a non-degree program or for which Medical Laboratory Technician credit has been received must be repeated). The qualified applicant will have completed a) chemistry: 25 semester hours including one year general chemistry, quantitative analysis, organic chemistry, and biochemistry b) biological sciences: 24 semester hours including anatomy and physiology, parasitology, histology, and immunology c) mathematics: 6 semester hours to include college algebra (if ACT score is less than 20) and plane trigonometry d) physics: 8 semester hours e) electives: 27 semester hours. Electives should be in courses in the humanities and social and behavioral sciences, but up to 9 semester hours may be in science electives.

Completion of the three-year academic program outlined does not of itself assure admission to clinical studies. Students wishing to be considered for clinical training should make application upon forms obtainable from the Clinical Laboratory Department at Marshall University. Completed applications should be returned to the Clinical Laboratory Department before March 1 of the third academic year. No application will be accepted unless the student will be completing all academic requirements by the end of the semester in which application is made. All students making application must have a minimum 2.5 GPA in all college work attempted.

A maximum of 12 students will be selected for each June class. Selection will be based on grade point averages and individual interviews by the Medical Technology Admissions Committee. Marshall University B.S. degree candidates before postgraduate and transfer applicants.

Curriculum in Medical Technology

First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Biological Science 101	4	Speech 103	3
Zoology 225	4	Zoology 226	2
Chemistry 211	3	Mathematics 120	3

Chemistry 213	2	Chemistry 212	3
Medical Lab. Tech. 100	1	Chemistry 214	2
	<hr/>		<hr/>
	17		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Mathematics		Physics 203-204	4
(any course above 120)	3	Botany 302	4
Physics 201-202	4	Elective	3
Chemistry 327	3	Elective	6-7
Chemistry 361	3		
Elective	3		
	<hr/>		<hr/>
	16		17-18

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Chemistry 345	4	Chemistry 300-301	5
Zoology 424	4	Zoology 300	4
Biological Science 303	2	Elective	7
Elective	3		
Elective	4		
	<hr/>		<hr/>
	17		16

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Medical Technology 411	3	Medical Technology 414	4
Medical Technology 412	4	Medical Technology 415	1
Medical Technology 413	7	Medical Technology 416	9
	<hr/>		<hr/>
	14		14

Summer Session

First Semester	Hrs.	Second Semester	Hrs.
Medical Technology 418	3	Medical Technology 419	4
Medical Technology 420	2	Elective	2
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	5		6

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, 212, 213, 214, or equivalent.
2. Physics 300, 302, 320, 330, 331.
3. Ten additional semester hours of 300-400 physics courses selected from the catalog (excluding Physics 350) including at least 4 semester hours of advanced laboratory courses (Physics 424a, b, c, d).
4. Mathematics 131, 230, 231, 335.

ZOOLOGY

The courses in zoology are intended to meet the needs of students who want some knowledge of zoology as part of their general education, those who need work in zoology to satisfy the requirements in other departments, and those who propose to specialize in zoology. A major in zoology serves those who plan to enter medicine, dentistry, veterinary medicine, game management, fisheries biology, entomology, or other related fields. Zoology majors may pursue advanced degrees leading to teaching or research in applied zoology.

Zoology majors must meet the College of Science requirements for the B.S. degree in addition to the following:

Biological Science 101 and 102, or advanced CLEP credit	8 hrs.
Chemistry 211-212	6 hrs.
Two courses from Chemistry 213, 214, 215, 216	4 hrs.
Chemistry 327 and 361	6 hrs.
Physics 201, 202, 203, and 204	8 hrs.
Mathematics 120 or 130	3 hrs.
Mathematics: One of the following: 122, 131, 190 or 225	3-5 hrs.
Zoology 212 or 214	4 hrs.
Zoology electives (Must include at least one course from each of the following groups)	20 hrs.
Zoology 315, 407, 413, Biological Science 404	
Zoology 300, 301, 302	
Zoology 401, 406, 408, 409, 414, 424, 426, 431	

COMBINED COLLEGE AND PROFESSIONAL DEGREES

A student wishing to study medicine or dentistry at a professional school may be granted a leave of absence during his senior year at Marshall University. To secure this leave of absence the student must file a written request 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 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 University.

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."

**PRE-PROFESSIONAL ENGINEERING
(TWO-YEAR CURRICULUM)**

Marshall University offers a pre-engineering program which consists of the first two years of a professional engineering curriculum.

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 and electrical engineering, where specialized course work is sometimes offered in the second year, students transferring to professional engineering programs after two 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

First Semester	Hrs.	Second Semester	Hrs.
Chemistry 211	3	Chemistry 212	3
Chemistry 213	2	Chemistry 214	2
English 101	3	English 102	3
General Engineering 101	2	General Engineering 108	2
General Engineering 107	2	Mathematics 230	4
Mathematics 131	5	Elective*	2
Electives*	1-2	Computer, Info. Sciences 210	2
		Computer, Info. Sciences 211B	1
	18-19		19

Second Year

(All except Chemical or Electrical Engineering majors)

First Semester	Hrs.	Second Semester	Hrs.
Engineering Mechanics 213	3	Engineering Mechanics 214	3
Engineering Mechanics 215	2	Engineering Mechanics 216	4
General Engineering 221	3	Engineering Mechanics 218	3
Mathematics 231	4	Mathematics 335**	3-4
Physics 211	4	Physics 213	4
Physics 212	1	Physics 214	1
Electives*	1-2		
	18-19		18-19

PREPARATORY 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

*Electives may be technical or nontechnical, according to the particular requirements of the chosen program.
**The chosen program may require a substitution of one of the following: Mathematics 330, 427, 443, 445, or 460.

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 zoology, students may major in virtually any field and still apply to a professional school (dentistry, medicine, etc.). However, it should be recognized that 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.

PRE-PHYSICAL THERAPY

(2-years, followed by 2 additional years at a physical therapy school)

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216
Economics (ECN) Any courses
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) 201, 204, 311, 360

Exams: - None

Other Courses:

12 hours from Art, English Literature, Languages, Music, Philosophy, Religious Studies or Speech; 6 hours from Economics, Geography, History, Political Science, Psychology, Sociology (Anthropology)

The ability to swim, or courses in swimming

Recommended Electives:

FIN 307 (Business Law), MTH 225, ZOO 310, PE 321

PRE-VETERINARY MEDICINE (4 years)*

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 213, 214, 300, 301, 355, 356, 361
Economics (ECN) 241
English (ENG) 101, 102 and 408
Genetics (ZOO) 407
Mathematics (MTH) 120 and 122 or 130 and 131
Microbiology (BOT) 302
Physics (PHY) 201, 202, 203, 204
Speech (SPH) 103
Animal Nutrition, By arrangement

Exams:

MCAT, VAT or SCAT-Spring of sophomore year or during junior year

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

BSC 404, CHM 307, JRN 101, SOC 200, ZOO 300, 301, 315

*Students entering the pre-veterinary medicine curriculum should see Dr. Kahle (Biological Sciences) for additional requirements.

PRE-OPTOMETRY (2-years)

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 212 and any two of 213, 214, 215, 216
Economics (ECN) - Any courses
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) - Any courses

Exams:

OCAT November or January of sophomore year

Other Courses:

Check carefully catalog of Optometry College. Requirements vary.

Recommended Electives:

CHM 355, 356, 361, 307; MTH 230, 231; PHY 350, 440; PSY 201, 440

PRE-PHARMACY (2 years)

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 212 and Lab 213, 214, 215 or 216 (any two labs) 355, 356 and 361
Economics (ECN) 241, 242
English (ENG) 101 and 102
Mathematics (MTH) 120, 122, or 130, 131
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) Any courses

Exams:

PCAT November or February of sophomore year

Other Courses:

12 hours from Art, English, Literature, Languages, Music, Philosophy, Religious Studies
6 hours from Economics, Geography, History, Political Science, Psychology,
Sociology/Anthropology

Recommended Electives:

MTH 230, 231; PHY 350; PSY 440

PRE-DENTAL (3 or 4 years)

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 212, and Lab 213, 214, 215 or 216 (any two labs) 355, 356 and 361
Economics (ECN) 241, 242
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) - Any courses

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 GE 101; BSC 404, 407; CHM 300, 301, 307, 345, 362; CL 200; MTH 230, 231; PHY 350, 450; PSY 311, 408, 440, 493; ZOO 300, 301, 302

PRE-MEDICINE (3 or 4 years)

Courses:

Biological Science (BSC) 101 and 102
Chemistry (CHM) 211, 212, and Lab 213, 214, 215 or 216 (any two labs) 355, 356, and 361
Economics (ECN) - Any courses
English (ENG) 101 and 102
Mathematics (MTH) 120 and 122 or 130 and 131

Physics (PHY) 201, 202, 203, 204

Psychology (PSY) - Any courses

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:

BOT 302; BSC 404, 407; CHM 300, 301, 307, 345, 362; MTH 230, 231; PHY 350, 430, 440, 450; PSY 408, 440, 493; ZOO 300, 301, 302

The tendency among medical colleges is to require four years of premedical preparation, and preference is given to applicants having such preparation. Students should plan undergraduate work toward securing the A.B. or B.S. degree. Thus, after completing courses in a selected pre-professional area, students who are specifically in a two-year program must then fulfill "General Requirements" for a degree as outlined by the College of Science (or other college) as well as "Specific Requirements" for the department in which they have decided to major.

In some cases students may be accepted to a professional school after their junior year. In this instance the student 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 request in the office of the dean immediately after gaining admission to the professional school and before the termination of course work at Marshall University. At the end of the first year in the professional school, the student 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 the first year of the professional school has been successfully completed and that a sufficient number of semester hours of good quality work have been completed to total 128 when added to those earned at Marshall University.

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. J. Holland Hoback, (Chemistry) Co-Chairman, Dr. James E. Joy (Biology) Co-Chairman, Dr. Elaine Baker (Psychology), Dr. Mary Etta Hight (Biology), Dr. Thomas J. Manakkil (Physics), Dr. Daniel Babb (Chemistry), Dr. E. Bowie Kahle (Biology), Dr. Charles Mabee (Religious Studies), Dr. William Westbrook (Sociology).

Community College

The Community College 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 Community College offers all two-year programs at Marshall University except those in Allied Health.

Opened in 1975, the College enrolls 1,650 students.

PROGRAMS

The Community College offers programs to meet identified student needs. The programs include:

1. Occupational-Technical Programs which culminate in an associate degree or certificate of proficiency.
2. Developmental and General Studies Courses to improve academic skills for entry into and success in specialized programs:
 - (a) Courses in reading, writing, and mathematics to assist students in reaching mastery level in basic skills.
 - (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 retain and/or upgrade particular work-related skills.

ADMISSION

"Open door" admission is practiced in the Community College. Anyone who is at least 18 years old and who can profit from instruction offered by the College will be admitted.

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. A non-degree student does not require a high school diploma or its equivalent. He must follow Marshall University admission procedures and is eligible to take any Community College

offering. However, if he decides to pursue a degree program in the College, he must meet regular admission requirements and follow the program curriculum.

Early Admission. The Community College follows Marshall University policy.

Application for admission to the Community College is made through the Marshall University Office of Admissions.

COMMUNITY COLLEGE ADMISSIONS TESTING POLICY

Degree students enrolling in the Community College for more than six (6) semester hours are required to take the "Test of Academic Skills" prior to registration. Advisors prior to scheduling new students will review test scores to determine which students should be scheduled into 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 College developmental courses are not available, arrangements must be made for alternative instruction which has the approval of the Community College.

Certain groups may be exempt from testing as determined by the Dean of the Community College.

PROGRAM ADMISSION

Admission to the Community College does not assure acceptance of an individual student in a particular occupational technical program. Program admission requirements, where applicable, may be found in the descriptive information under each respective program.

COUNSELING

The Office of Guidance Services offers educational, vocational and personal counseling to Community College students. The free services are available upon request.

Community College faculty assigned program coordination responsibilities provide academic advising to students majoring in occupational-technical programs.

TRANSFER

West Virginia Board of Regents policies require state system institutions to accept up to 72 semester hours of credit by transfer from the Community College of Marshall University. However, since the Community College does not offer parallel studies for students planning to transfer to a four-year baccalaureate degree program, credit is determined by the receiving school or college.

Students contemplating transfer are advised to contact the appropriate dean or institution for review of their transcripts to determine the specific number of hours which may be credited toward a baccalaureate program.

ATTENDANCE POLICY

The Community College follows Marshall University policy with the following additions:

The Community College faculty considers regularity of attendance and punctuality as two major elements in the maintenance of a satisfactory scholastic record.

An absence is assessed each time a student is not in attendance during a regularly scheduled period of instruction. This assessment does not depend on the cause for the absence and applies to both class and laboratory sessions. In each semester, the assessment of absences begins with the first scheduled day of class.

Courses provided by the Community 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 (1½) absences. In courses meeting for 150 minutes, missing one class meeting will constitute three (3) absences.

Absence from a class, lecture, or laboratory session does not excuse a student from the full responsibility for class work or assignments missed or accountability for the absence incurred.

Students who are employed full time while attending one or more Community College courses and are involved in shift work or possible overtime work should confer with each instructor immediately following the first class session regarding their attendance and class activities.

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.

CREDIT BY EXCEPTION

Credit by exception is available for certain courses. Information may be obtained from the Admissions/Records Office of the Community College. The awarding of credit is based upon the evaluation of specific criteria established by program coordinators. Part-time students will be required to pay the regular tuition fee for the additional hours earned by proficiency examination; no extra fees will be charged full-time students. 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 the program coordinator.

PROGRAMS

Community College course descriptions may be found in this catalog beginning at p. 259.

ACCOUNTING

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.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I.	3	COM 122 Business Comm. II.	3
SES 113 Typewriting I.	3	BUS 103 Fund. of Data Proc.	3
MAT 115 Bus. Math. with Machines	3	BUS 104 Records Mgt.	2
BUS 101 Intro. to Business	2	ACC 216 Prin. of Accounting	3
ACC 215 Prin. of Accounting	3	ECN 242 Prin. of Economics	3
ECN 241 Prin. of Economics	3	Elective	3
	17		17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 220 Acc. Office Machines	2	COM 221 Bus. Correspondence and Report Writing	3
BUS 202 Bus. Organization and Management	3	BUS 226 Com. Papers and Transactions	3
ACC 311 Inter. Accounting	3	BUS 231 Bus. Finance	3
ACC 347 Cost Accounting	3	ACC 312 Inter. Acc.	3
FIN 307 Legal Environ. of Bus.	3	ACC 348 Federal Taxation	3
PSY 201 Gen. Psychology	3		
	17		15

BANKING AND FINANCE

The Banking program is intended to provide bank employees with professional in-service preparation in the banking industry for the purpose of improving job performance as well as to prepare students for management positions. The program is also available to recent high school graduates who have accepted employment in a bank and desire to prepare for career advancement opportunities.

The program is operated in conjunction with the American Institute of Banking (AIB) and the Huntington Chapter AIB.

Students can earn the AIB Basic, Standard and Advanced Certificate, as well as the Associate in Applied Science degree by completing the required program.

The Banking program provides employees of banks in the greater Tri-State area a variety of pertinent courses in the field of banking and finance. It is designed to encourage individuals to participate in order to grow in proficiency in their present positions while preparing for promotion within the banking field.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I.	3	COM 122 Business Comm. II.	3
BUS 102 Basic Economics	3	BUS 201 Human Rel. & Bus.	3

BUS 151 Prin. of Bank Oper.*	3	BUS 103 Fund. of Data Proc.	3
BUS 153 Prin. of Bank Acc. I*	3	BUS 152 Money and Finance	3
MAT 115 Bus. Math. with Mach.	3	BUS 154 Principles of Bank Accounting II*	3
BUS 101 Intro. to Business	2		
	<hr/>		<hr/>
	17		15

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 221 Bus. Correspondence and Report Writing	3	BUS 252 Law and Banking	3
ISM 133 Prin. of Supervision and Management	3	BUS 254 Bank Investments	3
BUS 251 Installment Credit	3	BUS 256 Credit Adm.	3
BUS 253 Bank Management	3	BUS 258 Home Mort. Lending	3
BUS 255 Bank Public Rela. & Mkt.	3	BUS 260 Loan Officer Develop.	3
BUS 257 Federal Reserve System	3		
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	18		15

CLERICAL STUDIES

Almost eleven million people are employed in clerical or related fields each year. These men and women are occupied with the vast amount of record keeping and tabulating required in an automated and technological society.

Students who have received additional instruction in accounting, typewriting, office machines and office procedures are regarded by most employers as being particularly qualified for the positions which are available.

Typical clerical positions for men and women are typists, bookkeepers, receptionists, bank tellers, office machine operators, cashiers, file clerks, credit clerks, and adjustment clerks.

The Associate in Applied Science degree is granted upon successful completion of the curriculum.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 102 Basic Economics	3	SES 114 Typewriting II	3
SES 113 Typewriting I	3	SES 231 Clerical Office Mach.	3
SES 104 Filing and Records Mgt.	3	BUS 106 Basic Accounting**	4
MAT 115 Bus. Math. with Mach.	3	PSY 201 General Psychology	3
BUS 101 Intro. to Bus.	2		
	<hr/>		<hr/>
	17		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 103 Fund. of Data Proc.	3	COM 221 Business Correspondence and Report Writing	3
SES 261 Typewriting III**	3		

*BUS 165 History of Development, Structure and Organization of Credit Unions; BUS 167 Credit Union Accounting; and BUS 264 Analyzing Financial Statements may be substituted by Credit Union personnel.

**Students interested in accounting/bookkeeping positions may substitute Accounting 215 and 216 for BUS 106, Basic Accounting and SES 261 Typewriting III.

SES 115 Mach. Transcription I.....	3	BUS 201 Human Relations in Business.....	3
SES 235 Clerical Procedures and Practice.....	3	SES 230 Production Typewriting*.....	3
FIN 307 Legal Environment of Business.....	3	SES 238 Clerical Seminar.....	3
Elective.....	3	BUS 202 Business Organization and Management.....	3
	18		15

FIRE SCIENCE TECHNOLOGY

The objective of the Fire Science Technology Program is two-fold - first, to provide opportunities to individuals who wish to enter the fire service field as members of a local fire department or in related fields such as fire safety, insurance, or equipment sales or inspection; second, to provide educational opportunities for paid and volunteer firefighters to become better qualified to perform their duties and prepare for advancement in the fire service field.

Fire Science Technology is a one-year certificate or two-year Associate in Applied Science Degree designed to prepare the individual for employment and advancement in the fire service field. The curriculum provides a basic background in fire protection, prevention, and control. Students are prepared to identify fire and safety hazards and to determine effective measures for eliminating hazards.

Certificate of Proficiency

COURSES

COM 131 Technical Communications I.....	3
ISM 132 Human Relations and Work.....	3
FS 120 Building Construction and Codes.....	3
FS 124 Fire Fighting Tactics and Strategy.....	3
FS 235 Fire Hydraulics and Equipment.....	3
FS 237 Hazardous Materials OR	
FS 244 Industrial Fire Protection.....	3
FS 111 Introduction to Fire Prevention.....	3
FS 113 Introduction to Fire Science.....	3
FS 115 Introduction to Fire Suppression.....	3
FS 117 Legal Aspects of Fire Protection.....	1
FS 126 Rescue Operations I.....	3
	31

Associate in Applied Science Degree

First Year

First Semester	Hrs	Second Semester	Hrs.
COM 131 Technical Comm. I.....	3	COM 132 Technical Comm. II.....	3
MAT 140 Applied Mathematics.....	3	ISM 132 Human Rela. & Work.....	3
FS 111 Introduction to Fire Prevention.....	3	FS 120 Building Construction & Codes.....	3
FS 113 Introduction to Fire Science.....	3	OSH 233 Disaster Preparedness Planning.....	3

*Students interested in stenographic positions may substitute SES 233, Machine Transcription II for SES 230, Production Typewriting.

FS 115 Introduction to Fire Suppression	3	FS 124 Fire Fighting Tactics & Strategy	3
FS 117 Legal Aspects of Fire Protection	1	FS 126 Rescue Operations I	3
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	16		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 231 Technical Report Writing	3	FS 233 Fire Dept. Organ. & Admin.	3
FS 231 Fire Causes & Detection	3	FS 242 Fire Protection Systems	3
FS 235 Fire Hydraulics & Equipment	3	FS 244 Industrial Fire Protection	3
FS 237 Hazardous Materials	3	FS 246 Rescue Operations II	5
FS 239 Ins. Grading Schedules	2	PSC 202 American State Gov. & Politics	3
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	14		17

GENERAL BUSINESS

The General Business program provides students with an understanding of various business activities and an appreciation of business functions within a rapidly changing social, economic and political society.

The curriculum includes preparation in business management, marketing, accounting, advertising and general office procedures.

Men and women who receive the Associate in Applied Science degree in General Business could expect to be qualified for employment in a wide variety of positions such as manager trainee, administrative assistant, employment counselor, office manager, insurance adjuster, or bank teller.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 102 Basic Economics	3	BUS 103 Fund. of Data Processing	3
MAT 115 Business Math. with Machines	3	BUS 130 Fundamentals of Marketing	3
BUS 101 Introduction to Business	2	SES 113 Typewriting I	3
BUS 202 Bus. Organization & Mgt.	3	ACC 216 Prin. of Accounting	3
ACC 215 Prin. of Accounting	3	Elective	3
	<hr/>		<hr/>
	17		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 220 Acc. Office Machines	2	COM 221 Bus. Correspondence and Report Writing	3
BUS 231 Business Finance	3	BUS 230 Advertising	3
BUS 233 Personnel Mgt.	3	BUS 232 Purchasing	3
FIN 225 Prin. of Insurance	3	BUS 234 Taxation	3
FIN 307 Legal Environment of Bus.	3	BUS 204 Prin. of Public Relations	3
PSY 201 General Psychology	3	MKT 231 Prin. of Selling	3
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INDUSTRIAL SUPERVISION AND MANAGEMENT

The increasing demand for management and supervisory talent capable of providing competent leadership with knowledge of technological advances and

the work environment has prompted the establishment of educational programs that emphasize the preparation and upgrading of human resources in the areas of supervision and management.

Graduates of the two-year program in Industrial Supervision and Management follow a specialized curriculum with major emphasis on management principles, practices, and theories including general knowledge needed to assume positions of leadership and responsibility.

Required Courses

COM 222 Management Communications	3
COM 231 Technical Report Writing	3
ISM 131 Introduction to Industrial Psychology	2
ISM 240 Industrial Economics	3
ISM 130 Introduction to Industrial Sociology	2
ISM 134 Industrial Functions and Coordination	3
ISM 231 Industrial Materials, Processes, and Flow	3
ISM 133 Principles of Supervision and Management	3
ISM 236 Supervisory Decision Making	3

Elective Courses

Hours

COM 121 Business Communications I	3
COM 122 Business Communications II	3
ISM 132 Human Relations and Work	3
OSH 117 Introduction to Occupational Safety and Health Act	3
BUS 231 Business Finance	3
BUS 233 Personnel Management	3
ISM 230 Budgeting Concepts and Practices	3
ISM 235 Employee Training	2
ISM 239 Labor Law and Labor Relations	3
ISM 238 Laws Affecting Industry	3
ISM 232 Manufacturing Cost Control	3
ISM 234 Operations Planning and Scheduling	3
ISM 237 Production and Inventory Control	3
ISM 241 Productivity	3
ISM 233 Quality Control	3
ISM 136 Work Measurement	3
ISM 135 Human Relations Management	3
FIN 307 Legal Environment of Business	3

Requirements for Associate Degree

Required Courses: 25 semester hours

Elective Courses: 35 semester hours

60 semester hours

Requirements for Certificate

Required Courses: 12 semester hours

Elective Courses: 18 semester hours

30 semester hours

LEGAL ASSISTANT

This program is designed to prepare a student for a career as a lawyer's assistant in legal practice or in various businesses, industries, or governmental agencies. Professional courses are taught by attorneys, thus assuring students of meaningful and direct instruction in specific areas of law.

Legal Assistant Program Admission Requirements

Although anyone may take individual courses, admission to the associate degree program is limited. Prospective candidates must apply to the program coordinator. For further information, please contact the program coordinator.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
or		or	
ENG 101 English Composition		ENG 102 English Composition	
SES 113 Typewriting I	3	BUS 248 Real Estate Law	3
MAT 115 Business Mathematics		SES 102 Acc. for Business	3
with Machines	3	LAS 112 Legal Research	
LAS 101 General Law I	3	and Writing	3
LAS 103 Legal Assisting	3	LAS 110 Business Organi. and	
SPH 103 Fund. of Speech-		Governmental Regulations	3
Communication	3	LAS 102 General Law II	3
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 234 Taxation	3	LAS 240 Criminal Litigation	3
BUS 102 Basic Economics	3	LAS 244 Laws of Dom. Rel.	3
LAS 231 Estate Planning and		SES 246 Law Office Manage.	3
Probate Administration	3	LAS 285 Internship*	6
LAS 235 Civil Litigation	3	or	
Law Elective	3	Law Electives (two)	
HST 342 Legal History	3	SOC 200 Intro. Sociology	3
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 18

LEGAL SECRETARIAL STUDIES

Students who complete a two-year Legal Secretarial Program leading to the degree of Associate in Applied Science are prepared for secretarial careers in law firms, government, and law departments of business firms and banks.

The curriculum is designed to give students a background in general law courses and experience in legal dictation and transcription, and legal office procedures.

A graduate of the program may find employment as a legal secretary, administrative assistant, public secretary or court reporter.

A Machine Transcription Option program is available. Shorthand is not required in this option. All transcription is done by word processing equipment.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
SES 111 Shorthand I*	4	SES 102 Accounting for Bus.	3
SES 113 Typewriting I	3	SES 112 Shorthand II**	3

*A student may begin the internship after completing the first year requirements in the Legal Assistant Program.

**A Machine Transcription Option is available for those who prefer to learn the use of word processing equipment instead of shorthand. These courses are substituted in that option: BUS 102 Basic Economics (3 hrs.); SES 115 Machine Transcription I (3 hrs.); SES 230 Machine Transcription II (3 hrs.); SES 234 Machine Transcription III (3 hrs.).

MAT 115 Bus. Mathematics with Machines	3
BUS 101 Intro. to Business	2
LAS 101 General Law I	3

SES 114 Typewriting II	3
SES 104 Filing and Records Mgt.	3
LAS 102 General Law II	3

18

18

Second Year

First Semester	Hrs.
COM 221 Bus. Correspondence and Report Writing	3
SES 241 Legal Sec. Typing	2
SES 243 Legal Dictation and Transcription I*	3
SES 245 Legal Office Proc.	3
PSC 202 American State Government and Politics	3
PSY 201 General Psychology	3

Second Semester	Hrs.
SES 211 Secretarial Machines	3
BUS 201 Human Rela. in Bus.	3
LAS 112 Legal Research and Writing	3
SES 248 Legal Secretarial Seminar	3
SES 244 Legal Dictation and Transcription II*	3
SES 246 Law Office Mgt.	3

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18

LIBRARY-MEDIA TECHNOLOGY

This program is designed for the training of library-media technical assistants to work in various types of libraries, media centers, and training programs emphasizing print and nonprint media. Students may enroll in course work to improve on-the-job competencies without planning to secure a degree, or they may enroll in the program leading to an Associate in Arts degree. Work may be done part-time or full-time, and in preparation for future employment or for improvement of skills and knowledge related to current employment.

Three basic options are available in the program in library media technology: (1) training for employment in public libraries; (2) training for employment in public school libraries or media centers; and/or (3) a production-utilization major emphasizing work in business, industry, government, broadcasting, or related areas.

The minimum of 64 semester hours required for a degree may be satisfied from a variety of sources: work taken on campus during the regular semesters or summer sessions; credits earned in special workshops or institutes; hours transferred from other accredited colleges or universities; CLEP or other special examinations; independent study; and off-campus course enrollment. To the greatest extent possible the program is competency-based and existing courses within the Department of Educational Media are modified, where possible, to meet the individual needs of enrollees. The professional courses are essentially of the "on-hands" type, with emphasis upon practical and relevant experiences in actual libraries or media centers.

Required Courses for all Program Majors	Hours
SES 211 Secretarial Machines	3
SES 113 Typewriting I	3
EDM 350 Practicum (Field Work)	1-4
EDM 365 Orientation to Educational Media	1

*A Machine Transcription Option is available for those who prefer to learn the use of word processing equipment instead of short-hand. These courses are substituted in that option: BUS 102 Basic Economics (3 hrs.); SES 115 Machine Transcription I (3 hrs.); SES 230 Machine Transcription II (3 hrs.); SES 234 Machine Transcription III (3 hrs.).

EDM 465 Utilization of Educational Media	3
EDM 466 Production of Audiovisual Aids	3
ENG 101 and 102 English Composition	6
SPH 103 Fundamentals of Speech Communication	3
SPH 250 Creative Dramatics, or EDM 482, Storytelling for Librarians	3
	26-29

Public Library or School Library Option	Hours
CI 203 Children's Literature	3
EDM 301 Introduction to Library Services	3
EDM 310 Library Organization and Administration	3
EDM 315 Reference and Bibliography	3
EDM 320 Cataloging and Classification	3
EDM 404 Book Selection for Children	3
EDM 405 Book Selection for Adolescents and Adults	3
	21

School Library Option	Hours
EDF 218 Human Development	3

Production-Utilization Option	Hours
LM 201 Basic Graphics	3
LM 203 Basic Photo and Darkroom Processes	3
ART 203 Composition, Color and Design in Drawing and Painting	3
ART 214 Introduction to Design	3
ART 216 Commercial Art	3
SPH 230 Introduction to Radio and Television	3
SPH 233 Introduction to TV Production	3
	21

Students must take additional elective courses to equal at least 64 semester hours.

MEDICAL SECRETARIAL STUDIES

A Medical Secretary must be familiar with both business and professional procedures, keep accurate records, meet patients with tact, collect accounts, and be able to assist with minor medical routine duties as well as transcribe dictation using medical terms.

Graduates with a two-year Associate in Applied Science degree in Medical Secretarial Studies also qualify for specialized positions in insurance and pharmaceutical offices and with the health departments in state and federal government offices.

First Year		Second Semester	
First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
SES 113 Typewriting I	3	SES 114 Typewriting II	3
SES 151 Medical Terminology I	3	SES 152 Medical Terminology II	3
MAT 115 Bus. Math. with Machines	3	SES 102 Acc. for Business	3

BUS 101 Intro. to Business	2	SES 104 Filing & Records Mgr.	3
Approved Elective*	3-4	Approved Elective*	3-4
	17-18		18-19

Second Year

First Semester	Hrs.	Second Semester	Hrs.
SES 257 Intro. Anatomy & Physiology	3	PSY 201 General Psychology	3
COM 221 Bus. Correspondence & Report Writing	3	BUS 201 Human Relations in Bus.	3
SES 211 Secretarial Machines	3	SES 254 Medical Transcription II	3
SES 255 Medical Office Procedures	3	SES 258 Medical Sec. Seminar	3
SES 251 Medical Sec. Typing	2	FIN 307 Legal Environment of Business	3
SES 253 Medical Transcription I	3		
	17		15

OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY

The Occupational Safety and Health Technologist is a specialist in hazard recognition, prevention, and evaluation. The specialist will work as a member of a team, with professional safety and health managerial/engineering personnel in industrial, governmental, or regulatory positions. This team is devoted to providing safe working conditions that result in improved employee safety, morale and productivity.

In addition to having a technical knowledge of safety, the safety technologist must be involved in teaching, since safe work habits are often a matter of communication. In order to communicate effectively, the OSH technologist must have a good understanding of people, as well as of the various jobs in the work setting. As a beginning employee, the OSH technologist functions as a member of a small group and will receive additional on-the-job training in safety and health aspects unique to a particular industry.

The Occupational Safety and Health program is designed to offer either an Associate in Applied Science Degree or a Certificate of Proficiency. This program is designed for the part-time student employed in a safety related position as well as for the full-time student.

Certificate of Proficiency

	Hours
OSH 231 Construction Safety	3
OSH 233 Disaster Preparedness Planning	3
OSH 115 Fundamentals of Occupational Safety and Health Programs	3
OSH 235 Hazard Detection and Control	3
OSH 117 Introduction to Occupational Safety and Health Act	3
OSH 242 Introduction to OSH Management	3
OSH 128 Materials Handling and Storage	3
OSH 244 Occupational Health and Hygiene	3
OSH 122 Safety Record Keeping Requirements	1
OSH 126 OSH Standards for Compliance	3
OSH 124 Personnel Protective Equipment	2

* Approved Electives: SES 111 Shorthand I; SES 112, Shorthand II; SES 115, Machine Transcription I; BUS 102, Basic Economics.

OSH 246 Power Source Hazards and Control	3
FS 237 Hazardous Materials	3
	36

Associate in Applied Science Degree

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 131 Technical Comm. I	3	COM 132 Technical Comm. II	3
OSH 115 Fund. of Safety & Health Programs	3	MAT 145 Technical Math. I	3
OSH 117 Intro. to Occupational Safety & Health Act	3	ISM 132 Human Rela. & Work	3
CHM 100 Elem. Chemistry	4	OSH 128 Mats. Handling & Storage	3
HE 222 First Aid	3	OSH 122 Safety Rec. Keeping Req.	1
		OSH 126 OSH Stand. for Comp.	3
		OSH 124 Personnel Prot. Equip.	2
	16		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 231 Tech. Report Writing	3	SPH 202 Intro. to Public Speaking	3
OSH 231 Construction Safety	3	OSH 242 Intro. to Safety Mgt.	3
OSH 233 Disaster Preparedness Planning	3	OSH 244 Occupational Health & Hygiene	3
OSH 235 Haz. Detection & Cont.	3	OSH 246 Power Source Hazards & Control ..	3
FS 237 Hazardous Materials	3	FS 244 Ind. Fire Protection	3
Social Science Elective	3	Science or Technical Elec.	3
	18		18

POLICE SCIENCE

The Police Science program provides an opportunity for off-duty police officers to acquire the education needed for improved performance of their complicated tasks and for other persons interested in preparing for careers in law enforcement. Employment for non-police graduates is contingent upon passing the employer's standards for entrance into the field. Since standards vary in the various communities, each student prior to registration should be aware of the requirements of the agency with which he will seek employment and ascertain whether or not he meets these requirements.

Job opportunities are available for uniformed officers and for civilian employees in law enforcement agencies on the local, county, state, or federal level. Employment as police or detectives by railroads, department stores, or other private agencies is also available.

West Virginia State Police Cadets may obtain up to 51 credit hours toward the Associate in Applied Science degree by enrolling in courses which are offered at the West Virginia State Police Academy at Institute, West Virginia, and by completing an internship program which is made possible as the result of a cooperative agreement between the West Virginia Department of Public Safety and Marshall University.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 131 Technical Comm. I	3	COM 132 Technical Comm. II	3
PST 111 Law Enforce. Orien.	3	MAT 145 Technical Math. I	3
PST 113 Police Defense Tactics	2	PST 120 Patrol Operations and Procedures	3
PST 115 Psychology for Law Enforcement Officers	3	PST 122 Police Arsenal & Weapons	3
EME 109 Emergency Care & Trans. of Sick and Injured	5	PSC 202 American State Govern. and Politics	3
PSC 104 American Nat. Govern. and Politics	3	SOC 200 Intro. Sociology	3
	19		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
PST 231 Fund. of Criminal Law	3	PST 242 Police Com. Rela.	3
PST 233 Fund. of Criminal Investigation	3	PST 244 Introduction to Criminalistics	4
PST 235 Police Organization and Administration	3	PST 246 Police Rec. & Reports	3
PST 237 Police Role in Crime & Delinquency	3	PST 248 Traffic Adm. & Enforcement	3
PST 239 Crim. Evi. & Proc. I	3	PST 250 Narcotics & Dangerous Substances	1
SOC 313 Cont. Social Issues	3	PST 280 Law Enforcement Intern.	3
	18		17

REAL ESTATE

This program prepares students for immediate employment in the field of general real estate business or any one of its special branches, such as appraising, finance, property management, and brokerage. The program is also designed to serve those presently employed in real estate who are seeking advancement. The program is arranged to accommodate part-time students.

Both Associate in Applied Science and Certificate of Proficiency programs in Real Estate are offered.

Certificate of Proficiency	Hours
BUS 102 Basic Economics	3
BUS 141 Real Estate Principles and Practices	3
BUS 142 Building Materials and Methods	3
BUS 144 Real Estate Finance	3
BUS 241 Real Property Valuation I	3
BUS 243 Property Management	3
BUS 240 Real Estate Office Manage. and Brokerage	3
BUS 248 Real Estate Law	3
BUS 244 Contract Writing	2
FIN 307 Legal Environment of Business	3
FIN 225 Principles of Insurance	3
MKT 231 Principles of Selling	3
	35

Associate in Applied Science Degree

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 141 Real Estate Prin. & Prac.	3	BUS 102 Basic Economics	3
MAT 115 Business Math. with Machines	3	BUS 142 Building Materials & Methods	3
BUS 101 Introduction to Business	2	BUS 144 Real Estate Fin.	3
ACC 215 Prin. of Accounting	3	ACC 216 Prin. of Accounting	3
MKT 231 Prin. of Selling	3	PSY 201 General Psychology	3
	17		18

Second Year

Second Semester	Hrs.	Second Semester	Hrs.
BUS 234 Taxation	3	COM 221 Bus. Correspondence & Report Writing	3
BUS 280 Adver., Merchandising and Sales Promotion	3	BUS 240 Real Estate Office Manage. and Brokerage	3
BUS 241 Real Prop. Valu. I	3	BUS 246 Real Estate Develop.	2
BUS 243 Prop. Management	3	BUS 242 Real Prop. Valu. II	3
FIN 225 Prin. of Insurance	3	BUS 244 Contract Writing	2
FIN 307 Legal Environment of Business	3	BUS 248 Real Estate Law	3
	18		16

RETAILING

Department stores, supermarkets and fast food franchises are among the businesses which offer opportunities for the graduate of the two-year Retailing program.

Students working toward the Associate in Applied Science in Retailing degree will receive preparation in business communications, psychology, basic accounting, business mathematics and machines, advertising, retail buying and selling, credit management and personnel management.

Graduates may find employment in positions such as marketing assistant, retail manager, sales supervisor, department manager, or assistant buyer.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 102 Basic Economics	3	BUS 130 Fund. of Marketing	3
BUS 103 Fund. of Data Proc.	3	BUS 106 Basic Accounting	4
MAT 115 Bus. Math. with Mach.	3	BUS 202 Business Organ. and Management	3
BUS 101 Introduction to Business	2	PSY 201 General Psychology	3
MKT 231 Prin. of Selling	3		
	17		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 272 Cons. Credit Mgt.	3	COM 221 Business Correspondence & Report Writing	3
BUS 273 Retail Buying	3		

BUS 274 Specialty Selling	2	BUS 233 Personnel Management	3
BUS 275 Store Operation & Control	3	BUS 270 Prin. of Wholesaling	3
FIN 307 Legal Environment of Bus.	3	BUS 271 Special Prob. in Retailing	2
		BUS 204 Prin. of Public Relations	3

14

14

SECRETARIAL STUDIES

The Associate in Applied Science degree in Secretarial Studies is designed to prepare men and women for full-time employment immediately upon completion of the two-year program. Persons who are seeking their first employment in an office and those who are seeking promotion may benefit from the program.

The curriculum combines instruction in many areas required for competence as a secretary in business, government, and industry, including office skills, basic economics, psychology, and accounting.

A Machine Transcription Option is available to those who prefer to be prepared to transcribe using word processing equipment instead of shorthand.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 103 Fund. of Data Proc.	3	SES 102 Accounting for Business	3
SES 111 Shorthand I*	4	SES 211 Secretarial Machines	3
SES 113 Typewriting I	3	SES 112 Shorthand II*	3
MAT 115 Business Math. with Mach.	3	SES 114 Typewriting II	3
BUS 101 Introduction to Business	2	SES 104 Filing & Records Mgt.	3
	18		18

Second Year

Third Semester	Hrs.	Fourth Semester	Hrs.
BUS 102 Basic Economics	3	COM 221 Business Correspondence and Report Writing	3
SES 265 Office Procedures and Practices	3	BUS 201 Human Rela. in Business	3
SES 263 Shorthand III*	3	SES 264 Advanced Dictation & Transcription*	3
SES 261 Typewriting III	3	SES 268 Secretarial Seminar	3
PSY 201 General Psychology	3	BUS 202 Business Organ. & Management	3
FIN 307 Legal Environment of Business	3		
	18		15

SMALL BUSINESS MANAGEMENT

The Small Business Management program provides the student with knowledge and skills needed to manage a small business enterprise. Students may be those who expect to enter business or those who are executives, supervisors or owners of businesses when they enroll.

*A Machine Transcription Option is available for those who prefer to learn the use of word processing equipment instead of shorthand. These courses are substituted in that option: SES 115 Machine Transcription I (3 hrs.); SES 230 Machine Transcription II (3 hrs.); SES 234 Machine Transcription III (3 hrs.); Elective (3 hrs.).

Graduates of the two-year program receiving a degree of Associate in Applied Science in Small Business Management are prepared to make sound management decisions concerning the operation of a small business. The curriculum covers a basic background of salesmanship, advertising, business law, marketing, business financial records, and management. Specialized courses deal with business communications, psychology, and advertising.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 121 Business Comm. I	3	COM 122 Business Comm. II	3
BUS 102 Basic Economics	3	BUS 234 Taxation	3
BUS 181 Retailing I	3	SES 113 Typewriting I	3
BUS 183 Small Business Organ. and Management	3	BUS 182 Retailing II	3
MAT 115 Business Math. with Mach.	3	BUS 106 Basic Accounting	4
BUS 101 Introduction to Business	2	BUS 104 Records Mgt.	2
	17		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
BUS 232 Purchasing	3	COM 221 Business Correspondence & Report Writing	3
BUS 280 Advertising, Merchandising and Sales Promotion	3	BUS 231 Business Finance	3
BUS 204 Prin. of Public Rela.	3	BUS 233 Personnel Management	3
FIN 307 Legal Environment of Bus.	3	BUS 284 Small Business Seminar	2
PSY 201 General Psychology	3	FIN 225 Prin. of Insurance	3
	15		14

School of Medicine

The School of Medicine offers the degree of Doctor of Medicine.

Marshall University, with the assistance of the Veterans Administration and with the approval of the West Virginia Board of Regents, has established a four-year School of Medicine. This School of Medicine is designed in terms of both curriculum content and method of delivery to give emphasis to the training of primary care specialists, and to promote the development of rural health care delivery systems. Affiliation agreements have been consummated with the Veterans Administration Hospital, St. Mary's Hospital and Cabell Huntington Hospital in Huntington, and other community hospitals in West Virginia.

The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of Medical Colleges.

Information concerning admission may be found in the catalog of the School of Medicine, Marshall University.



