

Marshall University

## Marshall Digital Scholar

---

Marshall University Catalogs 1970-1979

---

4-1978

### General Undergraduate Catalog, 1978-1979

Marshall University

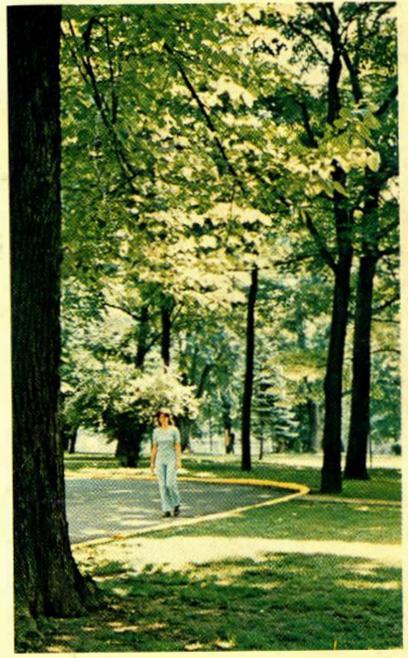
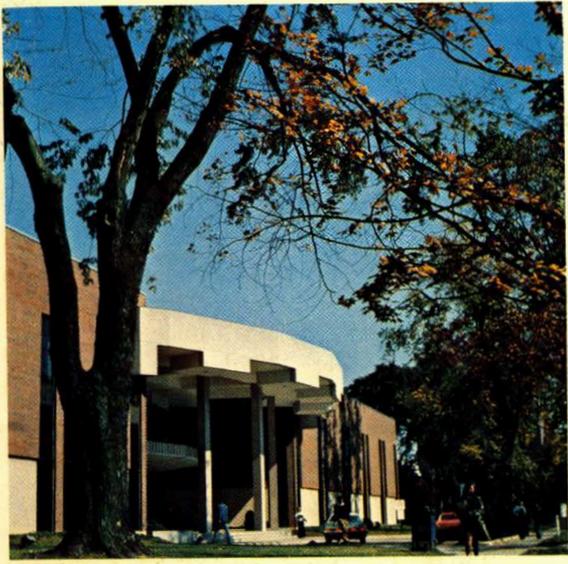
Follow this and additional works at: [https://mds.marshall.edu/catalog\\_1970-1979](https://mds.marshall.edu/catalog_1970-1979)

 Part of the [Higher Education Commons](#), [Higher Education Administration Commons](#), and the [Other History Commons](#)

---

ARCHIVES  
R  
1.18  
1978-79  
cop.3

# MARSHALL



Undergraduate Catalog  
1978-79

Correspondence regarding various phases of the university program should be directed as follows:

**Admission**

Director of Admissions

**Alumni Affairs**

Director of Alumni Affairs

**Business Matters, Expenses**

Vice President for Financial Affairs

**Employment, Placement**

Director of Career Services and Placement

**Graduate Study**

Dean of the Graduate School

**Student Affairs**

Vice President for Student Affairs

**Student Housing**

Director of Housing

**Scholarships and Loans**

Director of Student Financial Assistance

**Transcripts, Records**

Office of the Registrar

## **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**

**1978-79**

**HUNTINGTON, WEST VIRGINIA**

**25701**

## WEST VIRGINIA BOARD OF REGENTS

Mr. Andrew L. Clark	President
Mr. Earle T. Andrews	Vice President
Mr. Amos A. Bolen	Secretary
Dr. Forrest L. Blair	Member
Mrs. Sue S. Farnsworth	Member
Rev. Paul J. Gilmer	Member
Mr. Edward H. Greene	Member
Mr. Russell L. Isaacs	Member
Mr. Albert M. Morgan	Member
Dr. I. D. Peters	Faculty Representative
Mr. Perry F. Watson III	Student Representative
Dr. Daniel B. Taylor, ex-officio	State Superintendent of Schools

\*\*\*

\*\*

\*\*\*

Dr. Ben L. Morton . . . . . Chancellor

## MARSHALL UNIVERSITY ADVISORY BOARD

Mr. William C. Campbell  
Mr. Charles C. Lanham  
Mr. Robert E. Yancey

Judge Dennis R. Knapp  
Mr. Leonard H. Samworth  
Mr. William L. Williams, Jr.

Volume 18

Number 1

April 1978  
Published annually by  
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 Advisory Board . . . . .	2
Calendar, 1978-79 . . . . .	4
Officers of Administration . . . . .	7
General Information . . . . .	8
Admissions Information and Policies . . . . .	12
Classification of Residents and Nonresidents for Fees . . . . .	14
Fees and Expenses . . . . .	20
Financial Aid . . . . .	29
University Housing . . . . .	32
Student Life . . . . .	35
General Academic Information . . . . .	42
College of Business . . . . .	57
College of Education . . . . .	70
College of Liberal Arts . . . . .	95
College of Science . . . . .	106
Community College . . . . .	119
School of Medicine . . . . .	137
School of Nursing . . . . .	140
Multi-Departmental Offerings . . . . .	148
Courses of Instruction . . . . .	149
The Faculty . . . . .	212
Index . . . . .	217

# Calendar

## CALENDAR FOR FIRST SEMESTER 1978-79

August 28, Monday, 8:00-12:00, 1:00-3:00	Registration
5:00-9:00 p.m.	Registration for Evening Students
August 29, Tuesday, 8:00-12:00, 1:00-3:00	Registration
August 30, Wednesday	Classes Begin
September 4, Monday	Labor Day Holiday - University Closed
September 5, Tuesday, 8:30-12:00, 1:00-4:00, 5:30-7:00	Late Registration and Schedule Adjustment
September 6, Wednesday, same hours	Late Registration and Schedule Adjustment
September 15, Friday	Application for December Graduation Due
September 29, Friday	Last Day to Drop 1st 8 Weeks Course With "W" Grade
October 14, Saturday	Homecoming
October 18, Wednesday	Mid-Semester, 1st 8 Weeks Courses End
October 19, Thursday	2nd 8 Weeks Courses Begin
October 20, Friday	Last Day to Drop Courses With "W" Grade
October 23 through December 11	"WP" or "WF" Withdrawal Period by Dean's Permission Only
October 30 - November 3	Advance Registration for 2nd Semester
November 17, Friday	Last Day to Drop 2nd 8 Weeks Course With "W" Grade
November 22, Wednesday, 12:00 noon	Thanksgiving Recess Begins
November 23, Thursday	Thanksgiving Holiday - University Closed
November 24, Friday	University Holiday - University Closed
November 27, Monday	Classes Resume
December 11, Monday	Last Class Day
December 11, Monday, 4:30 p.m.	Deadline for 2nd Semester Advance Registered Students to Pay Fees
December 12, Tuesday	Study Day
December 13, 14, 15	Exam Days
December 16, 17	Study Days
December 18, 19	Exam Days
December 19, Tuesday, 12:15 p.m.	First Semester Closes
December 20, Wednesday, 9:00 a.m.	Deadline for Submitting the Final Set of Grades (Other Grades Due 48 Hours after Each Exam)
December 23 through January 1	University Closed
January 2, Tuesday	University Offices Reopen

## CALENDAR FOR SECOND SEMESTER 1978-79

January 11, Thursday, 8:00-12:00, 1:00-3:00	Registration
5:00-9:00 p.m.	Registration for Evening Students
January 12, Friday, 8:00-12:00, 1:00-3:00	Registration
January 15, Monday	Classes Begin
January 16, Tuesday, 8:30-12:00, 1:00-4:00, 5:30-7:00	Late Registration and Schedule Adjustment
January 17, Wednesday, same hours	Late Registration and Schedule Adjustment
January 26, Friday	Application for May Graduation Due
February 9, Friday	Last Day to Drop 1st 8 Weeks Course With "W" Grade
March 2, Friday	Mid-Semester, 1st 8 Weeks Courses End
March 4 through March 11	Spring Vacation
March 12, Monday	Classes Resume
March 12, Monday	2nd 8 Weeks Courses Begin
March 16, Friday	Last Day to Drop Courses With "W" Grade
March 19 through May 2	"WP" or "WF" Withdrawal Period by Dean's Permission Only



# 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 in 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 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:** 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. or 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.

## MARSHALL UNIVERSITY OFFICERS OF ADMINISTRATION

PRESIDENT	Dr. Robert B. Hayes
Director of Development	Dr. Bernard Queen
Director of Alumni Affairs	Dr. Everett N. Roush
Director of University Relations	C. T. Mitchell
EXECUTIVE VICE PRESIDENT	Dr. Olen E. Jones, Jr.
VICE PRESIDENT FOR ACADEMIC AFFAIRS	Dr. Noel J. Richards
Dean of the College of Business	Dr. Sara E. Anderson
Dean of the College of Education	Dr. Philip J. Rusche
Dean of the College of Liberal Arts	Dr. George J. Harbold
Dean of the College of Science	Dr. E. S. Hanrahan
Associate Vice President and Dean of the Graduate School	Dr. Paul D. Stewart
Assistant Vice President	Dr. William S. Deel
Director of Educational Television	Terry Hollinger
Director of Libraries	Dr. Kenneth T. Slack
VICE PRESIDENT FOR FISCAL AFFAIRS	Joseph C. Peters
Director of Finance	Richard D. Vass
Director of Accounting	Jeanne Childers
Director of Payrolls	Roger A. Hesson
VICE PRESIDENT FOR ADMINISTRATION	Karl J. Egnatoff
Director of Personnel	Ray A. Nissen
Director of Administrative Services	Harry E. Long
Superintendent of Facilities Maintenance and Operation	Gene G. Kuhn
Director of Security	Donald L. Salyers
Director of Auxiliary Enterprises	Warren S. Myers
VICE PRESIDENT FOR THE COMMUNITY COLLEGE	Dr. Paul D. Hines
VICE PRESIDENT/DEAN, SCHOOL OF MEDICINE AND ASSOCIATED HEALTH PROFESSIONS	Robert W. Coon, M.D.
Executive Assistant	John M. Zink
Associate Dean for Administration and Student Services	Paul H. Collins
Dean of the School of Nursing	Dr. Virginia O. Allen
VICE PRESIDENT/DEAN FOR STUDENT AFFAIRS	Dr. Richard G. Fisher
Associate Dean, Student Development	Kenneth E. Blue
Associate Dean, Student Experiential Services	Dennis Montrella
Associate Dean, Student Life	Mary-Ann Thomas
DIRECTOR OF ATHLETICS	Joseph H. McMullen

# 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 a 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 generally 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.

Marshall was granted University status in 1961. Today it has an alumni body of more than 25,000.

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 busy Tri-State Area, Marshall is a university with excellent prospects for future development.

## ACCREDITATION

Marshall University is accredited by 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 Department of Nursing Education, Associate in Science in Nursing Degree Program is accredited by the West Virginia Board of Examiners for Registered Nurses and by the National League for Nursing. The News-Editorial Sequence of the Department of Journalism is accredited by the American Council on Education for Journalism. The Cytotechnology program is accredited by the American Society of Clinical Pathologists, and the Medical Technology program is accredited by the American Medical Association's Council on Medical Education and by the National Accrediting Agency for Clinical Laboratory Sciences. The School of Medicine is provisionally accredited by the Liaison Committee on Medical Education.

The university is approved for attendance of nonimmigrant 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, 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 a PDP 11/40 computer 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 provides 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.

At this time the volume count of bound periodicals and cataloged monographs is more than 365,850 volumes. The holdings also include 394,000 government documents, and microforms in excess of 210,600 pieces. The total of units held by the library, including all formats, is in excess of 936,400.

On March 13, 1972, the James E. Morrow Library converted from a closed stack library to an open stack system. Now only government documents, West Virginia, rare books and archives are in closed stacks. Future plans call for opening most of these areas also to serious scholars.

### **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 35 programs in which the master's degree may be earned: adult education, art, biological sciences, biomedical sciences, business and commerce, business education, chemistry, communication arts, counseling, criminal justice, 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.

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.

#### **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.

#### **WMUL-TV**

Operated by Marshall University and the West Virginia Educational Broadcasting Authority, this noncommercial television station broadcasts educational, cultural, and entertainment programs on Channel 33. Studios are located on the main campus in 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.

#### **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, 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

## 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.

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

Admission is for one semester or term and may be used only for that time. If the student fails to register during the semester or term for which he/she has been admitted, he/she must file another application if desiring admission at a later date.

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 the Director 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

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 less than 2.00 averages will be admitted provisionally 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,

---

\*One that is approved by the State Department of Education in the State where the high school is located.

\*\*For Nursing information, please refer to pp. 140-141 and 144-145 concerning admission requirements for the two-year program.

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.

Associate in Science in Nursing degree - One unit of chemistry recommended. A satisfactory current physical examination and an interview are required. Specific information concerning admission to the nursing program should be requested.

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.

### **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 form for you to complete and mail back to Marshall noting your intentions. If you choose this option, you will not need to complete an application form or to request a transcript of your high school record.

If you choose the ACT-Admissions Option and you 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. You will be required to provide us your official grade-point-average on the form we mail to you by asking your principal to complete a section on the pre-printed admissions form. The form must be mailed by the principal directly to the Office of Admissions.

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.

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

### **THE AMERICAN COLLEGE TEST**

Marshall University requires the American College Test (ACT) for the placement of all freshmen and for all transfer students who have earned less than 58 semester hours. 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 student will be permitted to participate in orientation or registration.

### **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

---

\*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.

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: Credit 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 auditors (those who attend classes for no credit). Auditors must file an application and obtain the permission of the instructor to sit in on the class. Students out of school for one year or more are given special consideration for admission.

#### **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.

#### **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 provisionally admitted pending the results of their academic performance at Marshall University.

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

#### **POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES**

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or nonresidents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.

##### **Classification of Residents and Nonresidents For Admission and Fee Purposes**

**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 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 and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and will be charged the nonresident fees for each session theretofore attended.

**Residence Determined by Domicile** - Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. 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 learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, 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 to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, 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.

**Minors** - Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he lives or to whom he has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.

**Emancipated Minor** - An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contributes to his support nor claims him as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

**Students Eighteen Years of Age or Over** - A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired a domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any nonresident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence, in another state.

**Change of Residence** - An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his 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 his actions. The

designated institutional officer in making his determination shall consider such actions as, but not limited to, 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 to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, 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 a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he customarily does not remain in the state when school is not in session.

**Marriage** - The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

**Military** - An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he 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 wife 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 and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

**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 may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

**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 he determines necessary 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, November 13, 1973

### **ADMISSION BY GENERAL EDUCATION DEVELOPMENT TEST**

Applicants, veterans and nonveterans, must be nineteen years of age or past the age they would have been had they remained in high school until they graduated 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 the United States Armed Forces Institute, Madison, Wisconsin 53703.

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.

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

### **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.

## **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 to the Summer Session under this program a student must:

1. Have completed the junior year of high school.
2. Have a B (3.00) or better average on high school subjects.
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 write to the Director of Admissions.

## **ADVANCED PLACEMENT**

Marshall University will accept advanced placement in the following fields: biology, chemistry, Spanish, French, German, Latin, English composition, mathematics, and physics.

The examination is prepared by the college board and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08504. 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.

## **CREDIT FOR MILITARY EXPERIENCE AND TRAINING**

### **Physical Education Credit 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 with a C average, 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. The specific credit to be allowed will be determined by the physical education department chairman. Veterans should initially contact the Director of Admissions concerning receipt of such credit. A copy of the DD 214 Form should be presented to the Director of Admissions 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 indicated above. Evaluation of training and experience in the Armed Forces is done by the Director of Admissions.

#### **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**

International students are admitted to Marshall when they 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. 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.

The English proficiency admission requirement for all international students may be met by any one of the following:

1. TOEFL (Test of English as a Foreign Language)—500 score
2. Michigan Test of English Language Proficiency—79 equated score
3. ELS (English Language School)—Level 9
4. Graduate students having a degree from an accredited English speaking university.
5. Students whose native language is English (England, Canada, New Zealand, Australia, etc.)

Students will be further tested upon arrival at Marshall University for purposes of academic advising.

The Office of Admissions 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.

The applicant must also file 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 to an Educational Institution in the United States may be secured by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25701.

International students admitted to the university must have sufficient funds to take care of all expenses.