School of Nursing

Nursing education has been offered at Marshall University since the inception of the associate degree program in 1960. On July 1, 1978, a School of Nursing was formally established. Along with the School of Medicine, 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 educational nursing needs in the region. The school offers an Associate in Science in Nursing Program and a Bachelor of Science in Nursing Program. A vital component of both programs is the utilization of community health care facilities for clinical experiences. Students have the opportunity to apply their nursing theory and skills in actual clinical settings, interacting with patients in hospitals, nursing homes, neighborhood clinics and other related health agencies.

In addition to achieving the vocational goals of the nursing programs, students should also become responsible members of society, and they are therefore required to register for courses in general education.

The School of Nursing maintains an ongoing program of continuing education for registered nurses. This program includes such non-credit offerings as workshops, seminars and symposia. Continuing education units are granted to individuals completing the requirements of each offering. Permanent records of attendance are maintained by the School of Nursing.

The School of Nursing reserves the right to require withdrawal from nursing by any student whose health, academic record, clinical performance or behavior in nursing is judged unsatisfactory.

ASSOCIATE IN SCIENCE IN NURSING PROGRAM

The Associate in Science in Nursing Program is available for individuals desiring to become registered nurses. The program is accredited by the National League for Nursing and the graduates are eligible to write the registered nurse licensing examination in West Virginia.

The curriculum can be completed in two academic years and one five-week summer session. Nursing courses are taught concurrently with general education courses and include both classroom instruction and guided laboratory experiences in selected health agencies.

Admission Requirements

To be considered for acceptance into the program, the applicant must:

1. Meet the general admission requirements of Marshall University.
2. Have a composite score of 19 or better on the ACT with consideration given to individual scores.
3. Rank in the upper third of the high school class with consideration given to a college preparatory course of study.

- 4.* Have completed one (1) unit of high school biology or its equivalent with a grade of "C" or better.
- 5.* Have completed one (1) unit of high school chemistry or its equivalent with a grade of "C" or better.
- 6.* Have completed two (2) units of high school mathematics or their equivalent with grades of "C" or better, or one semester of college mathematics with a grade of "C" or better.

*Provisional acceptance may be given pending completion of science and mathematics requirements prior to initial registration in the nursing program.

Students may fulfill these requirements with equivalent college level courses. Students desiring this option may request to be considered under the regular ASN student admission requirements rather than under the transfer student admission requirements.

*Transfer Student Admission Requirements

Students desiring transfer from another collegiate institution or from another college within the university must have:

1. Completed at least twelve (12) credit hours of college level work.
2. An overall quality grade point average of 2.5.
3. Completed English 101 and 102 or their equivalents with a grade of "C" or better in each course.
4. Completed one (1) unit of high school biology or its equivalent with a grade of "C" or better.
5. Completed one (1) unit of high school chemistry or its equivalent with a grade of "C" or better.
6. Completed two (2) units of high school mathematics or their equivalent with grades of "C" or better, or one semester of college mathematics with a grade of "C" or better.

The student must adhere to the described application process. Transfer student applications will be judged competitively with regular student applications.

*Provisional acceptance may be given pending completion of admission requirements prior to initial registration in the nursing program.

Application Process

1. File a Marshall University application on forms provided by the Office of Admissions.
2. File, concurrently, a School of Nursing supplemental application on forms provided by the School of Nursing.
3. Submit results of the American College Test (ACT). (Waived for transfer student application.)
4. Submit copies of official transcripts of all high school and college courses taken.

The deadline for **completed** applications is **February 15** for consideration for the fall admission. All applications will be judged on a competitive basis. A student not gaining admission may submit a new application the following year, and will be competitively considered with all applicants for that year.

Curriculum

Following are the general program requirements for the Associate in Science in Nursing Program:

Support Courses (Courses specified or their approved equivalents)		Hrs.
Home Economics 210	3	
Zoology 225-226	6	
Psychology 311N - 312	6	
Biological Science 250	4	
Sociology 200	3	
English 101 - 102	6	
	<hr/>	28
Nursing Courses (under revision)		Hrs.
Nursing 105	4	
Nursing 107	7	
Nursing 203	4	
Nursing 205	7	
Nursing 206	7	
Nursing 211	7	
Nursing 212	7	
Nursing 209	2	
	<hr/>	45

A typical program of study would be:

First Year			
First Semester	Hrs.	Second Semester	Hrs.
Home Economics 210	3	Psychology 312	3
Zoology 225	4	Zoology 226	2
Psychology 311N	3	Biological Science 250	4
Sociology 200	3	Nursing 107	7
Nursing 105	4		
	<hr/>		<hr/>
	17		16
Summer Session			
Nursing 203 (5 weeks)	Hrs.		
	4		
Second Year			
First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Nursing 205	7	Nursing 221	7
Nursing 206	7	Nursing 212	7
Nursing 209	2		
	<hr/>		<hr/>
	19		17

Academic Policy

Each nursing course must be completed with a grade of "C" or better before progression to the next nursing course.

If a student earns a grade of less than "C" in a nursing course, he/she may

repeat the course only **once**. A student may repeat only **one** nursing course in which a grade of less than "C" is earned.

All required general education courses must be taken for credit and completed with a grade of "C" or better before graduation.

All required nursing courses must be completed within five (5) years prior to graduation.

Additional Expenses

	Approximately
Books and Supplies	\$350.00
Uniform, cap, pin and scissors	100.00
(Information concerning the ordering of uniforms will be sent to accepted applicants.)	
Liability Insurance	32.00
Nursing shoes and watch	variable
NLN Achievement Tests	40.00
Graduation Expenses:	
Uniform and shoes	variable
Nursing pin	45.00
Picture	20.00
Application for State Board R.N. Exam	70.00

All students are responsible for transportation to and from clinical agencies.

Additional Requirements Prior to Participation in Nursing Courses Having a Clinical Component

1. Evidence of annual current satisfactory health record must be submitted. (Forms provided by the School of Nursing.)
2. Evidence of professional liability insurance.

BACHELOR OF SCIENCE IN NURSING PROGRAM

The Bachelor of Science in Nursing Program is available for registered nurses desiring a baccalaureate education in nursing. It is designed to prepare registered nurses for professional nursing practice, to provide the opportunity to acquire a foundation for graduate study in nursing and to enhance their growth toward maturity as professional persons. The program is accredited by the National League for Nursing.

The curriculum is individually tailored, depending upon the individual's academic background and professional experience. A minimum of 128 approved credit hours is required, including 68 credit hours in the upper division portion of the program.

The curriculum can be completed in two full-time academic years if the 60 credit hours of lower division course work have been completed prior to entrance into the program. Students may enroll on a part-time basis but must complete the program within five years of full admission to the Bachelor of Science in Nursing Program.

Admission Requirements.

To be eligible for full admission, the applicant must:

1. Be licensed to practice as a registered nurse.

- 2.* Have 60 acceptable transferable credit hours in lower division courses: 32 hours in nursing; 28 hours in specified general education courses.
3. Achieve a minimum of the fifty-five (55) percentile on six National League for Nursing examinations. These tests must be taken not more than three (3) years prior to the date the applicant desires admission to the program.
4. Document evidence of acceptable clinical nursing performance on form provided by the school.
5. Document satisfactory health status on form provided by the School.

For protection of the student who has not as yet gained admission to the BSN program, all interested nurses are urged to seek advisement in the School of Nursing before enrolling in any required non-nursing courses.

Provisional Admission to BSN program

Provisional admission may be granted to an individual who does not meet all admission requirements. *Diploma graduates, beginning the process of completing the required general education lower division courses, are encouraged to seek provisional acceptance into the program as soon as possible.* Students with provisional acceptance may take Nursing 305 and Nursing 320. All admission requirements must be met and full admission granted prior to enrollment in Nursing 330.

Additional Requirements

Each student must show evidence of the following prior to registering for any nursing course with a clinical component:

1. Current West Virginia professional nurse licensure.
2. Current professional liability insurance.
3. Satisfactory health record dated not more than six months prior to beginning of course.

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. Submit two official transcripts of grades from basic nursing program and any additional college courses completed; send one to the Office of Admissions and one to the Bachelor of Science in Nursing Program.

Program Requirements

Following are the general program requirements for the Bachelor of Science in Nursing Program.

*Lower division credit can be earned by CLEP tests and departmental challenge examinations. NLN exams are currently used as departmental challenge exams for diploma graduates to earn lower division nursing credit. Thirty-two (32) hours credit is awarded after enrollment in the program for candidates who achieve at least the fifty-five (55) percentile on six (6) exams.

*Lower Division Requirements	Minimum Credit Hours Required
Anatomy/Physiology	4
Microbiology	3
Chemistry	3
Nutrition	3
Sociology	3
Psychology	3
English	6
**Unrestricted Elective	3
Nursing	32
Total	60

Upper Division Requirements	Minimum Credit Hours Required
Nursing 305	4
Nursing 320	3
Nursing 330	7
Nursing 405	10
Nursing 420	10
General Chemistry II (Chm. 204)	3
Advanced Anatomy/Physiology (Zoo. 310)	4
***Statistics	3
Diet Therapy (HEC. 304)	3
****Electives	21
Total	68

A grade of "C" or higher is mandatory in all required courses, with the exception of the electives.

A maximum of nine credit hours of free upper division electives may be taken with the credit/non-credit option.

A minimum 2.0 grade point average for all college work attempted, is required for graduation.

ADVANCED STANDING IN SCHOOL OF NURSING

The School of Nursing provides an opportunity for individuals to receive advanced standing in the program to which admission is sought. In accord with Marshall University policy, the student may apply for credit by examination in selected general education and nursing courses. Individuals planning to seek admission with advanced standing should write to the School of Nursing for detailed information.

*Transfer courses will be judged against Marshall University courses for acceptability.

**May be taken after full admission to Bachelor of Science in Nursing Program.

***SOC. 345, PSY. 223, EDF 417, MGT. 318, MTH. 225

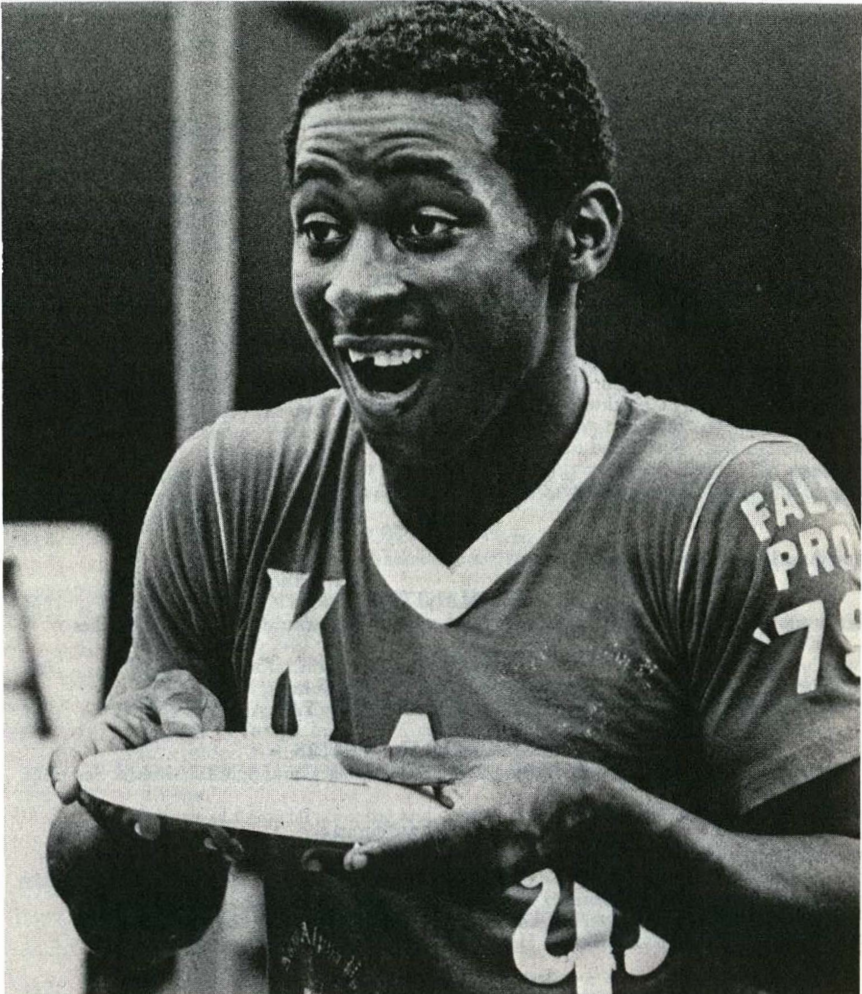
****Nine hours of electives must be upper division courses. The electives must be distributed as follows:

Behavioral/Social Science	6
Humanities/Arts (Including Philosophy or Religion (3 hrs.))	9
Unrestricted Electives	6
Total	21

APPLICATIONS FOR ADMISSION

To obtain an application to Marshall University, write to:
Director of Admissions
Marshall University
Huntington, W. Va. 25701

To obtain a supplemental nursing program application, write to:
Associate in Science in Nursing Program
or
Bachelor of Science in Nursing Program
Marshall University
Huntington, W. Va. 25701



Multi-Departmental Offerings

Descriptions of courses listed below may be found in the sections which follow.

APPALACHIAN STUDIES

Anthropology 455. Appalachian Culture. 3 hrs.
Anthropology 456. Appalachian Field Experience I. 3 hrs.
Anthropology 458. Appalachian Field Experience II. 3 hrs.
Art 305. Ceramics. 3 hrs.
Art 308. Weaving. 3 hrs.
Art 419. Spinning, Dyeing and Tapestry. 3 hrs.
Curriculum and Instruction 309. Appalachian Literature. 3 hrs.
English 304. Appalachian Fiction. 3 hrs.
English 305. Appalachian Poetry. 3 hrs.
Geography 206. Geography of West Virginia. 3 hrs.
Geography 420. Field Geography of West Virginia. 3 hrs.
Social Studies 303. West Virginia History, Geography and Government. 3 hrs.

BLACK STUDIES

Anthropology 426. African Cultures. 3 hrs.
Anthropology 427. Ethnic Relations. 3 hrs.
English 340. Black Literature. 3 hrs.
Geography 315. Geography of Africa and Australia. 3 hrs.
History 316. History of Black America to 1885. 3 hrs.
History 317. History of Black America Since 1885. 3 hrs.
Political Science 376. Black Politics. 3 hrs.
Political Science 429. The Politics of Conflict and Revolution. 3 hrs.
Political Science 440. Power in American Society. 3 hrs.
Political Science 461. The Functional Dimension of Urban Politics. 3 hrs.
Political Science 484. Constitutional Law: Civil Liberties. 3 hrs.
Social Studies 295. Blacks in American Culture. 3 hrs.
Social Studies 296. Blacks and Issues in America. 3 hrs.
Sociology 325. Black Sociology. 3 hrs.
Speech 307. Oral Communication in Social Crises. 3 hrs.

FINE ARTS

Fine Arts 101. Introduction to the Arts. 3 hrs.

HUMANITIES

Orientation in Humanities 150. Classical Studies 150, Philosophy 150, Religious Studies 150. 3 hrs.
Interdisciplinary Studies 150. Social Studies 105, Art 112, Mus. 175. 7 hrs.
Interdisciplinary Studies 151. Social Studies 105, Art 112. 5 hrs.
Interdisciplinary Studies 152. Social Studies 105, Mus. 175. 5 hrs.

INTERNATIONAL AFFAIRS

Courses in economics, geography, history, modern languages, and political science. See p. 131.

UNIVERSITY HONORS

Interdisciplinary Honors. University Honors 195-196-197. 4;4;4 hrs.
Interdisciplinary Honors. University Honors 395-396. 4; 4 hrs.
Interdisciplinary Honors. University Honors 397-398. 3; 3 hrs.
Departmental Readings for Honors. University Honors 495H-496H. 2-4; 2-4 hrs.
Interdisciplinary Honors. University Honors 497-498. 3; 3 hrs.

WOMEN'S STUDIES

Interdisciplinary Studies 327. Women's Studies 3 hrs.
Speech 307. Oral Communication in Social Crises. 3 hrs.

Courses of Instruction

College of Business
College of Education

College of Liberal Arts
College of Science

School of Nursing

Note: Community College courses are listed starting at p. 259.

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, the provost, the faculty curriculum committees, and the President.

ABBREVIATIONS

- PR: Prerequisite
 CR: Corequisite
 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. (PR: Accounting 215)
311. **INTERMEDIATE ACCOUNTING. 3 hrs. I, II, S.**
 Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: Accounting 216)
312. **INTERMEDIATE ACCOUNTING. 3 hrs. I, II, S.**
 Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: Accounting 311)
347. **COST ACCOUNTING. 3 hrs. I, II, S.**
 Principles of industrial cost accounting; job order, departmental and process costs. (PR: Accounting 216)
348. **FEDERAL TAXATION. 3 hrs. I, II, S.**
 Problems and procedures of income tax accounting (PR: Accounting 216)
349. **BUSINESS TAXATION AND RESEARCH. 3 hrs. I, II.**
 A study of federal taxation of corporations, partnerships, estates, trusts, and non-profit entities, and research in the problems. (PR: Accounting 216)
358. **MANAGERIAL ACCOUNTING FOR HEALTH CARE MANAGEMENT. 3 hrs.**
 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 Accounting. (PR: Accounting 216)
410. **FINANCIAL ACCOUNTING. 3 hrs. I, II, S.**
 Principles, concepts, and problems underlying the evaluation, recording, analysis and interpretation 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. I, II.**
 A study of the use of accounting information in the financial management of governmental and non-profit entities. (PR: Accounting 216)

413. **AUDITING. 3 hrs. I, II, S.**
Theory and procedures; legal and social responsibilities of the auditor. (PR: Accounting 312)
414. **ADVANCED ACCOUNTING PROBLEMS. 3 hrs. I, II, S.**
Selected problems in advanced accounting principles and procedures. (PR: Accounting 312)
415. **CONTROLLERSHIP. 3 hrs. I.**
A comprehensive study of the controller's objectives, responsibilities, functions, organizational roles, etc. (PR: Accounting 347)
418. **MANAGERIAL ACCOUNTING. 3 hrs. I, II.**
The managerial approach to budgetary control. (PR: Accounting 347)
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: Accounting 413, 414)
431. **ADVANCED THEORY AND PROBLEMS. 3 hrs. I, II.**
A study of accounting theory and practice including an examination of the development of accounting theory and implementation of theory. (PR: Accounting 347, 348, 414)
- 480-481. **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 Chairman.
- 495H-496H. **READINGS FOR HONORS IN ACCOUNTING. 2-4; 2-4 hrs.**
Open only to students of outstanding ability. See Honors Courses.

ANTHROPOLOGY (ANT)

201. **CULTURAL ANTHROPOLOGY. 3 hrs.**
Introduction to the scientific study of culture with emphasis on the cultures of small-scale societies.
304. **PHYSICAL ANTHROPOLOGY. 3 hrs.**
Introduction to physical anthropology (PR: Anthropology 201)
322. **ARCHAEOLOGY. 3 hrs.**
Introduction to non-classical archaeology. (PR: Anthropology 201)
323. **ARCHAEOLOGICAL FIELD TRAINING. 3 hrs.**
Supervised instruction in on-site archaeological data collection, survey and excavation techniques. (PR: Anthropology 201, 322, CR: Anthropology 324)
324. **ARCHAEOLOGICAL ANALYSIS. 3 hrs.**
Supervised instruction in the methods and techniques of field and laboratory analysis of cultural remains recovered by means of archaeological excavations. (PR: Anthropology 201, 322, CR: Anthropology 323)
333. **LINGUISTIC ANTHROPOLOGY. 3 hrs.**
Introduction to non-classical linguistics. (PR: Anthropology 201)
340. **FOLKLORE. 3 hrs.**
The study of oral, unrecorded traditions at the folk level of societies as reflected in popular beliefs, customs, literature, magic and ritual. (PR: Anthropology 201)
343. **ANTHROPOLOGICAL RESEARCH. 3 hrs.**
Introduction to anthropological research methods. (PR: Anthropology 201)
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)
444. **ANTHROPOLOGICAL THEORY. 3 hrs.**
Introduction to ethnological theory. (PR: Anthropology 201)
451. **ANTHROPOLOGICAL ANALYSIS. 3 hrs.**
Examination of the logic of analytical procedures utilized in ethnographic and comparative approaches to anthropological data. (PR: Anthropology 201)
453. **CULTURE AND PERSONALITY. 3 hrs.**
Analysis of the relations between cultural, social, and personality systems. (PR: Six hours of anthropology or departmental permission)
455. **APPALACHIAN CULTURE. 3 hrs.**
Analysis of the cultures of Appalachia. (PR: Six hours of anthropology or departmental permission)
456. **APPALACHIAN FIELD EXPERIENCE I. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. Four afternoons each week plus one class hour. (PR: Anthropology 455 or equivalent)
458. **APPALACHIAN FIELD EXPERIENCE II. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. Four afternoons each week plus one class hour. (PR: Anthropology 455)
- 481-482. **INDEPENDENT STUDY. 2-4; 2-4 hrs.**
Individual study of topics not offered in regularly scheduled classes. (PR: Senior majors and advance permission)
- 483-484. **SPECIAL TOPICS. 2-4; 2-4 hrs.**
Study of topics of interest not covered in regularly scheduled courses. (PR: Senior status and permission)

ART

112. **ART APPRECIATION. 2 hrs. I, II, S.**
Significance of art in everyday living. Required of all students in the College of Education.
113. **ART EDUCATION: DRAWING AND PAINTING. 3 hrs. I, II, S.**
Creative expression in drawing, painting, graphics and design directed to the needs of students in elementary education.
203. **COMPOSITION, COLOR AND DESIGN IN DRAWING AND PAINTING. 3 hrs. I, 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.
211. **TYPOGRAPHY AND CALLIGRAPHY FOR COMMERCIAL ART. 4 hrs. I or II.**
Lecture/laboratory course in letter symbols studied in design and aesthetic terms. History of letter forms, handlettering skills and design, contemporary type faces, sizing, gauging, type-setting and layout for reproduction.
213. **MATERIALS AND PROCESSES OF COMMERCIAL ART. 3 hrs. I or II.**
Introduction to commercial art materials/processes: production printing, layout stages/formats, design problems, technical drawing, tools and equipment necessary to layout using air brush, T-square, rapidagraph, gouache, reducing/enlarging techniques. Craftsmanship stressed.
214. **INTRODUCTION TO DESIGN. 3 hrs. I, 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, II.**
Design with emphasis on three-dimensional form. (PR: Art 214)
216. **COMMERCIAL ART. 3 hrs. I, II.**
Projects in advertising layouts, merchandise display, and container design.
217. **DRAWING. 3 hrs. I, 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, 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)

255. **BEGINNING PAINTING I. 3 hrs. I, II.**
Basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints.
256. **BEGINNING PAINTING II. 3 hrs. I, 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)
305. **CERAMICS. 3 hrs. I, 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, II, 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, II, S.**
Emphasis on modeling in clay and exploring the potential of plaster, wood and other materials relevant to the area of sculpture.
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.
310. **ILLUSTRATION/LAYOUT. 3 hrs. I, II.**
An investigation of illustrative processes and mediums incorporated into layouts and the production of camera-ready art.
340. **ART EDUCATION: CRAFTS. 3 hrs. I, II, 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)
350. **WATERCOLOR PAINTING. 3 hrs. I, II, S.**
Watercolor medium in expressing still life, landscape, and the human figure. (PR: Art 203 and 218)
360. **MIXED MEDIA. 3 hrs. I or II or S.**
Projects in painting, drawing and mixed media.
- 401-402. **HISTORY OF ART. 3; 3 hrs. I, II.**
A survey of the development of architecture, sculpture, painting, and the minor arts to ca. 1400 A.D. and from 1400 A.D. to the present. (PR: 401 for 402)
403. **ORIENTAL ART. 3 hrs. I or II or S.**
A historical survey of the architecture, painting, and sculpture of China, India, and Japan.
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.
406. **FIGURE DRAWING. 3 hrs. I, II, 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.
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.
410. **APPRENTICESHIP/FIELD TRAINING. 3 hrs. I, II.**
Each student is placed in a company dealing with some facet of advertising, and at this time a proper portfolio and resume will be produced, organized and presented for graduation. (PR: Permission of chairman).
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.
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.
419. **SPINNING, DYEING AND TAPESTRY. 3 hrs. I, II.**
Basic procedures in hand spinning, dyeing and tapestry weaving.
440. **ADVANCED COMMERCIAL DESIGN. 3 hrs. I or II or S.**
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.

- 455-456. **PAINTING: ACRYLIC AND OIL. 3; 3 hrs. I, II.**
 Study and practice of painting in expressing still life, landscape, and the human figure. (PR: Art 203 and 218)
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)
- 461-462-463. **SPECIAL TOPICS. 1-3; 1-3; 1-3 hrs. I, II, S.**
470. **GRAPHIC PROCESSES. 3 hrs. I, II, S.**
 Experiments in the media of intaglio, lithography, serigraphy, relief collagraphs and new techniques in printmaking.

ART EDUCATION

Listed under Art

BIBLE AND RELIGION (BR)

See Religious Studies, pp. 244-245.

BIOLOGICAL SCIENCES (BSC)

(See also Botany and Zoology)

101. **BIOLOGICAL SCIENCE (Biology of Plants). 4 hrs. I, II, S.**
 The fundamentals of biology, with emphasis on plant structures, functions, and classification, including cellular organization and processes which are common to both plant and animal life. 3 lec-2 lab.
102. **BIOLOGICAL SCIENCE (Animal Biology). 4 hrs. I, II, S.**
 Biological principles of structure, function, development, growth, classification, and evolution with emphasis on man and other vertebrates. 3 lec-2 lab. (PR: Biological Science 101)
250. **MICROBIOLOGY AND HUMAN DISEASE. 4 hrs. I, II, S.**
 Introduction to microbiology with emphasis on the role of microorganisms in the disease process. (PR: Biological Science 101 or equivalent)
303. **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: Botany 302)
306. **GENERAL AND FIELD ECOLOGY. 4 hrs. II, S.**
 General concepts of ecology and their applications to regional ecosystems. Emphasis is placed on biota, including man. Identification of communities, common plants and animals and their habitats is included in field and laboratory. 2 lec-4 lab. (PR: 8 semester hrs. of biological science)
403. **BIOLOGICAL MICROTECHNIC. 3 hrs. I.**
 Principles and methods of fixing, imbedding, sectioning, and staining of plant and animal preparations. Methods for identification and localization of cellular components. Introductory photomicrography. 1 lec-4 lab. (PR: One year of biological science)
404. **CELLULAR PHYSIOLOGY. 4 hrs. I, II.**
 The chemistry of cell functions, including cellular organizations, with special emphasis on intermediary metabolism, 2 lec-4 lab. (PR: 2 years biological science and 1 semester organic chemistry or consent of instructor)
407. **(ZOO 407) GENETICS. 4 hrs. I, II, S.**
 The fundamental principles and mechanisms of inheritance. (PR: Biological Science 102)
413. **(ZOO 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: Zoology 212 or 214, and 12 hours Biological Science, Botany, or Zoology)
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: Botany 416 or permission)
431. **LIMNOLOGY. 4 hrs. I or II, S.**
 The study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. 2 lec-4 lab.

482. **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.
483. **HISTORY AND DEVELOPMENT OF BIOLOGY.** 3 hrs. II, S.
A study of the men who have developed our knowledge of biology, the philosophy of the period, and work of the foremost men in the field. (PR: 12 semester hours of science)

BOTANY (BOT)

(See also Biological Sciences and Zoology)

302. **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: Biological Science 101 or equivalent, or one year chemistry)
402. **BACTERIOLOGY: SPECIAL TOPICS.** 1-3 hrs.
(PR: Botany 302)
405. **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.
410. **SPECIAL TOPICS.** 1-4 hrs. I, II, S.
By permission of instructor and consent of department chairman.
415. **PLANT MORPHOLOGY.** 4 hrs. I, II, S.
Characteristics of the great plant groups. Discussion of important steps in the development of plants. 2 lec-4 lab. (PR: Biological Science 101-102 or equivalent)
416. **PLANT TAXONOMY.** 4 hrs. I, II, S.
Recognition of our native seed plants and ferns. 2 lec-4 lab. (PR: Biological Science 101-102 or equivalent)
418. **MYCOLOGY** 4 hrs. I.
Nature, cause and control of plant disease. 2 lec-4 lab. (PR: Biological Science 101-102 or equivalent)
419. **PLANT ANATOMY.** 3 hrs. II, S.
Investigations in plant anatomy with emphasis on seed plants. 2 lec-2 lab. (PR: Botany 419 or permission)
420. **PLANT PHYSIOLOGY.** 4 hrs. II, S. (Alternate years)
Experimental study of plant life processes to include applicable biophysical and biochemical principles. 2 lec-4 lab. (PR: Biological Science 101-102)
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: Botany 302)

CHEMISTRY (CHM)*

100. **ELEMENTARY CHEMISTRY.** 4 hrs. I, II, S.
Designed primarily to meet the needs of students in the A.S. and B.S. in Nursing Programs and in Engineering Technology. Includes relevant topics from inorganic, organic, and biochemistry. 3 lec-2 lab.
- 190H-191H. **HONORS IN CHEMISTRY.** 1; 1 hr. I, II, S.
Independent study programs for outstanding students. (PR: Permission of the department chairman)
203. **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)
204. **GENERAL CHEMISTRY II.** 3 hrs. II, S.
A continuation of Chemistry 203 with emphasis on introductory organic and biochemistry. 3 lec. (PR: Chemistry 203 or junior standing)
211. **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: Chemistry 213, 214, 215 or 216)

*The Department of Chemistry is approved by the Committee on Professional Training of the American Chemical Society.

212. **PRINCIPLES OF CHEMISTRY II. 3 hrs. I, II, S.**
A continuation of Chemistry 211. 3 lec. (PR: Chemistry 211; CR: Chemistry 213, 214, 215 or 216)
213. **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-1 lec.
214. **QUANTITATIVE ASPECTS OF CHEMISTRY. 2 hrs. I, II, S.**
An introduction 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.
215. **ENVIRONMENTAL CHEMISTRY. 2 hrs. I, II, 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.
216. **THE 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.
- 290H-291H. **HONORS IN CHEMISTRY I, II. 1; 1 hr. I, II, S.**
Independent study programs for outstanding students. (PR: Permission of the department chairman)
300. **INTRODUCTORY BIOCHEMISTRY. 3 hrs. II.**
An introduction to biochemical systems. 3 lec. (PR: Chemistry 327 or 356)
301. **INTRODUCTORY BIOCHEMISTRY LABORATORY. 2 hrs. II.**
Introduction to methods of identification and characterization of biochemical systems. 4 lab. (PR or CR: Chemistry 300)
305. **CHEMICAL LITERATURE. 1 hrs.**
(PR or CR: Chemistry 300)
307. **INTRODUCTORY PHYSICAL CHEMISTRY. 3 hrs. II.**
(PR: Chemistry 212, Mathematics 140 or 131)
327. **INTRODUCTORY ORGANIC CHEMISTRY. 3 hrs. I.**
A short study of organic chemistry. 3 lec. (PR: Chemistry 204 or 212)
- 331-332. **CHEMISTRY SEMINAR. Credit. I, II.**
A graduation requirement for all juniors seeking the B.S. in Chemistry degree. 1 lec.
345. **QUANTITATIVE ANALYSIS. 4 hrs. I, S.**
An introduction to the basic principles of analytical chemistry. 1 lec-6 lab. (PR: Chemistry 212, and any two from 213, 214, 215, or 216.)
355. **ORGANIC CHEMISTRY I. 3 hrs. I, II, S.**
A systematic study of organic chemistry. 3 lec. (PR: Chemistry 212)
356. **ORGANIC CHEMISTRY II. 3 hrs. I, II, S.**
Continuation of Chemistry 355. 3 lec. (PR: Chemistry 355)
357. **PHYSICAL CHEMISTRY I. 3 hrs. I.**
A systematic study of physical chemistry. 3 lec. (PR: Chemistry 212, eight hours of Physics, Mathematics 230)
358. **PHYSICAL CHEMISTRY II. 3 hrs. II.**
Continuation of Chemistry 357, 3 lec. (PR: Chemistry 357)
359. **PHYSICAL CHEMISTRY LABORATORY. 2 hrs. II.**
Introductory survey in experimental physical chemistry. 4 lab. (CR: Chemistry 358 or permission)
361. **INTRODUCTORY ORGANIC CHEMISTRY LAB. 3 hrs. I, II, S.**
An introductory survey of experimental organic chemistry. 6 lab. (PR: Any two from 213, 214, 215 or 216)
362. **INTERMEDIATE ORGANIC CHEMISTRY LAB. 3 hrs. II, S.**
Applications of modern experimental methods in organic chemistry, recommended for science majors. 6 lab. (PR: Chemistry 361)
- 390H-391H. **HONORS IN CHEMISTRY. 1; 1 hr. I, II, S.**
Independent study programs for outstanding students. (PR: Permission of department chairman)
- 401-402. **RESEARCH FOR UNDERGRADUATES. 1-4; 1-4 hrs. I, II, S.**
(PR: Permission of instructor and department chairman)

410. **ADVANCED SYNTHESIS AND ANALYSIS. 4 hrs.**
Advanced problems in synthesis, separation and analysis with emphasis on modern instrumental methods. 1 lec-6 lab. (PR: Chemistry 356)
430. **INTRODUCTION TO POLYMER CHEMISTRY. 3 hrs.**
Properties of macromolecules. Methods of preparation and characterization. Industrial applications and processes. 3 lec. (PR: Chemistry 356 or permission of instructor)
- 431-432. **CHEMISTRY SEMINAR. Credit I, II.**
A graduation requirement for all seniors enrolled in the B.S. in Chemistry program. 1 lec.
440. **THERMODYNAMICS. 3 hrs.**
An introduction to chemical thermodynamics and statistical mechanics. 3 lec. (PR: Chemistry 358)
448. **ADVANCED INORGANIC CHEMISTRY I. 3 hrs.**
A study of physical and chemical properties and periodic relationships of inorganic materials. 3 lec. (PR: Chemistry 327 or 355)
449. **ADVANCED INORGANIC CHEMISTRY II. 3 hrs.**
A detailed consideration of bonding, structure, reaction rates and equilibrium involving inorganic materials, 3 lec. (PR: Chemistry 448)
450. **INDUSTRIAL CHEMISTRY. 3 hrs.**
Process economics, unit operations, scale-up, quality control, labor relations, safety, and consideration of some representative industrial processes. (PR: Chemistry 356 or permission of instructor)
456. **ADVANCED ANALYTICAL CHEMISTRY. 3 hrs.**
Modern theories and methods of analysis with emphasis on instrumental methods. 2 lec-2 lab. (PR: Chemistry 345)
459. **ADVANCED PHYSICAL CHEMISTRY LABORATORY. 2 hrs.**
Advanced topics in experimental physical chemistry. 4 lab. (PR: Chemistry 345, 358 and 359 or permission; CR: one from 440, 460 or 480)
460. **MOLECULAR SPECTROSCOPY. 3 hrs.**
A study of the emission and absorption of radiant energy and its relation to molecular structure. 3 lec. (PR: Chemistry 358)
462. **NUCLEAR CHEMISTRY AND PHYSICS. 3 hrs. II.**
An introduction to the phenomena of nuclear physics and chemistry. 3 lec. (PR: Mathematics 231)
463. **NUCLEAR CHEMISTRY AND PHYSICS LABORATORY. 2 hrs., II, 4 lab.**
(CR: Chemistry 462)
475. **ADVANCED BIOCHEMISTRY. 3 hrs. I.**
Detailed studies of biochemical systems with emphasis on the structure and metabolism of representative compounds. 3 lec. (PR: Chemistry 300 or consent of instructor)
476. **ADVANCED BIOCHEMISTRY LABORATORY. 3 hrs. II.**
Laboratory methods for the preparation, purification and characterization of biochemical systems. 6 lab. (PR: Chemistry 475)
480. **QUANTUM MECHANICS. 3 hrs.**
An introductory course in quantum mechanics. 3 lec. (PR: Mathematics 231)
482. **ADVANCED ORGANIC CHEMISTRY I. 3 hrs. I.**
Studies of the dynamics of organic reactions with emphasis on mechanisms and stereochemistry. 3 lec. (PR: Chemistry 356)
483. **ADVANCED ORGANIC CHEMISTRY II. 3 hrs. II.**
A continuation of Chemistry 482 with emphasis on synthetic methods. 3 lec. (PR: Chemistry 482)
490. **SPECIAL TOPICS. 1-3 hrs.**
Selected topics not covered in regular course offerings. (PR: Permission of department chairman)
- 495H-496H. **HONORS IN CHEMISTRY. 3-4; 3-4 hrs. I, II, S.**
Open only to chemistry majors of outstanding ability. (See Honors Courses)

CLASSICAL STUDIES (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)

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).
- 208 **ANCIENT GREEK AND ROMAN LITERATURE (taught in English). 3 hrs.**
Study of representative works for their humanistic and literary values in the ancient and modern worlds.
270. **CLASSICAL ARCHAEOLOGY. 3 hrs. I or II.**
The archaeology of the ancient Near East, Greece and Rome.
- 280-281. **SPECIAL TOPICS. 1-3; 1-3 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)
435. **GREEK CIVILIZATION. 3 hrs. I.**
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.
- 490-491. **SPECIAL TOPICS IN CLASSICS. 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)
- 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)

COMPUTER AND INFORMATION SCIENCES (CIS)

101. **COMPUTERS AND DATA PROCESSING. 3 hrs.**
Computer hardware and software systems, applications, impact on society, and related topics. Introductory course for non-CIS majors.
210. **COMPUTER SCIENCE AND PROGRAMMING I. 2 hrs.**
Lectures devoted to computer science and programming algorithms. A 211 laboratory must be taken at the same time. Credit will not be given for more than one CIS 211 (CR: CIS 211)
- 211A. **COMPUTER SCIENCE LAB I. 1 hr.**
COBOL Lab. (CR: CIS 210)
- 211B. **COMPUTER SCIENCE LAB I. 1 hr.**
FORTRAN lab. (CR: CIS 210)
- 211C **COMPUTER SCIENCE LAB I. 1 hr.**
PL/I lab. Suggested for CIS majors. (CR: CIS 210)
- 211D. **COMPUTER SCIENCE LAB I. 1 hr.**
RPG II. (CR: CIS 210)
215. **JOB CONTROL LANGUAGE. 1 hr.**
LAB. This course is intended to teach the student the complex language needed to link his program written in a universal computer language with a specific computer and its peripheral devised by means of the computer's operating system. (CR: CIS 220, 221)
217. **UTILITY PROGRAMS. 1 hrs.**
LAB. The use of prewritten (mostly by computer manufacturer) programs used for more common data management tasks such as the movement of data (or programs) from one medium to another often with some manipulation of content or format. Also used for computer center management tasks. (PR: CIS 215)
220. **COMPUTER SCIENCE AND PROGRAMMING II. 2 hrs.**
Extension of algorithmic and programming concepts introduced in CIS 210. A 221 laboratory must be taken at the same time. Credit will not be given for more than one CIS 221. (CR: CIS 221, PR: CIS 210, CIS 211)
- 221A. **COMPUTER SCIENCE LAB II. 1 hr.**
Continuation of CIS 211A, COBOL lab. (CR: CIS 220, PR: CIS 210, CIS 211A)

- 221B. **COMPUTER SCIENCE LAB II. 1 hr.**
Continuation of CIS 211B. FORTRAN lab. (CR: CIS 220, PR: CIS 210, CIS 211B)
- 221C. **COMPUTER SCIENCE LAB II. 1 hr.**
Continuation of CIS 211C. PL/1 lab. Recommended for CIS majors. (CR: CIS 200, PR: CIS 210, CIS 221C)
300. **COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE. 3 hrs.**
The study of the language basic to all of the system software of the computer and the best instrument for understanding the fundamentals of the internal operation of the computer. (PR: CIS 220, 221)
310. **INFORMATION STRUCTURES. 3 hrs.**
Basic concepts of data. Linear lists, strings, arrays, and orthogonal lists. Representation of trees and graphs. Storage systems and structures and storage allocation and collection. Multi-linked structures. Symbol tables and searching techniques. Sorting (ordering) techniques. Formal specification of data structures. Data structures in programming languages and generalized data management systems. (PR: CIS 220, 221, Math 340)
320. **PROGRAMMING STRUCTURES AND TECHNIQUES. 3 hrs.**
Formal definition of programming languages, including specification of syntax and semantics. Simple statements including precedence, infix, prefix, and postfix notation. Global properties of algorithmic languages, including scope of declarations, storage allocation, grouping of statements, binding time of constituents, sub-routines, routines, and tasks. List processing, string manipulation, data description, and simulation languages, run-time representation for program and data structures. (PR: CIS 300, 310)
335. **COMPUTER ORGANIZATION. 4 hrs.**
Basic digital circuits, Boolean algebra and combinatorial logic review data representation and transfer, and digital arithmetic. Digital storage and accessing, control functions, input-output facilities, system organization, and reliability. Description and simulation techniques. Features needed for multiprogramming, multiprocessing, and real-time systems. Other advanced topics and alternate organizations. (PR: CIS 300, 310)
337. **FILE AND COMMUNICATIONS SYSTEMS. 3 hrs.**
Functions of file and communications systems. File system hardware. File system organization and structure. Analysis of file systems. Data management systems. Communication system hardware. Communication systems organization and structure. Analysis of communications systems. Examples of integrated systems. (PR: CIS 335)
350. **OPERATIONS ANALYSIS AND MODELING. 3 hrs.**
Introduction to the range of analytical and simulation modeling techniques useful in decision making in the system design environment. The functions of such models as guides for data collection, structures for data manipulation, and as systems for testing assumptions and generation of a variety of alternatives. Identification of the problems of data collection, maintenance, and accuracy when using models to assist decision-making activities. Characterization of scheduling situations. Analysis of allocation problems with mathematical programming. Queuing models. Inventory models. Use of simulation models. (PR: CIS 310)
355. **SYSTEMS CONCEPT AND IMPLICATIONS. 3 hrs.**
Introduction of information analysis and system design. The system concept. The organization of a system, its information flows, and the nature of management information systems. Defining a system. Systems analysis. (PR: CIS 350)
410. **DIGITAL ELECTRONICS. 3 hrs.**
An introduction to the components, logic systems, design and operation of digital devices. 1 lec-4 lab.
411. **MICROPROCESSORS AND INTERFACING. 3 hrs.**
Digital data-components, construction and collection using microprocessor and controller-based computer systems. 1 lec-4 lab.
435. **SYSTEMS PROGRAMMING. 3 hrs.**
Review of batch-process systems programs, their components, operating characteristics, user services and their limitations. Implementation techniques for parallel processing of input-output and interrupt handling. Overall structure of multiprogramming systems on multiprocessor hardware configurations. Details on addressing techniques, core management, file system design and management. System accounting and other user-related services. Traffic control, inter-process communication, design of system modules, and interfaces. System updating, documentation, and operation. (PR: CIS 320, 335)
440. **DESIGN OF LANGUAGE PROCESSORS. 3 hrs.**
The design and construction of programming language processors. The study of Inter-

- preters, Compilers, and Generators for procedure-oriented and problem-oriented languages. (PR: CIS 320, 335)
445. **INTRODUCTION TO OPERATING SYSTEM DESIGN. 3 hrs.**
Design of monitor syprogramming, multiprocessing, real-time, etc. systems. (PR: CIS 320, 335)
450. **INFORMATION SYSTEMS ANALYSIS. 3 hrs.**
Review of the approaches and techniques available to evaluate existing systems. Determining economics of alternative systems. Nature of the decision-making process. Operational, tactical, and strategic-level systems. System life cycle management. Basic analysis tools. Defining logical systems requirements. (PR: CIS 335, 355)
460. **SYSTEMS DESIGN AND IMPLEMENTATION. 3 hrs.**
Basic design tools and objectives. Hardware/software selection and evaluation. Design and engineering of software. Data base development. System implementation. Post implementation analysis. Long range system planning. System development projects. (PR: CIS 337, 450)
465. **SYSTEM DEVELOPMENT PROJECTS. 3 hrs.**
Full development of a system for a local firm, a University/ College or a hypothetical application. Possible revision or updating of a system developed by a previous class. (PR: Consent)
470. **COMPUTER SIMULATION AND MODELING. 3hrs.**
Introduction to simulation and model building using digital computers. The study of discrete simulation systems and specialized languages-e.g. G.P.S.S., Simgscript, etc. Techniques required to use FORTRAN for event oriented simulation. Consideration of proper experimental design, statistical analysis of results, effectiveness of random number generation techniques and validation. (PR: Working knowledge of FORTRAN. A course in statistics. MTH 125 or equiv.)
472. **APPLICATION PROGRAMMING. 3 hrs.**
The programming of the projects of CIS 465 or independently developed systems. (PR: Consent)
474. **COMPUTER BASED MANAGEMENT INFORMATION SYSTEMS. 3 hrs.**
A study of the management decision criteria and the informational requirements for effective decision making. Decision theory, value and cost of information, data base design, integration of functional information systems. Man-machine interaction considerations in the design of on-line management approaches. Programmed decision making, feasibility analysis. Not for CIS majors. (PR: CIS 101, or 210, 211)
475. **ADMINISTRATION OF COMPUTER CENTERS. 3 hrs.**
The role of the computer within the organization. The management of the systems, programming, operations, and technical services functions. Acquiring, evaluating, and managing installation personnel. Educating from top-management down, including installation personnel. Considerations in evaluating and selecting equipment. Directing the total installation. (PR: Consent)
480. **SPECIAL TOPICS. 1-6 hrs.**

COUNSELING AND REHABILITATION (CR)

306. **INTRODUCTION TO REHABILITATION. 3 hrs. I, II.**
Introduction to the field of rehabilitation, various mental, physical and social disabilities, careers in rehabilitation, rehabilitation services and orientation process. A basic survey of the activities, interventions, procedures, practices, and social institutions involved in the rehabilitation of persons with handicaps.(CR: Counseling and Rehabilitation 307)
307. **INTRODUCTORY PRACTICUM IN COUNSELING. 2 hrs. I, II.**
Orientation to helping service agencies and practice in developing interviewing skills under professional supervision. A thirty-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: Counseling and Rehabilitation 306)
310. **VOCATIONAL EVALUATION. 3 hrs. I.**
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.
315. **OCCUPATIONAL AND CAREER DEVELOPMENT. 3 hrs. II.**
Study of career choice theory, career change, counseling approaches in career selection and resources to assist in career choice.