International students at Marshall University should address questions regarding their immigration status to: Office of the United States Immigration and Naturalization Service, Pittsburgh, Pennsylvania 15222.



# Fees & Expenses

## GENERAL INSTRUCTIONS

1. All university fees are subject to change without prior notice. The fees listed in this catalog are those in effect at the time of publication. The rates are subject to change by the university and its governing board.
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 approximately three weeks prior to the date of regular registration for any given semester or summer term. Pre-registered students who do not pay their bill 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 \$10.00. 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 27)
3. No financial credit shall be extended for enrollment fees. The university operates on a cash basis with payments being collected in advance. However, a student's dormitory fee (room and board) may be divided into two equal nine week installments payable in accordance with dates established by the Director of University Housing. For due dates and amounts of payments, see the section on Dormitory Fees on page 22.
4. Students who are recipients of financial aid through the university's loan or scholarship program, the University's Department of Intercollegiate Athletics, a private loan or scholarship or any governmental agency must complete arrangements for payment through the Director of Student Financial Assistance (Room 124, 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 \$3.00 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 \$3.00 handling charge and payment of the late fee of \$10.00. (See Withdrawal Reinstatement policy on page 27)
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, 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 27)

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 - MAIN CAMPUS**

**TWELVE SEMESTER HOURS OR MORE**

	Regular Semester		Summer Term (5 weeks) Normal load - 6 credit hrs.	
	Resident of West Virginia	Nonresident*	Resident of West Virginia	Nonresident*
Tuition Fee**	\$ 25.00	\$175.00	\$ 25.00	\$175.00
Registration Fee**	50.00	250.00	50.00	250.00
Higher Education Resources Fee**	25.00	150.00	25.00	150.00
Institutional Activity Fee***	29.25	29.25	19.20	19.20
Student Center Fee***	25.15	25.15	12.15	12.15
Intercollegiate Athletics Fee***	<u>20.25</u>	<u>20.25</u>	<u>131.35</u>	<u>\$606.35</u>
Total Enrollment Fee	\$174.65	\$649.65	\$131.35	\$606.35

**LESS THAN TWELVE SEMESTER HOURS**

**Regular Semester and Summer Term (5 weeks)**

Hours	Tuition**	Registration**	West Virginia Resident		Student Center Fee***	Total
			Higher Education Resources Fee**	Institutional Activity Fee***		
1	\$ 2.10	\$ 4.15	\$ 2.10	\$ 1.60	\$ 5.60	\$ 15.55
2	4.20	8.30	4.20	3.20	6.20	26.10
3	6.30	12.45	6.30	4.80	6.80	36.65
4	8.40	16.60	8.40	6.40	7.40	47.20
5	10.50	20.75	10.50	8.00	8.00	57.75
6	12.60	24.90	12.60	9.60	8.60	68.30
7	14.70	29.05	14.70	11.20	9.20	78.85
8	16.80	33.20	16.80	12.80	9.80	89.40
9	18.90	37.35	18.90	14.40	10.40	99.95
10	21.00	41.50	21.00	16.00	11.00	110.50
11	23.10	45.65	23.10	17.60	11.60	121.05

Hours	Tuition**	Registration**	Nonresident*		Student Center Fee***	Total
			Higher Education Resources Fee**	Institutional Activity Fee***		
1	\$ 14.60	\$ 20.85	\$ 12.50	\$ 1.60	\$ 5.60	\$ 55.15
2	29.20	41.70	25.00	3.20	6.20	105.30
3	43.80	62.55	37.50	4.80	6.80	155.45
4	58.40	83.40	50.00	6.40	7.40	205.60
5	73.00	104.25	62.50	8.00	8.00	255.75
6	87.60	125.10	75.00	9.60	8.60	305.90
7	102.20	145.95	87.50	11.20	9.20	356.05
8	116.80	166.80	100.00	12.80	9.80	406.20
9	131.40	187.65	112.50	14.40	10.40	456.35
10	146.00	208.50	125.00	16.00	11.00	506.50
11	160.60	229.35	137.50	17.60	11.60	556.65

\*The Governing Board's policy statement defining the term nonresident for fee purposes is printed on page 14 of this catalog under the section entitled Policy Regarding Classification of 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.)

\*\*\*See the Table of Assessments for Student Activity Fees on the following page.

## TABLE OF ASSESSMENTS

## STUDENT ACTIVITY-SERVICES FEE

	Fees Assessed to Credit Hour Load of 12 hours or more Regular Semester	Fees Assessed to Credit Hour Load of Less than 12 hours— Regular Semester and 5 weeks Summer Term
Institutional Activity Fee:		
Artists Series, Convocations and Forums	\$ 5.25	\$ 1.50*(Convocations and Forums only)
Chief Justice	2.55	
Debate	.50	
Et. Cetera	.25	
Health Service	7.00	7.00*
Identification Card	.10	.10*
Intramural Sports	.75	.75*
Music Organizations	2.00	
Parthenon	3.00	3.00*
Programming Student Activities	4.25	4.25*
Student Government	1.00	
Student Legal Aid Program	.70	.70*
Human Relations Center	.65	.65*
University Theatre	.50	.50*
WMUL-Radio	.75	.75*
	<hr/>	<hr/>
Total Institutional Activity Fee	\$29.25	\$19.20
Student Center Fee:		
Student Center Bonds	\$18.00	\$ 5.00**
Student Center Operations	7.15	7.15*
	<hr/>	<hr/>
Total Student Center Fee	\$25.15	\$12.15
Intercollegiate Athletics Fee:	<u>\$20.25</u>	<hr/>
	<hr/>	<hr/>
Total Activity Fee	\$74.65	\$31.35

Note: With an additional payment of the applicable fee, students who are enrolled for less than twelve credit hours in regular semesters may participate in any available activity.

## ENROLLMENT FEES - OFF-CAMPUS COURSES

Resident of West Virginia: \$8.35 per credit hour; Nonresident: \$47.95 per credit hour

## DORMITORY FEES

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 semester, 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 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 deductions or refund is made in room charges for absences.

\*Fees are 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.)

\*\*Activity fee assessed as a fixed amount - not pro-rated.

RATES

Regular Semester	Room Rent	Board	Sales Tax	Total Per Semester*
Double Occupancy				
Twin Towers	\$432.33	\$409.90	\$25.27	\$867.50
Buskirk Hall	389.13	409.90	23.97	823.00
Hodges, Laidley and South Halls	380.88	409.90	23.72	814.50
Private Rooms				
Hodges, Laidley and South Halls	\$474.08	\$409.90	\$26.52	\$910.50
Summer Term - 5 weeks				
Double Occupancy				
Twin Towers	\$120.90	\$131.04	\$ 7.56	\$259.50**
Private Rooms				
Twin Towers	\$179.15	\$131.04	\$ 9.31	\$319.50**

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

	Monthly
Efficiency Apartment	\$ 85.00
One Bedroom Apartment (Old Building)	115.00
One Bedroom Apartment (New Building)	155.00
Two Bedroom Apartment (New Building)	185.00

Note: Reservation for rooms in all dormitories and married students' housing, must be made through the Director of Housing, Room 120, Old Main Building.

ESTIMATE OF EXPENSES AND DATES PAYMENTS DUE

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	\$ 174.65	\$ 649.65
Dormitory Fee		
(Double occupancy Twin Towers)	<u>867.50</u>	<u>867.50</u>
Total (excluding books & supplies)	\$1,042.15	\$1,517.50

Note: Books and supplies may be purchased from the university Bookstore. Payment must be made on the purchase date. Eighteen (18.00) 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.

\*The semester's fee may be paid in two equal installments. Due dates for installments are August 1, and October 15th for the 1st regular semester and January 1 and March 1 for the 2nd regular semester. A \$25.00 reservation deposit must accompany applications. In addition to the reservation deposit a \$25.00 damage deposit is required. The damage deposit will be included with the 1st installment invoice which is mailed from the Office of the Director of University Housing.

\*\*A \$25.00 reservation deposit must accompany application for a room. Balance of room rent due on notice from the Director of University Housing.

\*\*\*A \$50.00 damage deposit required. All units are furnished and utility costs are included in the rental rate.

**DATES PAYMENT DUE\*****Enrollment Fee**

1. For students currently enrolled who advance register (pre-register) during:
  - a. the advance registration period of April 10-14, 1978, for the 1st regular semester beginning August 30, 1978. The final payment date is August 4, 1978.\*\*
  - b. the advance registration period of October 30-November 3, 1978, for the 2nd regular semester beginning January 15, 1979. The final payment date is December 11, 1978.\*\*
2. For students currently enrolled who register during:
  - a. the regular registration period of August 28-29, 1978, for the 1st regular semester beginning August 30, 1978. The payment date is the student's date of registration August 28-29, 1978.\*\*\*
  - b. The regular registration period of January 11-12, 1979, for the 2nd regular semester beginning January 15, 1979. The payment date is the student's date of registration January 11-12, 1979.\*\*\*
3. For first-time enrollees and transfer students, the payment date of the enrollment fee is the student's date of registration which is assigned by the Orientation Office of the Human Relations Center.

**Dormitory Fee**

	First Regular Semester	Second Regular Semester
Semester's fee payable in two equal installments		
1st installment	August 1, 1978	January 1, 1979****
2nd installment	October 15, 1978	March 1, 1979****

**SPECIAL FEES**

Cap and Gown Purchase (Keepsake cap and gown)	
Associate Degree . . . . .	\$ 6.95
Baccalaureate Degree . . . . .	6.95
Graduate Degree . . . . .	14.68
Damage Deposit - married students apartments . . . . .	\$50.00
Dormitory Rooms - Key Deposit . . . . .	\$ 5.00
Dormitory Rooms - Key Replacement . . . . .	\$ 5.00
Dormitory Rooms - Damage Deposit . . . . .	\$25.00
Dormitory Rooms - Reservation Deposit . . . . .	\$25.00
Dormitories - Social Fee . . . . .	\$ 4.25

\*Enrollment and dormitory fees must be received by the university cashier on or before the established due dates.

\*\*An invoice for enrollment fees will be mailed to the permanent home address of a student who advance registers (pre-registers) during the advance registration periods. Payment of the invoice may be made by mail or over-the-counter to the university cashier in Room 103, Old Main building. The payment must reach the cashier by the close of business, 4:30 p.m. of the established due dates. Payments made after the due dates will not be accepted. The schedule of a pre-registered student who does not pay the enrollment fee on the established due date will be cancelled by the Office of the Registrar. In such case, the student will be required to register and pay fees during the regular registration period.

\*\*\*Payment of the enrollment fee must be made over-the-counter to the university cashier during the registration process. Invoices will not be mailed to students who register in the regular registration.

\*\*\*\*Invoices will be mailed from the Office of the Director of University Housing. Payments must be made on the established due dates.

Graduation Fees

Associate Degree	\$ 5.00
Baccalaureate Degree	5.00
Graduate Degree	10.00

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

Handling fee for checks returned by bank unpaid	\$ 3.00
Identification card replacement fee	\$ 3.00
Late Registration Fee	\$10.00

Note: Late registration fees are also applicable to payments of tuition accepted by the Cashier after the due date.

Library Charges:

1. Photographic Services
  - a. Copies from all copiers - per exposure \$ .10
  - b. Facsimile copies from Microfilm - per copy .15
  - c. Facsimile copies from Microfiche - per copy .15
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 thereafter .10
    - Maximum fine 5.00
  - d. Payment for Lost Book
    - List price determined from books in print, 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	\$ 3.00
Nursery School deposit	\$10.00
Nursery School enrollment fee (regular semester)	\$75.00
Summer Term	25.00
Orientation Fee, per session	
New Students	\$ 6.00
Participating parents	3.00

Parking Fees	Inside	Outside
Per regular semester	\$25.00	\$15.00
Per Summer term (5 weeks)	7.50	5.00

Postage charge for mailing yearbook to graduating seniors	\$ .75
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
<b>Special Education Program Charges</b>	
Individual Testing . . . . .	\$10.00 per person
Diagnostic Evaluation . . . . .	30.00 per person
Tutorial Services . . . . .	5.00 per hour
Special fee for activity card for the use of the spouse of a full-time student (\$20.25 Athletics; \$5.00 Artists Series; \$1.50 convocations and forums) . . . . .	
	\$26.75
<b>Speech and Hearing Clinic charges:</b>	
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
<b>Transcript Fees</b>	
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 28-September 1, and September 5-8, 1978	90%
2nd period of refunds - September 11-15, and September 18-22, 1978	70%
3rd period of refunds - September 25-29 and October 2-6, 1978	50%
After October 6, 1978 - no refund	

#### Second Regular Semester

1st period of refunds - January 11-12, 15-19, 22-24, 1979	90%
2nd period of refunds - January 25-26, 29-31, and February 1-2, 5-7, 1979	70%
3rd period of refunds - February 8-9, 12-16, 19-21, 1979	50%
After February 21, 1979 - 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. Dormitory Fee:

First Regular Semester: Cancellation of a room reservation prior to August 30, 1978, the first day of classes, will result in a refund of the dormitory fee

less the \$25.00 reservation deposit. Cancellation of a room reservation during the first week of classes, August 30-September 5, 1978, 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 5, 1978) 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. After considering the above requirements any balance will be refunded.

Second Regular Semester: Cancellation of room reservation prior to January 15, 1979, the first day of classes, will result in a refund of the dormitory fee less the \$25.00 reservation deposit. Cancellation of a room reservation during the first week of classes, January 15-21, 1979, 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 21, 1979) 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 dormitory refunds must be approved by the Director 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 20 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**

- A. ENROLLMENT AND DORMITORY 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 Dormitory 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. Those students who do not meet their financial obligation for enrollment and dormitory 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.

#### **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 students 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.

# Financial Aid

The Financial Aid Program at Marshall University assists students in furthering their education through scholarships, grants, loans, and employment. The scholarship program recognizes excellent high school achievement by incoming freshmen and outstanding academic performance by upperclass students.

All forms of financial assistance are administered by the Office of Student Financial Aid consistent with the policies and procedures set forth by the Student Financial Aid Advisory Council.

The Student Financial Aid Advisory Council assumes that the primary responsibility for financing a college education rests with the student and his family. Financial Aid from the university and other sources is viewed as being supplementary to the efforts of the family.

## FINANCIAL AID PROGRAMS

**Academic Scholarships** - Marshall University offers a number of scholarships to incoming freshmen and upperclassmen who demonstrate academic superiority. Scholarships are based upon academic achievements. A student who wishes to be considered for academic scholarship must complete a scholarship application available upon request from the Financial Aid Office. (Incoming freshmen need only to indicate on the admissions application or the ACT information form their interest in applying for an academic scholarship.)

**Athletic Grants-In-Aid** applicants should write to Marshall University, Director of Athletics, P.O. Box 1360, Huntington, West Virginia 25715.

The **Basic Educational Opportunity Grant (BEOG)** was authorized by the Educational Amendments of 1972 and was signed into law in June of 1972.

BEOG provides for the payment of Basic Grant awards to students attending eligible institutions of higher education and is intended to be the "floor" of a student's financial aid package. The maximum grant eligibility for each student is \$1,600 less the amount the student and his/her family can be expected to contribute toward the student's education. The amount of this expected family contribution is determined on the basis of a family contribution schedule developed by the U.S. Office of Education. If the applicant expects the total need to be met, he/she must have proof of having applied for a BEOG.

**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 by writing to ROTC, Gullickson Hall, Marshall University, Huntington, WV 25701.

**Supplemental Educational Opportunity Grants** were established by the Educational Amendments of 1972 and are awarded to exceptionally needy students who otherwise would be unable to continue their education. Students are not required to repay funds received through the Supplemental Educational Opportunity Grants Program. Current grants may vary from \$200 to \$1,000 per year.

Under the **National Direct Student Loan Program (NDSL)**, undergraduates may borrow a maximum of \$5,000, of which \$2,500 can be borrowed during the freshman and sophomore years. Full-time graduate students may borrow up to \$2,500 a year. The loans are based on financial need and availability of funds.

Repayment of principal and interest at three per cent (3%) commences nine (9) months after the date the borrower ceases to carry at least one-half the normal full-time academic load. Repayment may be deferred for graduate school or for active military duty, Peace Corps, or VISTA service.