320. **COMMUNITY RESOURCES. 3 hrs. II.**
Study of available resources in the community and their utilization in providing rehabilitation services.
406. **REHABILITATION SERVICES - MEDICAL ASPECTS. 3 hrs. I.**
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.
420. **JOB PLACEMENT. 3 hrs. I.**
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. II.**
Principles and practices of the interviewing relationship in helping service settings. (PR: Counseling and Rehabilitation 306-307. CR: Counseling and Rehabilitation 426)
426. **ADVANCED PRACTICUM IN COUNSELING. 2 hrs. II.**
Practical experiences in counseling interviews under professional supervision. (CR: Counseling and Rehabilitation 425)
428. **REHABILITATION OF EMOTIONALLY DISTURBED. 3 hrs. I.**
Study of characteristics of emotionally disturbed and special techniques and resources required in their rehabilitation. (PR: Psychology 408, Counseling and Rehabilitation 406, 425 or permission of instructor)
430. **CASE DEVELOPMENT: PROCESS AND MANAGEMENT. 3 hrs. I.**
Study of systematic development of casework to include case finding, follow-up provision of services, case recording and time management. (PR: Counseling and Rehabilitation 310, 315, 320, 406, 420 or permission of instructor)
433. **SPECIAL PROBLEMS IN REHABILITATION. 3 hrs. II.**
A seminar study of the problems in rehabilitating special disability groups (mentally retarded, mentally ill, alcoholic, public offender, disadvantaged) as well as research into these and other unmet needs in rehabilitation today. (PR: Counseling and Rehabilitation 406, 425 or permission of instructor)
435. **GROUP PROCESS AND ANALYSIS. 3 hrs. I, II.**
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. I.**
Study of theories and techniques used in group counseling; includes demonstration and practice of popular approaches in group counseling. (PR: Counseling and Rehabilitation 425 or permission of instructor)
445. **MANUAL COMMUNICATION. 3 hrs. I, II.**
Psychological characteristics of hearing impaired and techniques of manual communication.
449. **INTERNSHIP SEMINAR. 2 hrs. I, II, 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: Counseling and Rehabilitation 306, 307, 315, 320, 406, 420, 425, 426, 430, 433, 435 and permission of instructor. CR: Counseling and Rehabilitation 450)
450. **COUNSELING INTERNSHIP. 10 hrs. I, II, S.**
Participation in counseling process with a variety of individuals under supervision of cooperating agencies. (PR: Counseling and Rehabilitation 306, 307, 310, 315, 320, 406, 420, 425, 426, 430, 433, 435. Senior standing, majors only and overall 2.0 average and permission of instructor. CR: Counseling and Rehabilitation 449)
455. **CRISIS INTERVENTION. 3 hrs. I.**
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.
- 482-483-484-485. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
(PR: Permission of department chairman)
490. **PRINCIPLES AND PRACTICES OF COUNSELING. 3 hrs. I, II, S.**
The objectives, principles, and practices of guidance. (Not open to Rehabilitation Education majors)

CRIMINAL JUSTICE (CJ)

211. **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.
231. **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.
311. **POLICE ADMINISTRATION. 3 hrs.**
Functions and activities of police agencies. Police department organizations, responsibilities of police chiefs. Current administrative experimentation on law enforcement agencies. (PR: Criminal Justice 211)
312. **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: Criminal Justice 211)
321. **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 procedure.
322. **CRIMINAL LAW. 3 hrs.**
History and development of criminal law, elements of a crime, parties to a crime, types of offenses. (PR: Criminal Justice 321)
323. **CRIMINAL PROCEDURE. 3 hrs.**
Admissibility of evidence and confessions, recent civil rights decisions, reconciling individual rights and community interest in law and order. (PR: Criminal Justice 321)
331. **PROBATION AND PAROLE. 3 hrs.**
Organization of systems of after-care treatment of juvenile and adult offenders released under probation and parole. (PR: Criminal Justice 231)
402. **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: Criminal Justice 211)
404. **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.
411. **POLICE SUPERVISION. 3 hrs.**
First-level supervision; employee morale and discipline; selection, training, placement, promotion; techniques of leadership. (PR: Criminal Justice 211, 311)
412. **COMMUNITY RELATIONS. 3 hrs.**
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: Criminal Justice 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: Criminal Justice 211)
414. **CRIME STATISTICS AND DATA SYSTEMS. 3 hrs.**
A study of crime statistics and their interpretations. A survey of the system of reporting crime statistics both on the local and the national level. The use of the NCIC and other data banks. (PR: Mathematics 225)
421. **CORRECTIONS AND THE LAW. 3 hrs.**
Review of criminal law principles and theory as related to corrections. (PR: Criminal Justice 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: Criminal Justice 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: Criminal Justice 321)
431. **CRIMINAL REHABILITATION. 3 hrs.**
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: Criminal Justice 231)

432. **CORRECTIONAL INSTITUTIONS. 3 hrs.**
 Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: Criminal Justice 231)
433. **CORRECTIONAL ADMINISTRATION. 3 hrs.**
 Objectives of correctional institutions; records; personnel, program development, security; educational programs. (PR: Criminal Justice 432)
451. **INTERNSHIP. 3 hrs.**
 The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. (PR: Consent of the instructor)
461. **SPECIAL TOPICS IN CRIMINAL JUSTICE. 3 hrs.**
 A study of special interest criminal justice topics under the supervision of a qualified faculty member. (PR: Consent of the instructor)
471. **INDEPENDENT STUDY. 1-3 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)
480. **TRAFFIC LAW AND ENFORCEMENT. 3 hrs.**
 A course designed to study and evaluate the varied and complex system of laws governing the control of all forms of traffic; the influence and responsibilities of traffic law enforcement in present day society. (Same as Safety Education 480)
- 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 FOUNDATIONS (CI)

See Educational Foundations for EDF courses.

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. (Laboratory work required; CR: CI 101L)
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: Curriculum and Instruction 101. Laboratory work required; CR: CI 201L)
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. (PR: English 102 or 201H)
300. **MATHEMATICS EDUCATION: TEACHING ELEMENTARY SCHOOL MATHEMATICS. 2 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: Curriculum and Instruction 210 and laboratory work required)
303. **LITERATURE FOR ADOLESCENTS. 3 hrs. II, S.**
 A study of the various types of literature appropriate to the needs, concerns, and interests of the adolescent. (PR: English 102, six hours of literature)
307. **SCIENCE EDUCATION: SCIENCE IN THE ELEMENTARY SCHOOL. 2 hrs. I, II, S.**
 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)
309. **APPALACHIAN LITERATURE. 3 hrs.**
 A study of various types of literature indigenous to the Appalachian region and its application to literature in public schools. (PR: Junior or senior standing)
320. **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 social characteristics, including a study of the characteristics of such children and the adaptation of educational procedures to their abilities and disabilities.
342. **READING-LANGUAGE METHODS. 3 hrs.**

- 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.
343. **INTRODUCTION TO TEACHING READING: EARLY CHILDHOOD EDUCATION AND MIDDLE CHILDHOOD EDUCATION. 3 hrs.**
Presenting modern techniques and practices in the teaching of reading. (PR/CR: Curriculum and Instruction 342; CR: Curriculum and Instruction 477)
367. **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: Educational Foundations 319; Home Economics 303 and admission to teacher education)
370. **SOCIAL STUDIES METHODS IN ELEMENTARY SCHOOLS. 2 hrs.**
An introduction to materials and methods for teaching social studies in elementary schools including goals, processes, strategies and evaluation.
400. **ELEMENTARY EDUCATION. 2-4 hrs. I, II.**
The learning environment of the elementary school, problems directly related to student teaching including methods in teaching science, social studies, the language arts and general teaching learning strategies. (PR: Educational Foundations 319 and admission to teacher education. CR: Curriculum and Instruction 405)
401. **MIDDLE CHILDHOOD CURRICULUM. 3 hrs.**
Study of procedures for creating a functional middle childhood curriculum with emphasis upon the needs of transcents.
403. **METHODS AND MATERIALS OF TEACHING IN THE MIDDLE CHILDHOOD GRADES. 3 hrs.**
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 and EdF 402)
404. **TEACHING READING IN THE MIDDLE CHILDHOOD GRADES. 3 hrs.**
Principles, techniques and methods underlying the teaching of reading in the middle childhood school.
405. **ELEMENTARY EDUCATION: SUPERVISED STUDENT TEACHING. 3-8 hrs. I, II.**
All-day teaching under supervision in cooperating schools. (PR: Curriculum and Instruction 446. CR: Curriculum and Instruction 400)
409. **ELEMENTARY CHILDHOOD EDUCATION: EARLY CHILDHOOD CURRICULA. 3 hrs. I, II, S.**
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: Educational Foundations 319, Curriculum and Instruction 367 and 446 and admission to teacher education.)
410. **EARLY CHILDHOOD EDUCATION: SUPERVISED STUDENT TEACHING. 4 hrs. I, II.**
Practicum for students in Early Education. All-day kindergarten teaching under supervision in cooperating schools. (PR: Curriculum and Instruction 367 and 446. CR: Curriculum and Instruction 411 and 405)
411. **EARLY CHILDHOOD EDUCATION: ANALYSIS OF TEACHING IN THE EARLY YEARS. 2 hrs.**
The analysis and appraisal of teaching strategies employed in the teaching of young children (PR: Curriculum and Instruction 446. CR: Curriculum and Instruction 410 and 405)
417. **COMPREHENSIVE CLASSROOM DISCIPLINE TECHNIQUES. 3 hrs.**
Identification of common classroom discipline problems and techniques for dealing with behavioral incidents in school settings K-12.
418. **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.
421. **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. (PR: Admission to teacher education program)

422. **SPECIAL EDUCATION: INTRODUCTION TO EDUCATION OF DISADVANTAGED.** 3 hrs.
Analysis and exploration of causes of difficulties that accompany the disadvantaged learner. Strategies for structuring learning experiences according to needs will be considered.
423. **SPECIAL EDUCATION: INTRODUCTION TO LEARNING DISABILITIES.** 3 hrs. I, II, S.
An integrated, concise overview of specific learning disabilities; definitions, etiology; observable and identifiable symptoms and implications for amelioration. (PR: Curriculum and Instruction 320 or permission)
424. **SPECIAL EDUCATION: INTRODUCTION TO EMOTIONAL DISTURBANCES.** 3 hrs. I, II, S.
Characteristics of emotional-social disturbances in children; dysfunction in behavior, academic achievement, and social relationships; etiology and educational implications are presented. (PR: Curriculum and Instruction 320 or permission)
425. **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: Curriculum and Instruction 320)
426. **INTRODUCTION TO THE GIFTED.** 3 hrs. I, S.
An overview of giftedness in children; definitions, etiology, observable characteristics, and implications for educational agencies. (PR: Curriculum and Instruction 320 or permission)
428. **METHODS AND MATERIALS IN TEACHING HEALTH.** 3 hrs. II.
Survey of methods and materials for teaching health. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
433. **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: Curriculum and Instruction 320. CR: Field experience)
440. **SPECIAL EDUCATION: STUDENT TEACHING WITH MENTALLY RETARDED CHILDREN.** 4 hrs. I, II, S.
All-day supervised teaching in special classes in the public schools. Required of all students who are completing curriculum for teachers of mentally retarded children. (PR: Educational Foundations 319, Curriculum and Instruction 320, 433, and 446 and admission to teacher education)
441. **SECONDARY EDUCATION: LITERARY MATERIALS FOR ENGLISH AND SOCIAL STUDIES.** 3 hrs. I, S.
To acquaint teachers of English and social studies with a variety of literary selections suitable for students, grades 7-12. (PR: Educational Foundations 319)
444. **INTRODUCTION TO CRIPPLED AND OTHER HEALTH IMPAIRED.** 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: Curriculum and Instruction 320 or permission)
445. **TEACHING READING IN THE SECONDARY SCHOOL SUBJECT AREAS.** 3 hrs. I, II, S.
Principles underlying the teaching of reading in junior and senior high schools. (PR: Educational Foundations 319 and admission to teacher education)
446. **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: Curriculum and Instruction 343 or 445. Observation and participatory activity required.)
450. **SECONDARY EDUCATION: SUPERVISED STUDENT TEACHING.** 3-8 hrs. I, II.
All-day teaching under supervision in cooperating public schools. (PR: Methods in teaching area. CR: Curriculum and Instruction 475)
453. **SPECIAL EDUCATION: CURRICULUM AND METHODS FOR THE MENTALLY RETARDED.** 3 hrs. I, II, S.
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: Curriculum and Instruction 320 and 433 or permission)

459. **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.
- 460-461. **SCIENCE EDUCATION: SPECIAL PROBLEMS.** 1-3 hrs. I, II, S.
By permission of department chairman. (PR: Junior and senior standing)
467. **SECONDARY EDUCATION: TEACHING SOCIAL STUDIES.** 3 hrs. II.
Survey of materials and methods for teaching social studies. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
468. **SECONDARY EDUCATION: TEACHING ART.** 3 hrs. II.
Survey of materials and methods for teaching art. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
469. **SECONDARY EDUCATION: TEACHING BUSINESS EDUCATION.**
3 hrs. II.
Survey of materials and methods for teaching business subjects. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
470. **SECONDARY EDUCATION: TEACHING ENGLISH.** 3 hrs. II.
Survey of materials and methods for teaching English. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
471. **SECONDARY EDUCATION: TEACHING FOREIGN LANGUAGES.**
3 hrs. II.
Survey of materials and methods for teaching the languages. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
472. **SECONDARY EDUCATION: TEACHING MATHEMATICS.** 3 hrs. II.
Survey of materials and methods for teaching mathematics. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
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: Curriculum and Instruction 477)
474. **SECONDARY EDUCATION: TEACHING THE SCIENCES.** 3 hrs. II.
Survey of materials and methods for teaching the sciences. (PR: Admission to teacher education. CR: Curriculum and Instruction 477)
475. **SECONDARY EDUCATION.** 2-4 hrs. I, II.
Philosophy of teaching in the secondary school, curriculum planning, philosophy of education, and teaching of reading. (PR: Educational Foundations 319 and admission to teacher education. CR: Curriculum and Instruction 450)
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: Curriculum and Instruction 477)
477. **LEVEL II CLINICAL EXPERIENCE.** (Corequisite with the courses designated; no credit hours)
A Level II Clinical Experience teaching in an elementary or secondary public school. An opportunity to put theory into classroom practice. (CR: Curriculum and Instruction 343 or 467 or 468 or 469 or 470 or 471 or 472 or 473 or 474 or 476 or 428)
- 482-483-484-485. **SPECIAL TOPICS.** 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
495. **EDUCATION OF CRIPPLED AND OTHER HEALTH IMPAIRED.**
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: Curriculum and Instruction 320 and admission to teacher education.)
496. **STUDENT TEACHING: THE CRIPPLED AND OTHER HEALTH IMPAIRED.** 4 hrs. I, II.
All-day supervised teaching in special classes in cooperating public schools and/or hospital settings. (PR: Curriculum and Instruction 320, 444, 446)

CYTOTECHNOLOGY (CYT)

(Prerequisite: Admission is subject to approval by the Admissions Committee of the Schools of Medical Technology and Cytotechnology of the Cabell Huntington Hospital.)

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 hrs. 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.

DISTRIBUTIVE EDUCATION (DE)

101. **INTRODUCTION TO DISTRIBUTIVE EDUCATION. 3 hrs. I.**
The course is planned to give prospective Distributive Education Teacher- Coordinators an over-view of the Distributive Education Program: its history and development, its aims and objectives, and activities of a Distributive Education program and requirements for persons employed in this field.
201. **OCCUPATIONAL ANALYSIS IN DISTRIBUTION. 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 distributive jobs in terms of specific and related job duties and competencies and will investigate career continuums.
405. **METHODS OF TEACHING DISTRIBUTIVE 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: CI 477)
416. **DIRECTED STORE EXPERIENCE. 6 hrs. S.**
Prior to entering senior year, students spend approximately 500 hours in sales or sales supporting activities and complete a workbook describing all major phases of the distributive organization providing the experience.
426. **DIRECTED SUPERVISORY TRAINING. 3 hrs. I.**
During the fall semester of the senior year, students spend four weeks in direct observation of supervisory and management activities in a distributive business. (PR: 416)

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 241-242)

241. **PRINCIPLES OF ECONOMICS. 3 hrs. I, II, S.**
Production, exchange and distribution of wealth and income in capitalistic economy. Open to Freshmen.
242. **PRINCIPLES OF ECONOMICS. 3 hrs. I, II, S.**
Production, exchange and distribution of wealth and income in capitalistic economy. Open to Freshmen.
300. **SURVEY OF ECONOMICS. 3 hrs.**
The principles course in one semester for designated students in the College of Education. (Not open to undergraduate students in the College of Business)
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: Economics 241 and 242, or 300, or permission)
326. **INTERMEDIATE MACROECONOMIC ANALYSIS. 3 hrs. I, II, S.**
National income accounting; macro-economic theories of output determination, employment, inflation, and growth; monetary and fiscal policies. (PR: Economics 241 and 242, or 300, 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: Economics 241 and 242, or 300, or permission)
342. **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: Economics 241 and 242, or 300, or permission)
346. **LABOR PROBLEMS. 3 hrs.**
Ideologies, organizations, and policies of labor and management; impact of labor-management relations on the political economy. (PR: Economics 241 and 242, or 300, or permission)
348. **LABOR AND GOVERNMENT. 3 hrs.**
Relationships between labor and government; economic results of laws affecting labor-management relations. (PR: Economics 241 and 242, or 300, or permission)
350. **AMERICAN LABOR HISTORY. 3 hrs.**
The history of the American labor movement. (Same as History 350)
351. **GOVERNMENT AND BUSINESS. 3 hrs.**
Business ideologies and organizations; the business system within the economy; anti-trust and other laws. (PR: Economics 241 and 242, or 300, or permission)
356. **COLLECTIVE BARGAINING PROBLEMS. 3 hrs.**
Contract negotiation and administration at plant and industry levels. (PR: Economics 241 and 242, or 300, or permission)
405. **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: Economics 241 and 242, or 300, or permission)
408. **COMPARATIVE ECONOMIC SYSTEMS. 3 hrs.**
Marxism, capitalism, communism, fascism and socialism considered as theories, movements and actual political economies. (PR: Economics 241 and 242, or 300, or permission)
415. **REGIONAL ECONOMICS. 3 hrs.**
A study of location theory and regional development within a framework of economic theory. (PR: Economics 241, and 242, or 300, or permission)
420. **INTERNATIONAL ECONOMICS. 3 hrs.**
Movement of goods and balance of payments among nations; exchange rates; exchange controls and tariffs; problems and policies. (PR: Economics 241 and 242, or 300, or permission)
422. **INTRODUCTION TO MATHEMATICAL ECONOMICS. 3 hrs.**
Modern mathematical methods for use in economics and other social sciences. (PR: Economics 241 and 242, or 300; and Mathematics 120, or permission)
423. **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: Economics 241 and 242, or 300; Management 318, and Mathematics 120, or permission)
430. **MANAGERIAL ECONOMICS. 3 hrs. I.**
The use of economic principles by management; pricing, sales policies, budgeting, forecasting, inter-firm relations (PR: Economics 241 and 242, or 300, or permission)

440. **HISTORY OF ECONOMIC THOUGHT. 3 hrs.**
Economic theories and ideas from the earliest economists to those of Marshall and Keynes. (PR: Economics 241 and 242, or 300, or permission)
441. **CONTEMPORARY ECONOMIC THOUGHT. 3 hrs.**
A survey of 20th century economic thought that includes traditional, institutional, Keynesian and Marxian theory. (PR: Economics 241 and 242, or 300, or permission)
446. **MONETARY ECONOMICS. 3 hrs.**
Objectives and methods of the Federal Reserve System. Brief historical survey, but principal emphasis on recent and current problems. Also, banking and debt structure, international monetary relations, objectives of fiscal policy or stabilization policies of monetary or fiscal authorities, fiscal formulas, automatic stabilizers, bank reserves, and open market operations. (PR: Economics 241 and 242, or 300, or permission)
450. **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: Economics 241 and 242, or 300, or permission.)
460. **ECONOMIC DEVELOPMENT. 3 hrs.**
A study of the problems, dynamics and policies of economic growth and development in underdeveloped and developed countries. (PR: Economics 241 and 242, or 300, or permission)
461. **ECONOMIC EDUCATION WORKSHOP. 3 hrs. S.**
Intensive review of subject matter and teaching methods in economics designed for elementary and high school teachers. (PR: Consent of instructor or grant of scholarship)
- 471-472. **SEMINAR IN SPECIAL TOPICS. 2-4; 2-4 hrs. I, II.**
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)
480. **ECONOMICS OF HUMAN RESOURCES. 3 hrs.**
Theoretical and empirical analysis of various influences affecting the level of wages and salaries in the firm and the economy as a whole. Consideration of wages, general economic activity, demographic and other factors in the determination of unemployment, labor force participation, labor force composition and mobility, and the allocation of the human resource among various geographic, industrial and occupational areas. (PR: Economics 241 and 242, or 300, or permission)
- 481-482. **DIRECTED RESEARCH. 2-4; 2-4 hrs. I, II.**
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)
- 495H-496H. **READINGS FOR HONORS IN ECONOMICS. 4; 4 hrs. I, II.**
Open only to economics majors of outstanding ability. (See Honors Courses)

EDUCATIONAL FOUNDATIONS (EDF)

218. **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: 218L)
- 218L **LEVEL I CLINICAL EXPERIENCE. (Corequisite with Educational Foundations 218; no credit hours)**
A public school Clinical Experience in an elementary public school. An opportunity to work with faculty, staff and students in a teaching/learning environment. (CR: EDF 218)
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: Educational Foundations 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.
417. **STATISTICAL METHODS. 3 hrs. I, II, S.**

A foundation course in descriptive and inferential statistics as applied in education and the social sciences.

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)

EDUCATIONAL MEDIA (EDM)

301. **INTRODUCTION TO LIBRARY SERVICES. 3 hrs.**

A study of the resources of the library and how to use them effectively with emphasis upon the study of books and magazines for young people.

310. **LIBRARY ORGANIZATION AND ADMINISTRATION. 3 hrs.**

Principles of administration for elementary and secondary school materials centers, including schedules, routines, library housing, publicity, student assistants, equipment, handling of audiovisual aids; weeding; repair and binding of books; professional organizations and literature, with definite instruction on teaching the use of books and libraries.

315. **REFERENCE AND BIBLIOGRAPHY. 3 hrs.**

Study of the basic reference sources for elementary and secondary school libraries with practice in evaluation and use of these materials; practical experience in the construction of bibliographies.

320. **CATALOGING AND CLASSIFICATION. 3 hrs.**

Fundamentals of cataloging and classification by the Dewey Decimal System, including use of related aids, printed cards and special adaptations of the school library catalog, combined with practical experience in processing the various types of books and materials. Includes some attention to non-print materials. (PR: Skill in typing)

350. **PRACTICUM (FIELD WORK). 1-4 hrs.**

Practical experience in a library, audiovisual center, media center, or related area adapted to the student's background, experiences, and future occupational and professional goals.

365. **ORIENTATION TO EDUCATIONAL MEDIA. 1 hr. I, II, S.**

Utilization of basic audiovisual equipment, production of simple graphic aids, and information about campus media resources.

401. **HISTORY OF BOOKS AND LIBRARIES. 3 hrs.**

Overview of library development from classical world to the present as well as a survey of the development of books, printing and writing.

404. **BOOK SELECTION FOR CHILDREN. 3 hrs.**

Survey of the development of children's literature and emphasis on modern books; evaluation of the aids and standards for selection of books and materials in this area; techniques of determination of reading levels and study of reading skills; study and comparison of the work of illustrators of children's books and various editors of individual titles; techniques of story-telling.

405. **BOOK SELECTION FOR ADOLESCENTS AND ADULTS. 3 hrs.**

Survey of books and other materials adapted to the needs of adolescents and young adults correlated with the school program in all subject areas; critical evaluation of standard, classic and current books with aids and criteria for selection; techniques of reading guidance, including determination of reading levels and study of reading skills; book talks, book reviews and book notes.

410. **FOUNDATIONS OF MASS COMMUNICATIONS. 3 hrs.**

Survey of social and psychological causes and effects of reading and mass communications (newspapers, magazines, radio, motion pictures, television) with reference to their importance to the school librarian, educational media directors and other communication professionals.

450. **LIBRARY PRACTICE (Field Work). 3-5 hrs.**

Practical experience in the application of techniques of library service, adapted as far as possible to the student's needs. (PR: Fifteen hours of Library Science. CR: Curriculum and Instruction 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.

465. **UTILIZATION OF EDUCATIONAL MEDIA. 3 hrs.**

Utilization of educational media materials, equipment and techniques.

466. **PRODUCTION OF AUDIOVISUAL AIDS. 3 hrs.**

- Basic techniques in making slides, photographs, dry and wet mountings, transparencies, posters and similar graphic instructional materials.
482. **SPECIAL TOPICS. 1-4 hrs. I, II, S.**
(PR: Permission)

ENGINEERING

ENGINEERING MECHANICS (EM)

213. **STATICS. 3 hrs. I.**
Particle and rigid body mechanics for static force systems. 3 lec. (PR: General Engineering 107; PR or CR: Mathematics 230)
214. **DYNAMICS. 3 hrs. II.**
Laws of motion, work and energy, impulse and momentum, relative motion. 3 lec. (PR: Engineering Mechanics 213; PR or CR: Mathematics 231)
215. **ENGINEERING MATERIALS. 2 hrs. I.**
Properties and testing of engineering materials. 1 lec-3 lab. (PR or CR: Engineering Mechanics 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. 4 lec. (PR: Engineering Mechanics 213; PR or CR: Mathematics 231)
218. **FLUID MECHANICS. 3 hrs. II.**
Principles of hydrostatics and hydrodynamics. 2 lec-3 lab. (PR or CR: Engineering Mechanics 214 and Mathematics 231)

GENERAL ENGINEERING (GE)

101. **ENGINEERING GRAPHICS. 2 hrs. I.**
Orthographic projection, lettering, conventional representation; introduction to descriptive geometry. 6 lab.
107. **ENGINEERING COMPUTATIONS. 2 hrs. I.**
Use of electronic calculators, format for engineering calculations; significant figures and dimensional analysis; graphs. 1 lec-2 lab. (PR or CR: Mathematics 122 or 131)
108. **ENGINEERING DESIGN. 2 hrs. II.**
Principles of elementary engineering investigations and design. 2 lec. (PR: General Engineering 107)
221. **ENGINEERING ECONOMY. 3 hrs. I.**
Economic selection of machines, structures and processes. 3 lec. (PR: General Engineering 107)

ENGLISH (ENG)

Advanced placement in English is granted on the basis of the Educational Testing Service (ETS) Advanced Placement Test scores. Students who score five or four in English are given credit for English 101 and 102. Students who score three are referred to the chairman of the Department of English for a decision: credit may be given for English 101 or for both 101 and 102. Students with ACT scores of 31 or above are granted credit for English 101 and 201H. Special sections of composition for international students are designated in schedules as English 100A, 101A, and 102A.

100. **PREPARATORY ENGLISH. 3 hrs. I, II, S.**
Remedial work in English, with emphasis on skills of writing and reading.
Entrance scores in English determine whether the student enrolls in English 100 or 101. The graduation requirement is increased three hours for students assigned to English 100.
- 101-102. **ENGLISH COMPOSITION. 3; 3 hrs. I, II, S.**
Fundamentals of English usage, with practice in theme writing based on library research, dictionary study, and selected readings. (PR for 101: Satisfactory entrance scores in English, or English 100. PR for 102: English 101)
- 201H. **ENGLISH COMPOSITION HONORS. 3 hrs. I.**
An accelerated course for specially selected freshmen. Completion of 201H satisfies the university requirement in freshman composition. Students completing the course are awarded three additional hours of credit toward graduation.
- 280-281-282-283-284. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs.**

- Writing courses to meet needs of special groups. Cannot be substituted for English 101-102 or English 201H.
300. **ENGLISH LITERATURE. 3 hrs. I, II, S.**
Study of the works of major authors from the beginnings to the present, including Chaucer, Shakespeare, Milton, Pope, Wordsworth, Coleridge, Keats, and Eliot. (PR: English 102 or 201H)
301. **AMERICAN LITERATURE. 3 hrs. I, II, S.**
Study of the works of major authors from the beginning to the present, including Hawthorne, Poe, Emerson, Thoreau, Whitman, Twain, Faulkner, and Frost. (PR: English 102 or 201H)
304. **APPALACHIAN FICTION. 3 hrs.**
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: English 102 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: English 102 or 201H)
307. **MODERN DRAMA. 3 hrs.**
British and American plays since 1870, with their backgrounds in foreign literatures. (PR: English 102 or 201H)
308. **CONTEMPORARY DRAMA. 3 hrs.**
British and American plays since 1945. (PR: English 102 or 201H)
310. **BIOGRAPHY. 3 hrs. I, II, S.**
British, American, and world literature as seen through selected major biographies. The study of biography as a literary type. (PR: English 102 or 201H)
311. **SCIENCE FICTION. 3 hrs.**
Study of Science Fiction as a literary type. (PR: English 102 or 201H)
318. **TYPES OF POETRY. 3 hrs.**
Selected works from early examples to the present. (PR: English 102 or 201H)
320. **THE POLITICAL NOVEL. 3 hrs.**
Studies in English and American novels relating significantly to political themes. (PR: English 102 or 201H)
325. **SHAKESPEARE. 3 hrs. I, II, S.**
The major comedies, tragedies, and histories. (PR: English 102 or 201H)
329. **TWENTIETH CENTURY NOVEL. 3 hrs.**
Criticism and analysis of principal British and American novels since 1900. (PR: English 102 or 201H)
331. **THE SHORT STORY. 3 hrs.**
Criticism and analysis of representative short stories, British and American. (PR: English 102 or 201H)
340. **BLACK LITERATURE. 3 hrs.**
Major types and writers, chiefly American. (PR: English 102 or 201H)
354. **SCIENTIFIC AND TECHNICAL WRITING. 3 hrs.**
Acquaints students with types and styles of written reports required in science, government, industry, and medicine. Practical applications adapted to the needs of the individual student. (PR: English 102 or 201H)
360. **INTRODUCTION TO CREATIVE WRITING. 3 hrs.**
An introduction to writing of fiction and poetry. (PR: English 102 or 201H)
377. **CREATIVE WRITING: POETRY. 3 hrs.**
Practice in writing the literary forms. (PR: English 360 or permission of instructor)
378. **CREATIVE WRITING: FICTION. 3 hrs.**
Practice in writing the literary forms. (PR: English 360 or permission of instructor)
405. **HISTORY OF THE ENGLISH LANGUAGE. 3 hrs.**
The phonology, spelling, grammar, syntax, and vocabulary of previous language periods as background to Modern English. (PR: English 102 or 201H)
408. **ADVANCED EXPOSITORY WRITING. 3 hrs. II.**
Reports, theses, briefs, abstracts and other expository types. Adapted to the needs of the individual student. (PR: English 102 or 201H)
409. **MILTON. 3 hrs.**
Biographical and critical study, including Milton's English poetry and prose. (PR: 6 hours beyond English 102 or 201H)
411. **CHAUCER. 3 hrs.**
The poetry of Chaucer, chiefly the Canterbury Tales, in the light of medieval tradition and critical analysis. (PR: English 102 or 201H)

412. **STUDY OF POETRY. 3 hrs.**
Theory and prosody, and principal types, forms, and themes. (PR: English 102 or 201H)
413. **ENGLISH NOVEL TO 1800. 3 hrs.**
Defoe, Richardson, Fielding, Smollett, and Sterne, with supporting study of their most important predecessors and contemporaries. (PR: English 102 or 201H)
414. **NINETEENTH CENTURY ENGLISH NOVEL. 3 hrs.**
Austen, Scott, the Brontes, Dickens, Thackeray, Hardy and others. (PR: English 102 or 201H)
415. **VICTORIAN POETRY. 3 hrs.**
Tennyson, Browning, Arnold and others. (PR: English 102 or 201H)
417. **ENGLISH DRAMA TO 1642. 3 hrs.**
Non-Shakespearean English drama from its beginning to the closing of the theatres. (PR: English 102 or 201H)
420. **SENIOR SEMINAR IN LITERATURE. 3 hrs. I, II, S.**
Advanced study of forms and movements. Individual research required. Limited to English majors with senior class standing.
433. **CONTEMPORARY ENGLISH POETRY. 3 hours.**
Principal poetry since the Victorian period. (PR: English 102 or 201H)
434. **CONTEMPORARY AMERICAN POETRY. 3 hrs.**
Principal poetry since 1900. (PR: English 102 or 201H)
436. **MEDIEVAL ENGLISH LITERATURE. 3 hrs.**
Old English elegiac and heroic poetry; Middle English lyrics and romances; the Ricardian poets and Malory. (PR: English 102 or 201H)
437. **TUDOR LITERATURE: POETRY AND PROSE OF THE 16TH CENTURY. 3 hrs.**
Survey includes works by More, Skelton, Wyatt, Sidney, Spenser, Nashe, Marlowe, Raleigh, Lyly, and Shakespeare, excluding drama. (PR: English 102 or 201H)
438. **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: English 102 or 201H)
440. **AMERICAN LITERATURE FROM 1800 TO 1855. 3 hrs.**
Poe, Hawthorne, Emerson, Thoreau, and others. (PR: English 102 or 201H)
441. **AMERICAN LITERATURE FROM 1855 TO 1925. 3 hrs.**
Whitman, Dickinson, Frost and others. (PR: English 102 or 201H)
442. **AMERICAN NOVEL TO 1900. 3 hrs.**
Historical and critical study from the beginnings. (PR: English 102 or 201H)
446. **DRAMA OF THE RESTORATION AND 18TH CENTURY. 3 hrs.**
Trends, movements, and dramatic types in the English theatre of this period. (PR: English 102 or 201H)
447. **ENGLISH ROMANTIC POETS. 3 hrs.**
Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. (PR: English 102 or 201H)
450. **WORLD LITERATURE TO THE RENAISSANCE. 3 hrs. I.**
Major works (excluding English), with emphasis on Homer, the Greek Drama, Vergil, Dante, and Cervantes. (PR: English 102 or 201H)
451. **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: English 102 or 201H)
455. **LITERARY CRITICISM. 3 hrs.**
Historical study, with application of principles. (PR: English 102 or 201H)
460. **ENGLISH LITERATURE FROM 1660 TO 1745. 3 hrs.**
Dryden, Swift, Pope, and their contemporaries. (PR: English 102 or 201H)
461. **ENGLISH LITERATURE FROM 1745 TO 1800. 3 hrs.**
Major literature of the Age of Johnson. (PR: English 102 or 201H)
471. **LINGUISTICS FOR ELEMENTARY SCHOOL TEACHERS. 3 hrs.**
Application of principles of linguistic science to the teaching of language arts in the elementary grades. (PR: English 102 or 201H)
475. **INTRODUCTION TO LINGUISTICS. 3 hrs. I, II.**
The structural and descriptive approach to study of the English language. (PR: English 102 or 201H)
476. **MODERN GRAMMAR. 3 hrs.**
A descriptive analysis of the structure of present day American English, utilizing the basic theory of generative transformational grammar. (PR: English 475)
- 480-481-482-483. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs.**

495H-496H. READINGS FOR HONORS IN ENGLISH. 2-4; 2-4 hrs. I, II.

Not less than six hours total credit.

Open only to English majors of outstanding ability. Possible study areas include world literature, modern literature, works of individual authors, etc.

See Honors Courses.

ENGLISH AS FOREIGN LANGUAGE (EFL)

101. ELEMENTARY ENGLISH AS A FOREIGN LANGUAGE (ORAL APPROACH). 3 hrs.

Study of the basic principles of English, stressing the oral-aural. Emphasis on pronunciation, intonation, and particularly on elementary meaning units (EMUs). (PR: None, but class may be mandatory when score is below 81 on Michigan Test of English Language Proficiency)

102. ELEMENTARY ENGLISH AS A FOREIGN LANGUAGE (ORAL APPROACH). 3 hrs.

A continuation of EFL 101. (PR: EFL 101 or a score of 82-86 on the Michigan Test of English Language Proficiency)

203. INTERMEDIATE ENGLISH AS A FOREIGN LANGUAGE (ORAL APPROACH). 3 hrs.

Review and reinforcement of grammatical and phonological patterns. Oral practice, structural drills, and conversational vocabulary. Great stress on EMUs. (PR: EFL 102 or a score of 87-90 on the Michigan Test of English Language Proficiency)

204. INTERMEDIATE ENGLISH AS A FOREIGN LANGUAGE (ORAL APPROACH). 3 hrs.

A continuation of EFL 203. (PR: EFL 203 or a score of 91-94 on the Michigan Test of English Language Proficiency)

FINANCE AND BUSINESS LAW (FIN)

BUSINESS LAW

307. LEGAL ENVIRONMENT OF BUSINESS. 3 hrs. I, II, S.

The nature of law and judicial system. The relationship of law, government, ethics and the consumer to business enterprise. Includes the study of contracts, law of sales, torts, government regulation of business, environmental and consumer protection.

308. COMMERCIAL LAW. 3 hrs. I, II, S.

A continuation of Finance 307. Emphasizes in-depth case study of the law of commercial paper, business organizations, security, and real and personal property. (PR: Finance 307)

309. 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: Finance 307 or permission)

409. 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: Finance 307, Finance 323 or permission)

INSURANCE

225. PRINCIPLES OF INSURANCE. 3 hrs. I, II, S.

A survey course on the nature of risks in all lines of insurance and methods for meeting those risks.

327. LIFE AND HEALTH INSURANCE. 3 hrs. I, II.

Legal facets of life and health insurance; the insurance contract; risk selection; programming; mathematics of life and health insurance, group insurance; business uses of life insurance.

329. PROPERTY AND LIABILITY INSURANCE. 3 hrs. I.

Principles and legal facets of risk management in fire and marine; business and personal liability; allied lines; and automobile insurance, with emphasis on the fire, liability, and automobile insurance contracts.

335. **SOCIAL INSURANCE. 3 hrs. II.**
Coverage and limitations of social insurance; social security; workman's compensation; unemployment insurance; medicare, medicaid, integration with private insurance.

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.)
323. **PRINCIPLES OF BUSINESS FINANCE. 3 hrs. I, II, S.**
Business finance from viewpoint of business manager; use of financial statements, tools, and concepts for measuring and planning for profitability and liquidity. (PR: Economics 242, Accounting 216, and Mathematics 190)
324. **ADVANCED FINANCIAL ANALYSIS AND PLANNING. 3 hrs. I, II.**
Financial planning, working capital management, capital budgeting, dividend policy and comprehensive problems. (PR: Finance 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: Finance 307 and Management 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: Finance 323 and Management 350)
430. **PRINCIPLES OF REAL ESTATE. 3 hrs. I.**
A broad study of the principles of real estate media in relation to the instruments, investments, leasing, brokerage, management, development and appraisal. (PR: Finance 307, Finance 323, or permission)
434. **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: Finance 323 or permission)
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: Finance 323 or permission)
- 480-481. **SPECIAL TOPICS. 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Finance majors only, with permission of department chairman.
- 495H-496H. **READINGS FOR HONORS IN FINANCE. 2-4; 2-4 hrs.**
Open only to students of outstanding ability. See Honors Courses.

FINE ARTS (FA)

101. **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)
- *101R-102R. **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 102R: French 101R or equivalent)

*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101.

- 150-151. **APPLIED FRENCH. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
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: French 102 or two units of high school French or departmental examination)
- *203R. **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 203R: French 102R or equivalent)
204. **INTERMEDIATE FRENCH. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed composition. (PR for 204: French 203 or three or four units of high school French or departmental examination)
- *204R. **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 204R: French 203R or equivalent)
- 250-251. **APPLIED FRENCH. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
- 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: French 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 majors only. (PR: French 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: French 204. PR for 316: French 315 or consent of instructor)
- 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 French 204)
- 350-351. **APPLIED FRENCH. 2-4; 2-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)
- 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 French 405 or 406: French 204)
425. **DEVELOPMENT OF FRENCH PROSE I. 3 hrs.**
An analysis of the important works that mark the evolution of French Prose writers from the Middle Ages through the 18th Century. Readings and discussions are in French. (PR: French 317 and 318 or permission)
426. **DEVELOPMENT OF FRENCH PROSE II. 3 hrs.**
An analysis of the important works that mark the evolution of French Prose in the 19th and 20th Centuries. Readings and discussions are in French. (PR: 6 hours of 300 level courses and French 425, or permission)
427. **DEVELOPMENT OF FRENCH POETRY AND THE FRENCH THEATER I. 3 hrs.**
A study of literary works illustrating the development of poetry and theater in France from the Middle Ages through the 18th Century. (PR: French 317 or 318 or permission of instructor)

*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101.

428. **DEVELOPMENT OF FRENCH POETRY AND THE FRENCH THEATER II.** 3 hrs.
A study of literary works illustrating the development of poetry and theater in France during the 19th and 20th Centuries. (PR: French 317 or 318 or permission of instructor)
- 450-451. **APPLIED FRENCH.** 2-4; 2-4 hrs.
Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)
- 480-481. **SPECIAL TOPICS.** 2-4; 2-4 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: Three hours of literature from courses numbered 317 or above and the consent of instructor)
- 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. **INTRODUCTION TO 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. **GENERAL 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.
- 281-282. **SPECIAL TOPICS.** 1-3 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 LATIN AMERICA.** 3 hrs.
Relationship between man's activities and natural relationship studied in each country.
315. **GEOGRAPHY OF AFRICA AND AUSTRALIA.** 3 hrs.
Low latitude and lower middle latitude regions given relationship approach with national and sectional problems stressed with chief emphasis given to Africa.
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.
405. **WORLD 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.
408. **GEOGRAPHY OF MEXICO.** 3 hrs.
Regional study of relation of man's activities to natural environment.

410. **URBAN GEOGRAPHY. 3 hrs.**
Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.
412. **GEOGRAPHY OF SOVIET LANDS. 3 hrs.**
Russian agriculture, mining, grazing, industry, and transportation examined in environmental terms.
414. **METHODS AND TECHNIQUES OF REGIONAL PLANNING. 3 hrs.**
Introductory planning with emphasis on methods, techniques, tools and principles necessary to accomplish objective regional planning.
415. **REGIONAL PLANNING AND DEVELOPMENT. 3 hrs.**
The philosophy, theories, and principles involved in planning of urban and rural areas. (PR: Geography 414 or permission of instructor)
416. **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.
418. **GEOGRAPHY FOR TEACHERS. 3 hrs.**
A study of elements of geography most essential for effective teaching of geographic content in elementary education and the social studies.
420. **FIELD GEOGRAPHY OF WEST VIRGINIA. 3 hrs.**
Representative areas in lumbering, mining, agriculture, and industry studied through field methods.
425. **CLIMATOLOGY. 3 hrs.**
A study of elements of weather and climate, methods of climatic classification, and distribution and characteristics of world climate regions.
429. **MAP INTELLIGENCE AND PROJECTIONS. 3 hrs.**
Principles and practice in construction of map grid, relation of map to compass, use of drafting equipment, and understanding of earth features as shown on maps.
430. **APPLIED CARTOGRAPHY. 3 hrs.**
Map making with regard to projection selection, source materials, compilation, restitution, and air photo interpretation. (PR: Geography 429 or permission of instructor)
- 481-485. **SPECIAL TOPICS. 1-3 hrs.**
- 495H-496H. **READING FOR HONORS IN GEOGRAPHY. 4; 4 hrs. I, II.**
See Honors Courses.

GEOLOGY (GLY)

200. **PHYSICAL GEOLOGY. 3 hrs. I, II, S.**
Elementary physical geology; origin and nature of the earth, geological processes, weathering and erosion, volcanoes, earthquakes, mountain building, common rocks and minerals. 3 lec. (CR: Geology 210L)
201. **HISTORICAL GEOLOGY. 3 hrs. I, II, S.**
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: Geology 200. CR: Geology 211L)
- 210L. **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: Geology 200)
- 211L. **EARTH DEVELOPMENT LABORATORY. 1 hr. I, II, S.**
The geologically significant representatives of both animals and plants will be studied. Attention is given to elementary morphology, taxonomy, biometrics and paleoecology. 2 lab. (PR: Geology 210L. CR: Geology 201)
212. **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: Geology 200 or 201. Required of majors)
313. **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: Geology 201)
314. **MINERALOGY. 4 hrs. I, Alternate years (odd numbers)**
Identification, classification, origin, occurrence and economic uses of minerals; crystallographic forms and blowpipe analysis. 2 lec-4 lab. (PR: Geology 200, Chemistry 212, 214)
325. **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: Geology 201)
400. **SPECIAL TOPICS AND RESEARCH IN GEOLOGY. 1-4 hrs. I, II, S.**
Independent field and/or laboratory research in a selected phase of the major or minor field. Majors and minors only. (PR: 10 hours of Geology)
415. **ANALYTICAL MINERALOGY. 4 hrs. II, Alternate years (even numbers)**
A study of the internal symmetry, bonding, structure, and crystal chemistry of minerals by analytical methods. 3 lec-2 lab. (PR: Geology 314 or consent)
418. **INVERTEBRATE PALEONTOLOGY. 4 hrs. I, Alternate years (odd numbers)**
Taxonomy and morphology of the major invertebrate phyla with an introduction to biometrics as applied to paleontology. 3 lec-2 lab. (PR: Geology 201 and 325 or Zoology 212 and consent)
421. **PETROLOGY. 4 hrs. I, Alternate years (even numbers)**
Identification and classification of igneous, sedimentary and metamorphic rocks, their origin and occurrence; their geologic and economic importance. 2 lec-4 lab. (PR: Geology 200, Geology 314 or consent)
422. **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: Geology 201, 314, or consent)
423. **SEDIMENTARY PETROGRAPHY. 3 hrs. II, Alternate years (even numbers)**
Megascopic and microscopic identification and a depositional and post depositional interpretation of the sedimentary rocks. 2 lec-2 lab. (PR: Geology 201 and 314)
425. **GEOCHEMISTRY. 4 hrs. II, Alternate years (odd numbers)**
Introduction to the principles of geochemistry. The application of elementary chemistry to geologic problems. 3 lec-2 lab. (PR: Geology 200, Chemistry 211, 212, 213, 214 or permission)
426. **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: Geology 200, Physics 201, Mathematics 130)
427. **FOSSIL FUELS. 4 hrs. II, Alternate years (odd numbers)**
Origin and distribution of coal, oil and gas, and methods of exploration and reserve evaluation. 3 lec-2 lab. (PR: Geology 313, 325 or permission)
451. **PRINCIPLES OF GEOMORPHOLOGY. 3 hrs. I, Alternate years (odd numbers) and S.**
Principles of identification and analysis of the world's surficial features in terms of stratigraphy, structure, processes, tectonics and time. 3 lec. (PR: Geology 200, Geology 210L or consent; CR: GLY 451L for majors)
- 451L. **PRINCIPLES OF GEOMORPHOLOGY LABORATORY. 1 hr. I, Alternate years (odd numbers) and S.**
For Geology majors, corequisite with Geology 451. For non-majors, elective. (PR or CR: Geology 451)
452. **REGIONAL GEOMORPHOLOGY. 3 hrs. II, Alternate years (odd numbers)**
Description and classification of North American surface morphology and its relationship to bedrock; climate, processes and history. 3 lec. (PR: Geology 451 or consent)
- 453-454. **SEMINAR. 1 hr. I, II.**
A graduation requirement for all seniors seeking the B.S. in Geology and recommended for seniors seeking the B.A. in Geology. (PR: Permission of chairman)
455. **WATER RESOURCES. 3 hrs. I, Alternate years (odd numbers)**
The properties of water, the hydrologic cycle with emphasis on surface and ground-water processes, the uses, needs and problems associated with water resources. 3 lec. (PR: Geology 200. CR: Geology 455L for majors)
- 455L. **WATER RESOURCES LABORATORY. 1 hr. I, Alternate years (odd numbers)**
A two-hour laboratory of practical hydrogeologic problem solving. For non-majors, elective. (CR: Geology 455)
456. **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: Geology 200)

GERMAN (GER)

- 101-102. **ELEMENTARY GERMAN. 3; 3 hrs. I, II, S.**
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102: German 101 or one unit of high school German or departmental examination)

- *101R-102R. ELEMENTARY GERMAN 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 German itself and intensive word study. Taught in English. Not open to majors. (PR for 102R: German 101R or equivalent)
- 150-151. APPLIED GERMAN. 1; 1 hr.**
 One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
- 203. INTERMEDIATE GERMAN. 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: German 102 or two units of high school German or departmental examination)
- *203R. INTERMEDIATE GERMAN 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 203R: German 102R or equivalent)
- 204. INTERMEDIATE GERMAN. 3 hrs. I, II, S.**
 Development of practical conversational skills, reading for comprehension, and directed compositions. (PR for 204: German 203 or three or four units of high school German or departmental examination)
- *204R. INTERMEDIATE GERMAN 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 204R: German 203R or equivalent)
- 250-251. APPLIED GERMAN. 1; 1 hr.**
 One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
- 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: German 204)
- 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: German 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. Two hour lab to be arranged. Open to majors only. (PR: German 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 German. (PR for 315: German 204. PR for 316: German 315 or consent of instructor)
- 350-351. APPLIED GERMAN. 2-4; 2-4 hrs.**
 Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)
- 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: German 204)
- 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: German 204)
- 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: German 204 and at least one literature course and consent of instructor)

*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101.

450-451. APPLIED GERMAN. 2-4; 2-4 hrs.

Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)

480-481. SPECIAL TOPICS. 2-4; 2-4 hrs. I, II.

(PR for German 480 or 481: German 204 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 Greek 202: Greek 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: Greek 202 for 301; Greek 301 for 302)

490-491. SPECIAL TOPICS IN GREEK. 1-4; 1-4 hrs. I, II.

(PR: Greek 302 or equivalent)

HEALTH EDUCATION (HE)

220. PERSONAL HEALTH. 3 hrs. I, II.

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.

222. FIRST AID. 3 hrs. I, II.

First aid, safety and survival education in the home, in the school, and on the playground.

223. METHODS OF TEACHING FIRST AID. 1 hr. I, II.

(PR: Health Education 222 and permission of department chairman)

321. THE SCHOOL HEALTH PROGRAM. 3 hrs. I, II.

A consideration of the total school health program, including healthful school living, health services, and health instruction.

325. SCHOOL AND COMMUNITY HEALTH. 2 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: Health Education 220)

411. MENTAL HEALTH. 1 hr. I, II.

An examination of mental health and illness; including care, treatment and prevention of various types of mental illnesses and problems related to mental health in our society.

412. SEX EDUCATION. 1 hr. I, II.

A study of sex education, including venereal disease education and examination of the problems of current interest related to human sexuality.

413. ALCOHOL USE AND ABUSE. 1 hr. I, II.

A study of the use and abuse of alcohol. Consideration of medical, legal and social aspects of the alcohol problem; treatment methods in alcoholism.

414. DRUG USE AND ABUSE. 1 hr. I, II.

A study of the use and abuse of drugs; consideration of pharmacological, legal and medical and other problems related to drug use and abuse.

426. CURRICULUM IN HEALTH EDUCATION. 3 hrs. I, only.

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: Health Education 321 and 325)

482-483-484-485. SPECIAL TOPICS. 1-3; 1-3; 1-3; 1-3 hrs.

Health education majors only, with permission of department chairman.

HISTORY (HST)

105. ENGLISH HISTORY TO 1642. 3 hrs. I.

A political and social survey of England. Emphasis is placed particularly on the development of the English Parliament.

106. 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.

201. **HISTORY OF MODERN SCIENCE. 3 hrs.**
A survey of the major scientific ideas and achievements of the last five centuries and of their relationship to historical events.
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.
219. **ANCIENT HISTORY. 3 hrs. I. Alternate years.**
A survey of the ancient Near East, Greece, and Rome with emphasis on Greek and Roman civilization from Mycenaean times through the Roman Empire of the fifth century. Open to all undergraduates.
220. **EUROPEAN HISTORY, MEDIEVAL. 3 hrs. II. Alternate years.**
A survey of the history of Europe from the later Roman Empire to the end of the Middle Ages with emphasis on religious, cultural, social, political and economic developments. Open to all undergraduates.
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 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.
- 283-284. **SPECIAL TOPICS. 1-3; 1-3 hrs.**
Selected topics not covered in regular course offerings.
301. **LATIN AMERICA: DISCOVERY TO INDEPENDENCE. 3 hrs.**
Latin American History from Columbus to Independence, 1492-1825, with emphasis on the institutions of Spain which influenced the development of Latin America and eventually led to the independence movement.
302. **LATIN AMERICA: INDEPENDENCE TO THE PRESENT. 3 hrs.**
Latin American History Since Independence to the Present with emphasis on the political, economic and social institutions of Argentina, Brazil, Chile and Mexico.
308. **SOCIAL AND ECONOMIC HISTORY OF THE SOUTH. 3 hrs. I.**
A survey of Southern history from the founding of Jamestown to the present.
309. **SOCIAL AND ECONOMIC HISTORY OF THE WEST. 3 hrs. II.**
A study of the frontier in America with particular emphasis upon its contribution to national culture.
310. **EARLY AMERICAN SOCIAL, CULTURAL AND INTELLECTUAL HISTORY 1607-1865. 3 hrs.**
A study of the changes and continuities in the history of American social movements, culture and thought from 1607-1865.
314. **INDIA AND SOUTHEAST ASIA: MODERN PERIOD. 3 hrs. I, Alternate years.**
Introduction to the civilization of the area; the establishment of colonial control; liquidation of colonial rule and the readjustment required.
316. **HISTORY OF BLACK AMERICA TO 1885. 3 hrs.**
A general survey of the history of the Negro in the United States, beginning with his origins in Africa and the West Indies and extending throughout his development on the North American continent to 1885.
317. **HISTORY OF BLACK AMERICA SINCE 1885. 3 hrs.**
A general survey of the history of the Negro in the United States since the end of reconstruction in the South, 1885.
318. **AMERICAN SOCIAL, CULTURAL AND INTELLECTUAL HISTORY: 1865-PRESENT. 3 hrs.**
A study of the changes and continuities in the history of American thought, culture and social movements 1865-present. Special emphasis on the modern period.
319. **AMERICAN URBAN HISTORY: 1865-PRESENT. 3 hrs.**
A 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.
321. **EUROPEAN HISTORY, 1492-1815. 3 hrs. I, II, S.**
A survey of European history emphasizing the Renaissance, the Reformation and the rise of the national states.
322. **MODERN EUROPE SINCE 1815. 3 hrs. I, II, S.**
A survey of European History. The impact of the French Revolution and the

- Industrial Revolution; the significance of nationalism and imperialism is particularly noted.
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 treatment from the discovery in 1492 through the period of reconstruction.
331. **AMERICAN HISTORY SINCE 1887. 3 hrs. I, II, S.**
A general survey since the Reconstruction.
333. **AMERICAN COLONIAL HISTORY. 3 hrs.**
A study of the historical development of the English colonies in America.
342. **AMERICAN LEGAL HISTORY. 3 hrs.**
Historical development of American law in areas ranging from slavery and racial discrimination to civil liberties and crime and punishment.
350. **AMERICAN LABOR HISTORY. 3 hrs. I. Alternate years.**
The history of the American labor movement. (Same as Economics 350)
354. **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.
375. **THE FAR EAST. 3 hrs.**
A survey of the Far East emphasizing cultural, economic, and political development of China and Japan. Particular emphasis is placed on the 19th century and the impact of Western penetration of Asia.
400. **METHODOLOGY. 3 hrs.**
Survey of literature and practical experience in methods and sources of history through bibliographical study and research papers.
401. **THE AMERICAN MILITARY EXPERIENCE. 3 hrs.**
Examines the American military tradition from the colonial period to the present. Particular attention to the Twentieth Century.
404. **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.
405. **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.
- 406-407. **SPECIAL TOPICS. 1-3; 1-3 hrs.**
Selected topics not covered in regular course offerings (PR: Permission of department chairman)
408. **AMERICAN CIVIL WAR AND RECONSTRUCTION. 3 hrs.**
417. **THE TRANS-ALLEGHENY FRONTIER. 3 hrs.**
A survey of the significance of the frontier in American history.
418. **EUROPEAN DIPLOMACY. 3 hrs.**
Particular attention is given to the period since the French Revolution. Diplomatic history of major continental national and diplomatic relations with non-European nations is emphasized.
419. **REPRESENTATIVE HISTORIANS AND THEIR WORK. 3 hrs.**
A general study of significant historians and their works from Herodotus to Toynbee.
421. **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.
422. **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.
425. **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. (PR: Junior standing)
426. **EUROPEAN HISTORY, 1914 TO PRESENT. 3 hrs.**
The impact of World War I upon Europe; the era between two wars; the search for world peace, and World War II and its aftermath are studied. (PR: Junior standing)

428. **INTELLECTUAL AND CULTURAL HISTORY OF MODERN EUROPE.**
3 hrs.
A survey of the main events in European thought and culture in the nineteenth and twentieth centuries. (PR: History 322)
429. **RUSSIA TO 1917.** 3 hrs.
A survey of Russian history to 1917 which examines Russia before the Russians, Kievan Russia, Appanage Russia, Muscovite-Russia and Imperial Russia.
430. **SOVIET RUSSIA.** 3 hrs.
A continuation of History 429 which examines the development of Russia from its beginnings to the present. Emphasis is placed upon political and economic changes in the Soviet system and on Communist expansion in Europe and Asia.
431. **THE UNITED STATES, 1877-1914.** 3 hrs.
A study of America's transformation from a rural, agricultural nation into an urban, industrial world power, the settlement of the West, the farmers' revolt and the Progressive era.
432. **THE UNITED STATES SINCE 1914.** 3 hrs.
A thorough study of the United States since 1914.
- 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 chairman) See Honors Courses.

HOME ECONOMICS (HEC)

110. **FOOD SELECTION AND PREPARATION.** 1 or 3 hrs. I.
Principles of food selection, preparation and preservation.
112. **CLOTHING CONSTRUCTION.** 2 hrs. II.
Basic principles of clothing construction.
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: Home Economics 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.** 1 or 2 hrs. I.
Natural and man-made textile fibers, methods of fabrication, and finishes as related to the selection, use and care of clothing and household textiles.
213. **ADVANCED CLOTHING CONSTRUCTION.** 3 hrs. II.
Experiments in construction techniques, fabrics and design compatibility. (PR: Home Economics 112 or an acceptable score on clothing construction pretest)
303. **CHILD DEVELOPMENT.** 3 hrs. I, II.
Care and guidance of young children two to six years old, in relation to their physical, emotional, mental and social development. Observation and participation in nursery school required.
304. **DIET THERAPY.** 3 hrs. I, II.
Present day concepts of the relation of nutrition and diet to the prevention and treatment of disease. (PR: Home Economics 210 and Chemistry 300)
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: Educational Foundations 218. CR: Educational Foundations 319)
306. **HOME ECONOMICS EDUCATION: METHODS IN HOME ECONOMICS EDUCATION.** 3 hrs. I.
Professional role; objectives; methods, materials and evaluations; working with varied learners; planning programs for junior and senior high school home economics and other educative settings. Self-instructional modules permit some variation in emphasis on topics. (PR: For education majors only, Educational Foundations 319 and Home Economics 305. CR: For education majors only, Home Economics 307)
307. **HOME ECONOMICS EDUCATION: CLINICAL EXPERIENCE II.** 1 hr. I.
Develops competence in recording classroom verbal interaction, using questioning skills in teaching and developing teaching materials. (PR: Educational Foundations 319 and Home Economics 305. CR: Home Economics 306)
314. **CLOTHING SELECTION.** 1 or 3 hrs. I.
Psychological, sociological, economic and esthetic aspects of clothing selection.

351. **HOUSING. 2 or 3 hrs. I.**
Influence of family needs, social and economic trends, and physical environment on housing; analysis of building materials and space utilization in housing.
354. **HOME FURNISHINGS. 2 or 3 hrs. II.**
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)
355. **PROBLEMS IN HOME FURNISHINGS. 3 hrs.**
Design and construction of curtains, draperies, and slipcovers with emphasis on selection for specific needs; furniture restoration and refinishing. (PR: Home Economics 354 or consent of instructor)
358. **PRINCIPLES OF MANAGEMENT. 2 hrs. I.**
Identification of management concepts with emphasis on principles and interrelationships within framework of the family.
401. **MATERNAL AND CHILD NUTRITION. 3 hrs.**
Nutritional requirements during prenatal and early growth periods; surveys of nutritional status. (PR: Home Economics 210 and Chemistry 204)
402. **FOODS OF THE WORLD. 3 hrs.**
Characteristics and cultural aspects of the foods of Europe, Mid-East and Far East. (PR: Home Economics 203 or permission of instructor)
403. **ADVANCED NUTRITION. 3 hrs. II. Odd years.**
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: Chemistry 327; Zoology 315; Home Economics 210)
405. **QUANTITY FOOD PRODUCTION. 3 hrs. I. Even years.**
Basic principles of quantity food selection, preparation and service. Laboratory application in local food institutions. (PR: Home Economics 110 and Home Economics 203 or consent of instructor)
406. **THE VOCATIONAL HOME ECONOMICS PROGRAM. 3 hrs. II.**
Vocational home economics at the secondary, post secondary and adult levels with emphasis on types and organization of programs, legislation, and groups served. (PR: Educational Foundations 319)
407. **FOOD SERVICE SYSTEMS MANAGEMENT. 3 hrs. I. Odd years.**
Administration of food service in institutions. (PR: Management 320)
413. **EXPERIMENTAL FOODS. 3 hrs. II. Even years.**
Experimental study of chemical and physical factors affecting food preparation. (PR: Home Economics 110 and Organic Chemistry)
415. **FAMILY RELATIONSHIPS. 3 hrs. I.**
Relationships in the family during its life cycle, with some consideration of family life in other cultures.
416. **PRENATAL AND INFANT CARE. 3 hrs. II.**
Prenatal and postnatal care of the mother, development of the fetus and care of the infant to two years of age.
418. **CLOTHING: FITTING AND ALTERATIONS. 3 hrs.**
Prepares teachers for training fabric service workers in custom sewing and alterations. Includes techniques of fitting, altering, repairing and modifying custom and ready-to-wear garments. (PR: Home Economics 213)
419. **TAILORING. 3 hrs.**
Contemporary methods of custom tailoring with emphasis on suitable fabrics and construction processes for particular styles. (PR: Home Economics 213 or consent of instructor)
420. **HOUSEHOLD EQUIPMENT. 3 hrs. II.**
Principles underlying the selection, use and care of household equipment.
427. **HOME MANAGEMENT LABORATORY. 3 hrs. II.**
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)
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.
435. **SUPERVISION AND 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: Home Economics 303)
450. **HOME ECONOMICS EDUCATION: STUDENT TEACHING IN HOME ECONOMICS. 4 or 8 hrs. I, II.**

Directed teaching in an approved vocational home economics program in a cooperating secondary and/or vocational-technical school (PR: Home Economics 306. PR or CR: Home Economics 406)

461. **CONSUMER EDUCATION. 2 or 3 hrs. I, II.**
Analysis of economic factors related to provision of consumer goods and services; investigation of sources of consumer information; and means of providing economic security for families.
480. **SPECIAL TOPICS. 1-3 hrs.**
Independent study in a selected area of home economics. May not be used to replace any listed course.
- 481-482-483-484-485. **WORKSHOP. 2-3; 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)
486. **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)

HOME ECONOMICS EDUCATION

Listed under Home Economics

INTERDISCIPLINARY STUDIES (IS)

(See also p. 180, "Humanities" and "Women's Studies")

WOMEN'S STUDIES

327. **WOMEN'S STUDIES. 3 hrs.**
Historical and social problems of women. The course draws upon literature, history, psychology, sociology, and economics for the purpose of illuminating problems that women face today.
See also, Multi-Departmental Offerings, p. 180.
Appalachian Studies, Black Studies, Fine Arts, Humanities, International Affairs, University Honors, Women's Studies.

JOURNALISM (JRN)

101. **SURVEY OF JOURNALISM. 3 hrs. I.**
An examination of important facets of mass communications, including newspaper, magazine and broadcast journalism. The course is designed to provide a critical overview of the mass media. Guest speakers are part of the course.
200. **USE AND UNDERSTANDING OF THE NEWS MEDIA. 3 hrs. II.**
A study of the interaction between a free press and a free society aimed especially for nonjournalists to give them an understanding of the roles and problems of the various news media. Structured to develop better news consumers. For non-majors only.
201. **NEWS REPORTING I. 3 hrs. I, II, S.**
Techniques of good news writing designed to develop the basic skills necessary for a beginning reporter through in-class laboratory experience. (PR: Office Administration 103, or demonstrated typing proficiency)
202. **NEWS REPORTING II. 4 hrs. I, II.**
Practice in gathering and writing news for the newspaper. Emphasis is placed upon beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class which writes for The Parthenon, university student newspaper. (PR: Journalism 201)
240. **INTRODUCTION TO BROADCAST JOURNALISM. 2 hrs. I, II.**
Introduction to techniques of radio and television news broadcasting, news room organization and operation, history and ethics of broadcast journalism. (PR: Journalism 201)
241. **GRAPHICS OF COMMUNICATION. 3 hrs. I, II.**
Creative and practical aspects of typography, layout and design of printed communication.
281. **FUNDAMENTALS OF ADVERTISING. 3 hrs. I, II.**
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)

301. **FUNDAMENTALS OF COPY EDITING. 2 hrs. I, II, S.**
Theory and practice in copy editing, headline writing, picture editing and page makeup. (PR: Journalism 201)
302. **ADVANCED COPYEDITING. 4 hrs. I, II.**
Advanced course in newspaper copy editing, headline writing and makeup. Instruction and practice in contemporary newspaper typography. Laboratory instruction and experience on the university newspaper, The Parthenon. (PR: Journalism 202, 241 or 301)
304. **INTERPRETATION OF CONTEMPORARY AFFAIRS. 3 hrs. I.**
Study and practice of research methods and writing techniques for in-depth reporting on topical issues, emphasizing also matters of structure, style and policies of editorial writing. (PR: Journalism 202 or 351 or permission)
308. **FEATURE WRITING. 2 hrs. II, S.**
Experience in recognizing, developing and writing news features for student and local newspapers, and other publications, with and without specific assignments. Exercises in fundamental and advanced techniques. (PR: Journalism 202 or permission of instructor)
310. **CRITICAL WRITING. 2 hrs. II.**
Basic principles of cultural and artistic evaluation and criticism, with practice in writing critical reviews of books and other literary and artistic works. (PR: Junior standing)
330. **FUNDAMENTALS OF PUBLIC RELATIONS. 3 hrs. I, II.**
Current ways of disseminating public information as practiced by business, educational, industrial, governmental and social organizations.
335. **PUBLIC RELATIONS PUBLICATIONS. 3 hrs. I.**
A study of public relations publications used by industry, government, and non-profit organizations. Special emphasis on producing internal and external house publications from writing through printing. (PR: Journalism 201 and 241)
350. **BROADCAST NEWS I. 4 hrs. I.**
Practice in compiling, writing and editing news for broadcasting. A laboratory class which makes use of university broadcast facilities. Students receive on-air experience as available. (PR: Journalism 202, 240 or permission)
351. **BROADCAST NEWS II. 4 hrs. II.**
Examination of skills required by the broadcast journalist: Writing, filming, editing and announcing. Class makes use of University broadcast facilities. Students must discuss course with instructor before enrolling. (PR: Journalism 350)
360. **NEWS PHOTOGRAPHY I. 3 hrs. I, II, S.**
Methods of taking pictures for newspapers and picture editing. Laboratory work in developing and printing required. Enrollment limited to 20 students, with journalism and advertising majors given enrollment priority. Students must discuss course with instructor before enrolling.
382. **ADVERTISING COPYWRITING. 3 hrs. I.**
Practice in obtaining material and writing copy for advertisements in all media. (PR: Journalism 201 or Marketing 341)
383. **ADVERTISING LAYOUT AND DESIGN. 3 hrs. II.**
Principles and practices in layout and design of advertising for all media. (PR: Journalism 241 or Marketing 341)
385. **ADVERTISING MEDIA PLANNING. 3 hrs. I.**
Planning and practice in allocating advertising budgets in the mass media to effectively reach the target audiences at the most reasonable cost. (PR: Marketing 341)
400. **NEWS PHOTOGRAPHY II. 3 hrs.**
A course in advanced techniques for newspaper and magazine photography, concentrating on creation, design and use of photo essays and picture stories. (PR: Journalism 360)
401. **PROFESSIONAL PRACTICUM. 1-4 hrs. I, II, S.**
Supervised work on The Parthenon or the Chief Justice. Reporting, editing, advertising, and newspaper production are to be elected by student for supervised work. Students may enroll in 401 for just one hour of credit per term. (PR: Journalism 202, Journalism 302 or permission of practicum instructor)
402. **LAW OF MASS COMMUNICATIONS. 3 hrs. I.**
Ethical and legal aspects of Mass Communications. Responsibility, libel, copyright, regulatory agencies, state and federal laws, ethical considerations and practices.
404. **HISTORY OF AMERICAN JOURNALISM. 3 hrs. I.**
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.

406. **JOURNALISM INTERNSHIP. 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 in advance with the School of Journalism internship director before enrollment.
410. **MAGAZINE EDITORIAL PRACTICES. 3 hrs. I.**
Study of the organization and functions of the magazine editorial department, with practice in planning magazine content, laying out pages and establishing production procedures. (PR: Journalism 241)
411. **MAGAZINE EDITING AND PRODUCTION PRACTICUM. 4 hrs. II.**
Supervised work in editing and designing magazines. A laboratory class which produces special edition magazines. (PR: Journalism 410)
414. **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: Journalism 202 or 351)
425. **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: Journalism 382, 383, 385)
428. **SUPERVISION OF SCHOOL PUBLICATIONS. 3 hrs. II, S.**
A comprehensive study of advising and producing school publications, with emphasis on methods for teachers of journalism. (PR: Permission)
430. **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)
433. **PUBLIC RELATIONS PRACTICES AND METHODS. 3 hrs. II.**
Procedures for planning and preparing internal and external public relations activities and communications. (PR: Journalism 201, 330 or permission)
440. **SEMINAR: MASS COMMUNICATION AND SOCIETY. 3 hrs. I.**
Study of the interaction between the mass media and other social institutions, and between the media and the government; problems and responsibilities of the media in social change. (PR: Junior standing)
- 480-481. **SPECIAL TOPICS. 1-3, 1-3 hrs. I, II, S.**
Independent studies or projects in areas of interest to the student, conducted under the direction of a faculty member. Course is taught by arrangement. It includes regular meetings with the instructor for advice and direction. Projects and studies may include mass communication research studies or special group field projects. The professor is assigned based on his proficiency in the area of study or field report. (PR: Permission)
490. **SEMINAR IN MEDIA MANAGEMENT. 3 hrs. I.**
Problems and practices affecting all departments of the mass media including labor and personnel, editorial, business and production. (PR: Junior standing)
- 495H-496H. **READING FOR HONORS IN JOURNALISM. 4; 4 hrs. I, II.**
For journalism majors of outstanding ability. See Honors Courses.

LATIN (LAT)

- 101-102. **FIRST YEAR LATIN. 3; 3 hrs. I, II.**
(PR for Latin 102: Latin 101)
- 203-204. **INTERMEDIATE LATIN. 3; 3 hrs. I, II.**
Varied readings including selections from Cicero's Orations; Vergil's Aeneid I-VI. (PR for Latin 203: Latin 102 or equivalent; PR for Latin 204: Latin 203 or equivalent)
240. **ELEMENTS OF PROSE COMPOSITION. 3 hrs. I.**
(PR: Latin 204 or 3 units of high school Latin)
- 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.

306. SELECTIONS FROM HORACE. 3 hrs.
 307. CICERO'S LETTERS. 3 hrs.
 309. LIVY'S HISTORY OF ROME. 3 hrs.
 312. TACITUS (selections from): ANNALS, AGRICOLA. 3 hrs.
 329. ELEGIAC POETS: CATULLUS, TIBULLUS, PROPERTIUS, OVID. 3 hrs.
 401. ROMAN LIFE: PLINY, MARTIAL, JUVENAL. 3 hrs.
 402. VERGIL'S AENEID VII-XII. 3 hrs.
 403. THE ROMAN STAGE: COMEDIES OF PLAUTUS AND TERENCE. 3 hrs.
 490-491. SPECIAL TOPICS IN LATIN. 1-4; 1-4 hrs. I, II.
 Non-Latin majors may enroll in Latin Special Topics 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.

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)
318. BUSINESS STATISTICS. 3 hrs. I, II, S.
 Survey of methods of analysis and presentation of business and economic data; sampling, measures of central tendency and dispersion; index numbers; time series. (PR: Mathematics 190)
320. 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: Accounting 215-216, and Economics 241-242, or permission)
350. 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: Management 320)
354. 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: Management 350)
360. MANAGEMENT OF SMALL BUSINESS. 3 hrs.
 The study of the knowledge needed in initiation of a new business venture and the techniques and problems of management in the small business enterprise as opposed to the large-scale corporate structure. (PR: Management 320 or permission)
418. 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: Management 318 and 320)
419. 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: Management 320)
420. OPERATIONS MANAGEMENT. 3 hrs. I, II, S.
 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: Management 318, 320)
422. HUMAN BEHAVIOR IN ORGANIZATIONS. 3 hrs. I, II, S.
 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: Management 320)
423. 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: Management 320 or permission)

424. **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: Management 320 or permission)
425. **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: Management 320 or permission)
426. **MANAGEMENT SCIENCE. 3 hrs. I, II, S.**
Survey of quantitative techniques used in the solution of management problems. Topics include Bayesian probability, uncertainty, linear programming, non-linear programming, game theory and queuing theory. (PR: Management 318, 320, or permission)
427. **WORK METHODS AND STANDARDS ANALYSIS. 3 hrs.**
The development and use of work methods, standards, and measuring procedures in production/operations management. Topics covered also include job design, human factors, and quality control. (PR: Management 420)
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)
451. **PRACTICUM IN HEALTH CARE MANAGEMENT I. 4 hrs.**
Field experience in management of Health Care Operations. (PR: Senior standing)
452. **PRACTICUM IN HEALTH CARE MANAGEMENT II. 4 hrs.**
Field experience in management of Health Care Organizations. (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: Management 350, 354, Finance 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 health care 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: Management 354, Finance 356, Accounting 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: Senior standing in BBA Program)
- 480-481. **SPECIAL TOPICS. 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Management majors only, with permission of department chairman.
- 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.**
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: Economics 241, 242; Economics 300 for Journalism majors only)
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: English 102, Marketing 340)
343. **PRINCIPLES OF RETAILING. 3 hrs.**
An interdisciplinary presentation of the principles and concepts fundamental to the operation of retail firms including consumer orientation. (PR: Economics 242 and Marketing 340. Required for Retailing majors)
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: Marketing 340; Economics 241 and 242 or Economics 300 for Journalism majors. Required for Marketing majors)

349. **PRINCIPLES OF DOMESTIC TRANSPORTATION. 3 hrs.**
Introduction to the history, economics, and regulation of U.S. domestic motor, rail, water, air and pipeline transportation. Particular emphasis is placed upon the significance of transportation to the development of the United States and today's economy. (PR: Economics 241, 242 and Marketing 340)
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: Marketing 340; also 349 for transportation majors)
351. **TRAFFIC MANAGEMENT. 3 hrs.**
Concerned primarily with the function of buying transportation service. Includes the mechanics of transportation pricing and detailed coverage of services legally includable in the price. (PR: Marketing 340, 349, 350 or permission of the department chairman)
370. **FASHION MERCHANDISING. 3 hrs.**
Examination of the elements of fashion management, promotion, selling and other topics important to successful fashion merchandising. (PR: Marketing 340, 343, or permission of the department chairman)
410. **RETAIL PROMOTION. 3 hrs.**
Practical analysis of the implementation of promotional strategies. Topics include displays, discounting, point-of-purchase material, free samples, premiums, trade shows, conventions, and others relating to effective promotion of the retail store. (PR: Marketing 340, 343, 370)
414. **PURCHASING AND INVENTORY CONTROL. 3 hrs.**
In-depth analysis of procurement function, problems and techniques. Maintenance of proper inventory level, ordering methods, and product management at the retail level. (PR: Marketing 340, 343, 370, 410)
415. **RETAIL PROBLEMS. 3 hrs.**
Extensive use of case study and field work methods to comprehend problems of location, layout, merchandising, inventory control, personnel management, promotion, etc., with highly practical application. (PR: Marketing 340, 343, 370, 410, 414)
430. **MARKETING MANAGEMENT. 3 hrs. I, II.**
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: Marketing 340, 341, 344, 350, 442)
437. **CONSUMER BEHAVIOR. 3 hrs.**
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: Marketing 340, 341, 344, 350)
440. **SALES MANAGEMENT. 3 hrs. I, II.**
Policies and procedures pertaining to product planning and pricing, choice of market, planning sales effort, and the control of sales operations. (PR: Marketing 340, 341, 344, 350)
442. **MARKET RESEARCH. 3 hrs. I, II.**
Scope and importance of market and distribution research; product, package, brand analysis and social impact; consumer, industrial and institutional surveys, quantitative and qualitative analysis of market data; situation analysis, sampling, tabulation and presentation methods. (PR: Marketing 340, Management 318. Senior standing)
449. **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: Marketing 340, 349, 350, 351, 430, or permission of the department chairman)
450. **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: Marketing 340, 341, 349, 350, 351, 440, 449 or permission of the department chairman)
- 480-481. **SPECIAL TOPICS. 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Marketing majors only, with permission of department chairman.

495H-496H. READINGS FOR HONORS IN MARKETING. 2-4; 2-4 hrs.

Open only to students of outstanding ability. See Honors Courses.

MATHEMATICS (MTH)

100. **DEVELOPMENTAL MATHEMATICS. 3 hrs. I, II, S.**
Remedial mathematics with emphasis on calculation. The graduation requirement is increased three hours for students who complete this course. The course will not satisfy the mathematics requirement in any program of study. (PR: Required for students with mathematics ACT score less than 10 who are enrolled in either the College of Liberal Arts, the College of Science or the College of Business. Permission of the chairman of the Department of Mathematics is required for admission of students who either have mathematics ACT score of 15 or higher or who have credit for another college mathematics course.)
105. **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.
110. **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. (Rec: Mathematics 100 or at least 10 on ACT)
120. **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 Mathematics 100. Rec: Students enrolling with one year of high school algebra should have a mathematics ACT score of 10 or more)
122. **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: Mathematics 120 or at least 20 on ACT)
125. **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 100. Rec: Students enrolling with one year of high school algebra should have a mathematics ACT score of 10 or more)
130. **COLLEGE ALGEBRA. 3 hrs. I, II, S.**
Systems of equations, matrices and determinants, complex numbers and vectors, theory of equations and mathematical induction. (PR: Mathematics 120, or at least 20 on ACT)
131. **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 26 on ACT with strong background of at least 1½ years of high school algebra or Mathematics 130)
140. **APPLIED CALCULUS. 3 hrs. I, II, S.**
A brief survey of calculus including both differentiation and integration with applications. Not to be substituted for MTH 131 or MTH 190. (PR: Two years of high school algebra and at least 20 on ACT, or MTH 120 or equivalent)
190. **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: Mathematics 120 or 125 or at least 26 on ACT)
225. **INTRODUCTORY STATISTICS. 3 hrs. I, II, S.**
Introduction to statistical analysis. (PR: Mathematics 120 or Mathematics 125 or Mathematics 130 or two years of high school algebra)
230. **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: Mathematics 122 and 131 or equivalent)
231. **CALCULUS WITH ANALYTIC GEOMETRY III. 4 hrs. I, II.**
Analytic geometry of two and three dimensions, partial differentiation, and multiple integrals. (PR: Mathematics 230 or equivalent)

325. **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)
330. **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: Mathematics 125 or Mathematics 130 or equivalent)
335. **ORDINARY DIFFERENTIAL EQUATIONS. 3 hrs.**
An exposition of methods used in solving ordinary differential equations, with applications. (PR: Mathematics 231 or equivalent)
337. **ELEMENTARY TOPOLOGY. 3 hrs.**
Introduction to the basic concepts of topological spaces including such properties as continuity, connectedness, separability, compactness, and metrization. (PR: Mathematics 230 and consent of the instructor or Mathematics 231)
340. **DISCRETE STRUCTURES. 3 hrs.**
Sets, relations, directed and undirected graphs, monoids, groups, lattices, Boolean algebra, and propositional logic. (PR: Mathematics 230 or permission)
400. **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 7-9 or 7-12 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 7-9 or 7-12 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: Mathematics 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: Mathematics 231 or Mathematics 230 and permission)
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.**
Theory of systems of ordinary differential equations of first order. Theory of homogeneous and nonhomogeneous boundary value problems. (PR: Mathematics 330 and 335 or permission)
- 427-428. **ADVANCED CALCULUS. 4; 4 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: Mathematics 231 for 427; 427 for 428. Rec: Mathematics 330 and 337)
443. **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: Mathematics 230 and 330)
- 445-446. **INTRODUCTION TO THE THEORY OF STATISTICS. 3; 3 hrs. I, II.**
Probability spaces, conditional probability, and applications. Random variables,

- distributions, expectation, and moments. Parametric statistics: sampling methods, estimation of parameters, tests of hypotheses. (PR: Mathematics 230 for 445; 445 for 446)
448. **FUNDAMENTAL CONCEPTS OF MODERN GEOMETRY. 3 hrs.**
Finite geometries, basic background material for the modern development of Euclidean Geometry, other geometries. (PR: Mathematics 230)
449. **PROJECTIVE GEOMETRY. 3 hrs.**
Projective geometry using both synthetic and algebraic methods. (PR: Mathematics 230)
- 450-452. **FUNDAMENTAL CONCEPTS OF MODERN ALGEBRA. 3; 3 hrs. I, II.**
Structure of the abstract mathematical systems; groups, rings, fields, with illustrations and applications from number theory. (PR: Mathematics 230 for 450; 450 for 452)
- 460-461. **FUNCTIONS OF A COMPLEX VARIABLE. 3; 3 hrs. I, II.**
Complex numbers, analytic functions, properties of elementary functions, integrals, series, residues and poles, conformal mapping. (PR: Mathematics 231 for 460; 460 for 461)
- 470-471-472. **SPECIAL TOPICS IN MATHEMATICS. 1-3; 1-3; 1-3 hrs.**
Courses on special topics not listed among the current offerings. (PR: Permission of the Chairman of the Department of Mathematics)
- 495H-496H. **READINGS FOR HONORS IN MATHEMATICS. 2-4; 2-4 hrs.**
Open only to mathematics majors of outstanding ability. (PR: Consent of department chairman. See Honors Courses)

MEDICAL LABORATORY TECHNICIAN (MLT) Associate Degree Program

Prerequisite: Admission is subject to approval by the Admissions Committee of the School of Medical Laboratory Technology of St. Mary's Hospital.