The **Nursing Student Loan Program** for students in the School of Nursing is established on the same basis as the National Direct Student Loan Program. The purpose of this program is to increase the opportunity for the training of nurses through the establishment of a loan fund.

The **Nursing Grant Program** is open to all nursing students. Grants are based on

financial need and availability of funds. Students are not required to repay funds received through this grant program.

**Emergency Loans** or short-term loans are granted to students to meet direct college-related expenses. The maximum loan is \$150 (depending upon available funds). All recipients must sign a 30-day promissory note. Students must pay a \$1.00 service charge for each processed application.

**Guaranteed Student Loan Program** - Students who do not apply for, do not qualify for, or do not receive federal funds through the Financial Aid Office, may participate in the Guaranteed Loan Program. This program is administered through the student's hometown bank or state-guaranteed agency. A student must be a permanent resident of the United States, and certified as a currently enrolled or admitted student to the university in order to be eligible for consideration. Maximum awards in most cases are \$2,500 per year. A student from a family which qualifies for interest subsidy pays no interest while in school, because the 7% interest rate, which starts on issuance of the loan, will be paid by the guaranteeing agency.

Out-of-state students should apply through the Guaranteed Student Loan Program established in their home states.

Under the **College Work-Study Program**, established under Title I (C) of the Economic Opportunity Act of 1964, Marshall University attempts to secure part-time and summer employment for students who need financial assistance to remain in school. Jobs are available both on and off campus. All placements are made on an academic year basis and reapplication is necessary each year. 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 knowledge are encouraged to apply in accordance with the job description 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 to the Student Center, and at the southeast doors of Old Main.

A number of jobs for both male and female students are available in Huntington and other nearby communities. Available positions are posted in the places mentioned in the preceding paragraph.

**Need Based Aid** consists of the following programs - National Direct Student Loan, Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, College Work-Study, Nursing Loan and Nursing Grant.

To apply for any type of need based aid at Marshall University, a student must have his parents complete a Financial Aid Form (FAF). The FAF should be sent to the College Scholarship Service (CSS) in Princeton, NJ. CSS will analyze the FAF and send a Need Analysis Report to Marshall University. This report upon receipt by Marshall University then becomes the student's statement of eligibility for financial aid. It should be noted by incoming freshmen and transfer students that they cannot be awarded financial aid until they have been admitted for enrollment at Marshall University.

Incoming freshmen can obtain the FAF and application for admission to Marshall University from their high school counselors. Students should bear in mind that they must reapply each year for all types of financial aid. Upperclassmen may acquire the FAF application form from the Financial Aid Office, Room 126, Old Main.

All Financial Need Analysis Reports from the College Scholarship Service and Scholarship Applications must be received by the Financial Aid Office no later than March 1. The Financial Aid Form should be completed and mailed to College Scholarship Service no later than mid-January prior to the March 1 due date. Applications received by the Financial Aid Office after March 1 will be placed on a waiting list for later consideration pending the availability of funds.



# 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 DORMITORIES

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, largely in rooms for two persons, although there are a limited number of private rooms. The halls are planned to provide each student with the best possible living and learning conditions. Student Government experiences, social programs, recreational facilities and association with trained residence staff members provide opportunity for sound academic and social development. Most of the halls are relatively new and modern, located at points convenient to most parts of the campus. Rooms are furnished with study desks and chairs, single beds and chests of drawers. Drapes are furnished only in the Twin Towers. Linens are provided by the student.

## ROOM APPLICATIONS AND RESERVATIONS

A university residence hall application is automatically sent to a student after his 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 dormitory 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 room deposit of \$25.00 which will be applied to the first term's room and board payment. Room assignments are made without regard to a student's race, religion, or national origin, and are made on a first-come first-served basis for freshmen and transfer students after returning dorm students have been assigned.

A limited number of single rooms are available in Laidley, Hodges, and South Halls. These are assigned to freshmen only after upperclass and graduate students have been given first preference. The second floors of Twin Towers East and West are also reserved primarily for assignment of upperclass and graduate students.

Freshmen 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 these students who indicate a need or desire for a more studious atmosphere than the normal residence hall environment.

## DORMITORY LIVING EXPENSES

Board and room costs in university dormitories range from \$814.50 to \$910.50 per semester, depending on the facility — a total of \$1629-\$1821 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 \$25.00 room reservation deposit is non-refundable 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 not relieve the student from the obligation of payment for the room for the balance of that semester.

3. Failure on the part of the student to submit payment of any installment by the due date may result in a cancellation of the room reservation and further, the student may be subjected to suspension 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 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. In the event of damage to corridors, lounges, and other common areas, all residents will be assessed equally unless responsibility is attributable to specific individuals.

#### **HOUSING FOR MARRIED STUDENTS**

Housing for married students is provided in 85 furnished family dwelling units owned and operated by the university. The units include a wide variety of accommodations. The rents range from \$85.00 to \$185.00 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 Life

## STUDENT DEVELOPMENT CENTER

The Student Development Center provides services to students for their educational, vocational, social-cultural, psychological and physical development. Programs offered are described below.

### A. Human Relations Office

It coordinates student personnel services to special campus interest groups, including programs of a personal, social, academic and administrative nature. In addition, the Human Relations office provides a broad program of activities designed to educate students in general about the need for understanding and acceptance of persons of different ethnic and cultural backgrounds, life styles, and values, the goal of such efforts being to contribute to the educational growth of all students. The special groups, and services offered to them, are as follows:

#### 1. Minority Students

Services and programming to meet the unique needs that are not met by the university's existing programs, and thereby to enrich the university community through the contributions of different cultural groups.

#### 2. International Students

Assistance to international students in their cultural transition, and administrative guidance regarding immigration regulations.

#### 3. Women Students

Educational information and services on the changing role of women in our society, and guidance for women who wish to resume their education at the post-secondary level.

#### 4. Handicapped Students

Service to the special needs of the physically and psychologically handicapped.

### B. Counseling and Group Resources Office

It provides individual and small group counseling, training support, vocational testing and information, career development, mental and physical health seminars, and referral services. These services are available for assistance in resolving problems of an educational, personal-social, and vocational nature. All contacts are confidential.

### C. Special Services - Upward Bound Office

This is a federally funded program offering counseling, testing, vocational information and career development to students who qualify under federal economic guidelines. Upward Bound provides educational and enrichment activities for area high school students who qualify.

### D. The Student Health Service

The university has contracted with the Family Care Outpatient Clinic for all students' outpatient health care and with Cabell Huntington Hospital for emergency services. Medical care is provided to both full-time and part-time students. The Student Health Service is located at 18th Street and 6th Avenue.

## 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. All of the Center functions are offered at no cost to the student. 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:

#### 1. Part-time or Full-time Student Employment

Employers are increasingly impressed by graduates who have had work experience in addition to their academic training. This is particularly true if the work activity is

related to career goals. In the employers' estimation, this prior exposure to work provides proof of genuine interest in the career field, more intense knowledge of the field, and reference sources. For this reason, the 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 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 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.

### 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 Student Health Advisor 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.

### 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 public school 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.

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 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.

### **THE READING CENTER**

The Reading Center provides special reading programs for Marshall University students, who may enroll for periodic short-term intensive reading improvement courses. These courses are available for students who are presently deficient readers and for students competent in reading but who would like to develop greater reading proficiency.

### **STUDENT GOVERNMENT**

The Student Government provides an instrument for all students to have a voice in any program which would make Marshall a better university. It is constructed to represent democratically all members of the student body. Consult Student Handbook for more information.

### **STUDENT ACTIVITIES AND CULTURAL EVENTS**

Each year a large number of events are presented on the Marshall University campus enabling students to attend a wide variety of activities including plays, dances, films, lectures, orchestra concerts, art exhibits, etc. More information is available from the office of Student Activities, the Marshall Artists Series, and the Student Handbook.

### **AFRO-AMERICAN CULTURAL PROGRAMS**

Marshall University has several organizations open to all students which emphasize Afro-American students' perspective, cultures, social life, and lifestyle. They are the Black United Students organization, its auxiliary clubs such as the Gospel Ensemble, and nationally affiliated fraternities and sororities.