100. **ORIENTATION TO CLINICAL LABORATORY SCIENCE. 1 hr. CR/NC**
Introduction to Clinical Laboratory careers, emphasizing programs available at Marshall University. Features Laboratory workers/instructors from affiliated hospitals.
101. **CLINICAL HEMATOLOGY. 4 hrs.**
Survey of the allied health career area with emphasis on the clinical laboratory tests of blood cells and blood coagulation in health and disease. 2½ lec-3 lab. (PR: Special admission to MLT career program, Zoology 225)
102. **CLINICAL BIOCHEMISTRY. 4 hrs.**
A survey of chemical methods of diagnosis of organic disease using body fluid samples. 2½ lec-3 lab. (PR: Good standing in MLT program, Zoology 226, Chemistry 212)
201. **IMMUNOHEMATOLOGY AND SEROLOGY. 4 hrs.**
Techniques and theory of immune mechanisms and their applications in clinical laboratory testing and blood banking. 2½ lec-3 lab. (PR: MLT 102, good standing in MLT program)
202. **CLINICAL MICROBIOLOGY. 4 hrs.**
A study of the bacterial, fungal, protozoan and helminth related diseases of humans and techniques used to identify and test for these organisms in the clinical laboratory. 2½ lec-3 lab. (PR: Botany 302, good standing in MLT program)
250. **INDEPENDENT STUDIES IN MEDICAL LABORATORY. 1-2 hrs.**
Instructor-directed independent study of selected medical laboratory topics. (PR: Permission of instructor)
251. **CLINICAL PRACTICUM, HEMATOLOGY. 3 hrs.**
Total of 240 hours of hospital-based practice, performing diagnostic tests of blood cells and coagulation. (PR: MLT 101, good standing in MLT program. One of five MLT courses 251, 252, 253, 254, 255 taken concurrently)
252. **CLINICAL PRACTICUM, CHEMISTRY. 3 hrs.**
Total of 240 hours of hospital-based practice, performing diagnostic tests of body fluids using chemical methods. (PR: MLT 102, good standing in MLT program. One of five MLT courses 251, 252, 253, 254, 255 taken concurrently)
253. **CLINICAL PRACTICUM, IMMUNOHEMATOLOGY/SEROLOGY. 3 hrs.**
Total of 240 hours hospital-based practice, performing blood group, irregular antibody, and other blood bank tests. (PR: MLT 201, good standing in MLT program. One of five MLT courses 251, 252, 253, 254, 255 taken concurrently)
254. **CLINICAL PRACTICUM, MICROBIOLOGY. 3 hrs.**
Total of 240 hours hospital-based practice, performing isolation, identification, and susceptibility testing of various micro-organisms and parasites. (PR: MLT 204, good standing in MLT program. One of five MLT courses taken concurrently)

255. MEDICAL LABORATORY PROBLEMS. 3 hrs.

Case studies of analytical, diagnostic, instrumental and managerial problems commonly encountered in the clinical laboratory. 2 hr. lec. 24 weeks. (PR: Permission of instructor. One of five MLT courses taken concurrently by MLT students)

MEDICAL TECHNOLOGY (MDT)

Prerequisite: Admission is subject to approval by the Admissions Committee of the Schools of Medical Technology and Cytotechnology of the Cabell Huntington Hospital.

411. URINALYSIS AND CLINICAL MICROSCOPY. 3 hrs. I.

Routine urinalysis including microscopic examination. Special chemical analysis such as bile, urobilinogen, porphyrins. Examination of gastric contents for acidity.

412. BLOOD BANK. 4 hrs. I.

Maintenance of adequate blood supply, screening tests for atypical antibodies, determination of blood types for purposes of crossmatching blood for transfusions, and selecting candidates for administration of RhoGam.

413. HEMATOLOGY AND IMMUNOLOGY. 7 hrs. I.

Techniques of venipuncture. Analysis of samples for complete blood counts including hemoglobin, hematocrit, white cells, blood indices, and differential count of strained blood smears. Study of blood picture in disease. Special hematological tests: Sedimentation rate, fragility, sickling tests, and L. E. cell determinations. Bone marrow preparations. Blood coagulation tests. Routine electrophoresis immunodiffusion tests for ceruloplasmin, complement, and immune globulin quantitations.

414. BACTERIOLOGY. 4 hrs. I.

Laboratory work includes preparation of smears, cultures and subcultures of bacteriological and mycological material from patients to identify pathogenic bacteria and fungi. Antibiotic sensitivity testing.

415. PARASITOLOGY. 1 hr. I.

Exercises in techniques for identification of parasites. Thick film preparation for malaria, concentration and flotation techniques for ova and cysts, wet and strained preparations for intestinal parasites, especially for the common pathological forms.

416. BIOCHEMISTRY. 9 hrs. II.

Use of manual and automated equipment for analysis of body fluid electrolytes, liver and kidney function tests, collection and analysis of blood pH, PO₂, and PCO₂, and use of laboratory computers.

418. SEROLOGY. 3 hrs. I, S.

V.D.R.L. test for syphilis. Special tests for cold agglutinins, heterophile antibodies, febrile diseases.

419. SPECIAL CLINICAL CHEMISTRY. 4 hrs. S.

Assays of drugs (digoxin), hormones (T₃, T₄, TSH, cortisol), and trace metals using gas chromatograph, scanning spectrophotometer, gamma counter, and atomic absorption spectrophotometer.

420. DIRECTED RESEARCH. 2 hrs. I, S.

Individual project directly concerned with theory and/or technique in the clinical laboratory to be completed by each student under the direction of the teaching supervisor. Student must complete all lab work included in the project, necessary research, and submit a paper covering all aspects of his research.

421. SEMINAR. 3 hrs. II, S.

Student elective by special assignment.

MILITARY SCIENCE (MS)

101-102. BASIC COURSE MILITARY SCIENCE I. 2; 2 hrs. I, II.

Introduction to Army organization and its individual weapons, including marksmanship; a study of the role of the U.S. Army in national security and instruction and practice in leadership and command. Two hours per week.

103-104. MILITARY SKILLS I, II. 1; 1 hr. I, II.

This course is designed to give students an understanding of the military and to acquaint them with necessary military knowledge while requiring a minimum amount of student time away from other studies. The course is taught on a credit/no credit basis only. Material covered includes marksmanship, land navigation, and rappelling. Completion of these courses allows the student to progress to the Basic Course Military Science II level. One hour per week.

201-202. BASIC COURSE MILITARY SCIENCE II. 2; 2 hrs. I, II.

Participation in a management simulation program; introduction to operations and basic tactics; map and aerial photograph reading; and continuation of leadership and command training begun in Military Science I. Two hours per week. (PR: Three hours of Military Science credit or departmental permission)

251. ROTC BASIC SUMMER 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.

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 offensive and defensive tactical missions. Application work emphasizing the duties and responsibilities of junior leaders; study of small unit tactics; introduction to military teaching methods; study and practice of the basic fundamentals of land navigation and terrain analysis, drill and ceremonies, the Army physical readiness program, and basic military skills. Three hours per week plus the equivalent of one hour per week leadership laboratory. Students may substitute other college courses for one of these Military Science courses subject to the approval of the Professor of Military Science. (PR: Military Science 101-102 and 201-202; or credit)

351. ROTC ADVANCED CAMP. 3 hrs.

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: Military Science 302)

401. ADVANCED COURSE MILITARY SCIENCE IV. 3 hrs. I.

The American Military tradition. Concentrates on the history of the U.S. Army from the colonial period to the present. An in-depth insight is provided to enable students to understand the symptoms and underlying causes of many of our past military experiences. Particular emphasis is placed on the courses of conflict as well as the tactics used to resolve them. Three hours per week. (PR: Military Science 301-302)

402. ADVANCED COURSE MILITARY SCIENCE IV. 3 hrs. II.

Advanced training and practice in leadership concepts and exercise of command in commissioned leadership situations; study of personnel and administration, intelligence, logistical and operational aspects of army operations up to and including the battalion level; orientation on the role of the United States in world affairs and the present world situation; customs and traditions of the service in preparation for active duty; and a study of current military law. Four hours per week. Students may substitute other college courses for this course subject to the approval of the Professor of Military Science. (PR: Military Science 301-302)

403. SEMINAR IN MILITARY SCIENCE. 1 hr. I, II.

Study of advanced topic in Military Science not normally covered in other courses. Advanced Course ROTC Cadets only, with permission of department chairman. One hour per week.

MUSIC (MUS)

Requirements for Music Majors

Degrees

The Department of Music offers two degree programs including the B.A. in Music Education (see p. 108) and the B.F.A. in Music with options in performance, theory/composition, or music history and literature (see p. 129)

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: Symphonic Choir, A Cappella Choir, Orchestra, Wind Symphony, Symphonic Band, and Marching Band. For woodwind, brass, and percussion majors, Marching Band is required in the fall semester and 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).

*Seniors doing student teaching are exempt from ensemble participation.

COURSES

- 115-116. ELEMENTARY THEORY. 4; 4 hrs. I, II.**
 A thorough study of the melodic, harmonic, and rhythmic elements of music through writing, playing, singing, and listening. Study of triads, intervals, keys, scales, cadences, sight-singing, melodic and harmonic dictation. Includes seventh chords, modulation, clefs, and modal scales. (Music 115 is a prerequisite for Music 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.
- 175. 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.
- 176. SURVEY OF MUSIC LITERATURE. 3 hrs.**
 A non-technical historical survey of western art music with an emphasis on the relation of music to the culture it reflects. Not open to music majors.
- 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; 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 hr. I, II.**
204-404. A CAPPELLA CHOIR. 1; 1 hr. I, II.
 A mixed chorus open to all university students without audition. Choir gives public performances of a variety of music each semester, three rehearsals per week.
- 205-405. UNIVERSITY SINGERS. 1; 1 hr. I, II.**
 A mixed vocal ensemble limited to sixteen singers who perform popular, folk, and jazz music. Several statewide tours each year. (PR: Audition with Director)
- 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. SYMPHONIC CHOIR. 1; 1 hr. I, II.**
 Advanced performing organization of the choral division. Membership open to advanced singers and limited by audition. Repertoire of sacred, secular, folk, and "pop" choral music performed locally and on tour. Three rehearsals per week. (PR: Audition with Director)
- 208-408. ORCHESTRA. 1; 1 hr. I, II.**
 The Marshall Community Symphony 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)
- 209-409. **STRING ENSEMBLE. 1; 1 hr. I, II.**
(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 THEORY. 4; 4 hrs. I, II.**
Sight-singing a wide variety of material, part writing including all types of modulation and altered chords, advanced work in melodic and harmonic dictation. Counterpoint in 18th century style. (Music 116 is prerequisite for Music 215 and Music 215 is prerequisite for Music 216)
230. **AMERICAN FOLK MUSIC. 3 hrs.**
A survey of American folk music forms and their ethnic precursors. Special emphasis on Appalachian music, textual continuity and derivation. Open to non-music majors.
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.
261. **STRING TECHNIQUES. 1 hr. I, II.**
262. **WOODWIND TECHNIQUES. 1 hr. I, II.**
263. **BRASS TECHNIQUES. 1 hr. I, II.**
264. **PERCUSSION TECHNIQUES. 1 hr. I, II.**
- 265-465. **SYMPHONIC BAND. 1; 1 hr. II.**
(PR: Audition with Director)
- 266-466. **MARCHING BAND. 1; 1 hr. I.**
(PR: Audition with Director)
- 267-467. **WIND SYMPHONY. 1; 1 hr.**
(PR: Audition with Director)
- 268-468. **PEP BAND. 1; 1 hr. II.**
(PR: Audition with Director)
- 269-469. **WOODWIND ENSEMBLE. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 270-470. **PERCUSSION ENSEMBLE. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 271-471. **BRASS ENSEMBLE. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 272-472. **JAZZ ENSEMBLE. 1; 1 hr. I, II.**
(PR: Audition with Director)
301. **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: Music 216)
302. **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: Music 301)
303. **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: Music 175 and junior standing)
304. **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: Music 302)
- 312-313. **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: Music 312 for 313)
317. **COUNTERPOINT. 2 hrs.**
Eighteenth Century counterpoint includes creative writing in this style and analysis of contrapuntal composition of this period based upon principles learned in introductory theory courses. (PR: Music 216)
320. **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: Music 216)
321. **CHORAL ARRANGING. 2 hrs. I, II.**
Score writing and arranging for vocal ensembles of two to eight parts. (PR: Music 216)

322. **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: Music 216, Music 320)
338. **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: Educational Foundations 218, 319 and activity)
340. **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: Educational Foundations 218, 319 and activity)
370. **MUSIC MATERIALS AND PROCEDURES. 3 hrs. I, II, S.**
Materials and procedures for teaching music in nursery school, kindergarten and grades K-6. (PR: Music 175 and 303)
375. **COLLEGIUM MUSICUM. 1 hr. I, II.**
An ensemble for the performance of Medieval, Renaissance, and Baroque music, with special attention to performance practices and instrumental and vocal techniques. (PR: Permission of instructor)
380. **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: Music 216)
401. **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 Music 302)
- 422-423. **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 Music 422, 121; for Music 423, 422)
424. **CHURCH MUSIC. 2 hrs.**
A study of liturgical music and its uses in the church service.
425. **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.
430. **COMPOSITION. 2 hrs.**
Experience in writing music compositions in various forms. (PR: Music 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: Music 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: Music 216)
433. **ADVANCED COMPOSITION II. 3 hrs.**
Experience in writing musical compositions in larger forms using twentieth-century compositional techniques. (PR: Music 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.
- 473-474-475. **SPECIAL TOPICS. 1-4; 1-4; 1-4 hrs.**
480. **CHORAL CONDUCTING. 2 hrs. I.**
Continuation of Music 380 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: Music 216)

MUSIC EDUCATION

Listed under Music

NURSING (NUR)

Course Descriptions for the ASN Program*

105. **NURSING AND HEALTH CARE. 4 hrs.**
Systems theory, nursing process, needs theory communication process. The nurse in the health care system. (PR: Admission to ASN Program)
107. **NURSING CARE OF ADULTS AND CHILDREN I. 7 hrs.**
Assessing basic needs of individuals and basic nursing interventions. (PR: NUR 105, HEC 210, ZOO 225, PSY 311N) (CR: ZOO 226, BSC 250, PSY 312)
203. **NURSING CARE OF ADULTS AND CHILDREN II. 4 hrs.**
Interpersonal skills and therapeutic communication in health care crisis. (PR: NUR 107, PSY 312, SOC 200)
205. **NURSING CARE OF ADULTS AND CHILDREN III. 7 hrs.**
Activity and rest, nutrition and elimination needs, and nursing intervention. (PR: NUR 203, ZOO 226, BSC 250)
206. **NURSING CARE OF ADULTS AND CHILDREN IV. 7 hrs.**
Safety and mobility needs, and nursing intervention. Includes mental health crisis. (PR: NUR 203, ZOO 226, BSC 250)
209. **NURSING TODAY. 2 hrs.**
Trends in nursing, legal/ethical issues, management of groups of patients. (PR: NUR 105)
211. **NURSING CARE OF ADULTS AND CHILDREN V. 7 hrs.**
Oxygen needs, and nursing intervention. (PR: NUR 203, ZOO 226, BSC 250)
212. **NURSING CARE OF ADULTS AND CHILDREN VI. 7 hrs.**
Parenting as a sexuality need, and nursing intervention. (PR: NUR 203, ZOO 226, BSC 250)

Courses for the BSN Program

305. **CONCEPTS IN PROFESSIONAL NURSING I. 4 hrs.**
An introductory course for transition to professional nursing practice. Concepts and theories basic to professional nursing are emphasized. 4 lec. (Open to non-nursing majors)
320. **PHYSICAL ASSESSMENT I. 3 hrs.**
Development of beginning skills in taking health histories and performing physical examination. 2 lec-3 lab. (PR: Permission and at least 4 credits in Anatomy and Physiology)
330. **CONCEPTS IN PROFESSIONAL NURSING II. 7 hrs.**
A second-level course in professional nursing practice. Emphasis is placed on health maintenance and restoration of health for clients. Guided clinical experiences in a variety of health care delivery settings. 4 lec-9 lab. (PR: Nursing 305, 320, **Chemistry 204, **Zoology 310; PR or CR: Home Economics 304, and a course in statistics)
340. **SEXUALITY ASSESSMENT BY HEALTH PROFESSIONALS. 3 hrs.**
Sexuality assessment as an integral part of client care. (Open to non-nursing majors)
405. **CONCEPTS IN PROFESSIONAL NURSING III. 10 hrs.**
A third level professional nursing course designed to explore the inter-relationships of the multiple biopsychosocial factors which influence the health status of clients and/or a group of clients. Investigation of the professional nursing roles which are utilized in concert with these inter-relationships is conducted. 5 lec-15 lab. (PR: Nursing 330 and all prior PR courses)
420. **CONCEPTS IN PROFESSIONAL NURSING IV. 10 hrs.**
A fourth level course in professional nursing which includes synthesis and application of nursing theories to the delivery of care to an identified client population. This course expands the use of decision making in nursing process to foster client adaptation to changes in health status. 5 lec-15 lab. (PR: Nursing 405)
- 480-481-482-483. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics not available in other courses.

*Courses subject to change pending final approval of curriculum.

**Students with exceptional backgrounds may request permission to take CHM 204 and ZOO 310 as corequisites.

495H-496H. READINGS FOR HONORS IN NURSING. 2-4; 2-4 hrs.

Open only to nursing majors of outstanding ability. By permission of the program director. (See Honors Courses)

OFFICE ADMINISTRATION (OAD)

103. TYPEWRITING. 2 hrs. I, II.

Development of proper technique in the operation of a typewriter. Elementary business letter typing and adaptation of typing skill to personal use.

104. INTERMEDIATE TYPEWRITING. 2 hrs. I, II.

Development of typing speed and accuracy. The typing of business letters, manuscripts, office forms, legal documents and statistical tables. (PR: Office Administration 103 or one year of high school typewriting)

105. ADVANCED TYPEWRITING. 2 hrs. I, II.

A terminal course for students preparing for employment in office occupations and for teaching typewriting. Advanced typing problems, techniques, knowledges, and skills involved in production typewriting. (PR: Office Administration 104)

201. SHORTHAND. 3 hrs. I, II.

Beginning course which presents fundamental principles of Gregg shorthand. Development of ability to take dictation of unpracticed material at a minimum rate of sixty words per minute for three minutes, and to transcribe with at least 95 per cent accuracy. (PR: Office Administration 103 or equivalent)

202. SHORTHAND-TRANSCRIPTION. 3 hrs. I, II.

Development of ability to record dictation of unpracticed material at a minimum rate of eighty words per minute for three minutes and to transcribe notes with 95 per cent accuracy. (PR: Office Administration 103 and Office Administration 201 or equivalent)

301. ADVANCED DICTATION. 3 hrs. I.

Development of ability to record dictation of unpracticed material at a minimum rate of 100 words per minute for three minutes and to transcribe notes with at least 98 per cent accuracy. (PR: Office Administration 103 and Office Administration 202)

302. TRANSCRIPTION FOR THE PROFESSIONAL SECRETARY. 3 hrs. I.

Emphasis is placed on increased knowledge and competency needed to assume high-level secretarial positions and to build a foundation required to pass the test for the Certified Professional Secretary Certificate. A minimum skill of 120 words per minute for three minutes with accurate transcription is required. (PR: Office Administration 301 and Office Administration 104)

305. OFFICE MACHINES. 3 hrs. I, II.

Duplicating, transcribing machines, calculators, adding-listing and small desk machines. (PR: Office Administration 103 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.

404. SECRETARIAL PROCEDURES. 3 hrs. II.

Development of a knowledge of business procedures, techniques, and customs with which a secretary should be familiar. Secretarial skills integrated through problem-type assignments. The student must have 200 hours of work experience before receiving credit for course. (PR: Office Administration 103 or equivalent)

421. OFFICE MANAGEMENT. 3 hrs. I, II.

Principles and practices, approached from the viewpoint of the office manager, through oral and written problems.

480-481. SPECIAL TOPICS. 1-4; 1-4 hrs.

Study of an advanced topic not normally covered in other courses. Office Administration majors only, with permission of department chairman.

495H-496H. READINGS FOR HONORS IN OFFICE ADMINISTRATION. 2-4; 2-4 hrs.

Open only to students of outstanding ability. See Honors Courses.

PARK RESOURCES AND LEISURE SERVICES (PLS)

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.
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.
210. **RECREATION PROGRAMMING AND LEADERSHIP. 3 hrs.**
A study of the fundamental principles of planning and the techniques of implementing these programs.
211. **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)
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)
221. **THERAPEUTIC RECREATION PRACTICUM. 2 hrs.**
Scheduled in conjunction with PLS 220 to provide the student with programming experience for the handicapped. (CR: PLS 220)
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.
301. **OUTDOOR RECREATION. 3 hrs.**
Lecture and field experiences in organization, administration and participation in outdoor activities.
310. **RECREATION AREAS AND FACILITIES. 3 hrs.**
Basic considerations in the planning, construction, design and maintenance of recreation areas, facilities, and buildings. (PR: PLS 101 and 230)
330. **WILDLAND RECREATION MANAGEMENT. 3 hrs.**
A systematic approach to the management of back country, primitive, and wilderness areas.
401. **ADMINISTRATION OF PARKS AND RECREATION. 3 hrs.**
Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations. (PR: PLS 101)
409. **PARK AND RECREATION INTERNSHIP. 12 hrs.**
A supervised, 40-hour per week, 14-week internship in which the student works with park and recreation agencies. (PR: Senior standing, completion of all required PLS courses, minimum 2.0 grade point average in PLS courses)
410. **RECREATION AREA AND FACILITY MAINTENANCE. 3 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. (PR: PLS 230, senior standing)
421. **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: Junior or senior, PLS 101 or instructor's permission)
422. **THERAPEUTIC RECREATION IN INSTITUTIONAL SETTINGS. 3 hrs.**
Designed to acquaint students with the role and practice of therapeutic recreation in treatment centers. (PR: PLS 220, 221; PE 435, CR 306)
430. **ENVIRONMENTAL INTERPRETATION. 3 hrs.**
Principles and techniques of environmental interpretation as practiced in federal, state and private agencies. (PR: 8 hours of Biological Science, GEO 320)
431. **FOREST RECREATION PLANNING. 3 hrs.**
A forest recreation planning course utilizing the functional planning approach based upon demand and site capability analysis. (PR: PLS 230, 430; GEO 414)
- 482-483-484-485. **SPECIAL TOPICS IN RECREATION. 1-3; 1-3; 1-3; 1-3 hrs. each.**
(PR: By permission of the division head)

PHILOSOPHY (PHL)

150. **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)
200. **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.
201. **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.
280. **SPECIAL TOPICS. 3 hrs.**
Group or individual study of areas demanding further study of a more specialized depth. (PR: Philosophy 201 and 350)
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. **AESTHETICS. 3 hrs.**
Examination of the qualities involved in the appreciation of beauty which serve as standards of taste.
312. **MODERN WESTERN PHILOSOPHY. 3 hrs.**
(PR: Philosophy 201 or 311)
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: Philosophy 201)
321. **CURRENT PHILOSOPHICAL TRENDS. 3 hrs.**
Selected reading in contemporary thought embracing such movements as pragmatism, positivism, realism and idealism. (PR: Philosophy 312)
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)
407. **WORLD HISTORY OF PHILOSOPHY, ANCIENT AND MEDIEVAL. 3 hrs.**
Survey of patterns of synchronological developments of philosophies in India, China and the Mediterranean region. (PR: Philosophy 201 or 311)
408. **WORLD HISTORY OF PHILOSOPHY, MODERN. 3 hrs.**
Survey of patterns of synchronological developments of philosophy in Europe, Japan, the Islamic world, Latin America and North America. (PR: Philosophy 201 or 311 or 407)
451. **PHILOSOPHY OF HISTORY AND CULTURE. 3 hrs.**
Ancient and modern theories of the meaning and consequence of history and culture. (PR: Six hours of philosophy)
453. **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: Six hours of philosophy)
455. **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: Nine hours between philosophy and religion)
465. **EXISTENTIAL PHILOSOPHY. 3 hrs.**
A comparative study of the influence and emphases of outstanding existentialist philosophers from Kierkegaard to Sartre and Heidegger. (PR: Six hours of philosophy)
- 490-491. **SPECIAL TOPICS. 3; 3 hrs.**
Shares study and research on a special topic as announced. (PR: Permission of the chairman)
- 495H-496H. **READINGS FOR HONORS IN PHILOSOPHY. 4; 4 hrs.**
Open only to philosophy majors of outstanding ability. See Honors Courses.
498. **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)

108. **BEGINNING FIELD HOCKEY. 1 hr. I, II.**
Instruction and practice in the fundamental cognitive and psychomotor skills of field hockey.
113. **BASKETBALL. 1 hr. I, II.**
Theory, rules and techniques of basketball
114. **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.
116. **BEGINNING WRESTLING. 1 hr. I.**
Teaching of basic techniques of wrestling.
117. **RIFLERY. 1 hr. II.**
Theory, rules, and fundamental skills of riflery.
118. **DEVELOPMENT OF PHYSICAL EDUCATION AND SPORT IN THE UNITED STATES. 2 hrs. I, II.**
A survey of the development of sport forms and physical education curricula from colonial America through the present day.
120. **SELF DEFENSE. 1 hr. I, II.**
123. **SURVEY OF PHYSICAL ABILITIES AND MOTOR SKILLS. 1 hr. II.**
Teaching of calisthenics and conditioning activities with emphasis on physical fitness concepts including muscular development of the body. The measurement of individual motor abilities and skills.
124. **FUNDAMENTALS OF MOVEMENT. 1 hr. II.**
To develop an understanding of the theory and analysis of human movement.
125. **BEGINNING GYMNASTICS. 1 hr. I, II.**
127. **AEROBICS. 1 hr. I, II.**
A course designed to provide the information necessary for the development of an individualized aerobic fitness program.
132. **BEGINNING VOLLEYBALL. 1 hr. I, II.**
133. **BEGINNING SOFTBALL. 1 hr. II, S.**
Techniques and skills of softball taught with emphasis on participation in the activity.
140. **BEGINNING TENNIS. 1 hr. I, II, S.**
141. **BEGINNING GOLF. 1 hr. I, II, S.**
142. **BEGINNING BADMINTON. 1 hr. I, II.**
145. **BEGINNING BOWLING. 1 hr. I, II, S.**
147. **BEGINNING SOCCER. 1 hr. I.**
Instruction in techniques and skills of beginning soccer with strategy provided through class participation.
155. **BEGINNING FOLK DANCE. 1 hr. I, II.**
156. **BEGINNING SQUARE DANCE. 1 hr. I, II.**
159. **BEGINNING SOCIAL DANCE. 1 hr.**
The analytical and practical study of the skills necessary to perform contemporary and traditional ballroom dance.
160. **BEGINNING MODERN DANCE. 1 hr. I, II.**
Analytical and practical study of beginning modern dance technique with some experiences in the basic elements of composition.
170. **BEGINNING RAQUETBALL. 1 hr.**
171. **HANDBALL. 1 hr. I, II.**
Theory, rules and techniques of handball.
201. **SCIENTIFIC FOUNDATIONS FOR PHYSICAL EDUCATION. 3 hrs. I, II.**
Instruction and laboratory experiences in basic anatomy, physiology and biomechanics as applied in human movement.
205. **INTERMEDIATE SWIMMING. 1 hr. I, II.**
Theory and practice of fundamental strokes and diving.
210. **INTERMEDIATE ARCHERY AND BOW HUNTING. 1 hr. II.**
Theory, rules and techniques of intermediate archery and bow hunting.
215. **SPORTS INJURY CONTROL AND MANAGEMENT. 3 hrs.**
Survey and study of the basic techniques and practices of athletic training. (PR: PE 201)
218. **SOCIOCULTURE BASES OF PHYSICAL EDUCATION/SPORT. 2 hrs. I, II, S.**
A study of the possible interrelationship between physical activity and various sociocultural factors. (PR: Physical Education 118)
230. **TRACK AND FIELD. 1 hr. II.**

- Instruction and practice of fundamental skills in various track and field events.
232. **INTERMEDIATE VOLLEYBALL. 1 hr. I, II.**
Practice of intermediate volleyball techniques with additional insight into offensive and defensive techniques used in competitive volleyball.
233. **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: Physical Education 125)
234. **INTERMEDIATE WRESTLING. 1 hr.**
Theory and analysis of wrestling, giving consideration to intermediate skills and strategy. (PR: Physical Education 116 or permission of instructor)
235. **INTERMEDIATE SOFTBALL. 1 hr. I, II.**
Practice of intermediate softball skills with emphasis on offensive and defensive techniques and strategies.
240. **INTERMEDIATE TENNIS. 1 hr. I, II.**
(PR: Physical Education 140 or permission)
241. **INTERMEDIATE GOLF. 1 hr. I, II.**
(PR: Physical Education 141, or permission)
242. **INTERMEDIATE BADMINTON. 1 hr. I, II.**
(PR: Physical Education 142 or permission)
243. **INTERMEDIATE BASKETBALL. 1 hr. I, II.**
Practice of intermediate basketball skills with emphasis on offensive and defensive techniques and strategies.
245. **INTERMEDIATE BOWLING. 1 hr.**
251. **INTERMEDIATE SOCCER. 1 hr. II.**
Instruction in advanced techniques, skills and strategies in soccer.
252. **TOUCH FOOTBALL. 1 hr. I.**
257. **INTERMEDIATE FOLK DANCE. 1 hr. II.**
Continuation of skills in Folk Dance with emphasis on intermediate dances and techniques.
258. **INTERMEDIATE SQUARE DANCE. 1 hr. II.**
Continuation of skills in Square Dance with emphasis on intermediate dances and techniques.
259. **INTERMEDIATE SOCIAL DANCE. 1 hrs.**
Emphasis on stylization and more advanced skills involved in the performance of ballroom dance.
260. **MOVEMENT BEHAVIOR IN CHILDEN. 3 hrs. II, S.**
Introduction to the understanding of physical and motor development of children from pre-school age to adolescence, case studies, observation, and experience with children at various age levels. (PR: Sophomore standing)
261. **INTERMEDIATE MODERN DANCE. 1 hr. II.**
A continuation of Beginning Modern Dance with an emphasis on analysis, discipline, and performance. (PR: Physical Education 160)
270. **INTERMEDIATE RAQUETBALL. 1 hr.**
271. **INTERMEDIATE HANDBALL. 1 hr.**
- 290-291-292-293-294. **SPECIAL TOPICS. 1-3, 1-3, 1-3 hrs.**
Permission of Department Chairman.
295. **ADULT FITNESS PROGRAMS IN BUSINESS AND INDUSTRY. 2 hrs.**
Basic course dealing with adult fitness programs in Business and Industry. Consideration will be given to types of programs and professional opportunities.
300. **RECREATIONAL AQUATICS. 1 hr. II.**
The development of skills in water-related activities such as scuba, skin diving, spring-board diving, and other aquatic activities of recreational nature.
314. **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, Physical Education 260 and 350; Non-majors Physical Education 124)
321. **KINESIOLOGY. 3 hrs. I, II.**
Applied anatomy of the human musculature in relation to physical activity. (PR: Physical Education 201)
345. **PHYSIOLOGY OF EXERCISE. 4 hrs. I, II.**
Analysis of physiological changes which occur in the body during exercise. (PR: Physical Education 201)
348. **TRAINING ROOM MODALITIES. 4 hrs.**
Investigation and analysis of administrative concerns, therapeutic modalities,

- rehabilitation exercises and muscle testing. (PR: PE 215)
350. **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: Physical Education 260)
365. **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.
370. **NATURE AND BASES OF MOTOR SKILL. 3 hrs. I, 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: Physical Education 118 and 218)
375. **EVALUATING FITNESS. 3 hrs.**
Application of neuromuscular, physiological and psychological knowledges 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: Physical Education 365, 345)
385. **DEVELOPMENT AND MANAGEMENT OF ADULT FITNESS PROGRAMS. 3 hrs.**
Considers organizational structures, record keeping, budgeting, and liability factors.
401. **DANCE COMPOSITION I. 1 hr. II.**
A study of the basic principles of beginning dance composition; improvisations and studies in rhythmic, spatial, and dynamic designs. (PR: Intermediate Modern Dance or approval of instructor.)
403. **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: Physical Education 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 Physical Education 201)
416. **PLANNING AND DEVELOPING HPERD AND ATHLETIC FACILITIES. 3 hrs.**
A course designed to familiarize students with the basic concepts of facility planning and construction. Current trends and innovative designs are reviewed. 2 lec-1 lab.
420. **ADVANCED PRACTICE AND OFFICIATING. 1 hr. II.**
421. **ADVANCED PRACTICE AND OFFICIATING. 1 hr. II.**
422. **PREVENTION, CARE AND TREATMENT OF ATHLETIC 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: Physical Education 215 and 348)
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.
428. **METHODS OF COACHING BASEBALL. 2 hrs. I.**
Methods and coaching techniques in baseball theory and fundamentals including scouting, rules interpretation, officiating, selection of players, and construction and maintenance of baseball facilities.
429. **METHODS OF COACHING GOLF. 2 hrs.**
Methods and coaching techniques in the fundamentals of golf.
432. **METHODS OF COACHING WRESTLING. 2 hrs.**
Methods and coaching techniques in the fundamentals of wrestling.
433. **METHODS OF COACHING TRACK AND FIELD. 2 hrs.**

435. **METHODS AND COACHING TECHNIQUES IN THE FUNDAMENTALS OF TRACK AND FIELD. 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: Physical Education 201)
436. **METHODS OF COACHING TENNIS. 2 hrs.**
Methods and coaching techniques in the fundamentals of tennis.
437. **METHODS OF COACHING VOLLEYBALL. 2 hrs.**
Methods and coaching techniques in the fundamentals of volleyball.
455. **INSTRUCTIONAL INTEGRATION. 3 hrs. I, II.**
Analysis, synthesis and application of interdisciplinary principles in a physical education and sport context. (PR: Physical Education 321, 345, 370, 470, and Curriculum and Instruction 473; CR: Curriculum and Instruction 400-450.) Note: Must be taken with Student Teaching.
470. **CURRICULUM DEVELOPMENT IN PHYSICAL EDUCATION. 2 hrs. II, 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 in-depth 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.
- 482-483-484-485. **SPECIAL TOPICS. 1-3; 1-3; 1-3; 1-3 hrs.**
(PR: Physical Education majors only, with permission of department chairman)
491. **PRACTICUM-PROFESSIONAL STUDENT EXPERIENCE. 3-8 hrs.**
Supervised clinical experience in an approved setting.

PHYSICAL SCIENCE (PS)

109. **GENERAL PHYSICAL SCIENCE. 3 hrs. I, II, S.**
The course covers the basic principles and concepts of the universe, energy, and its various forms. Force, motion, electricity, magnetism, and the wave theory of light and sound are also studied. (PR: CI 101 or high school mathematics equivalent - algebra. CR: Physical Science 109L lab.) 3 lec.
- 109L. **GENERAL PHYSICAL SCIENCE LABORATORY. 1 hr. I, II, S.**
Selected experiments relating to measurement, force, work, energy, astronomy, light, and electricity. (CR: Physical Science 109 lecture) 2 lab.
110. **GENERAL PHYSICAL SCIENCE. 3 hrs. I, II, S.**
The course covers the basic principles and concepts of chemistry, geology, and meteorology. The crust of the earth, minerals, rocks, chemical reactions, and weather forecasting are also studied. (PR: CI 101 or high school mathematics equivalent-algebra. CR: Physical Science 110L lab.) 3 lec.
- 110L. **GENERAL PHYSICAL SCIENCE LABORATORY. 1 hr. I, II, S.**
Selected experiments relating to chemistry, geology, and meteorology. (CR: Physical Science 110 lecture) 2 lab.
400. **ASTRONOMY. 3 hrs. I, S.**
A study of the stars, planets and galaxies, planetary motion, cosmology, cosmography. Designed to assist teachers and others to develop an interest in astronomy. (PR: Physics 200 or 203, or Physical Science 109)
- 400L. **ASTRONOMY LABORATORY. 1 hr. I, 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 or CR: Physical Science 400)
483. **DEVELOPMENT OF SCIENTIFIC THOUGHT. 3 hrs. II, S.**
A study of the men and ideas which have influenced science: the philosophy of their periods; the economic conditions leading to scientific advancement and the works of the foremost men in this field. (PR: A total of twelve hours in Physical Science, Physics, and Chemistry courses)

PHYSICS (PHY)

200. **INTRODUCTORY PHYSICS. 3 hrs. I, II, S.**
A course which covers the basic principles of classical and modern physics. 3 lec. (PR: Mathematics 110 or 120 or the equivalent high school mathematics. CR: Physics 200L)

- 200L. **INTRODUCTORY PHYSICS LABORATORY. 1 hr. I, II, S.**
A laboratory course with selected experiments related to the materials in Physics 200. (CR: Physics 200) 2 lab.
- 201-203. **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: Mathematics 120 and trigonometry or equivalent. CR: Physics 202 and 204 for 201 and 203, respectively; 201 must precede 203)
- 202-204. **GENERAL PHYSICS LABORATORY. 1; 1 hr. I, II, S.**
Required of all students taking Physics 201-203, unless exempt by special permission. 2 lab.
- 211-213. **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: Mathematics 131. CR: Mathematics 230)
- 212-214. **LABORATORY METHODS IN PHYSICS. 1; 1 hr. I, II.**
A laboratory course to accompany Physics 211-213. 3 lab.
300. **ELECTRICITY AND MAGNETISM. 3 hrs. I.**
A course including the study of electrostatics, multiple expansions, magnetostatics, electromagnetic induction, introduction to Maxwell's equations and electromagnetic waves. 3 lec. (PR: Physics 203 and Mathematics 231)
302. **ELECTRICITY AND MAGNETISM. 3 hrs. II.**
A study of Maxwell's equations and electromagnetic waves, radiation theory, optical phenomena, and electrodynamics. 3 lec. (PR: Physics 300)
304. **OPTICS. 3 hrs.**
An intermediate course in geometrical and physical optics. 3 lec. (PR: Physics 203)
308. **THERMAL PHYSICS. 3 hrs.**
A study of thermodynamics, kinetic theory of gases, and an introduction to statistical mechanics 3 lec. (PR: Physics 203 and Mathematics 231)
314. **ELECTRONIC PHYSICS. 3 hrs.**
A study of transistors, integrated circuits and their associated circuits. 3 lec. (PR: Physics 203 and 204)
320. **INTRODUCTORY MODERN PHYSICS. 3 hrs. I.**
An introductory study of atomic and molecular theories, relativity, quantum theory, and nuclear physics. 3 lec. (PR: Physics 203 and Mathematics 131)
330. **MECHANICS. 3 hrs. I. (Formerly 306)**
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: Physics 203 and Mathematics 231)
331. **MECHANICS. 3 hrs. II.**
A study of rigid-body dynamics, central force motion, accelerated systems, and an introduction to the equations of Lagrange and Hamilton. 3 lec. (PR: Physics 330 and Mathematics 335)
350. **BIOMEDICAL PHYSICS. 4 hrs.**
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: Physics 203 and 204, or consent of instructor)
424. **ADVANCED PHYSICS LABORATORY. 2 hrs. I, II.**
Laboratory exercises consisting of four distinct tracks: 424a, Modern physics Lab; 424b, Optics lab; 424c, Electronics lab; 424d, Nuclear chemistry and physics lab. Taken accompanying or following appropriate lecture course.
430. **APPLIED ELECTRONICS AND INSTRUMENTATION. 4 hrs.**
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: Physics 203 and 204, or consent of instructor)
440. **OPTICS WITH LIFE SCIENCE AND MEDICAL APPLICATIONS. 4 hrs.**
A course emphasizing the application of optical principles in instruments dealing with biological and medical measurements. 3 lec-2 lab. (PR: Physics 203 and 204, or consent of instructor)
450. **RADIATION PHYSICS IN LIFE SCIENCES. 4 hrs.**
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: Physics 203 and 204, or consent of instructor)
462. **NUCLEAR CHEMISTRY AND PHYSICS. 3 hrs. II.**
An introduction to the phenomena of nuclear chemistry and physics. 3 lec. (PR: Physics 320 and Mathematics 231 or consent of instructor)

470. **MATHEMATICAL METHODS OF PHYSICS. 3 hrs.**
Applications of advanced topics in mathematics to problems in physics. 3 lec. (PR: Physics 203 and Mathematics 335)
- 471-472. **SEMINAR. 1 hr. I, II.**
One semester required of physics majors.
480. **QUANTUM MECHANICS. 3 hrs. Offered on demand.**
A study of waves and particles, the Schroedinger and Heisenberg formulations, particles in potential fields, scattering and perturbation theories, and applications to atomic and nuclear structure. 3 lec. (PR: Physics 470 or Chemistry 358 or consent of instructor)
- 482-483-484-485. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
By permission of department chairman.

POLITICAL SCIENCE (PSC)

104. **AMERICAN NATIONAL GOVERNMENT AND POLITICS. 3 hrs.**
The American federal government system, with emphasis on constitutionalism, governmental structure, 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.
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.**
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.
209. **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.
233. **PUBLIC POLICY ANALYSIS. 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.
235. **LAW, POLITICS AND SOCIETY. 3 hrs.**
Survey of basic concepts and kinds of American law, with stress on interrelationships between the legal and sociopolitical systems in terms of various issues in common and statutory law.
300. **SCOPE AND METHOD IN POLITICAL SCIENCE. 3 hrs. II.**
Study of the development of political science as a distinct science and discipline, and of the fundamentals of research in political science, such as bibliographical techniques; use of scientific method; textual and case-study approaches; and decision-making, power, communications and systems analysis.
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, its development, and some of its major characteristics, as well as such topics as party organization, leadership recruitment, campaigns and elections, party impact on public policy, and party reform. (PR: Political Science 104 or 202)
307. **PUBLIC OPINION AND PROPAGANDA. 3 hrs.**
Study emphasizing the major determinants of attitudes and of opinion formation and change, analysis and measurement of opinions, and the linkage between opinions and official decision-making. (Same as Sociology 307)
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: Political Science 104, 202)
335. **THE POLITICS OF ENERGY. 3 hrs.**
An examination of the major conceptual approaches, decision makers, policies, and alternatives for dealing with energy problems.
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: Political Science 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: Political Science 104, 202)
- 400-401-402-403-404. **SELECTED TOPICS. 3; 3; 3; 3; 3 hrs.**
To offer a course seminar or workshop on some special topic in the field of political science which is not adequately treated in the regular course offerings.
405. **INTERNATIONAL ORGANIZATIONS. 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: Political Science 209)
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. (PR: Political Science 209)
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.
410. **EUROPEAN COMMUNIST POLITICS. 3 hrs.**
Study of the Soviet Union and Eastern Europe.
411. **LATIN AMERICAN POLITICS. 3 hrs.**
Study of selected Latin American nations in the contemporary setting.
415. **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: Political Science 209)
422. **AFRICAN POLITICAL SYSTEMS. 3 hrs.**
The study of political systems of selected countries, blocs or regions.
423. **AMERICAN FOREIGN POLICY. 3 hrs.**
The study of descriptive, analytical, and normative aspects of the United States foreign policy with emphasis on contemporary problems and issues.
425. **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.
426. **MODERN POLITICAL THOUGHT. 3 hrs.**
Selective study of classics of Western political theory from the 16th through the 18th century, such as that of Machiavelli, Bodin, Hobbes, Locke, Rousseau, Hume, and Burke.
427. **CONTEMPORARY IDEOLOGIES. 3 hrs.**
A critical analysis of political theory in the 19th and 20th centuries such as liberalism, conservatism, socialism, Marxism, communism, fascism, and Maoism.
429. **THE POLITICS OF CONFLICT AND REVOLUTION. 3 hrs.**
Study of major theories of conflict and revolution, and analysis of conflict-inducing and conflict-inhibiting factors related to system maintenance, with emphasis on the relevance of the literature in this area to the black community.
430. **AMERICAN POLITICAL IDEAS. 3 hrs.**
Political ideas of representative American thinkers.
433. **PUBLIC ADMINISTRATION AND POLICY DEVELOPMENT. 3 hrs.**
Study of economic, sociological, psychological, and political factors in the shaping of public policy and planning, with stress on interrelationships between politics, administration, and planning (PR: Political Science 104, 202)

436. **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.
440. **POWER IN AMERICAN SOCIETY. 3 hrs.**
Study of the distribution of power in American society at the community and national levels, with emphasis on the various methods employed by social scientists to portray the community and national power structures.
450. **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: Political Science 333)
452. **PUBLIC PERSONNEL ADMINISTRATION. 3 hrs.**
Survey of Public Personnel Administration with particular attention on various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized. (PR: Political Science 333 or permission)
453. **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: Political Science 333 or permission)
461. **THE FUNCTIONAL DIMENSION OF URBAN POLITICS. 3 hrs.**
Study of policy problems of metropolitan political systems in terms of the functional requirements of a viable urban community, with emphasis on problems having special relevance to the black community.
470. **THE POLITICS OF TRANSITIONAL SOCIETIES. 3 hrs.**
Study of major concepts, institutions, and processes in political modernization, with comparative illustrations from various developing nations.
484. **CONSTITUTIONAL LAW: CIVIL LIBERTIES. 3 hrs. I.**
Supreme court decision-making and basic principles of American constitutional liberty, emphasizing leading cases on the freedoms, equality and due process of law. (PR: Political Science 104)
485. **CONSTITUTIONAL LAW: INSTITUTIONS. 3 hrs. II.**
Supreme court decision-making and public principles of American constitutional government emphasizing leading cases on judicial, congressional and Presidential power; separation of powers; and federalism. (PR: Political Science 484)
- 495H-496H. **READINGS FOR HONORS IN POLITICAL SCIENCE. 2-4; 2-4 hrs. I, II.**
Open only to political science majors of outstanding ability. See Honors Courses.

PSYCHOLOGY (PSY)

201. **GENERAL PSYCHOLOGY. 3 hrs.**
Principles and methods in the scientific study of behavior.
204. **PSYCHOLOGY OF ADJUSTMENT. 3 hrs.**
Modes of personal and social adjustment; assessment and treatment techniques. (PR: Psychology 201)
223. **ELEMENTARY BEHAVIORAL STATISTICS. 3 hrs.**
Orientation to the philosophy of science; survey of methods in behavior study; elementary statistics.
300. **PARANORMAL PHENOMENA. 3 hrs.**
Investigation of such putative paranormal events as ESP, clairvoyance, UFO's, ghosts, astral projection, astrology, and related topics. Emphasis on evaluation of evidence using the scientific method and scientific criteria.
302. **SOCIAL PSYCHOLOGY. 3 hrs.**
Social determinants of individual behavior. (PR: Psychology 201. Same as Sociology 302)
311. **DEVELOPMENTAL PSYCHOLOGY. 3 hrs.**
Psychological characteristics and personal and social problems of developmental periods. (PR: Psychology 201)
312. **PSYCHOLOGY OF AGING. 3 hrs.**
Study of the physiological, psychological, and social processes that occur with aging.
320. **DRUGS AND BEHAVIOR. 3 hrs.**
A general survey of psychoactive drug action, therapeutics and use in the general population. (PR: Psychology 201)

323. **EXPERIMENTAL PSYCHOLOGY. 3 hrs.**
Methodology and research in psychology. 2 lec-2 lab. (PR: Psychology 223)
324. **SENSATION AND PERCEPTION. 3 hrs.**
Methodology and research in sensory and perceptual processes. (PR: Psychology 223)
330. **HUMAN SEXUAL BEHAVIOR. 3 hrs.**
A psychological approach to the functioning, attitudes, varieties and development of human sexual behavior. (PR: Psychology 201)
350. **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: Psychology 201)
391. **PSYCHOLOGY OF AGGRESSION. 3 hrs.**
A multifaceted study of aggressive behavior in humans and other animals. Topics include biological and learned components of aggression, sex differences in aggression, violent crimes and personalities, media violence, and control of personal and group aggression. (PR: Psychology 201)
402. **ADVANCED SOCIAL PSYCHOLOGY. 3 hrs.**
Advanced study of selected topics in social psychology. (PR: Psychology 223, Psychology 302 or consent of instructor)
406. **PSYCHOMETRICS. 3 hrs.**
Mental test theory and applications. (PR: Psychology 223)
408. **ABNORMAL PSYCHOLOGY. 3 hrs.**
An overview of the theories, assessment techniques, and treatment of maladaptive behavior. (PR: Psychology 201)
416. **PSYCHOLOGY OF LEARNING. 3 hrs.**
Critical study of the major theories of learning and the related research. (PR: Psychology 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: Psychology 201 and 223)
418. **PSYCHOLOGY OF PERSONNEL. 3 hrs.**
Psychological principles and methods applied to functions in personnel administration. (PR: Psychology 201)
440. **PHYSIOLOGICAL PSYCHOLOGY. 3 hrs.**
The relationships between physiological functions and biochemical processes and behavior. (PR: Psychology 201)
460. **HISTORY AND SYSTEMS OF PSYCHOLOGY. 3 hrs.**
An examination of the historical and philosophical antecedents of contemporary psychology. (PR: Twelve hours of Psychology)
- 491-492-493-494. **SPECIAL PROBLEMS. 1-3; 1-3; 1-3; 1-3 hrs.**
A course, seminar or workshop on some aspect of Psychology not otherwise treated in regular course offerings (PR: Permission of instructor and department chairperson)

PUBLIC SERVICE INTERNSHIP

(See page 65-66)

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, II.**
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Philosophy 150)
204. **APPROACHES TO THE BIBLE. 3 hrs. I or II.**
This course explores the need for an interpretative process in the understanding of the Bible. It provides an introduction to the contemporary schools of interpretation, including fundamentalism, evangelicalism, and the historical-critical method.
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.

280. **SPECIAL TOPICS. 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 the Gospels and a systematic study of the message of Jesus.
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.
323. **RELIGION IN AMERICA. 3 hrs. I, II.**
The rise and development of religious thinking in America. (Same as History 323)
325. **LITERATURE OF THE NEW TESTAMENT. 3 hrs. I, 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. 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 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.
418. **DEVELOPMENT OF RELIGIOUS IDEAS. 3 hrs.**
A study of the sources of religious thought in western culture.
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.
420. **RECENT AND CONTEMPORARY RELIGIOUS THOUGHT. 3 hrs.**
A survey of the major currents of religious thinking in the twentieth century.
450. **SOCIOLOGY OF RELIGION. 3 hrs.**
An investigation into religion as a social phenomenon. (Same as Sociology 450)
- 490-491. **SPECIAL TOPICS. 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)

101. **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.
235. **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.
385. **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: Safety Education 235, ability to drive an automobile, and possession of a valid driver's license)
440. **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.
450. **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.

460. **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.
470. **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.
480. **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 (Same as Criminal Justice 480)
- 482-483-584. **SPECIAL TOPICS. ½-4; ½-4; ½-4 hrs.**
Students with specialization in safety education only, with permission of department chairman.
485. **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.
486. **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.
489. **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. **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: Safety Education 235)
493. **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.
495. **OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT. 3 hrs.**
Emphasis is placed on principles, facts, and methodology rather than on incidental detail concerning safety management. (PR: Safety Education 485)

SCIENCE EDUCATION

Listed under Curriculum and Foundations

SOCIAL STUDIES (SOS)

104. **THE GREAT CIVILIZATIONS TO 1300. 3 hrs. I, II, S.**
A comparative study focusing on the cultures of India, China, the Middle East, and the West.
105. **THE WORLD AND THE RISE OF THE WEST, 1300-1914. 3 hrs. I, II, S.**
The foundations of Western expansion and its global impact.
106. **THE TWENTIETH CENTURY WORLD. 3 hrs. I, II, S.**
Major developments and trends since 1914 and their implications for the future.
- 201-202. **FUNDAMENTAL SOCIAL PROBLEMS. 3; 3 hrs. I, II, S.**
An interdisciplinary approach emphasizing the sociological aspects of major problem areas in the first course, and the political and economic aspects of major problem areas in the second course.
295. **BLACKS IN AMERICAN CULTURE. 3 hrs. I.**
Their role in American history, literature, and the arts, and the nature of racial problems.
296. **BLACKS AND ISSUES IN AMERICA. 3 hrs. II.**
Political, economic, social, psychological, and philosophical aspects of American racial problems, past and present.
303. **WEST VIRGINIA HISTORY, GEOGRAPHY AND GOVERNMENT. 3 hrs. I, II, S.**
An interdisciplinary study of the state and its people.
- 482-483-484-485. **SPECIAL TOPICS. 1-3; 1-3; 1-3; 1-3 hrs. I, II, S.**

495H-496H. READINGS FOR HONORS IN SOCIAL STUDIES. 2-4; 2-4 hrs.
See Honors Courses.

SOCIAL WORK (SWK)

203. **INTRODUCTION TO SOCIAL WORK. 3 hrs.**
Introduction to the field of social work practice.
205. **COMMUNITY ORGANIZATION. 3 hrs.**
Comparative analysis of the sociological, social and cultural organization of various types of communities with emphasis on communities in large-scale societies.
211. **HUMAN BEHAVIOR AND SOCIAL FUNCTIONING. 3 hrs.**
Integration of the social, psychological, cultural, and other developmental aspects of the individual and the environment. (PR: Social Work 203 or 205)
309. **SOCIAL WORK INTERVENTION. 3 hrs.**
Study of the core concepts of social work within a generic framework for social work practice. (PR: Social Work 203, 211)
316. **SOCIAL WELFARE. 3 hrs.**
The development of social welfare as a contemporary social institution and of social work as a profession. (PR: Social Work 203, 211; CR: Social Work 317)
317. **FIELD STUDY I. 3 hrs.**
Supervised field experience in a welfare agency or community action organization with regular conferences with instructor. Two afternoons each week plus one class hour. Must be registered for Social Work 316. (PR: Social Work 203, 211; CR: Social Work 316)
319. **FIELD STUDY II. 3 hrs.**
Supervised field experience in a welfare agency or community action organization with regular conferences with instructor. Students register for 319, 447, 449 as a block field placement during the fall semester of the senior year. (PR: Social Work 203, 211, 309, 316, 317, 429; CR: Social Work 447 and 449)
429. **SOCIAL WELFARE POLICY. 3 hrs.**
Examination and critical analysis of social welfare policies, programs, and structures with assessment of the implications for contemporary society. (PR: Social Work 203, 211, 316, 317)
447. **FIELD STUDY III. 3 hrs.**
Supervised field experience in a welfare agency or community action organization with regular conferences with instructor. Students will register for 319, 447, 449 as a block field placement during the fall semester of the senior year. (PR: Social Work 203, 211, 309, 316, 317, 429; CR: Social Work 319 and 449)
448. **CHILD WELFARE. 3 hrs.**
Survey of the development of children's services from colonial times to the present. (PR: Social Work 203, 316, 317)
449. **FIELD STUDY IV. 3 hrs.**
Supervised field experience in a welfare agency or community action organization with regular conferences with instructor. Students will register for 319, 447, 449 as a block field placement during the fall semester of the senior year. (PR: Social Work 203, 211, 309, 316, 317, 429; CR: Social Work 319 and 447)
470. **SOCIAL WORK SEMINAR. 3 hrs.**
Integration of course work and field work as the student moves into the role of a professional. (PR: Social Work 319, 447, 449)

SOCIOLOGY (SOC)

- 101-102. **INTRODUCTION TO THE BEHAVIORAL SCIENCES. 3; 3 hrs.**
An interdisciplinary introduction to the basic behavioral sciences.
108. **MARRIAGE RELATIONS. 3 hrs.**
A functional course in the personal, social, and cultural factors involved in courtship and marriage.
200. **INTRODUCTORY SOCIOLOGY. 3 hrs.**
Introduction to the study of human society.
- 283-284. **SPECIAL TOPICS. 3; 3 hrs.**
Selected topics not covered in regular course offerings. (PR: Sociology 200)
300. **SOCIAL ORGANIZATION. 3 hrs.**
Analysis of sociological conceptual systems and theories. (Required of all majors. PR: Sociology 200)

302. **SOCIAL PSYCHOLOGY. 3 hrs.**
(Same as Psychology 302. PR: Psychology 201)
307. **PUBLIC OPINION AND PROPAGANDA. 3 hrs.**
(Same as Political Science 307)
310. **SOCIAL BEHAVIOR. 3 hrs.**
The sociology of the individual (PR: Sociology 200)
311. **DEVIAN'T BEHAVIOR. 3 hrs.**
Study of the basic concepts and theories of deviant social behavior and the correlative social disorganization. (PR: Sociology 200)
313. **CONTEMPORARY SOCIAL ISSUES. 3 hrs.**
Sociological analysis of current social issues. Specific issues studied will vary from time to time. (PR: Sociology 200)
320. **CRIMINOLOGY. 3 hrs.**
Introduction to the social aspects of criminal behavior. (PR: Sociology 200)
321. **INTRODUCTION TO SOCIAL GERONTOLOGY. 3 hrs.**
(Formerly Social Work 436)
325. **BLACK SOCIOLOGY. 3 hrs.**
Sociological analysis of the Negro in American society. (PR: Sociology 200)
330. **SOCIOLOGY OF COMMUNITY HEALTH. 3 hrs.**
An investigation of those social institutions and environmental, social, and personal factors in the community that function to maintain health and provide support in illness as related to social theory.
331. **THE FAMILY IN LATER LIFE. 3 hrs.**
Focuses on family relationships in later life. (PR: Sociology 321)
335. **JUVENILE DELINQUENCY. 3 hrs.**
Theories of delinquency causation and prevention; organization and functions of social agencies operating in the field. (PR: Sociology 200)
342. **AMERICAN SOCIETY. 3 hrs.**
Sociological analysis of the basic social and cultural features of contemporary American society. (PR: Sociology 200)
344. **SOCIAL RESEARCH I. 3 hrs.**
Introduction to systematic sociological research methodology.
345. **SOCIAL STATISTICS I. 3 hrs.**
Introduction to statistical analysis of social data.
352. **UTOPIAN SOCIOLOGY. 3 hrs.**
Comparative analysis of the social organization and structure of Utopias and other planned social systems. (PR: Sociology 200)
400. **HUMAN ECOLOGY. 3 hrs.**
Study of the ecological structure and processes of human communities, regions, and areas. (PR: Six hours of sociology or departmental permission)
401. **POPULATION PROBLEMS. 3 hrs.**
Study of population characteristics, growth, and trends with emphasis on the social and cultural implications. (PR: Six hours of sociology or departmental permission)
403. **SOCIAL RESEARCH II. 3 hrs.**
Intermediate social research methodology with emphasis on research design. (PR: Sociology 344 and 345, or departmental permission)
406. **APPLIED SOCIOLOGY. 3 hrs.**
Study of the application of sociological principles toward social change in communities. (PR: Six hours of sociology or departmental permission)
408. **THE FAMILY. 3 hrs.**
Theoretical analysis of the family as a primary social institution. (PR: Six hours of sociology or departmental permission)
- 410-411. **SOCIOLOGICAL FIELD EXPERIENCE. 3; 3 hrs.**
Supervised field work in a social organization or community working on practical problems. (PR: Sociology 406)
412. **SMALL GROUPS. 3 hrs.**
Study of the dynamics of small groups with emphasis on role theory. (PR: Six hours of sociology or departmental permission)
413. **COLLECTIVE BEHAVIOR AND SOCIAL MOVEMENTS. 3 hrs.**
Analysis of non-rational uninstitutionalized social behavior. (PR: Six hours of sociology or departmental permission)
421. **SOCIOLOGICAL THEORY I. 3 hrs.**
The development of social thought and early sociological theory. (PR: Six hours of sociology or departmental permission)
423. **CONFLICT SOCIOLOGY. 3 hrs.**

- Analysis of theories of the conflict school of sociology and their application in research. (PR: Six hours of sociology or departmental permission)
428. **MEDICAL SOCIOLOGY. 3 hrs.**
Analysis of the social organization of medicine and related health delivery services. (PR: Six hours of sociology or departmental permission)
431. **PROBLEM PERSPECTIVES OF AGING. 3 hrs.**
Analysis of some of the problems people experience as a consequence of growing older. (PR: Sociology 321)
432. **RURAL SOCIOLOGY. 3 hrs.**
(Formerly Sociology 332, Rural-Urban Communities). The sociology of rural life and rural communities. (PR: Six hours of sociology or departmental permission)
433. **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: Six hours of sociology or departmental permission)
439. **SOCIAL STRATIFICATION. 3 hrs.**
Analysis of various theories of stratification, with emphasis on the American class system. (PR: Six hours of sociology or departmental permission)
442. **URBAN SOCIOLOGY. 3 hrs.**
(Formerly, Metropolitan Communities). The sociology of urban and metropolitan communities. (PR: Six hours of sociology or departmental permission)
443. **EVALUATION RESEARCH. 3 hrs.**
Analysis of social organizations and programs in order to evaluate: program planning, monitoring, impact assessment, efficiency, and effectiveness. (PR: Sociology 344, 345)
445. **SOCIAL STATISTICS II. 3 hrs.**
Intermediate level statistical analysis, including analysis of variance and covariance. 2 lec-2 lab. (PR: Sociology 345 or departmental permission)
450. **SOCIOLOGY OF RELIGION. 3 hrs.**
Sociological analysis of religion as a social institution. (PR: Six hours of sociology or departmental permission. 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: Sociology 321)
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: Six hours of sociology or departmental 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 minor in sociology)
- 481-482. **INDEPENDENT STUDY. 2-4; 2-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Senior majors only and permission)
- 483-484. **SPECIAL TOPICS. 2-4; 2-4 hrs.**
Study of topics of interest not covered in regularly scheduled courses. (PR: Senior status and 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.

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 102: Spanish 101 or one unit of high school Spanish or departmental examination)
- *101R-102R. **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 102R: Spanish 101R or equivalent)

*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101.

- 150-151. **APPLIED SPANISH. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
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: Spanish 102 or two units of high school Spanish or departmental examination)
- *203R. **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 203R: Spanish 102R or equivalent)
204. **INTERMEDIATE SPANISH. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed compositions. (PR for 204: Spanish 203 or three or four units of high school Spanish or departmental examination)
- *204R **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 204R: Spanish 203R or equivalent)
- 250-251. **APPLIED SPANISH. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House. 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 MLH Director)
304. **SPANISH PHONETICS. 3 hrs.**
A systematic study of the phonemes and allophones of Spanish and their articulation. (PR: Spanish 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: Spanish 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 majors only. (PR: Spanish 204)
315. **ADVANCED GRAMMAR AND COMPOSITION. 3 hrs. I.**
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: Spanish 204)
316. **ADVANCED GRAMMAR AND COMPOSITION. 3 hrs. II.**
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: Spanish 204)
318. **SURVEY OF SPANISH-AMERICAN LITERATURE. 3 hrs.**
Readings from representative Spanish-American authors with reports and class discussions; from the Colonial period to the present. (PR: Spanish 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: Spanish 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: Spanish 204)
322. **CERVANTES. 3 hrs.**
Study and analysis of selections from Don Quijote, the Novelas Ejemplares, and selected dramatic works. (PR: 3 hours in literature beyond Spanish 204)
- 350-351. **APPLIED SPANISH. 2-4; 2-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)
401. **DRAMA OF THE GOLDEN AGE. 3 hrs.**
Readings, lectures, discussions and reports in Spanish on the major dramatists of the Golden Age. (PR: 6 hours beyond Spanish 204)
402. **CONTEMPORARY LATIN AMERICAN PROSE FICTION. 3 hrs.**

*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101.

- Readings, lectures, discussions, and reports in Spanish on the major figures in contemporary Spanish American prose. (PR: 6 hours beyond Spanish 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 & Underground drama. (PR: Spanish 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: Spanish 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: Spanish 204)
- 450-451. **APPLIED SPANISH. 2-4; 2-4 hrs.**
Credit is earned for each full semester of residence in the Modern Language House. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. Mini papers and/or presentations are required for maximum hours credit. (PR: Permission of MLH Director)
- 480-481. **SPECIAL TOPICS. 2-4; 2-4 hrs. I, II.**
Independent research for qualified students who are interested beyond the other courses in the catalog. (PR: Spanish 204 and permission of instructor)
485. **THE MODERNIST MOVEMENT. 3 hrs.**
The precursors of the Modernist Movement, its chief exponents, and its influence on the literature of Spanish America and Spain. Lectures, discussions, readings and reports (PR: Spanish 204 and at least one course at 300 level other than 314)
- 495H-496H. **READINGS FOR HONORS IN SPANISH. 4; 4 hrs. I, II.**
Open only to outstanding majors. Refer to page for information about Honors Courses.

SPEECH (SPH)

GENERAL SPEECH

103. **FUNDAMENTALS OF SPEECH-COMMUNICATION. 3 hrs.**
Application of verbal and nonverbal concepts to interpersonal and public communication contexts. Open to Freshmen and Sophomores only.
200. **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: Speech 103)
201. **GENERAL SEMANTICS. 3 hrs.**
A method for studying the role which language plays in human affairs. (PR: Speech 103)
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: Speech 103)
205. **ARGUMENTATION AND DEBATE. 3 hrs.**
Basic principles of argument; practice in discussion and debate. Recommended but not a prerequisite for intercollegiate debating. (PR: Speech 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. (PR: Speech 103 or 305)
215. **TECHNIQUES OF DISCUSSION. 3 hrs.**
A study of techniques in creative problem-solving, including systems of analysis, evaluation, and conferencing. Emphasis will be placed on the influence of communication in task oriented groups. (PR: Speech 103)
- 225-226. **INTERCOLLEGIATE DEBATE. 1; 1 hr.**
(PR: Permission of instructor)
240. **VOICE AND DICTION. 3 hrs.**
Theory and practice of speech production and improvement. (PR: Speech 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 Speech 103 and 305 (See also p. 21).

245. **LISTENING. 2 hrs.**
A study of listening behavior as an integral part of the communication process, and development of listening skills. (PR: Speech 103)
250. **CREATIVE DRAMATICS. 3 hrs.**
To promote creativity in children by utilizing verbal-nonverbal activities of dramatic play using poetry and stories. Recommended for students in any curriculum dealing with children ages 5 to 11. (PR: Speech 103)
300. **INTERPERSONAL COMMUNICATION. 3 hrs.**
A survey of the principles underlying communication in interpersonal relationships. Emphasis is upon diagnosing interpersonal communication breakdowns and developing communication skills important for forming and maintaining functional relationships. (PR: Speech 103)
301. **PARLIAMENTARY PROCEDURES. 1 hr.**
A study of the rules of parliamentary law with practice in their usage.
305. **PRINCIPLES OF COMMUNICATION. 3 hrs.**
Beginning course, open to juniors and seniors who have not had Speech 103 or 202.
307. **ORAL COMMUNICATION IN SOCIAL CRISES. 3 hrs.**
Investigation of the functions, ethics, responsibilities and social impact of oral communication in periods of social unrest. (PR: Speech 103)
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. (PR: Speech 103)
320. **ORAL INTERPRETATION OF LITERATURE. 3 hrs.**
The fundamentals of reading, analyzing, and interpreting literature. (PR: Speech 240)
321. **READER'S THEATRE. 3 hrs.**
Oral interpretation with emphasis on public performance. (PR: Speech 320)
- 325-326. **INTERCOLLEGIATE DEBATE. 1; 1 hr.**
Continuation of Speech 225-226. (PR: Permission of instructor)
401. **ORGANIZATIONAL COMMUNICATION. 3 hrs.**
Investigation of information flow in organizations with emphasis on identifying communication problems. (PR: Six hours of speech)
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. (PR: Speech 215)
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.
450. **DIRECTION OF SPEECH ACTIVITIES. 3 hrs.**
Direction of extracurricular speech activities: assemblies, forensic events, etc. (PR: Fifteen hours of speech or permission of department chairman)
451. **DIRECTING SPEECH COMMUNICATION EVENTS FOR THE ELEMENTARY AND JUNIOR HIGH SCHOOL. 2 hrs.**
Instruction and application of communication events for classroom methods and children's programs to promote effective oral communication and to foster creativity. (PR: Speech 103 and 300)
475. **SEMINAR IN SPEECH EDUCATION FOR SECONDARY TEACHERS. 6 hrs.**
A seminar in speech education for secondary and future teachers: a joint teacher-student program where theories and techniques can be studied, applied, and evaluated through practical experiences with high school students. (PR: By permission only)
476. **SPEECH COMMUNICATION FOR CLASSROOM TEACHERS. 3 hrs. CR/NC**
Knowledge and utilization of interpersonal communication skills in all teaching-learning environments.
- 479-480. **SPECIAL TOPICS IN SPEECH. 1-3; 1-3 hrs.**
(PR: Permission of department chairman)
- 495H-496H. **READINGS FOR HONORS IN SPEECH. 4; 4 hrs.**
Open only to speech majors of outstanding ability. See Honors Courses. (PR: Permission of department chairman)

BROADCASTING (SPH)

230. **INTRODUCTION TO RADIO AND TELEVISION. 3 hrs.**
A survey course which provides an overview of the field of broadcasting. (PR: Speech 103)
231. **RADIO PRODUCTION AND BROADCAST SPEECH. 3 hrs.**
Training in the operation of radio equipment, microphone technique, tape editing and radio production. (Laboratory work at WMUL-Radio is required. PR: Speech 230)
233. **INTRODUCTION TO TELEVISION PRODUCTION. 3 hrs.**
An introduction to the fundamentals of television production dealing with cameras, microphones, lighting, and staging. (PR: Speech 230)
- 237-238. **PRACTICE IN BROADCASTING. 1; 1 hr.**
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)
239. **DEVELOPMENT AND APPRECIATION OF FILM. 3 hrs.**
The historical development of the motion picture as an art form from its first development to present day. Analysis of the technical, social, economic and cultural factors which have influenced the medium. (PR: Speech 230 or permission of instructor)
331. **RADIO-TELEVISION ANNOUNCING AND NEWSCASTING. 3 hrs.**
Specialized training in the interpretive skills of announcing and newscasting. (PR: Speech 230 and 240 or permission of instructor)
332. **RADIO-TELEVISION CONTINUITY WRITING. 3 hrs.**
Analysis of forms and practices in the writing of commercials, music and talk continuities, with special emphasis on the difference between writing for broadcast and writing for the print media. (PR: Speech 230)
333. **HISTORY OF BROADCASTING. 3 hrs.**
A survey of the history of radio and television in the United States, including the development of educational broadcasting. (PR: Speech 230)
- 337-338. **PRACTICE IN BROADCASTING. 1 or 2 hrs.**
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)
339. **INSTRUCTIONAL USES OF RADIO AND TELEVISION. 1 hr.**
Principles of electronic reproduction of sound and pictures. Orientation to functions and operation of equipment and its use in training and instruction. (PR: Speech 103)
428. **BROADCAST STATION CLIENT RELATIONS. 3 hrs.**
A survey of requirements, relationships, and functions of broadcast sales in the context of the advertising media buying environment. (PR: Speech 230)
430. **BROADCAST DOCUMENTARY AND DRAMATIC WRITING. 3 hrs.**
Writing techniques for preparing scripts for the documentary, film, and dramatic show. (PR: Speech 332)
431. **ADVANCED TELEVISION PRODUCTION. 3 hrs.**
Advanced theory and practice in the elements of producing the complete television program. (PR: Speech 233)
432. **INSTRUCTIONAL BROADCASTING. 3 hrs.**
Development of instructional broadcasting; production and utilization of instructional programs.
433. **RADIO AND TELEVISION PROGRAMMING. 3 hrs.**
Principles of programming, including audience analysis, production, purchase, and scheduling of various formats. (PR: Speech 230)
434. **RADIO, TELEVISION AND SOCIETY. 3 hrs.**
The unusual effects of these agents upon society and their place in modern communications. (PR: Speech 230)
435. **BROADCAST LAW AND REGULATION. 3 hrs.**
Development and present status of the legal structure of broadcasting in the United States. (PR: Speech 230)
436. **COMPARATIVE SYSTEMS OF BROADCASTING. 3 hrs.**
Development of various systems of broadcasting practiced in other countries of the world and comparison with our own. Including recent trends in international broadcast systems and communications satellites. (PR: Speech 230)
437. **BROADCAST MANAGEMENT AND ECONOMICS. 3 hrs.**
Problems and practices in the organization and operation of radio and television stations, including study of the economics of the broadcast industry. (PR: Speech 230)

438. **INSTRUCTIONAL TELEVISION UTILIZATION. 3 hrs.**

The background and skills required for utilization, validation, and evaluation of instructional television for teachers and others concerned with improvement in the teaching-learning process.

SPEECH PATHOLOGY AND AUDIOLOGY (SPH)

241. **INTRODUCTION TO COMMUNICATION SCIENCE. 3 hrs.**

A survey of the physical and psychophysical bases of communication with discussion of elementary communication models. The concept of noise in its many forms with emphasis on defects of speech, hearing and language as forms of noise. (PR: Speech 103)

370. **LANGUAGE AND SPEECH DEVELOPMENT. 3 hrs.**

Sequential patterns in the acquisition of language and speech in relationship to general child development. (PR or CR: Speech 241)

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 speech pathology majors. (PR: Speech 103)

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: Speech 370, 429, 439)

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: Speech 370, 429, 439)

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. 2 lec-2 lab. (PR: Speech 422, 425, 460)

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 aphasia in children and adults. (PR: Speech 370, 429, 439)

426. **CLINICAL PROBLEMS WITH COMMUNICATION DISORDERS. 3 hrs.**

Case study method; detailed analysis of diagnostic and therapeutic procedures appropriate to an assigned clinic patient. (PR: Speech 470)

427. **CLINICAL PRACTICUM WITH SCHOOL CHILDREN. 6 hrs.**

Supervised clinical practice with school-aged children; fulfills student teaching requirements for West Virginia Certification in Speech and Hearing. (PR: Speech 468; PR or CR: Speech 470)

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: Speech 241)

439. **PHONETICS. 3 hrs.**

Introduction to the science of speech sounds; study of the phonetic alphabet and practice in broad transcription. (PR: Speech 241)

460. **HEARING IN COMMUNICATION. 3 hrs.**

Psychophysical processes underlying auditory perception; basic audiometry; a survey of hearing disorders. (PR: Speech 370, 429, 439)

463. **METHODS AND MATERIALS FOR HEARING DISORDERS. 3 hrs.**

Auditory training and speech reading procedures with the hearing handicapped. (PR: Speech 460, 470)

465. **INDUSTRIAL AUDIOLOGY. 3 hrs.**

Noise measurement and regulations. Damage risk criteria, and hearing conservation.

468. **METHODS AND MATERIALS FOR SPEECH DISORDERS. 3 hrs.**

Organization and administration of school programs for speech and/or hearing handicapped children; therapeutic procedures in a school setting. (PR: Speech 429, 439, and Junior standing; CR or PR: Speech 370)

470. **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 hearing therapy procedures. 2 lec-2 lab. (PR: Speech 422, 425; CR or PR: Speech 460)

THEATRE (SPH)

208. **FUNDAMENTALS OF ACTING-STAGE MOVEMENT. 2 hrs.**
Body conditioning, pantomime, improvisation, and dance for actors. Also includes study of scenes which involve unusual stage movement. (PR: Speech 103)
209. **INTRODUCTION TO THEATRE. 3 hrs.**
Fundamentals of theatre arts. (PR: Speech 103)
210. **ACTING. 3 hrs.**
Working theories of acting. Development of technical skill through use of various techniques. (PR: Speech 103)
214. **PLAY PRODUCTION-STAGE MAKEUP, 1 hr.**
Theory and techniques in the use of makeup for the theatre, including straight, aged, and character makeup. (PR: Speech 103)
- 227-228. **THEATRE PRACTICUM. 1; 1 hr.**
Acting, directing, or technical work in Marshall University Theatre production. Register only with permission of instructor. (B.F.A. degree candidates may repeat each course once to a total of four hours.)
- 312-313a-313b. **PLAY PRODUCTION. 2; 1-1 hrs.**
Elementary scene design, construction, painting, lighting, costuming, makeup; work coordinated with University Theatre productions. 312 and 313a should be taken concurrently. 313b should be taken the following semester. (PR: Speech 103)
314. **PLAY PRODUCTION-STAGE LIGHTING. 3 hrs.**
Theories and practices of modern stage lighting. Instruments, control, color and their use on the stage. (PR: Speech 312-313)
- 327-328. **THEATRE PRACTICUM. 1; 1 hr.**
Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. (B.F.A. degree candidates may repeat each course once to a total of four hours.)
403. **PLAY DIRECTION. 3 hrs.**
Introduction to theories, principles, techniques, and history of play production. (PR: Speech 210, 312, 313, except for language arts majors)
404. **ADVANCED PLAY DIRECTION. 3 hrs.**
In-depth study of major directorial approaches. Analysis of contemporary movements and leaders in the field. Students must stage productions as part of class requirement. (PR: Speech 403)
405. **ADVANCED ACTING. 3 hrs.**
Styles of acting. Interpretation of roles from classical, romantic, and modern dramas. (PR: Speech 210)
440. **PLAYWRITING. 3 hrs.**
Principles of dramatic construction. Writing of one-act plays and sketches for experimental and public performance.
443. **THEATRE HISTORY TO 1660. 3 hrs.**
A survey of man's activities in the theatre from primitive times to 1660.
444. **THEATRE HISTORY SINCE 1660. 3 hrs.**
A survey of man's activities in the theatre from 1660 to the present.
445. **CHILDREN'S THEATRE. 3 hrs.**
Theory, direction, and staging of plays for children.
447. **SCENE DESIGN. 3 hrs.**
The aesthetic and technical principles of staging are applied to the educational theatre. Specific attention is given to the generation of a design from the play manuscript. (PR: Speech 312 and 313)
448. **ADVANCED TECHNICAL THEATRE. 3 hrs.**
Advanced work in problems of technical production. (PR: Speech 312-313)

UNIVERSITY HONORS (UH)

Good students have always been frustrated by the fragmentation of knowledge into departmental and disciplinary segments. The program in Interdisciplinary Honors is designed to provide promising and highly motivated students an exciting pursuit of a given topic following wherever it takes them without regard for disciplinary fences.

In addition to the Interdisciplinary Honors seminars the Honors Program at Marshall University provides the opportunity for qualified students to develop individual programs of study and research.

A student may enroll for four to sixteen hours in Interdisciplinary Honors seminars and for a maximum of eight hours in departmental readings for honors. No honors seminar serves as a pre-requisite for any of the other seminars, which may be taken individually or sequentially. Qualified

students become eligible to graduate with honors in Interdisciplinary Honors, Departmental Honors, or both.

Interdisciplinary Honors Major

The first two years (lower division) of involvement in the interdisciplinary honors major normally entail the following course requirements:

1. Participation in the three introductory honors seminars (195, 196, 197). Normally, the student will not enroll in two seminars in the same semester.
2. Successful completion of Honors 201H English or a 3.5 in English 101-102.

Upon completion of the above requirements, a student is eligible to enroll in the interdisciplinary honors major program, provided he/she has maintained an over-all GPA of 3.5 or better. The requirements for the successful completion of the major involve (1) specific course requirements and (2) a contractual arrangement.

1. Specific Course Requirements.

A student who has elected the interdisciplinary honors major is expected to complete successfully (a grade of "B" or better) three 4-credit hour upper-division honors seminars for a total of 12 hours. (Since seminar topics are not repeated at the upper level, qualified students may enroll in 395 and 396 more than once.) Further, each student is required to register for and successfully complete one upper-division or graduate course which focuses primarily upon the methods of research and writing.

2. Contractual Responsibilities

The student majoring in interdisciplinary studies will select one faculty member from each of the academic disciplines he proposes to "bridge" (a minimum of two). This faculty member, along with the Director of the Honors program or a member of the Honors Council and the student himself/herself, will constitute the committee to draw up a mutually satisfactory written contractual arrangement of course work, readings, examinations, and other learning experiences to be accomplished. The contract must be approved by the Dean or Deans and be on file in the offices of the Dean(s), the Honors Director and the departments concerned. This contract supersedes any and all college course requirements. Care will be taken by the contractual committee to ensure that a broad exposure to the many facets of academic life is included in the contractual arrangement in accordance with the purposes of a truly interdisciplinary liberal education. The student's progress will be reviewed by the committee at the end of each semester. Students who are not progressing satisfactorily will be dropped from the major program.

Students who have not satisfied all of the basic entrance requirements but have maintained a GPA of 3.5 or better should contact the Director of University Honors for possible admission.

Procedure for Requesting Departmental Credit for Interdisciplinary Honors Seminars

First, secure from the Director of Honors a detailed syllabus of the course taken. Second, submit in writing to the chairperson of the department a request that the seminar be counted toward the major. The syllabus must be attached to the request, and a copy of the letter should be sent to the Director of Honors. If the chairperson approves the request, he should notify the Director of Honors in writing. Similarly, if the request is denied, notification should be sent to the Director of Honors.

195-196-197. INTERDISCIPLINARY HONORS. 4; 4 hrs.

Open to distinguished freshmen and sophomores selected on the basis of their ACT scores, high school records, and a personal interview with the Director of University Honors. (195, Science and the Arts; 196, The American Experience; 197, Ideas in Social Science. These courses are subject to periodic changes in content.)

395-396. INTERDISCIPLINARY HONORS. 4; 4 hrs.

Open to distinguished sophomores and upperclassmen of the undergraduate colleges and schools. Such students should apply for admission to the seminar through the Director of University Honors. Course content varies each semester.

397-398. INTERDISCIPLINARY HONORS, BRIDGE MAJOR. 3; 3 hrs.

Limited to University Honors Bridge majors.

495H-496H. DEPARTMENTAL READINGS FOR HONORS.

See individual departmental listings.

497-498. INTERDISCIPLINARY HONORS, BRIDGE MAJOR. 3; 3 hrs.

Limited to University Honors Bridge majors.

VOCATIONAL-TECHNICAL EDUCATION (VTE)

- AE 480. SPECIAL TOPICS IN ADULT EDUCATION. $\frac{1}{2}$ - 4 hrs.**
Concentrated study of a special 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.)
- 400. 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 the Vocational Education Act of 1963 and the Vocational Amendments of 1968 and 1976 as they relate to state and local planning of occupational education programs.
- 410. DEVELOPING INSTRUCTIONAL MATERIALS FOR OCCUPATIONAL COURSES. 3 hrs. I, S.**
Study of procedures for analyzing an occupation to identify essential competencies; use of the analysis to develop objectives and an instructional plan for a specific occupation, with emphasis on innovative and multi-media approaches to facilitate student achievement of the stated objectives to a specified level.
- 420. PRINCIPLES AND PRACTICES IN COOPERATIVE EDUCATION. 3 hrs. S.**
Study of principles for planning, implementing, and evaluating a cooperative program within the various categorical service areas of vocational education; consideration of factors which must be considered in selection of the cooperative design for certain educational levels and for student groups with special needs.
- 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 designed throughout an academic year.
- 430. OCCUPATIONAL EDUCATION FOR THE DISADVANTAGED. 2-3 hrs.**
Study of conditions which mitigate against success in school for students of all ages; emphasis on the potential of occupational education programs for assisting such students to achieve a level of employability and to achieve a higher level of academic achievement through materials related to personal interests and employment goals; emphasis on cooperative planning and teaching involving academic teachers and counselors. Implementation of a plan for maximum credit.
- 479. PRACTICUM IN OCCUPATIONAL 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).
- 481-482-483-484. SPECIAL TOPICS. $\frac{1}{2}$ -4; $\frac{1}{2}$ -4; $\frac{1}{2}$ -4; $\frac{1}{2}$ -4 hrs.**
Concentrated study of a special 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.

WOMEN'S STUDIES (IS)

See Interdisciplinary Studies, p. 217.