### **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 general direction of the Department of Speech. Normally three 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. University Theatre activities are open to all full-time students.

### 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, 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 Department 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 constituting the Chief Justice Board.

Et Cetera is a campus literary magazine published annually.

### RELIGIOUS LIFE

A number of local churches, 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 and softball; Men: football, basketball, baseball, indoor and outdoor track, cross country, tennis, golf, swimming and wrestling.

## 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: drama, forensics, music, religion, honorary, professional, Greek, social, and sports. For more information, contact the Student Life Office or consult the Student Handbook.

## NEW STUDENT INFORMATION PROGRAMS

New Student Information 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, advise, and develop the academic program of each student, in addition to introducing the incoming students to university policies, regulations, and community life.

## 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 Vice President for 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 Vice President for Student Affairs.

## STUDENT CONDUCT

The faculty and administration of Marshall University 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 the 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. Also 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 available in the Student Life Office or the Student Government Office.

#### 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.



# 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 pages 43-45.

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 500-599 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 hour 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.
  - I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason. The 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. 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. The grade is not considered in determining the 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. 49) CR and NC are not considered in determining the quality point average.

### 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," 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.
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, p. 43).

## 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 performances.

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. The 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 those 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

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 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.

### **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, below).

### **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.

### **POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES**

Whereas, The Board of Regents at its meeting on June 8, 1971, recognized that the state system of higher education should provide flexible opportunities which facilitate the attainment of individual educational objectives, and

Whereas, The Board at that time recorded its intention to establish a policy concerning the transfer of credits and grades which would enable students who complete college-parallel programs in the state community colleges to obtain baccalaureate degrees in two additional years with the possible exception of certain specialized curricula,

Therefore Be It Resolved, That the West Virginia Board of Regents establishes the following policy regarding the transfer of student credits and grades between two-year and four-year institutions and between four-year institutions in the public higher educational system of West Virginia.

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

2. 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 any baccalaureate degree-granting institution in the state system.

3. Transfer students must fulfill the graduation requirements of the institution from which they expect to receive a degree.

4. Each institution shall establish reasonable and nondiscriminatory policies that

will permit transfer students from within the state system to graduate with honors.

5. Consistent with provisions 1 and 2 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, provided that the average be determined according to Board-approved regulations applicable to the institution from which the student is transferring.
- b. An average of "C" on work taken at the degree-granting institution, and an over-all "C" average according to the rules of that institution, as well as any requirements that may be established under provision 3 above.
- c. The completion of up to 36 additional hours of credit, in residence, regardless of the number of hours transferred.
- d. The completion of 16 of the last 32 hours before graduation in residence.
- e. The completion of up to 15 additional hours of credit in the major field regardless of the number of hours and the nature of the courses transferred.

Be It Further Resolved, That any policies of this Board contrary to the foregoing are rescinded.

Adopted: West Virginia Board of Regents  
November 5, 1971

### MINIMUM RESIDENCE REQUIREMENTS FOR GRADUATION

For all undergraduate degrees 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. 104 and 115).

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.

### 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 201 H or the passing of a qualifying examination in English composition.

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).

Foreign 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 issues 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

An audit student is one who enrolls as an observer or listener only. 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. Audit students receive no 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.

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. The decision to take a course on this basis must be made during registration and may not be changed after the end of the registration period. Courses taken on the credit/non-credit basis must be in areas other than the student's major area or teaching specialization.

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 basis will be counted for credit the same as any other course. 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.

### THE DEAN'S LIST

Students registered 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 will be made by the state program coordinator. For their participation in the program students will receive 12 hours of academic credit and an educational stipend. It is a program requirement that participants live in approved housing in the Charleston area.

Academic credit for the program is divided among three courses:

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. Such 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. Juniors 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 committee, may receive six to eight hours credit during their senior year in courses numbered 495H and 496H. 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. Both courses must be taken in sequence in order to receive credit.

Interdisciplinary honors seminars are held for freshmen, sophomores and upperclassmen. Further information is found in the University Honors listing on page 209.

### 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 72 hours of work at Marshall University (work transferred from another institution 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 work completed by a student at Marshall University is included in determining graduation with honors.
3. Work transferred from another institution 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 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 educational experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units may be awarded as whole units or as 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., and a five contact-hour offering 0.5 C.E.U.

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 Office of Academic Affairs, Old Main 110, or the West Virginia Board of Regents.

## DEGREE PROGRAMS OFFERED AT MARSHALL UNIVERSITY

### Associate Degree

Accounting	A. A. S.
Chemical Technology	A. A. S.
Clerical	A. A. S.
Cytotechnology	A. S.
Engineering Technology	A. A. S.
Civil	
Electrical	
Mechanical	
Fire Science Technology	A. A. S.
Food Service Technology	A. A. S.
General Business	A. A. S.
Industrial Supervision Management	A. A. S.
Legal Assistant	A. A. S.
Library Media Technology	A. A.
Medical Laboratory Technology	A. A. S.
Nursing	A. S. N.
Occupational Safety	A. A. S.
Police Science	A. A. S.
Radiologic Technology	A. A. S.
Real Estate	A. A. S.
Retailing	A. A. S.
Secretarial Studies	A. A. S.
Secretary	
Legal	A. A. S.
Medical	A. A. S.
Small Business Management	A. A. S.

### Baccalaureate Degree

Accounting	B. B. A.
Art	B. A.
Biological Science	B. S.
Botany	B. S.
Chemistry	B. S., B. S. Chem.
Computer Science	B. S.
Corrections	B. S.
Cytotechnology	B. S. Cytotechnology
Dietetics	B. S.
Distributive Education	B. S.
Economics	B. A., B. B. A.
Education, Early Childhood	B. A.
Education, Elementary	B. A.
Education, Secondary	B. A.
English	B. A.
Finance	B. B. A.
Foreign Languages	B. A.

Classical Languages	
French	
German	
Spanish	
Geography	B.A., B.S.
Geology	B.A., B.S.
History	B.A.
International Affairs	B.A.
Journalism	B.A.
Law Enforcement	B.S.
Management	B.B.A.
Marketing	B.B.A.
Mathematics	B.S.
Medical Technology	B.S.M.T.
Nursing	B.S.N.
Philosophy	B.A.
Physics	B.S.
Political Science	B.A.
Psychology	B.A.
Recreation	B.S.
Regents	B.A.
Rehabilitation Education	B.A.
Social Work	B.S.W.
Sociology	B.A.
Speech	B.A.
Zoology	B.S.

#### Undergraduate Teaching Specialization

Art, Grades K-12
Art, 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, Grades 7-9
Home Economics, Comprehensive, 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
Recreation (non-teaching)
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, 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 Degree

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

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.
Counseling	M.A.
Criminal Justice	M.S.
Education, Early Childhood	M.A.
Education, Elementary	M.A.
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.

### 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.

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 total 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 any English Composition Course at any accredited institution, Speech 103 or any Speech performance course, introductory level foreign language or conversational language.

Humanities: Bible, Religion, Philosophy, Classics, Literature, Appreciation (Art or Music) or any course called Humanities at any accredited institution.

Natural Sciences: Chemistry, Physics, Geology, Geography (Physical only), Biological Science, Botany, Zoology, or any course called Natural Science at any accredited institution.

Social Sciences: Economics, Psychology, Sociology, Anthropology, History, Social Studies, Political Science, Geography (Social or Economic only) or any course called Social Science at any accredited institution.

Grade Point Average: 2.00

Residence: 15 hours in the state system, including community colleges.

Rules Relating to F's: All F's received one year 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

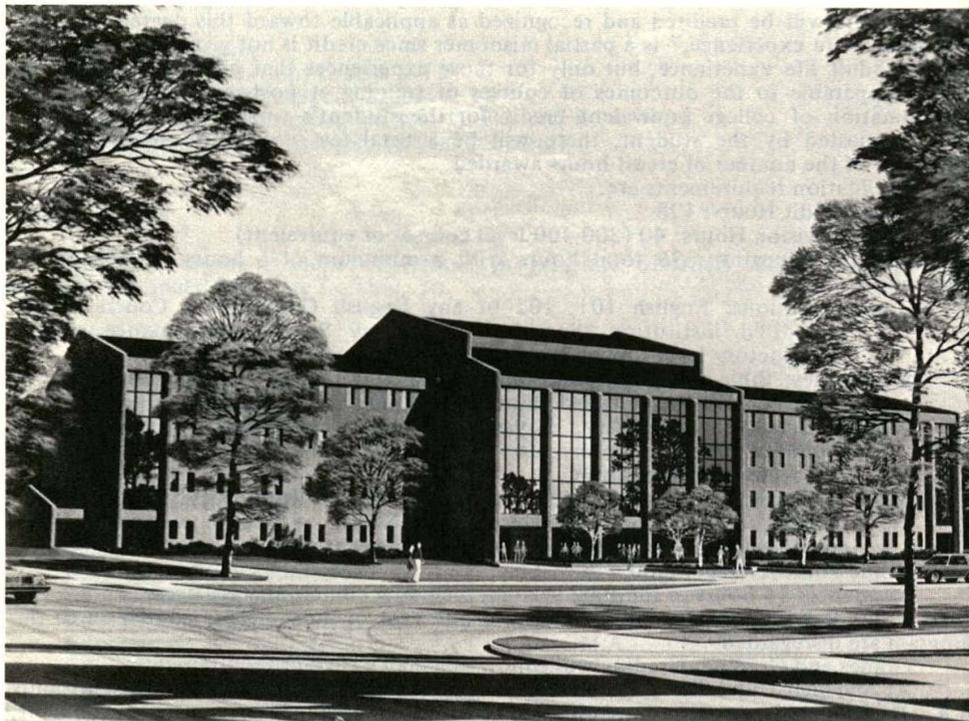
Marshall University

Huntington, West Virginia 25701

or call (304) 696-6400

## SECOND 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. Grade point averages and graduation with honors must conform to existing university policies.



Artist's concept of new College of Business building which is under construction.

# 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. In 1975, all associate degree programs were transferred to the Community College. The interdisciplinary program in Computer Studies was housed with the college in 1975. The Department of Military Science is also housed in the college. 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 and Master of Arts in Business Education.

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 organizations. 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 of unconventional educational backgrounds, or those having special needs.

The college maintains a full-time Advising Office (at Prichard 411) principally for freshmen and sophomore majors, or for upper division students who have not settled on a particular major 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 settled upon one of the majors provided within the BBA are assigned to a faculty advisor in the designated major department by the chairman of that department. This assignment may be made as early as the freshman year or as late as the senior 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
  - b. Economics
  - c. Finance (Option in Finance or in Insurance)
  - d. Management (Option in Health Care Management)
  - e. Marketing (Option in Marketing or in Transportation)
2. Bachelor of Science degree, with major in Computer Science.
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. The Department of Military Science offers courses leading to a commission in the United States Army, contingent upon graduation from the university.
6. 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. Persons do not incur a military obligation upon entering the program. 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 must accept a commission in the United States Army, if tendered.

### 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 military science courses receive a cash allowance of \$100.00 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 \$500.00 for participating in this training. Total remuneration for the final two years is approximately \$2,500.00. All textbooks, uniforms, and equipment are furnished at no cost to students.

### **Credit**

Courses in Military Science 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 \$11,000.00 per year.

### **Two Year Program**

Those 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 \$500.00. Students may also gain two years of ROTC credit through special on-campus modular training programs. Students interested in two year programs should contact the Military Science Department. If qualified, veterans may be awarded credit for the first two years of ROTC.

### **Curriculum**

The military science curriculum can be taken in conjunction with any of the four year university degree programs. As a general rule freshmen should take 100 level military science courses, sophomores should take 200 level military science courses, etc. Some course substitution is allowed. For example, Management 320 may replace Military Science 301.

### **Qualifications**

Participation in the military science program requires approval of the Professor of Military Science. First year students may enroll without prior approval. Approval will be granted during the first two weeks of each semester. Generally, the items checked prior to approval are age, physical condition, citizenship, and court convictions.

## **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 those who have one unit of high school speech or can demonstrate a proficiency in oral communications.	
Speech 207 . . . . .	3
Humanities . . . . .	6
A. To meet this requirement, the student may select from among any courses offered by the Departments of Classical Studies, English, Philosophy or Bible and Religion. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
B. For the student who is uncertain, a choice from the following list of courses is recommended:	
English 300, 301, 450, 451; Bible and Religion 300, 301; Philosophy 201; Classics 200.	
Fine Arts . . . . .	2 or 3
A. 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, 401, or 405. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions	
B. For the student who is uncertain, a choice from the following list of courses is recommended:	
Art 112, Music 175, or Physical Education 160.	
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. 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 student 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 Institutions . . . . .	6
International Institutions . . . . .	6
A. To meet these requirements, the student must select from among the courses offered by several departments as follows:	
a. Anthropology 430, 455, 456, 457, 458: American Institutions All other Anthropology courses: International Institutions	
b. Economics: All courses above 300 are American Institutions. Except 408, 410, 420, 460; International Institutions	
c. Geography 206, 305, 320, 401, 414, 415, 420: American Institutions All other Geography courses: International Institutions (except 418)	
d. History 221, 222, 308, 309, 316, 317, 318, 319, 330, 331, 333, 342, 350, 404, 405, 432; American Institutions All other History courses: International Institutions	
e. Modern Languages: All courses count as International Institutions	
f. Political Science 104, 202, 235, 301, 303, 307, 333, 376, 381, 383, 423, 429, 430, 433, 436, 440, 450, 452, 453, 461, 484, 485: American Institutions 105, 207, 209, 370, 405, 406, 407, 408, 409, 410, 411, 415, 422, 425, 426, 427, 470: International Institutions	
g. Social Studies 104, 105, 106: International Institutions	
h. Sociology: All courses numbered above 200 (except 345 and 445) count as American Institutions.	
In selecting courses, the student should pay careful attention to prerequisites or other course restrictions.	

B. For the student who is uncertain, a choice from the following lists of courses is recommended:

- a. American Institutions: Economics 342; History 330, 331; Political Science 104, 201, Sociology 342.
- b. International Institutions: Anthropology 301; Geography 203; Economics 360; History 219, 220; Political Science 105; Social Studies 104, 105, 106; and any Modern Language courses.

**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 Studies 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**

First Semester	Hrs.	Second Semester	Hrs.
English 101 . . . . .	3	English 102 . . . . .	3
Speech 103 . . . . .	3	Speech 207 . . . . .	3
Mathematics 120 . . . . .	3	Mathematics 190 . . . . .	5
Fine Arts elective . . . . .	2-3	Computer Studies 101 . . . . .	3
International Institutions elective . . . . .	3	American Institution Elect. . . . .	3
	<u>14-15</u>		<u>17</u>

**Second Year**

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

**MAJORS**

**ACCOUNTING**

**Third Year**

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

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 413 . . . . .	3	Management 460 . . . . .	3
Accounting 414 . . . . .	3	Electives . . . . .	6
American Institutions elective . . . . .	3	Accounting electives . . . . .	6
Electives . . . . .	8	(Accounting 412 and 418 OR 430 and 431)	
	<u>17</u>		<u>15</u>

## ECONOMICS

## Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340 . . . . .	3	Economics elective . . . . .	3
Finance 323 . . . . .	3	Economics elective . . . . .	3
Economics 326 . . . . .	3	Management 318 . . . . .	3
Economics 328 . . . . .	3	International Institution elective . . . . .	3
Management 320 . . . . .	3	Elective . . . . .	3
Finance 307 . . . . .	3		
	<u>18</u>		<u>15</u>

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Economics elective . . . . .	3	Economics elective . . . . .	3
Economics elective . . . . .	3	Electives . . . . .	12
American Institution elective . . . . .	3		
Electives . . . . .	8		
	<u>17</u>		<u>15</u>

## FINANCE

## Third Year

First Semester	Hrs.	Second Semester	Hrs.
Marketing 340 . . . . .	3	Finance 324 . . . . .	3
Finance 323 . . . . .	3	Finance elective * . . . . .	3
Finance elective * . . . . .	3	International Institutions elective . . . . .	3
Management 320 . . . . .	3	Finance 308 . . . . .	3
Management 318 . . . . .	3	Elective . . . . .	3
Finance 307 . . . . .	3		
	<u>18</u>		<u>15</u>

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 430 . . . . .	3	Finance 434 . . . . .	3
Finance 435 . . . . .	3	Electives . . . . .	9
Finance elective * . . . . .	3	Management 460 . . . . .	3
American Institutions elective . . . . .	3		
Electives . . . . .	5		
	<u>17</u>		<u>15</u>

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

**FINANCE (INSURANCE OPTION)**

## Second Year

Finance 225, Recommended for second year.