ZOOLOGY (ZOO)

(See also Biological Sciences and Botany)

- 212. INVERTEBRATE ZOOLOGY. 4 hrs. I, II, S.**
Classification, structure and relationships of the important animal phyla. 2 lec-4 lab. (PR: Biological Science 102)
- 214. VERTEBRATE ZOOLOGY. 4 hrs. I, II, S.**
A survey of the seven living classes of vertebrates emphasizing aspects of ecology, physiology, natural history and taxonomy (PR: Biological Science 102)

225. **HUMAN BIOLOGY I. 4 hrs. I, II.**
Structure and function of the human organism. Open to candidates for the A.S. degree in Nursing and Medical Laboratory Technology, A.A.S. degree in Cytotechnology, and B.S. degree in Medical Technology and Cytotechnology.
226. **HUMAN BIOLOGY II. 2 hrs. I, II, S.**
A continuation of the study of structures and function of the human organism. (PR: Zoology 225)
300. **HISTOLOGY. 4 hrs. II.**
Microscopic study of vertebrate tissues. 2 lec-4 lab. (PR: Biological Science 102)
301. **VERTEBRATE EMBRYOLOGY. 4 hrs. I, S.**
Vertebrate development based chiefly on frog, chick and pig embryos. 2 lec-4 lab. (PR: Biological Science 102)
302. **COMPARATIVE VERTEBRATE ANATOMY. 4 hrs. I, II, S.**
Structure, function and relationships of systems of selected vertebrates with an emphasis on embryology and evolution. (PR: Biological Science 102)
310. **ANATOMY AND PHYSIOLOGY. 4 hrs. I.**
Applied anatomy and clinical physiology; normal and altered topographical and regional anatomy of body systems; methods of clinical evaluation. 3 lec-1 lab. (PR: Admission to 4-yr. nursing program)
315. **GENERAL PHYSIOLOGY. 4 hrs. II, S.**
Physiological principles of vertebrate organ systems. 3 lec-2 lab. (PR: Biological Science 102)
401. **ICHTHYOLOGY. 3 hrs. II (Alternate years) and 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: Biological Science 102, Zoology 214 or 302, Biological Science 431)
406. **HERPETOLOGY. 3 hrs. II (Alternate years) and S.**
Taxonomy, morphology, distribution, life history, and ecology of reptiles and amphibians with a special emphasis on representatives native to West Virginia. 2 lec-2 lab. (PR: Biological Science 102; Rec: Zoology 214)
407. **(Biological Science 407) GENETICS. 4 hrs. I, II.**
The fundamental principles and mechanisms of inheritance. (PR: Biological Science 101-102 or permission)
408. **ORNITHOLOGY. 3 hrs. II (Alternate years) and S.**
Identification, distribution, migration and breeding activities of birds. 2 lec-2 lab.
409. **MAMMALOGY. 3 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: Biological Science 102, Zoology 214 or 302; Rec: 407)
413. **(Biological Science 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: Zoology 212 or 214, and 12 hours Biological Science, Botany, or Zoology)
414. **ENTOMOLOGY. 4 hrs. I, S.**
Anatomy, classification, life histories and economic importance of representative insects. 2 lec-4 lab. (PR: Zoology 212)
424. **ANIMAL PARASITOLOGY. 4 hrs. I, II, or S.**
Morphology, life histories, classification, and host relationships of common parasites. 2 lec-4 lab. (PR: Zoology 212)
426. **MEDICAL ENTOMOLOGY. 4 hrs. I, II, or S.**
Role of certain insects and other arthropods in the transmission of disease organisms and methods of control. 2 lec-4 lab. (PR: Zoology 212)
431. **LIMNOLOGY. 4 hrs. I, S.**
The study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. 2 lec-4 lab. (PR: Biological Science 102; Rec: Zoology 212)
- 450-451-452. **SPECIAL PROBLEMS. 1-3; 1-3; 1-3 hrs. I, II, S.**
By permission of instructor and department chairman.

Courses of Instruction Community College

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.
103. **FUNDAMENTALS OF DATA PROCESSING. 3 hrs.**
Designed to help the student understand the office environment in which automated data equipment is used, exposing him to the associated terminology, processes, and effects. Primarily, this course presents an overview of data processing applications, preparation of input, and automated equipment and processes.
104. **RECORDS MANAGEMENT. 2-3 hrs.**
Rules of alphabetic indexing and filing and their applications are studied, along with four main systems of arranging correspondence - alphabetic, numeric, geographic, and subject - and the procedures used with all filing systems. Decimal filing and soundex name filing are surveyed.
106. **BASIC ACCOUNTING. 4 hrs.**
Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Also an introduction to accounting procedures for small corporate organizations.
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: ACC 216 or BUS 154)
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 as a salesperson 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.)
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.

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: Business 102, Basic Economics)
153. **PRINCIPLES OF BANK ACCOUNTING I. 3 hrs.**
Basic course in accounting principles and procedures. Includes analysis of transactions, the accounting cycle - service sole proprietorship, special journals and ledgers, end-of-cycle procedures - trading business, payroll and control systems, payables and receivables, valuation of other assets: taxes and completion of cycle-partnership: accrual basis.
154. **PRINCIPLES OF BANK ACCOUNTING II. 3 hrs.**
Builds upon the foundation developed in Principles of Bank Accounting I. Includes seven advanced concepts and techniques: departmentalized accounting, the partnership accounting cycle, branch and home office accounting, corporation accounting, manufacturing and cost accounting, budgeting, reporting and statement analysis. Also final review of basic concepts and overview of data processing systems.
161. **SAVINGS AND TIME DEPOSIT BANKING. 3 hrs.**
Covers the historical development of savings institutions and creates an awareness of the basic economic function of the savings process which is necessary to operations and policies of these institutions. Differences between financial savings by individuals or organizations and real savings that appear as capital formation are also covered. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.
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.
165. **HISTORY OF DEVELOPMENT, STRUCTURE AND ORGANIZATION OF CREDIT UNIONS. 3 hrs.**
Intended for credit union executives and directors. Provides background information about the credit union movement by tracing its history and growth, structure of the credit union and basic principles of operations.
167. **CREDIT UNION ACCOUNTING. 3 hrs.**
Study of the basic principles and practices of accounting for Credit Unions using Credit Union forms. Includes Credit Union auditing, principles and procedures.
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.
182. **RETAILING II. 3 hrs.**
Continuation of Bus. 181 with emphasis on merchandise management and retail control. Includes buying procedures, mark up, pricing, and stock turnover. (PR: BUS 181)
183. **SMALL BUSINESS ORGANIZATION AND MANAGEMENT. 3 hrs.**
Provides an understanding of the varieties of activities which comprise the operation of a small business. Gives insight into the responsibilities, from organizational and managerial viewpoints, related to operating or managing a single ownership or partnership enterprise.
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.
204. **PRINCIPLES OF PUBLIC RELATIONS. 3 hrs.**
Guide to good public relations, how images are created, public relations practices, special events, ideas, attitudes, advertising, and customer relations.

220. **ACCOUNTING OFFICE MACHINES. 2 hrs.**
Instruction in bookkeeping-accounting machines, copying and duplicating machines, and skill development on adding machines and calculators. (1 lec-2 lab)
223. **ADVANCED ACCOUNTING PRINCIPLES. 3 hrs.**
Study of advanced accounting practices and procedures to establish major concepts related to partnership, corporation, branch, and manufacturing accounting; consignment and installment sales; consolidated financial statements; present value; and price level changes. (PR: BUS 122)
224. **ACCOUNTING FOR COSTS. 3 hrs.**
Basic principles of cost accounting, including job order, process, and standard costs systems and their applications to all types of business enterprises. (PR: ACC 216 or BUS 154)
225. **AUDITING PRINCIPLES. 3 hrs.**
Principles of conducting audits and investigations; development of audit work papers, specific audit procedures, conduct of the audit, and functioning as a member of the audit team. (PR: BUS 122)
226. **COMMERCIAL PAPERS AND TRANSACTIONS. 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.
228. **INCOME TAX ACCOUNTING. 3 hrs.**
Theory and practice of income tax accounting as applied to individual returns. Includes gross income, gain or loss, capital gains and dividends along with the maximizing of business and personal deductions. (PR: ACC 216 or BUS 154)
230. **ADVERTISING. 3 hrs.**
The role of advertising appeals, product research, selection of media, effectiveness testing and elements of market research. Theory and practice of preparing copy for various media.
231. **BUSINESS FINANCE. 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.
232. **PURCHASING. 3 hrs.**
Analysis of purchasing activities and purchasing problems in a single proprietorship business. Attention is given to establishing specifications and standards, supply sources, price policies, and inventory control.
233. **PERSONNEL MANAGEMENT. 3 hrs.**
Designed to acquaint the student with principles of managing personnel in business. Recruitment, selection, and evaluation; job analysis and evaluation; management, supervision, and training; employee motivation; communications, transfer and promotion; wage and salary administration; and labor relations and legislation are studied. *
234. **TAXATION. 3 hrs.**
Study of federal, state, and local taxes: deductions, depreciation, investment credits, income, forms and schedules prescribed.
240. **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.
241. **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.
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.
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.
244. **CONTRACT WRITING. 2 hrs.**
Covers principles and procedures utilized in preparation of Real Estate sales contracts. Various forms of contracts will be studied.
246. **REAL ESTATE DEVELOPMENT. 2 hrs.**
Study of real estate development in terms of social, economic and environmental aspects. Covers elements of the planning process, land use controls or zoning, subdivision or development controls, land use, transportation, community facilities, and open space and recreation. Techniques of analysis and application of standards to the design of residential neighborhoods, shopping centers, industrial districts and thoroughfare systems are also covered.
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.
251. **INSTALLMENT CREDIT. 3 hrs.**
Covers the techniques of installment lending. Emphasis on establishing credit, obtaining and checking information, servicing the loan, and collecting amounts due. Other topics covered include inventory financing, special loan programs, business development and advertising, and public relations aspects of installment lending.
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.
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.
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.
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.
256. **CREDIT ADMINISTRATION. 3 hrs.**
Directed toward the executive level, this course concerns itself with the statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.
257. **FEDERAL RESERVE SYSTEM. 3 hrs.**
Examines the operations and policies of the Federal Reserve System during critical periods in the last 60 years. A topical rather than chronological approach is taken. Attention is given to international monetary affairs and economic developments affecting the American fiscal system.
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.
260. **LOAN OFFICER DEVELOPMENT. 3 hrs.**
Designed to present practical skills essential to new lending officers. Covers the initial loan interview, loan development and decisions, documentation for the credit file, problem loans, conveying unpleasant information and managing loan portfolios.
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.

270. **PRINCIPLES OF WHOLESALING. 3 hrs.**
Analysis of the development of wholesaling. Trade vocabulary. Technological changes and their impact upon methods of wholesaling.
271. **SPECIAL PROBLEMS IN RETAILING. 3 hrs.**
Student applies his knowledge of retailing to specific area on his job and submits reports to his instructor.
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.
273. **RETAIL BUYING. 3 hrs.**
Study of techniques of buying merchandise for resale, time to buy, how to buy, and suppliers.
274. **SPECIALTY SELLING. 2 hrs.**
Detailed study of a product, production, service, sales aids and techniques as chosen by the student.
275. **STORE OPERATION AND CONTROL. 3 hrs.**
Operation and control of retail establishments is studied. Case studies of types of retail problems including merchandising, personnel, sales promotion, operation and control.
280. **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.
284. **SMALL BUSINESS SEMINAR. 2 hrs.**
Development of managerial skills and knowledge through creation of a simulated business and case studies.
290. **SPECIAL TOPICS. (ACCOUNTING). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
291. **SPECIAL TOPICS. (GENERAL BUSINESS). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
292. **SPECIAL TOPICS. (RETAILING). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
293. **SPECIAL TOPICS. (SMALL BUSINESS MANAGEMENT). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
294. **SPECIAL TOPICS. (REAL ESTATE). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
295. **SPECIAL TOPICS. (BANKING AND FINANCE). 1-3 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
298. **COOPERATIVE EDUCATION. 1-9 hrs.**
Supervised on-the-job training for business students. 1 lec; 5-40 lab. (PR: Permission of coordinator)

COMMUNICATIONS (COM)

094. **DEVELOPMENTAL COMMUNICATIONS. 3 hrs.**
Content ranges from basic communication skills needed by individuals to special skills required of individuals in certain occupations. Covers basic grammar and elements of writing.
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: Permission)
112. **COMMUNICATIONS III. 3 hrs.**
Continued improvement of the student's competence in oral and written communication skills. Explores forms and uses of the communication process in the student's work area. (PR: COM 111 or permission)
121. **BUSINESS COMMUNICATIONS I. 3 hrs.**
Designed to improve the student's writing, listening, and oral communication skills. Covers the basic skills, and correlates the study of communication to the business area. (PR: Permission)

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 121 or permission)
131. **TECHNICAL COMMUNICATIONS I. 3 hrs.**
Designed to improve the student's writing, listening, and oral communication skills. Covers the basic skills and correlates the study of communication to the technology areas. (PR: Permission)
132. **TECHNICAL COMMUNICATIONS II. 3 hrs.**
Process of transferring a message within the technical framework. Reading, analysis and construction of common technical communication types using basic principles and requirements of the oral and written communication processes. (PR: COM 131 or permission)
221. **BUSINESS CORRESPONDENCE AND REPORT WRITING. 3 hrs.**
Includes composition of business letters, memos, reports and other written communications. Covers communication skills with the public and in the business setting. Review of mechanical features is given as warranted.
222. **MANAGEMENT COMMUNICATIONS. 3 hrs.**
Designed to acquaint the supervisor with problems of communication in industry pertaining to supervisory responsibilities. Concentrates primarily on developing better communication techniques in oral and written areas. Content includes reports, memoranda, listening skills, problem solving, the art of questioning, group process and decision making, and committee functions and responsibilities.
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.

EMERGENCY MEDICAL TECHNOLOGY (EME)

109. **EMERGENCY CARE AND TRANSPORTATION OF SICK AND INJURED. 5 hrs.**
Care of critically ill and injured to include airway obstruction and pulmonary arrest, aids to breathing and resuscitation, bleeding, shock, fractures, injuries to face, head, neck, spine, medical evaluation, childbirth, lifting and moving patients. Environmental emergencies, extraction from automobiles, operation of emergency vehicles, responding to ambulance calls. (PR: FS 126, Rescue Operations I or Permission)
122. **PARAMEDIC I. 5 hrs.**
Introduces the student to the roles and responsibilities of the EMT-Paramedic and the skills utilized throughout the remainder of the program, including patient assessment, parenteral therapy and intravenous therapy. Also included are the knowledge areas of pharmacology, fluids, and electrolysis. Clinical experience is correlated with the skills learned in the course.
124. **PARAMEDIC II. 5 hrs.**
Study of the anatomy, physiology, assessment, disease, trauma, and management of the respiratory and cardiovascular systems. Skills involved include physical assessment of the chest, airway management, suctioning, MAST Trousers and EKG interpretation and monitoring. Clinical experience is correlated with the skills learned in the course.
124. **PARAMEDIC III. 5 hrs.**
Study of the anatomy, physiology, assessment, disease, trauma and management of the central nervous system, soft tissue, musculoskeletal systems and medical emergencies. Skills include neuro checks, splinting, bleeding control and peripheral neurovascular checks.
233. **PARAMEDIC IV. 5 hrs.**
Study of the anatomy, physiology, assessment, disease, trauma and management of obstetrics/gynecologic emergencies, pediatrics and neonatal transport, emotional and mental disturbance, and telemetry and communications. Skills include techniques of normal and abnormal deliveries, physical restraints and utilization of communication equipment.
242. **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.
244. **VEHICLE RESCUE OPERATIONS. 3 hrs.**
- 264

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.

FIRE SCIENCE TECHNOLOGY (FS)

111. **INTRODUCTION TO FIRE PREVENTION. 3 hrs.**
Fire department organizations: inspections, public cooperation and image; recognition of fire hazards, development and implementation of a systematic and deliberate inspection; survey of local, state and national codes pertaining to fire prevention and related technology.
113. **INTRODUCTION TO FIRE SCIENCE. 3 hrs.**
Review of statistics of loss of life and property by fire, introduction to agencies involved in fire protection, current legislative developments and current related problems, and review of future fire protection problems.
115. **INTRODUCTION TO FIRE SUPPRESSION. 3 hrs.**
Suppression organizations; basic elements of fire ground tactics and organization; manpower and equipment utilization; survey of building designs construction, hazardous materials, extinguishing agents, equipment, and apparatus.
117. **LEGAL ASPECTS OF FIRE PROTECTION. 1 hr.**
Legal rights and duties, liability concerns and responsibilities of the fire department organizations while carrying out duties.
120. **BUILDING CONSTRUCTION AND CODES. 3 hrs.**
Building construction and design, with emphasis on fire protection concerns; review of related statutory and suggested guidelines both local and national.
124. **FIRE FIGHTING TACTICS AND STRATEGY. 3 hrs.**
Efficient and effective utilization of manpower, equipment and apparatus. Emphasis on pre-planning, fire ground organization, problem solving related to fire ground decision making, and attack tactics and strategy.
126. **RESCUE OPERATIONS I. 3 hrs.**
Organization and conduct of rescue operations: teamwork, speed and efficiency in care, handling and extrication of the critically ill and injured to include burns, poisoning, lifting and transportation of victims, injuries to the head, face, neck, spine, eyes, chest, abdomen and pelvis.
231. **FIRE CAUSES AND DETECTION (ARSON). 3 hrs.**
History, development and philosophy of fire investigation and detection, including inspection techniques; gathering of evidence and development of technical reports; fundamentals of arson investigation, processing of criminal evidence and criminal procedures related to local and state statutes.
233. **FIRE DEPARTMENT ORGANIZATION AND ADMINISTRATION. 3 hrs.**
Exploration of organization principles with emphasis on fire department organization; a study of the history, types, methods and principles of fire department organization, formal and informal, line and staff. Emphasis on supervisory responsibilities and functions.
235. **FIRE HYDRAULICS AND EQUIPMENT. 3 hrs.**
Laws of mathematics and physics applied to properties of fluid states, force, pressure and flow velocities. Emphasis on principles of hydraulics in fire-fighting problems.
237. **HAZARDOUS MATERIALS. 3 hrs.**
Chemical characteristics and reactions related to storage, transportation, handling of hazardous materials, such as flammable liquids, combustible solids, oxidizing and corrosive materials and radioactive compounds. Emphasis on emergency situations, fire fighting, and control.
239. **INSURANCE GRADING SCHEDULES. 2 hrs.**
Analytic and mercantile schedules, including the methods employed to determine fire ratings and classifications. Emphasis on specific line insurance, policies, selection, rate determination, claim adjustments, risks and the self-insured.
242. **FIRE PROTECTION SYSTEMS. 3 hrs.**
Required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems; analysis of various automatic signaling and detection systems.
244. **INDUSTRIAL FIRE PROTECTION. 3 hrs.**
Specific concerns and safeguards related to business and industrial organizations: Industrial fire brigades, fire prevention programs, and their organization and develop-

ment. Cooperation between public and private fire department organizations and community relations responsibilities.

246. **RESCUE OPERATIONS II. 5 hrs.**

Care of critically ill and injured to include airway obstruction and pulmonary arrest, aids to breathing and resuscitation, bleeding, shock, fractures, injuries to head, face, neck, spine, medical evaluation, childbirth, lifting and moving patients. Environmental emergencies, extraction from automobiles, operation of emergency vehicles, responding to ambulance calls. (PR: FS 126 or permission)

299. **SPECIAL TOPICS. 1-3 hrs.**

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

INDUSTRIAL SUPERVISION AND MANAGEMENT (ISM)

101. **INTRODUCTION TO INDUSTRIAL TECHNOLOGY. 2 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. Students become aware of the available educational opportunities and are assisted in making satisfactory adjustment to the college environment.

102. **TECHNICAL GRAPHICS I. 2 hrs.**

Study of introductory lettering and drafting, construction and analysis of graphs, use of the metric system, mathematical units and symbols, exponential notation, significant figures, logarithms, calculator techniques, basic measurements of temperature, heat, light and electricity, and introductory blue print reading. Emphasis on neatness and clarity of presentation of data. 1 lec-2 lab.

103. **TECHNICAL GRAPHICS II. 2 hrs.**

Emphasizes application of the orthographic projection principles and exploration of isometric and oblique drawings, technical sketching, basic dimensioning, and introduction to assembly and working drawings. (1 lec-2 lab.)

104. **INTRODUCTION TO COMPUTERS. 2 hrs.**

Introduction to computer programming, utilizing processor languages and techniques. Of particular value to technicians and others interested in scientific and mathematical computer applications.

112. **INTRODUCTION TO QUALITY CONTROL. 2 hrs.**

Defines quality control, its scope, its place in a manufacturing company. Briefly develops elements of the system used for control quality and methods used to apprise management of quality conformance conditions.

113. **BASIC QUALITY CONTROL. 2 hrs.**

Elementary approach to quality control analysis. Basic information on statistical formulas and charts used to control quality. (2-0-2)

114. **TECHNICAL GRAPHICS AND BLUEPRINT. 2 hrs.**

Introduction to principles of print interpretation in relationships between electrical, structural, mechanical and shop drawing.

115. **PLANT LAYOUT. 3 hrs.**

Practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Layout fundamentals, selection of production equipment and materials handling equipment. Emphasis on coordination between materials handling, plant layout, production planning and controls, and production techniques.

116. **MANUFACTURING PROCESSES. 3 hrs.**

Survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized and nomenclature.

117. **AUTOMATION. 2 hrs.**

Introduction to automation development procedure: factors of automation; methods of distributing parts; part transfer devices, part positioning devices; loading and unloading devices; prime movers; controls; maintaining continuous production; automated assembly operations; future of automation; advantages of automation.

118. **JOB ANALYSIS AND EVALUATION. 3 hrs.**

Study of job analysis and evaluation, procedures by which a job is rated and its relative value to the organization determined. Selection and definition of job factors, write-ups of job descriptions, final wage structure, and other points are studied.

119. **PRODUCTION CONTROL. 3 hrs.**

Introduction to controls necessary for planned coordination and regulation of movement of materials through industry. 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, such as preproduction control, scheduling, releasing, follow-up, shipping, receiving, and warehousing.
130. **INTRODUCTION TO INDUSTRIAL SOCIOLOGY. 2 hrs.**
Effect of social forces and social activities on work, the worker, and the work organization.
131. **INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. 2 hrs.**
Principles and methods in the psychological study of employee behavior, personality, attitude, morale motivation, individual differences, fatigue, boredom, and monotony.
132. **HUMAN RELATIONS AND WORK. 3 hrs.**
Principles of personal relationships: self-awareness and interpersonal awareness, industrial conflict, employment selection, job satisfaction, and techniques of applying and retaining employment.
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.
134. **INDUSTRIAL FUNCTIONS AND COORDINATION. 3 hrs.**
Perspective of the several functions within an individual organization and how the coordination of such functions contributes to an effective enterprise.
135. **HUMAN RELATIONS MANAGEMENT. 3 hrs.**
Principles of supervision and management applied to business in the industrial setting, as it relates to working with individuals and groups, with consideration for the elements of basic human behavior.
136. **WORK MEASUREMENT. 3 hrs.**
Principles of scientific measurement of work output, time, standards, time and motion study.
230. **BUDGETING CONCEPTS AND PRACTICES. 3 hrs.**
Variance and variance analysis, variable and fixed costs, indirect and direct labor concepts, and the budget-making process.
231. **INDUSTRIAL MATERIALS, PROCESSES, AND FLOW. 3 hrs.**
Current information about materials and their manufacturing processes and flow, relation of substituted materials to process, problems involved in material use.
232. **MANUFACTURING COST CONTROL. 3 hrs.**
Procedures and techniques in standard cost control, scrap, waste, control of labor, time and maintenance costs.
233. **QUALITY CONTROL. 3 hrs.**
Principles and methods in modern statistical quality control, control charts, acceptance sampling, natural process dispersion, other modern methods and techniques.
234. **OPERATION PLANNING AND SCHEDULING. 3 hrs.**
Procedures and techniques in scheduling, manpower planning, and utilization. Control of production flow from raw material receipt to product shipment.
235. **EMPLOYEE TRAINING. 2 hrs.**
Supervisor's responsibility for developing and training subordinates. Training activities for self-development and directions for guiding the development of subordinates.
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.
237. **PRODUCTION AND INVENTORY CONTROL. 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.
238. **LAWS AFFECTING INDUSTRY. 3 hrs.**
Federal and state laws affecting industrial operations require an understanding of the statutes to avoid or reduce effects of confrontation and/or violation. Governmental regulations related to employment, energy, pollution, and rights are studied.
239. **LABOR LAW AND LABOR RELATIONS. 3 hrs.**
History of labor legislation, labor laws, and practices to aid in understanding labor-management.
240. **INDUSTRIAL ECONOMICS. 3 hrs.**
Economic principles that pertain to the free enterprise system, labor-management relations, supply and demand and the economic value of human resources. Reading and understanding financial statements and explaining the information thereon to subordinates.

241. **PRODUCTIVITY. 3 hrs.**
Managerial and supervisory role in maintaining and improving productivity; identifying productivity problems; using tools of improved productivity: work simplification, incentives, communications, and training.
298. **COOPERATIVE EDUCATION. 1-9 hrs.**
Supervised on-the-job training for industrial supervision students. 1 lec; 5-40 lab. (PR: Permission of coordinator)

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 I. 3 hrs.**
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.
110. **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)
112. **LEGAL RESEARCH AND WRITING. 3 hrs.**
Basic legal research sources and methods of reporting from such sources. In-depth techniques of legal analysis, with emphasis on specific cases or issues, research and methods of finding and writing about relevant materials and information. Introduces students to the use of the law library. (PR: LAS 101 or permission)
231. **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)
235. **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)
240. **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)
244. **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)
248. **MEDICAL LAW. 3 hrs.**
Introduction to the basic concepts of tort liability of physicians, surgeons, and health professionals and vicarious liability of hospitals.
280. **SPECIAL TOPICS. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
285. **INTERNSHIP. 1-6 hrs.**
Places the student in a work situation for a specific time period for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience. One hour of academic credit per 45 hours of internship. (PR: Permission)

MATHEMATICS (MAT)

096. **DEVELOPMENTAL MATHEMATICS. 3 hrs.**
To help students develop mathematical skills. Topics in arithmetic and elementary algebra, with emphasis on calculation.
115. **BUSINESS MATHEMATICS WITH MACHINES. 3 hrs.**

Mathematical operations applied to negotiable instruments, payroll, discounts, profit and loss, merchandising, commissions, depreciation, taxes, and other business problems. Calculators will be used in making computations. (PR: MAT 096 or equivalent or Task Text PR 30+)

140. **APPLIED MATHEMATICS. 3 hrs.**

Review of basic operations in arithmetic and their applications to the areas of occupational specialty. Topics include whole numbers, common fractions, decimal fractions, denominate numbers, integers, equations, ratio, proportion, exponents, slide rule, percent, involution, and calculators.

145. **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, common logarithms, measurement concepts, and geometric formula. (NOTE: Students are placed in this course on the basis of performance on the mathematics placement test)

146. **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.

205. **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.

OCCUPATIONAL SAFETY AND HEALTH (OSH)

115. **FUNDAMENTALS OF SAFETY AND HEALTH PROGRAMS. 3 hrs.**

Techniques in designing, developing and implementing safety and health compliance programs in business and industry with application to specific work settings.

117. **INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH. 3 hrs.**

Federal and state legislation dealing with occupational safety and health.

122. **SAFETY RECORD KEEPING REQUIREMENTS. 1 hr.**

Records and records maintenance necessary to satisfy OSHA requirements. Utilization of records to identify and eliminate safety and health hazards.

124. **PERSONNEL PROTECTIVE EQUIPMENT. 2 hrs.**

Critical hazards and selection and utilization of appropriate personnel protective equipment.

126. **OSH STANDARDS FOR COMPLIANCE. 3 hrs.**

Compliance standards and regulations applicable to the work place. Responsibilities for identification of standards and for inspections. (PR: OSH 117)

128. **MATERIALS HANDLING AND STORAGE. 3 hrs.**

Mechanical handling equipment and methods for preventing injury, damage to equipment, and material.

231. **CONSTRUCTION SAFETY. 3 hrs.**

Introduction to construction industry operations and hazard control. Includes discussion of site clearing, demolitions, excavation, building and highway construction and planning a safety program in the construction.

233. **DISASTER PREPAREDNESS PLANNING. 3 hrs.**

Actions before, during and immediately after an emergency occurs, including plans for the protection of people, equipment and plant facilities during emergencies, and the broader aspects of the protection of the community and larger geographical areas.

235. **HAZARD DETECTION AND CONTROL. 3 hrs.**

Study of various systems for hazard detection. Review of physical and mental hazards common to the industrial work place. Field practice in the use of instruments for detection, measurement and control of hazards.

242. **INTRODUCTION TO SAFETY MANAGEMENT. 3 hrs.**

Principles of management and their relationship to supervision and operation of an occupational safety and health program. Emphasis on the five functions of management. (PR: OSH 115)

244. **OCCUPATIONAL HEALTH AND HYGIENE. 3 hrs.**

Recognition, evaluation and control of environmental factors or stresses - chemical, physical, biological, ergonomic-that may cause sickness, impaired health or significant discomfort to employees or residents of the community. (PR: CHM 100)

246. **POWER SOURCE HAZARDS CONTROL. 3 hrs.**
Machine guarding principles and techniques on the methods of grounding electrical equipment. (PR: MAT 145)
298. **COOPERATIVE EDUCATION. 1-9 hrs.**
Supervised on-the-job training for occupational safety students. 1 lec; 5-40 lab. (PR: Permission of coordinator)
299. **SPECIAL TOPICS. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

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. (1 lec-2 lab.)
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. 2 lec-3 lab.
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 fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.
235. **POLICE ORGANIZATION AND ADMINISTRATION. 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 I. 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.
240. **CRIMINAL EVIDENCE AND PROCEDURE II. 1-3 hrs.**
Continuation of Criminal Evidence and Procedure I, designed to meet the specific needs of students enrolled in the West Virginia State Police Academy.
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. (3 lec-3 lab)

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 inactment.

250. **NARCOTICS AND DANGEROUS SUBSTANCES. 1 hrs.**

General problems created by illegal use of narcotics and dangerous substances, with emphasis on classification, description and history of drugs, etiology of addiction, extent of drug use and its relationship to criminal behavior and methods of control.

251. **WEST VIRGINIA MOTOR VEHICLE LAW. 3 hrs.**

Comprehensive coverage of West Virginia Motor Vehicle laws. Designed for Department of Public Safety and County Sheriff's office employees, to prepare them for enforcement aspects of the state motor vehicle code.

252. **INDUSTRIAL SECURITY. 3 hrs.**

Introduction to security services, including a historical, philosophical and legal framework for security operations. Detailed presentation of security processes and programs currently and historically utilized. Survey of the personnel, physical, informational processes and specialized programs for plants, railroads, retail stores, security education and training.

280. **LAW ENFORCEMENT INTERNSHIP. 3 hrs.**

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. (1 lec-6 lab.)

299. **SPECIAL TOPICS. 1-3 hrs.**

Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.

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 laboratory work assigned when indicated as a result of reading evaluation.

108. **COLLEGE READING AND STUDY SKILLS. 1-3 hrs.**

To develop advanced reading skills: speed, comprehension, and critical reading. Study skills instruction to improve memory skills, concentration, study habits, and test taking skills. Complements work done in other classes. (PR: REA 098 or equivalent proficiency)

118. **EFFECTIVE READING FOR BUSINESS AND INDUSTRY. 1 hr.**

To help executives and those in supervisory positions learn effective reading skills and how to apply them. Practice material includes business and industrial publications.

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. 2 hrs.**
Academic preparation to help students improve study methods, textbook reading skills, listening and note-taking procedures, and composition skills through the technique of analytic questioning.
148. **INDEPENDENT STUDY SKILLS. 1-3 hrs.**
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 and study skills.

SECRETARIAL STUDIES (SES)

102. **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.
104. **FILING AND RECORDS MANAGEMENT. 3 hrs.**
Study of principles and practices in the four basic systems of filing, the selection of filing equipment, and types of records management utilized in business today; criteria by which records are created, stored, retrieved, retained, and disposed of; procedures for operation and control of manual and automated storage systems; and principles for selection of records personnel, equipment and supplies.
111. **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.
112. **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: SES 111)
113. **TYPEWRITING I. 3 hrs.**
Development of the fundamental techniques for touch typewriting. Elementary business letter typing and adaption 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.
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: SES 113)
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.
152. **MEDICAL TERMINOLOGY II. 3 hrs.**
Continuation of Medical Terminology I with special emphasis on terms related toologic disorders, supplementary terms pertaining to oncology, anesthesiology, physical therapy, nuclear medicine, drugs, laboratory and operative reports.
211. **SECRETARIAL MACHINES. 3 hrs.**
Includes training on calculating machines, dictating and transcribing machines, duplicating and copying machines, and executive and automatic typewriters. 1 lec-4 lab.
230. **PRODUCTION TYPEWRITING. 3 hrs.**
To give experience and develop skill in taking initiative, planning, arranging, and preparing solutions to business problems requiring typewritten copy. 1 lec-4 lab.
231. **CLERICAL OFFICE MACHINES. 3 hrs.**
General survey of business and office machines. Training in techniques, processes, operation and application of adding machines, transcription, duplication, copying

machines, electronic calculators. Some experience with automatic typewriters as warranted. 1 lec-4 lab.

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. (PR: SES 115 or permission) 1 lec-4 lab.

234. MACHINE TRANSCRIPTION III. 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 on material of a high degree of difficulty, including statistical material, proofreading, editing and formatting practice, work organization, reference materials, career paths, additional specialized terminology. (PR: SES 233 or permission) 1 lec-4 lab.

235. CLERICAL PROCEDURES AND PRACTICE. 3 hrs.

To instruct students in the methodology and terminology requisite for employment in clerical positions. Includes discussion and practice in the areas of: the business world, securing a job, job advancement, personal development, preparing correspondence, forms, statistical material, postal and shipping services, filing, processing mail, telephone and telegraph services and techniques, banking and credit services, financial transactions, office machines and mechanization of office operations. (PR: SES 104 and SES 231 or permission)

238. CLERICAL SEMINAR. 3 hrs.

For senior clerical students, to discuss problems, practices, ethics, and philosophy in the work environment. Utilizes a combination of group discussion sessions and on-the-job experience. (PR: Graduating senior status of permission)

241. LEGAL SECRETARY TYPEWRITING. 2 hrs.

To provide a knowledge of legal forms and their preparation. Emphasis on the form of legal instruments and court papers as they relate to probate, divorce, real estate, personal injury, and other legal specialties. 1 lec-2 lab.

243. LEGAL DICTATION AND TRANSCRIPTION I. 3 hrs.

Emphasizes development of an 80 to 100 word dictation speed. Mailability of transcripts is stressed. Legal vocabulary and dictation skill are developed through introduction of various court papers and legal instruments. 1 lec-4 lab.

244. LEGAL DICTATION AND TRANSCRIPTION II. 3 hrs.

Enlargement of legal vocabulary is emphasized, along with development of a 100 or 120 word dictation speed with accurate, rapid transcription on a production basis. 1 lec-4 lab. (PR: SES 243)

246. LAW OFFICE MANAGEMENT. 3 hrs.

To examine the nature of managerial responsibilities and the development and maintenance of a sound organization for effective planning and use of financial resources. Covers procedures, coordination of operational skills, filing and diary system, interview techniques and ethics.

248. LEGAL SECRETARIAL SEMINAR. 3 hrs.

For legal secretarial students, to study and discuss experiences unique to the law office, such as, management of time, court etiquette, personal appearance, legal responsibilities of the secretary, getting along on the job. Includes observation by the student of actual work situations. (PR: SES 243 and SES 241)

251. MEDICAL SECRETARIAL TYPEWRITING. 2 hrs.

Provides a practical background in medical typing. Emphasis on the spelling of medical terms and formats of medical and health communications. 1 lec-2 lab. (PR: SES 114 or permission)

253. MEDICAL TRANSCRIPTION I. 3 hrs.

Training in machine transcription for medical secretarial students through the typing of medically-related material. 1 lec-4 lab. (PR: 152 or permission)

254. MEDICAL TRANSCRIPTION II. 3 hrs.

Continuation of initial course that provides time for development of high-level transcription skills on medical material. 1 lec-4 lab. (PR: SES 253 or permission)

255. MEDICAL OFFICE PROCEDURES. 3 hrs.

Provides opportunity to learn and practice secretarial tasks and responsibilities of a medical office. (PR: SES 114 or permission)

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.

258. **MEDICAL SECRETARIAL SEMINAR. 3 hrs.**
For medical secretarial students, to study and discuss problems, practices, ethics, philosophy, etiquette, and personal appearance as they relate to the medical office. Group discussion technique and observation, as well as placement in a local office for practical experience laboratory. (PR: SES 255)
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: SES 114)
263. **SHORTHAND III. 3 hrs.**
Emphasis on advanced vocabulary, phrase building, sustained dictation and transcription. 1 lec-4 lab. (PR: SES 112)
264. **ADVANCED DICTATION AND TRANSCRIPTION. 3 hrs.**
Development of shorthand power through sustained dictation at high speeds. Additional work in specialized phrasing and shortcuts. 1 lec-4 lab. (PR: SES 263)
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.
268. **SECRETARIAL SEMINAR. 3 hrs.**
For secretarial students, to discuss problems, practices, ethics and philosophy. Uses group discussion technique.
273. **SPECIAL TOPICS: CLERICAL. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
274. **SPECIAL TOPICS: LEGAL. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
275. **SPECIAL TOPICS: MEDICAL. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
276. **SPECIAL TOPICS: SECRETARIAL. 1-3 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
298. **COOPERATIVE EDUCATION. 1-9 hrs.**
Supervised on-the-job training for secretarial students. 1 lec-5-40 lab. (PR: Permission of coordinator)

The Faculty

ACCOUNTING

Associate Professor: Neal G. Adkins, M.A. (C.P.A.); Robert F. Godfrey, Ph.D. (C.P.A.), (acting chmn.); Glen E. Lange, Ph.D.; Roland L. Madison, Ph.D. (C.P.A.); Kyle G. McMullen, M.B.A. (C.P.A.); Charles D. Webb, M.B.A. (C.P.A.)
Assistant Professor: William J. Radig, M.B.A. (C.P.A.); Donald A. Wahlman, M.B.A.

ART

Associate Professor: Earline S. Allen, M.F.A.; Michael Cornfeld, M.F.A.; John E. Dolin, Ph.D.; Robert P. Hutton, M.F.A.; June Q. Kilgore, M.F.A. (chmn.)
Assistant Professor: Ray R. Moorhead, D.Ed.; Robert E. Rowe, M.F.A.; Beverly H. Twitshell, M.A.

BIOLOGICAL SCIENCES

Professor: Stanley W. Ash, Ph.D.; Howard L. Mills, Ph.D.; Donald C. Tarter, Ph.D. (chmn.); John R. Warren, Ph.D.
Associate Professor: Franklin L. Binder, Ph.D.; Margaret A. Bird, Ph.D.; Dan K. Evans, Ph.D.; Ronald E. Gain, Ph.D.; James E. Joy, Ph.D.; E. Bowie Kahle, Ph.D.; Michael E. Seidel, Ph.D.; Ralph W. Taylor, Ph.D.; Thomas E. Weaks, Ph.D.
Assistant Professor: Dean A. Adkins, M.S.; Marc J. Bechard, Ph.D.; James O. Brumfield, M.S.; Dorothy S. Daugherty, M.S.; Harold W. Elmore, Ph.D.; W. Gene Frum, M.S.; Mary E. Hight, Ph.D.; Michael L. Little, M.S.; Philip E. Modlin, M.A.

CHEMISTRY

Professor: Daniel P. Babb, Ph.D.; Manoj R. Chakrabarty, Ph.D.; James E. Douglass, Ph.D. (chmn.); Edward S. Hanrahan, Ph.D. (dean, College of Science); John H. Hoback, Ph.D.; Chang L. Kong, Ph.D.; John W. Larson, Ph.D.; Arthur R. Lepley, Ph.D.; Joseph L. Roberts, Ph.D.
Assistant Professor: Gary Anderson, Ph.D.; John L. Hubbard, Ph.D.

CLASSICAL STUDIES

Professor: Louise P. Hoy, Ph.D. (chmn.)
Assistant Professor: Charles O. Lloyd, II, Ph.D.

COMPUTER AND INFORMATION SCIENCE

Professor: Robert M. Babb, Ed.D. (chmn.)
Assistant Professor: David O. Barrows, Ph.D.
Instructor: Edward Dzierzak, M.S.; Li-Chih Wang Fan, M.S.

COUNSELING AND REHABILITATION

Professor: Robert L. Dingman, Ed.D.; William A. Wallace, Ed.D.
Associate Professor: Lawrence W. Barker, Ed.D.; William A. McDowell, Ph.D. (chmn.); John E. Smith, Ed.D.
Assistant Professor: Violet C. Eash, Ph.D.; Robert J. Gregory, Ph.D.

CRIMINAL JUSTICE

Associate Professor: Hilary Q. Harper, Jr., Ph.D.; David W. Patterson, Ph.D.
Assistant Professor: Robert J. Mutchnick, Ph.D.; Daniel P. O'Hanlon, J.D. (acting chmn.)

CURRICULUM AND FOUNDATIONS

Professor: Homer Arhelger, Ed.D.; Daryll D. Bauer, Jr., Ed.D.; Margaret C. Campbell, Ed.D.; Danny G. Fulks, Ed.D.; Roscoe Hale, Jr., Ph.D.; Jack Jervis, Jr., Ed.D. (chmn.); Ruth T. Wellman, Ph.D.; Harold L. Willey, Ed.D.; Tony L. Williams, Ed.D.
Associate Professor: Ralph H. Hall, Ed.D.; Carl S. Johnson, Ph.D.; David E. Koontz, Ph.D.; Harold E. Lewis, Jr., Ed.D.; Corey R. Lock, Ph.D.; Edward G. Necco, Ed.D.; Sallie H. Plymale, Ed.D.; Katherine W. Simpkins, Ph.D.; Harry E. Sowards, Ph.D.; Taylor E. Turner, Jr., Ed.D.; Kathryn W. Wright, Ph.D.
Assistant Professor: Robert S. Angel, Ph.D.; William S. Deel, Ed.D. (assoc. provost); Boots Dille, M.A.; Donna Dunn, Ed.D.; Barbara P. Guyer, Ed.D.; Nancy W. Hanger, M.A.; James W. Harless, Ed.D. (director of admissions); Arthur S. Maynard, Ph.D.; Jack E. Nichols, M.A.; Edwina Pendarvis, M.A.; Margaret D. Vass, M.A.
Instructor: Patty G. Jones, M.A.

CYTOTECHNOLOGY

Program Director: Bruce J. Brown, M.S., M.T. (ASCP)
Clinical Professor: Glen G. Hunter, M.D.
Clinical Asst. Professor: Margene Smith, B.S., C.T. (ASCP) CMIAC
Clinical Instructor: Debbie Williams, B.S., C.T. (ASCP)

ECONOMICS

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Associate Professor: William G. Cook, B.A.
Assistant Professor: Roger L. Adkins, Ph.D.; Nicholas C. Kontos, M.A.; Wendell E. Sweetser, Jr., Ph.D.

EDUCATIONAL ADMINISTRATION

Professor: Neil L. Gibbins, Ph.D. (chmn.); Robert B. Hayes, Ed.D. (president); Zane McCoy, Ph.D.; Bernard Queen, Ph.D. (director of development); Philip J. Rusche, Ed.D. (dean, College of Education)
Associate Professor: Bill K. Gordon, Ed.D.; Olen E. Jones, Jr., Ph.D. (provost); Ermel Stepp, Jr., Ed.D.
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EDUCATIONAL MEDIA

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Associate Professor: Virginia D. Plumley, Ph.D.
Assistant Professor: Henrietta G. Foard, M.S.L.S.; Eleanor H. Terry, M.S.L.S.

ENGINEERING

Associate Professor: Thomas W. Olson, M.S.

ENGLISH

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Assistant Professor: Louise S. Bailey, M.A.; Joan F. Gilliland, Ph.D.; Ann J. Lenning, M.A.; Betty K. McClellan, M.A.; Elizabeth H. Nordeen, M.A.; Stephen Pett, Ph.D.; Ira F. Plybon, Ph.D.; Elinore D. Taylor, Ph.D.; John W. Teel, M.A.; Carol T. Valentine, M.A.; Diana C. Waldron, M.A.; Jean Watson-Rosenbaum, Ph.D.; Jane F. Wells, M.A.

FINANCE AND BUSINESS LAW

Professor: Paul Bromley, J.D.; Dayal Singh, D.B.A.; Merideth P. Wiswell, J.D., LL.M.
Associate Professor: Allen Anderson, Ph.D. (acting chmn.); Ernest W. Cole, M.A.
Assistant Professor: Cheryl Connelly, J.D.; Joseph M. Stone, Jr., J.D.

GEOGRAPHY

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Assistant Professor: Jimmy D. Rogers, M.S.

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Assistant Professor: Ronald L. Martino, Ph.D.

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Assistant Professor: Jack W. Cook, M.A.; Ronald L. Crosbie, Ed.D.; Olive B. Hager, M.A.; Donna L. Lawson, M.S.; Edward J. Prelaz, M.S.; Robert C. Saunders, Ph.D.

HISTORY

Professor: Francis K. Aldred, Ph.D.; Michael J. Galgano, Ph.D. (director honors program); Alan B. Gould, Ph.D. (dean, College of Liberal Arts); Robert F. Maddox, Ph.D.; (chmn.); David R. Woodward, Ph.D.
Associate Professor: Charles V. Bias, Ph.D.; David C. Duke, Ph.D.; Donna J. Spindel, Ph.D.
Assistant Professor: Robert D. Sawrey, Ph.D.

HOME ECONOMICS

Professor: Grace Bennett, Ph.D.; Martha D. Blankenship, Ph.D.; Carole A. Vickers, Ph.D. (chmn.)
Assistant Professor: Martha G. Childers, M.A.

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Ph.D.; C. Bosworth Johnson, M.A.; Wallace E. Knight, M.A.; Ralph J. Turner, M.A.

Instructor: Janet Dooley, M.S.; Rebecca J. Johnson-Kerns, M.A.J.

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Instructor: Steven G. Greene, M.B.A.

MATHEMATICS

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Associate Professor: David A. Cusick, Ph.D.; James R. Keller, Ed.D.; John S. Lancaster, Ph.D. (chmn.); Charles V. Peele, Ph.D.

Assistant Professor: Malvina F. Baica, Ph.D.; Peng Fan, Ph.D.; Cheng-Chi Huang, Ph.D.; Austin C. Melton, Jr., Ph.D.; Gerald E. Rubin, Ph.D.; Edwin Wolf, Ph.D.

Instructor: Karen E. Mitchell, M.S.; Judith A. Silver, M.A.T.

MEDICAL LABORATORY TECHNICIAN

Program Director: Bruce J. Brown, M.S., M.T. (ASCP)

Clinical Professor: Dennis O'Connor, M.D.; Gerald E. Vanston, M.D.

Clinical Assistant Professor: Bobbie Smock, B.S.M.T.

Clinical Instructor: Pamela G. Bailey, B.S., M.T. (ASCP); Patricia Carroll, M.S., M.T. (ASCP); Sandra Deaton, B.S., M.T. (ASCP); Joan Leonhart, B.S., M.T. (ASCP); Bonnie Libscomb, B.S., M.T. (ASCP); Marsha L. Martin, B.S., M.T. (ASCP); Judith Messinger, A.S., M.T. (ASCP); Patricia Ogg, B.S., M.T. (ASCP); Jane B. Roberts, B.S., M.T. (ASCP); Lois Ross, B.S., M.T. (ASCP); Elizabeth Saulton, B.S., M.T. (ASCP)

MEDICAL TECHNOLOGY

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Clinical Instructor: Sally Alvarez, B.A., M.T. (ASCP); Rosa Campbell, A.S.N., M.L.T. (ASCP); Amy F. Chaffin, B.S., M.T. (ASCP); Christina L. Clark, B.S., M.T. (ASCP); Garnet M. Jeffrey, B.S., M.T. (ASCP); David Jones, B.S., M.T. (ASCP); Judy Jordan, B.S., M.T. (ASCP); Virgil L. Kelly, B.S., C. (ASCP); Sue Kent, B.S., M.T. (ASCP); Randy R. Lavander, M.L.T. (ASCP); Betty D. Lewis, B.S., M.T. (ASCP); Thomas G. Lightner, B.S., M.T. (ASCP); Patricia Meadows, M.T. (ASCP); Edith M. Perry, B.S., M.T. (ASCP); Robert A. Spencer, B.S., M.T. (ASCP); Gloria Wilmoth, B.S., M.T. (ASCP)

MILITARY SCIENCE

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Assistant Professor: Robert E. Dittmer, B.A.; Ted O. Kostich, B.S.; Rex E. Lovelady, B.S.; Jerry Madkins, M.A.

Instructor: Ben R. Foy; Donald E. Ross; John Shirk.

MODERN LANGUAGES

Professor: Corazon Almalem, Ph.D.; Harold T. Murphy, Ph.D. (chmn.)

Associate Professor: Emory W. Carr, Ph.D.; Dolores W. Jacome, Ph.D.

Assistant Professor: Jacqueline C. Corum, M.A.; Christopher L. Dolmetsch, Ph.D.; Jacqueline Guttmann, Ph.D.; James T. McQueeny, Ph.D.; John H. Miller, M.A.; Nancy K. Stump, M.A.

Instructor: Sara L. Henry, M.A.

MUSIC

Professor: Paul A. Balshaw, D.M.A., (chmn.); Michael E. Cerveris, D.M.A.; Bradford R. DeVos, Ph.D.; Wendell C. Kumlien, D.M.A.; Jane B. Shepherd, M.M.; James L. Taggart, Ph.D.; Paul W. Whear, Ph.D.; Robert D. Wolff, Ed.D.

Associate Professor: Robert R. Clark, Ph.D.; Patricia A. Green, M.F.A.; Leo V. Imperi, M.A.; John H. Mead, D.M.A.; Thomas S. O'Connell, M.M.

Assistant Professor: Joel D. Folsom, M.A.; Theodore C. Heger, M.F.A.; W. Richard Lemke, Ph.D.; Ben F. Miller, M.A.

Instructor: Deborah Egekvist, M.M.; James McWhorter, M.M.

OCCUPATIONAL ADULT AND SAFETY EDUCATION

Professor: Charles I. Jones, Ed.D. (chmn.)

Associate Professor: Billy Ray Dunn, Ed.D.; LeVene A. Olson, Ed.D.; James B. Stone, M.A.

Assistant Professor: Phillip O. Prey, Ed.D.; Clara C. Reese, Ed.D.; Clifford R.

Schneider, Ph.D.; David A. Stern, Ed.D.;
Brenda Warren, M.S.

OFFICE ADMINISTRATION

Sara E. Anderson, Ed.D. (dean, College of
Business)

PHILOSOPHY

Professor: Howard A. Slaatte, Ph.D.
Associate Professor: Frank J. Mininni, Ph.D.;
John N. Vielkind, Ph.D. (chmn.)

PHYSICS AND PHYSICAL SCIENCE

Professor: Thomas J. Manakkil, Ph.D.; Wesley
L. Shanholtzer, Ph.D.
Associate Professor: Robert J. Dils, M.A.;
Warren L. Dumke, Ph.D.; Ralph E. Oberly,
Ph.D. (chmn.)
Assistant Professor: Nicola Orsini, Ph.D.

POLITICAL SCIENCE

Professor: Jabir A. Abbas, Ph.D.; Soo
Bock Choi, Ph.D.; Clair W. Matz, Jr.,
Ph.D.; Simon D. Perry, Ph.D. (chmn.);
Richard H. Rosswurm, Ph.D.; Paul D.
Stewart, Ph.D., (assoc. provost/dean,
Graduate School)
Associate Professor: Troy M. Stewart, Jr.,
Ph.D.
Assistant Professor: Ronald J. Oakerson, Ph.D.

PSYCHOLOGY

Professor: Donald D. Chezick, Ph.D. (chmn.);
George Ward, II., Ph.D.
Associate Professor: Elaine Baker, Ph.D.;
Stephen P. Mewaldt, Ph.D.; Donald W.
Ray, Ph.D.; Stuart W. Thomas, Jr., Ph.D.
Assistant Professor: Marc A. Lindberg, Ph.D.;
William Schneiderman, Ph.D.; William J.
Wyatt, Ph.D.

RELIGIOUS STUDIES

Professor: Clayton L. McNearney, Ph.D.
Associate Professor: Charles R. Mabee, Ph.D.
(chmn.)

SOCIAL STUDIES

Professor: Mahlon C. Brown, D.S.S. (chmn.);
William E. Coffey, Ph.D.; Carolyn M. Karr,
Ph.D.
Associate Professor: Frank S. Riddel, Ph.D.
Assistant Professor: Charles W. Cox, Ed.D.;
Charles F. Gruber, M.A.; William H.
Paynter, Ph.D.

SOCIOLOGY AND ANTHROPOLOGY

Professor: Richard O. Comfort, Ph.D.; Maurice

L. Sill, Ph.D.; O. Norman Simpkins,
Ph.D.(chmn.); Ram N. Singh, Ph.D.;
William S. Westbrook, Ph.D.

Associate Professor: Kenneth P. Ambrose,
Ph.D.; Claire F. Horton, Ph.D.
Assistant Professor: Philip W. Carter, Jr.,
M.S.W.; Clyde Perry, II., J.D.; Karen L.
Simpkins, Ph.D.; Gloria Stubbs, M.S.W.;
Stephen L. Winn, Ph.D.

SPEECH

Professor: N. Bennett East, Ph.D.; Ruth C.
Garrett, Ph.D.; Dorothy R. Johnson, Ph.D.
(chmn.); William G. Kearns, Ph.D.; Elaine
A. Novak, Ph.D.; Robert D. Olson, Ph.D.;
Joseph B. Touma, M.D. (clinical)
Associate Professor: William N. Denman,
Ph.D.; Bertram W. Gross, Ph.D.; Maureen
B. Milicia, Ph.D.; A. Craig Monroe, Ph.D.;
Biran R. Smith, Ph.D.
Assistant Professor: Kathryn H. Chezick,
M.A.T.; Catherine M. Cummings, M.A.;
Thomas Derzypolski, M.S.; James L. Laux,
Ph.D.; Edwin C. McCarnes, M.A.; Pamela
R. McGuire, Ph.D.; H. Keith Spears, M.A.
(faculty manager, WMUL-FM)

ADJUNCT PROFESSORS

Chemistry: Frederick E. Bailey, Jr., Ph.D.;
Newton Ketcham, M.S.; Bruce E. Wilkes,
B.S.
Journalism: William C. Beatty, LL.B.; W.
E. Chilton, B.A.; John D. Maurice, B.A.;
Ernest A. Salvatore, B.A.
History: Howard Tuck, Ph.D.
Psychology: Mildred M. Bateman, M.D.;
Joseph E. Black, Ph.D.; John Corcella,
M.D.; John P. Hutton, M.D.; Stuart M.
Roth, Ph.D.; Larry E. Thompson, Ed.D.
Speech: Joseph B. Touma, M.D.

SCHOOL OF MEDICINE

ANATOMY

Professor: Robert L. Bradley, M.D., Ph.D.;
Bruce S. Chertow, M.D.; James D. Fix,
Ph.D. (chmn.)
Associate Professor: Robert R. Batton, III,
Ph.D.; Patrick I. Brown, Ph.D.; David L.
Dawson, Ph.D.
Assistant Professor: Ruu-Tong Wang, Ph.D.

BIOCHEMISTRY

Professor: Frederick J. Lotspeich, Ph.D.
(chmn.)
Associate Professor: Kenneth E. Guyer, Ph.D.
Assistant Professor: Peter Kasvinsky, Ph.D.;

Michael R. Moore, Ph.D.; Vernon E. Reichenbecher, Jr., Ph.D.

COMMUNITY MEDICINE

Professor: David K. Heydinger, M.D. (chmn.)
Clinical Professor: L. Clark Hansbarger, M.D.
Clinical Associate Professor: John W. Brough, D.P.H.; N. Allen Dyer, M.D.; William L. Neal, M.D.
Assistant Professor: Alfred Baldera, M.D.; Collette A. Gushurst, M.D.; Charles W. Jones, Ph.D.; E. Bowie Kahle, Ph.D.; Robert B. Walker, M.D.; William E. Walker, M.D.
Clinical Assistant Professor: Raymond L. Champ, M.B.A.; Daniel B. Doyle, M.D.; J. William Hollis, M.D.; A. Paul Kidd, M.A.; Leslie F. McCoy, M.D.; Gregory R. Wagner, M.D.; John H. Wilson, D.D.S.

FAMILY PRACTICE

Professor: Ray M. Kessel, M.D. (chmn.)
Clinical Professor: L. Dale Simmons, M.D.
Clinical Lecturer: Carl B. Hall, M.D.; Joseph E. Ricketts, M.D.
Clinical Associate Professor: John S. Cook, Jr., M.D.; Robert D. Hess, M.D.; Maurice J. Oakley, M.D.; William S. Sadler, M.D.
Assistant Professor: Talmadge R. Huston, M.D.; William T. Tweel, Jr., M.D.
Clinical Assistant Professor: John M. Daniel, M.D.; Daniel B. Doyle, M.D.; Douglas Ey, M.D.; Michael J. Lewis, M.D.; Johanna Roberts, M.D.; Max E. Wheeler, M.D.
Instructor: Robert B. Walker, M.D.
Clinical Instructor: Gabriel C. Fornari, M.D.; Roger Kimber, M.D.; Ross M. Patton, M.D.

MEDICINE

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Clinical Professor: Robert J. Marshall, M.D.
Clinical Lecturer: Harold Stevens, M.D., Ph.D.
Associate Professor: Jack A. Baur, M.D.; Robert B. Belshe, M.D.; James A. Kemp, M.D.; Robert C. Touchon, M.D.
Clinical Associate Professor: Henry M. Bellamy, Jr., M.D.; Kenneth M. Clark, M.D.; Lawrence B. Gang, M.D.; John C. Huntwork, M.D.; Joseph A. Majolo, M.D.; Richard G. Starr, M.D.; Charles E. Turner, M.D.
Assistant Professor: Nicholas Baranetsky, M.D.; Jack M. Bernstein, M.D.; Richard Buscho, M.D.; William C. Graham, M.D.; Renata Kadzielawa, M.D.; Roger F. Leonard, M.D.; Donald E. Melnick, M.D.; Thomas K. Savory, M.D.; Nancy Scher, M.D.; William I. Sivitz, M.D.; Lee P. Van Voris, M.D.; Duane Webb, M.D.

Clinical Assistant Professor: Hassan Amjad, M.D.; S. L. Bembalkar, M.D.; William E. Christie, Jr., M.D.; Robert J. Crisalli, M.D.; J. David Daniels, M.D.; Preston C. Davis, M.D.; Ramon C. Jereza, M.D.; Winfield C. John, M.D.; L. C. Maramba, M.D.; William D. McLean, M.D.; Manjula Narayan, M.B.B.S.; Mysore Narayan, M.B.B.S.; John F. Otto, M.D.; Syed Rasheed, M.D.; Donald L. Rasmussen, M.D.; Dev R. Rellan, M.D.; William S. Sheils, M.D.; L. Subbaraya, M.D.; Eugene L. Walsh, M.D.; Eugene Warvariv, M.D.; R. James Yates, M.D.

Instructor: Alfred Baldera, M.D.
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Index

A

Abbreviations, 181
Absences, policy, 58-59
 From Examinations, 58
Academic Advising Center, 124
Academic Common Market, 69
Academic Dishonesty, 63-64
Academic Ineligibility, 59, 93
Academic Information, 53
Academic Probation, 59, 89, 92
Academic Publications, 67
Academic Scholarships, 46-48
Accounting,
 Courses, 181-182
 Major, 81, 157-158
Accounting, Industrial, 81
Accreditation, 10
ACT, 14, 16, 17, 140, 145, 146, 173, 174,
 202, 203
Activities & Cultural Events, 40-41, 50-52
Additional Associate Degrees, 74
Additional Bachelor's Degrees, 74
Administrative Officers, 8
Admissions, 14-21, 87, 91, 146, 148, 155, 156,
 163, 173-174, 176-177, 179, 227
Advanced Placement, 19, 142, 145, 202
Advanced Standing, Nursing, 178
Advertising Journalism, 132
Advisers, Undergraduate, 53
Advising Center, 124
Advisors, Institutional Board, 2
Advisory Program, 53
Affirmative Action, Policy, Inside Cover
American College Test (See ACT)
Anthropology,
 Courses, 182-183
 Major, 134-135
Appalachian Studies, 180
Art,
 Courses, 183-185
 Major, College of Liberal Arts, 127,
 128-129
 Teaching Field, College of Education, 97,
 98
Artists Series, 13, 40-41
Associate Degree, Additional, 74
Associate Degrees, Honors, 67
Associate Degrees, Listing, 69
Associate in Applied Science, Medical
 Laboratory Technician, 138, 146-147
Associate in Science in Cytotechnology, 138,
 142
Associate in Science in Nursing, 173-176
Athletic Grants, 48
Athletic Training, 114-115

Athletics, Intercollegiate, 48, 52
Athletics, Intramural, 51
Attendance Policy, 58, 65, 157
Audiology, 123, 135, 254
Audit, 18, 64-65

B

Baccalaureate Degrees, Listing, 69-70
Bachelor of Arts, 69-70, 96, 125-127, 138-140
Bachelor of Arts, Regents Degree, 73-74
Bachelor of Business Administration, 69-70,
 76, 79-81
 Common Requirements, 80
Bachelor of Fine Arts, 70, 125-127, 128-130
Bachelor of Science, 69-70, 85, 96, 125-127,
 138-140
Bachelor of Science in Chemistry, 69, 138,
 141-142
Bachelor of Science in Computer Science, 69,
 85
Bachelor of Science in Cytotechnology, 69,
 142-144
Bachelor of Science in Medical Technology,
 70, 147-149
Bachelor of Science in Nursing, 70, 176-178
Bachelor of Social Work, 70, 125-127, 135
Bachelor's Degree, Additional, 74
Bands, 51, 228, 230
Banking and Finance, 158-159
Bible and Religion (See Religious Studies),
 244-245
Biological Sciences,
 Courses, 185-186, 257-258
 Major, 140-141, 150
 Teaching Field, 98
Biomedical Science, Ph.D., 11, 72
Black Students, 44
Black Studies, 180
Board of Regents, 2
Botany,
 Courses, 186
 Major, 141
Breakage, 38
Broadcast Journalism, 132
Broadcasting, 253
Business Administration, 79
Business, College of, 75
Business Core Courses, 79-80
Business Courses, Community College,
 259-263
Business Education, 99
Business Law, 77, 205
Business Principles, 99

C

Calendar, University, 4

Campus Christian Center, 51
 Career Services and Placement, 48-49
 Center for Student Development Services, 43
 Certificates,
 Advanced Studies in Education, 72
 Certificate Renewal, 90
 Journalism, 132
 Proficiency, Fire Science Technology, 160
 Proficiency, OSH, 166
 Teaching, 56, 62, 90-92, 94
 CEU's, 68
 Cheating, 63-64
 Chemistry
 Advanced Placement, 142
 Bachelor of Science in, 15, 141-142
 Co-Op Program, 141
 Courses, 186-188
 Major, 141-142
 Teaching Field, 100
 Chief Justice, 26, 51
 Choral Groups, 51, 228-231
 Classical Studies,
 Courses, 188-189, 212, 219-220
 Classification of Students, 18, 21-23, 53-54
 CLEP, 19, 62
 Clerical Studies, 159-160
 Clinics, 49-50
 Closing Policy, 7
 College of Business, 75
 College of Education, 90
 College of Liberal Arts, 124
 College of Science, 138
 College Level Examination Program, 19, 62
 Combined College and Professional
 Degrees, 136, 150
 Communications Courses, Community
 College, 263-264
 Community College, 50, 68, 155-171
 Course Descriptions, 259-274
 Programs, 50, 68, 157-171
 Community Development, Sociology, 134
 Computer and Information Sciences, 85-88
 Courses, 189-191
 Computer Center, 11
 Conditional Admission, 18
 Conduct, 42
 Continuing Education, 68
 Continuing Education Units, 68
 Corrections, 127
 Counseling and Rehabilitation, 119
 (See Rehabilitation Education)
 Courses, 191-192
 Counseling, Community College, 156
 Counseling Services, 44
 Courses, Dropping of, 56-58
 Courses, Numbering, 53
 Credit,
 Courses Offered Externally, 90
 Credit by Examination, 65
 Credit by Exception, 157
 External Credit, 90
 Military Experience and Training, 19, 20
 Non-Credit option, 54, 65, 89, 96, 97, 125,
 139, 178
 Semester Hour, Definition of, 53

 Semester Load, 53, 60
 Transfer of, 17, 60, 61-62, 88-89, 156
 Credit/Non-Credit Option, 54, 65, 89,
 96, 97, 125, 139, 178
 Criminal Justice,
 Courses, 193-194
 Major, 127
 Cum Laude, 67
 Curriculum and Foundations,
 Courses, 194-197
 Cultural Events, 13, 40
 Cytotechnology, 138, 142-144
 Courses, 197-198
 Curriculum, 143

D

D and F Repeat Rule, 56
 Dates (see Calendar), 4
 Dean's List, 65
 Debate, 26, 50
 Degrees Awarded, 69-73
 Dentistry, Preparation for, 153
 Dietitians, 130
 Distributive Education, 100
 Courses, 198
 Divisions of University, 11
 Doctor of Medicine, M.D., 73, 172
 Doctoral Degrees, 72-73
 Dropping Courses, 56-58

E

Early Admission, 16
 Early Education, 101
 Economics,
 Courses, 198-200
 Major, 82, 128
 Education, College of, 90
 Education, Records: Privacy Rights, 41-42
 Educational Administration, Ed.D., 11, 72
 Educational Foundations,
 Courses, 200-201
 Educational Media,
 Courses, 201-202
 Educational Support Program (ESP), 18, 46,
 60
 Elementary School Teaching, 101
 Emergency Medical Technology, 264-265
 Employment, Student, 46-49
 Employment, Alumni, 48-49
 Energy Policy, 7
 Engineering, General, 202
 Engineering, Mechanics, 202
 Engineering, Preparation for, 151
 Engineering, Pre-Professional, 15, 151
 English,
 Advanced Placement, 202
 As Foreign Language, 50, 205
 Composition Clinic, 63
 Courses, 202-205
 Major, 128
 Qualifying Examination, 62-63

Teaching Field, 102
Entrance Requirements, 14, 15
Estimated Expenses, 30
Et Cetera, 26, 51
Evening Classes, 68
Examinations, Absence from, 58
Expenses, 24-35
 Estimate, 30
Expenses, Nursing, 176

F

F Repeat Rule, 56
Faculty, 275-281
Faculty-Student Advisory Program, 53
Fees, 21-23, 24-35
 Activity, 25-30
 Classification for Assessing, 21-23
 Enrollment, 24-35
 Graduation, 30, 31
 Higher Education Resources, 25-30
 Intercollegiate Athletics Fee, 25, 27, 28, 30
 Late Registration Fee, 24, 25, 34
 Library Charges, 31
 Nonpayment, Withdrawal, 34-35
 Off-Campus Courses, 29
 Per Credit Hour, 26-28
 Refunds, 25, 32-34
 Registration Fees, 24-30
 Remissions, 32
 Residence Halls, 29, 30, 33, 34, 36-38
 Special, 30-32
 Student Center Fee, 25, 27, 28, 30
 Tuition, 25-30
Finance,
 Courses, 205-206
 Major, 82-83
Finance and Business Law, 205
Finance, Insurance,
 Courses, 205-206
 Major, 82
Financial Aid, 24, 46-48
Fine Arts, 128-130, 180, 206
Fire Science Technology, 160-161
 Courses, 265-266
Food Service, 29, 33
Foreign Languages,
 Major, 130
Foreign Students (see International Students)
Forestry, 144
Four-Year Curriculums,
 Business, 79-88
 Education, 94-123
 Liberal Arts, 125-137
 Science, 140-150
French,
 Courses, 206-208
 Major, 130
 Teaching Field, 102-103
Freshman,
 Academic Advisors, 53
 Classification, 18
 Orientation, 31, 45

Freshman Standing, 54
Full-time Student, Definition of, 53

G

GED, 19
General Business, 161
General Education, 79-80, 86, 96, 125-127,
 138-140
General Education Development Test, 19
General Engineering, 202
General Science, 103
General Speech, 251-252
General Studies Requirements,
 College of Business, 79-80
 Computer Science, 86
 College of Education, 96-97
 College of Liberal Arts, 125-127
 College of Science, 138-140
Geography,
 Courses, 208-209
 Major, 130
Geology,
 Courses, 209-210
 Major, 144-145
Geo-Social Studies, 104
German,
 Courses, 210-212
 Major, 130
Grade Appeal, 54-55
Grades, Credit, Non-credit, 54, 65, 89, 96,
 97, 178
Grades and Quality Points, 54
Grades, Reporting, 60
Graduate Assistants, 24, 32
Graduate Courses, Honors, 66
Graduate Degrees, 72, 73
Graduate School, 11, 66, 72
Graduation, Academic Requirements, 55-56,
 62, 89, 93, 96-97, 125-127, 138-140,
 175-176, 177-178
Graduation Fee, 30, 31
Graduation Residence Requirements, 62, 94
Grants, 46-48
Greek, 127
 Courses, 212

H

Handicapped Students, 45
Health Education, 104
 Courses, 212
Health Insurance, 43
Health Programs, 44
Health Sciences, Preparation for, 151
Health Service, 26, 28, 45-46
High School Students,
 Admission of Graduates, 14
 Early Admission, 16
 Provisional Admission, 15
History of the University, 9
History,
 Courses, 212-215
 Major, 130

Home Economics,
Courses, 215-217
Dietitians, 130-131
Journalism Sequence, 133
Major, 130-131
Teaching Field, 104-106

Honors,
Admission with, 18
Courses, 66, 255-256
Dean's List, 65
Graduate Courses for, 66
Graduation with, 66-67
University, 180, 255-256

Housing,
Applications, 14, 36
Breakage Fee, 38
Cancellation, 37
Damage Deposit, 36, 38
Married Students, 38
Policies, 36
Refunds, 34-35, 37
Residence Halls, 36
Fees, 37

Human Relations Center, 27, 28
Humanities, 124, 139, 180
Orientation to, 127
Huntington, 10

I

Identification Card (ID), 26, 28, 34
Incomplete Grades, 54
Industrial Supervision and Management,
161-162
Courses, 266-268
Ineligibility, 59, 93
Institutional Board of Advisors, 2
Instructional Television, 12, 253
Instrumental Groups, 51, 228-231
Insurance, Courses, 205
Insurance, Student, 43
Health, 43
Renters, 43
Liability, 43
Intercollegiate Athletics, 52,
Interdisciplinary Studies, 180, 217
International Affairs, 131, 180
International Students, 20, 21, 23, 44, 62,
202, 205, 251
Internship, Public Service, 65-66
Intramurals, 26, 28, 51-52
Irregular Withdrawal, IW, 54, 56, 58

J

Journalism,
Advertising, 132
Broadcast, 132
Certificate, 132
Courses, 217-219
Curriculum for Teachers, 106
Home Economics, 133
Magazine, 132
Major, 132-133
News-Editorial, 132

Public Relations, 133
Teaching Field, 106
Junior Standing, 54

L

Laboratory Experiences,
Pre-Student Teaching, 90
Language Arts, 106-107
Latin,
Courses, 219-220
Concentration in, 127
Teaching Field, 107
Law Enforcement, 127
Law, Preparation for, 136
Learning Center, 50
Legal Aid, 41
Legal Assistant, 162-163
Courses, 268
Legal Secretarial, 163-164, 273-274
Leisure Services, 110-112
Liability, 43
Liberal Arts, College of, 124
Library, 11
Library Charges, 31
Library-Media Technology, 164-165
Library Science, 201
School Library, Media, 120
Living Expenses, 37
Load, Semester, 53, 60
Loans, 46-48
Location of University, 10
London Semester, 76-77

M

Magazine Journalism, 132
Magna Cum Laude, 67
Management,
Courses, 220-221
Major, 83-84
Management Health Care, 83
Management, Operations, 84
Marine Corps Platoon Leaders Class, 20
Marketing,
Courses, 221-223
Major, 84-85
Marketing, Retail, 85
Marketing, Transportation, 85
Married Students Housing, 29, 38
Marshall Artists Series, Inc., 13, 26, 40
Master's Degrees, 72
Mathematics,
Advanced Placement, 145
Courses, 223-225
Major, 145
Teaching Field, 107-108
Mathematics, Community College Courses,
268-269
Meal Card, 31
Medical Laboratory Technician, 138, 146-147
Courses, 225-226
Curriculum, 146-147
Medical School, 172
Medical Secretarial, 165-166, 273-274

Medical Technology, 147-149
 Courses, 226
 Curriculum, 148-149
 Medical Technology, Emergency, 264-265
 Medicine, Preparation for, 153
 Mental Retardation, 108
 Military Experience Credit, 19-20
 Military Science, 76, 77-78
 Courses, 226-227
 Military Service, Withdrawal for, 58
 Minority Students, 43, 44
 Modern Languages (See Foreign Languages)
 Multi-Departmental, 180
 Music,
 Admission, 15
 Courses, 227-231
 Organizations, 26, 51, 228
 Majors, 129, 133
 Teaching Field, 108-109

N

National Teacher Examinations, 94
 New Student Orientation, 31, 45
 News-Editorial Sequence, 132
 Noncredit Courses, 54, 65
 Nondegree Admissions, 18
 Nonresident Classification, 21-23
 Nonresident Fees, 25-28, 30
 Numbering of courses, 53
 Nursery School, 31
 Nursing, School of, 173-179
 Admission, 15, 173-175, 176-177
 Advanced Standing, 178
 Associate in Science in Nursing, 173-176
 Bachelor of Science in Nursing, 176-178
 Courses, 232-233
 Expenses, 176
 Major in, ASN, 173-176
 Major in, BSN, 176-178
 Time Limitation, 62

O

Occupational Safety and Health
 Technology, 166-167
 Courses, 269-270
 Office Administration, 233
 Officers of the Administration, 8
 Optometry, Preparation for, 153
 Oral Communication, 109
 Orchestra, 51, 228-231
 Organizations, 52
 Orientation Fees, 31
 Orientation Program, 45
 Orientation to Humanities, 127, 180
 Osteopathy, Preparation for,
 (See Health Sciences), 151

P

Park Resources and Leisure Services, 110-112
 Courses, 233-234
 Parking Fees, 32
 Parks and Conservation, 111-112

Parthenon, 26, 28, 51
 Part-Time Students,
 Admission, 17
 Definition of, 53
 Pharmacy, Preparation for, 153
 Philosophy, 127, 133
 Courses, 234-235
 Physical Education, 112-116
 Athletic Training, 114-115
 Courses, 235-239
 Teaching Field, 112-114
 Veteran's Credit, 19-20
 Physical Education, Non-Teaching, 115
 Athletic Training, 114-115
 Physical Science, 239
 Physical Therapy, Preparation for, 152
 Physically Handicapped, 116-118
 Physics,
 Courses, 239-241
 Major, 149-150
 Teaching Field, 118-119
 Placement Service, 48-49
 Police Science, 167-168
 Courses, 270-271
 Political Science,
 Courses, 241-243
 Major, 133
 Pre-Dental, 153
 Pre-Engineering, 151
 Pre-Law, 136
 Pre-Medicine, 153
 Pre-Optometry, 153
 Pre-Pharmacy, 153
 Pre-Physical Therapy, 152
 Pre-Professional Admission, 15
 Pre-Professional Advisory Committee, 154
 Pre-Professional, Health Sciences, 151
 Pre-Student Teaching, 90
 Pre-Veterinary, 152
 Privacy Rights, 41-42
 Probation, Academic, 59, 89, 92
 Professional Schools, 136, 150-154
 Provisional Admission, 15, 174, 177
 Psychology,
 Courses, 243-244
 Major, 134
 Psychology Clinic, 32, 50
 Publications,
 Academic, 67
 Student, 51
 Public Relations Journalism, 133
 Public Service Internship, 65-66
 Purposes of the University, 9

Q

Quality Points, 54, 55-56, 59, 60
 Qualifying Examination in
 English Composition, 62-63

R

Radio and Television,
 Journalism, 132, 217-219
 Speech, 135, 253-254
 Radio Station WMUL-FM, 12, 51, 253

Reading Skills, 45, 46, 50
 Reading, Community College Courses, 271-272
 Readmission after Scholastic Deficiencies, 60, 93
 Real Estate, 168-169
 Recreation, Therapeutic, Specialization in, 111
 Refunds, 25, 32-34, 37
 Regents, 2
 Regents BA Degree, 32, 73-74
 Rehabilitation Education, 119
 Reinstatement, 34-35
 Religious Life, 51
 Religious Studies, 127, 134
 Courses, 244-245
 Renter's Insurance, 43
 Repeat Rule, D and F, 56
 Reporting Grades, 60
 Requirements, High School, 14, 15, 16, 18
 Reserve Officers Training Corps, (See ROTC)
 Residence Halls, 36-38, 39-40
 Residence Life, 39-40
 Residence Requirements, 21-23, 62, 94
 Resident Classification, 21-23
 Retailing, 169-170
 ROTC, 76, 77-78

S

Safety Education,
 Courses, 245-246
 Teaching Field, 120
 Schedule, Adjustments, 53
 Scholarships and Grants, 46-48
 School Library Media, 120
 School of Journalism, 132-133
 School of Medicine, 172
 School of Nursing, 173-179
 Science, College of, 138
 Science Education, 246
 Secondary School Teaching,
 Specializations, 94-123
 Secretarial Studies, 120-121, 170
 Courses, 272-274
 Semester Hour, Definition of, 53
 Semester Load, 53
 Senior Standing, 53
 Small Business Management, 170-171
 Social Sciences, 124, 126
 Social Studies,
 Courses, 246-247
 Teaching Field, 121-122
 Social Work,
 Courses, 247
 Major, 135
 Sociology,
 Courses, 247-249
 Major, 134-135
 Sociology and Anthropology, 134-135
 Sophomore Standing, 54
 Spanish,
 Courses, 249-251
 Major, 130
 Teaching Field, 122-123

Speakers Bureau, 13, 50
 Speakers Bureau, Students, 50
 Special Education, 32, 96, 108, 116-118
 Special Fees, 30-32
 Special Services, 45
 Special Students, Admission, 18
 Specialization, Teaching, 71
 Speech,
 Broadcasting, 135, 253-254
 Contests, 50
 Courses, 251-255
 Debate and Public Speaking, 50
 General Speech, 251-252
 International Students, 251
 Major, 135
 Pathology and Audiology, 123, 135, 254
 Teaching Field, 109, 123
 Theatre, 50-51, 129, 135, 255
 Speech and Hearing Center, 32, 49
 Speech Improvement, 49
 Speech/Language Pathologist, 123
 Student Activities and Cultural Events, 26-27, 39, 40, 50-52
 Student Advisory Program, 43, 44, 53
 Student Affairs, 39
 Student Conduct, 42
 Student Development, 43-46
 Student Development Center, 43
 Student Employment, 46-49
 Student Experiential Services, 50-52
 Student Financial Aid, 46-48
 Student Government, 27, 28, 42
 Student Handbook, 51
 Student Health Service, 45-46
 Student Legal Aid, 27, 28, 41
 Student Life, 39-43
 Student Life Insurance, 43
 Student Organizations, 52
 Student Publications, 51
 Student Records: Privacy Rights, 41-42
 Student Schedules, 53
 Student Services, 39-52
 Student Teaching, 63, 90-92
 Students, Classification of, 53
 Students, Minority, 44
 Study Skills, 46, 50
 Subject Specializations, 97-123
 Summa Cum Laude, 67
 Summer Employment, 48
 Syllabi, Policy, 58

T

Teacher Certification, 56, 62, 90, 91, 94
 Teacher Education Curricula, 96-123
 Teaching Assistants, 24, 32
 Teaching Specializations, 71, 95-123
 Technician, Medical Laboratory, 138, 146-147, 225-226
 Technology, Medical, 147-149, 226
 Television Station WPBY-TV, 12, 251
 Theatre, 27, 50-51, 129, 135, 255
 Therapeutic Recreation, 111
 Transcripts, 32, 67
 Transfer, 17, 60, 61-62, 88-89, 156

Transfer, College to College, 60, 93
Transfer Students, Admission, 17, 60, 61-62,
174
Transfer Students, Honors, 67
Transferability, Credits and Grades, 61, 88,
89
Transient Students, Admission, 17
Tuberculosis Test, 91
Tutorial, ESP, 46
Two-Year Curriculum 69, 138, 142, 146,
157-171, 173-176

U

University History, 9
University Honors, 66-67, 180, 255-256
University Library, 11
University Theatre, 27, 28, 50, 51, 135
University, Withdrawal from, 56-58
Upward Bound Program, 45
U.S. Marine Corps Platoon Leaders, 20

V-W-Z

Veterans, Admission, 15, 19
Veterans, Credit, 19-20
Veterans, Physical Education, 19-20
Veterans, Resident Status, 22
Veterans, Semester Load, 53
Veterinary Medicine, Preparation for, 152
Vocational Rehabilitation Office, 45
Vocational-Technical Education, 257
Weather Policy, 7
Withdrawal, 33, 34-35, 56-58
Withdrawal Grades, 54, 57-58
WMUL-FM Radio, 12, 27, 28, 51, 253
Women Students, 44
Women's Center, 44
Women's Studies, 180, 217, 257
Work-Study, 47
WPBY-TV, 12, 253
Zoology,
 Courses, 257-258
 Major, 140, 150

— LEGEND —

1. Old Main
2. Smith Music Hall
3. Smith Hall
4. Library
5. Science Building
6. Harris Hall
7. Ludley Hall
8. Community College
9. Hodges Hall
10. Pinchard Hall
11. Henderson Center
12. Twin Towers Residence Hall
13. Holdrege Hall
14. Jenkins Hall
15. Women's Physical Education Bldg
16. Memorial Student Center
17. M. U. Bookstore
18. Northcott Hall
19. Buskirk Hall
20. Nursery
21. Communications Building
22. Campus Christian Center
23. Sorrell Maintenance Building
24. Church
25. Doctors' Memorial Building (Medical School & Family Care Outpatient Clinic)
26. Corby Hall
27. Public Safety Building

- a. Intramural Field
 b. Athletic Field
 c. Track Field
 d. Tennis Courts
 e. Memorial Fountain

Service Vehicles and Visitors



Metered Parking Areas (Limited Time)



Mail Zones (10 Minute Parking)



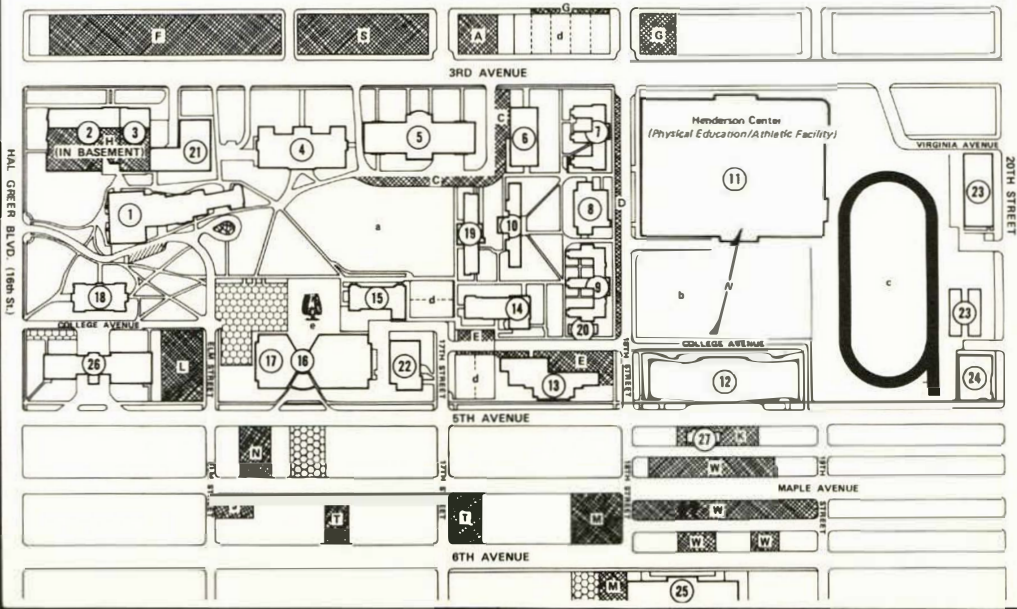
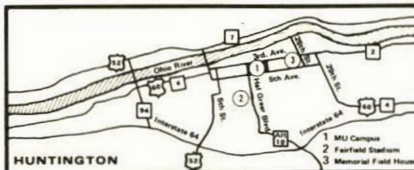
Paid Permit Parking Areas

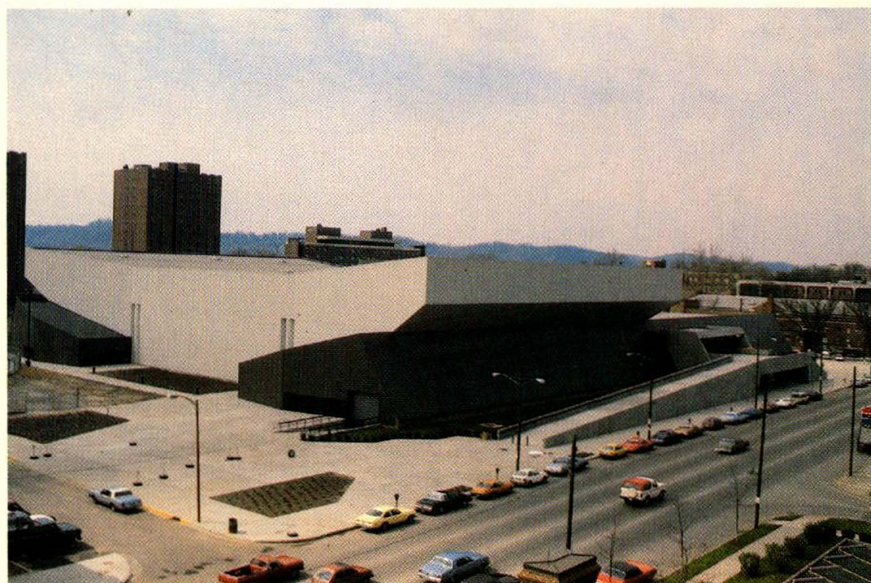


MARSHALL UNIVERSITY CAMPUS



← equals 200 ft.





New Henderson Center Multi-Purpose Sports Facility