## Third Year

Finance 327 and 329 taken in place of Finance 324 and an Elective.

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Finance 335 . . . . .	3	Finance 435 . . . . .	3
Insurance elective . . . . .	6	Electives . . . . .	9
Electives . . . . .	2	Management 460 . . . . .	3
American Institution elective . . . . .	3		
	<hr/>		<hr/>
	14		15

**MANAGEMENT**

## Third Year

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

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Management 418 . . . . .	3	Management 422 . . . . .	3
Management 420 . . . . .	3	Management 426 . . . . .	3
Management 424 . . . . .	3	Management 460 . . . . .	3
American Institutions 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 Institution elective . . . . .	3	American Institution elective . . . . .	3
	<hr/>		<hr/>
	18		18

\*Recommended electives: ACC 347, ACC 348, ECN 326, ECN 430, FIN 324, MKT 440, MKT 437, MGT 360, and MGT 419.

## 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
Electives * . . . . .	6	Management 455 or 460 . . . . .	3
	<hr/>		<hr/>
	16		13

## 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	International Institutions elective . . . . .	3
Finance 307 . . . . .	3	Finance 323 . . . . .	3
Elective . . . . .	3		
	<hr/>		<hr/>
	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	Electives . . . . .	6
American Institutions elective . . . . .	3	Management 460 . . . . .	3
Electives . . . . .	5		
	<hr/>		<hr/>
	17		15

## MARKETING (TRANSPORTATION OPTION)

## Third Year

First Semester	Hrs.	Second Semester	Hrs.
Management 318 . . . . .	3	International Institution elective . . . . .	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		
	<hr/>		<hr/>
	18		15

## Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
American Institutions elective . . . . .	3	Marketing 442 . . . . .	3
Elective . . . . .	2	Marketing 450 . . . . .	3
Marketing elective ** . . . . .	3	Management 460 . . . . .	3

\*Electives: MGT 418, MGT 426, ACC 347, MGT 454, MGT 456, MKT 437, or any Management 300-400 level course.

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

Marketing 430	3	Electives	6
Marketing 449	3		
Marketing 440	3		
	17		15

**OFFICE ADMINISTRATION**

In July, 1975, the West Virginia Board of Regents announced its decision to terminate the major in Office Administration within the Bachelor of Business Administration degree at Marshall University. No freshmen may be admitted to this major subsequent to May, 1976, and previously enrolled students or transfer students must complete their programs by 1979. Transfer students will be subject to the program as described in the 1975-76 catalog.

**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, 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, 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
This requirement may be waived by the Speech Department for those who have one unit of high school speech or can demonstrate a proficiency in oral communications.	
Humanities	9
A. To meet this requirement, the student may select from among any courses offered by the Departments of Classical Studies, English, Philosophy or Bible and Religion. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
B. For the student who is uncertain, a choice from the following list of courses is recommended: English 300, 301, 450, 451; Bible and Religion 300, 301; Philosophy 201; Classics 200.	
Fine Arts	2 or 3
A. 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, 401, or 405. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	
B. For those who are uncertain, a choice from the following list of courses is recommended: Art 112, Music 175, or Physical Education 160.	
Natural Sciences	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 Sciences. In selecting courses, the student should pay careful attention to prerequisites and other course restrictions.	

Mathematics . . . . .	16
Mathematics 131, 230, 231, 340. Any student without background for the above courses must take necessary courses without graduation credit.	
Behavioral Sciences . . . . .	3-6
Psychology 201 and Sociology 200 or Anthropology 201.	
Social Science . . . . .	12
To meet these requirements, the student must select from among the courses offered by several departments as follows:	
a. Anthropology: Any Anthropology courses.	
b. Economics: All courses above 300.	
c. Geography: All Geography courses except 318, 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: All 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 & Information Sciences 210	2
Science Elective . . . . .	4	Computer & Information Sciences 211	1
		Science elective . . . . .	4
	<hr/>		<hr/>
	17		17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
Accounting 215 . . . . .	3	Accounting 216 . . . . .	3
Economics 242 . . . . .	3	Management 320 . . . . .	3
Mathematics 231 . . . . .	4	Mathematics 340 . . . . .	3
Psychology 201 . . . . .	3	Management 318 . . . . .	3
Computer & Inf. Sciences 220 . . . . .	2	Computer & Info. Sciences 300 . . . . .	3
Computer & Inf. Sciences 221 . . . . .	1	Computer & Inf. Sciences 217 . . . . .	1
Computer & Inf. Sciences 215 . . . . .	1		
	<hr/>		<hr/>
	17		16

Third Year

**Computer Science Option**

First Semester	Hrs.	Second Semester	Hrs.
Management 422 . . . . .	3	Management 418 . . . . .	3
Finance 323 . . . . .	3	Computer & Inf. Sciences 320 . . . . .	3
Humanities elective . . . . .	3	Computer & Inf. Sciences 335 . . . . .	4
Social Science elective . . . . .	3	Computer & Inf. Sciences 337 . . . . .	3
Computer & Inf. Sciences 310 . . . . .	3	Humanities elective . . . . .	3
Computer & Inf. Sciences 350 . . . . .	3		
	<hr/>		<hr/>
	18		16

## Third Year

## Information Systems Option

First Semester	Hrs.	Second Semester	Hrs.
Management 422 . . . . .	3	Management 418 . . . . .	3
Finance 323 . . . . .	3	Computer & Inf. Sciences 320 . . . . .	3
Humanities elective . . . . .	3	Computer & Inf. Sciences 335 . . . . .	4
Social Science elective . . . . .	3	Computer & Inf. Sciences 355 . . . . .	3
Computer & Inf. Sciences 310 . . . . .	3	Humanities elective . . . . .	3
Computer & Inf. Sciences 350 . . . . .	3		
	18		16

## Fourth Year

## Computer Science Option

First Semester	Hrs.	Second Semester	Hrs.
Computer & Inf. Sciences 435 . . . . .	3	Computer & Inf. Sciences 445 . . . . .	3
Computer & Inf. Sciences 440 . . . . .	3	Computer & Inf. Sciences elective . . . . .	3
Social Science elective . . . . .	3	Special elective* . . . . .	3
Humanities elective . . . . .	3	Social Science elective . . . . .	3
Mathematics 443 . . . . .	3	Marketing 340 . . . . .	3
Computer & Inf. Science elective . . . . .	3		
	18		15

## Fourth Year

## Information Systems Option

First Semester	Hrs.	Second Semester	Hrs.
Computer & Inf. Sciences 450 . . . . .	3	Computer & Inf. Sciences 460 . . . . .	3
Computer & Inf. Sciences 337 . . . . .	3	Computer & Inf. Sciences elective . . . . .	3
Computer & Inf. Sciences elective . . . . .	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 and additions to those regulations.

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. Students attending senior colleges and universities who wish to transfer to Marshall University may expect to have all credits accepted against requirements in the Business curriculum. Students should pursue programs of study similar to those outlined above for Business majors in the first year, second year, etc.

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 may not take any courses in the College of Business or in the Department of Economics 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 the BBA degree 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.



# College of Education

The purpose of the College of Education is to function as the means for the preparation of teachers and school service personnel. This preparation is accomplished through meaningful curricula planning and faculty organization.

## 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.

## 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.

Students who receive transfer credit for courses which are co-requisite to the pre-student teaching activities are required to complete the activities as non-credit assignments.

The first of these activities accompanies Educational Foundations 218, Human Development, and consists of assigned experiences in an elementary school designated by the Office of Clinical Experiences. The specific assignment, the nature of the experiences and the length of the experiences are determined by the faculty. The successful completion of these experiences is required for a passing grade in Educational Foundations 218. The second required laboratory experience for all students is associated with the "Methods" course for secondary students and Curriculum and Instruction 443 for elementary students. An exception to this is made in the case of majors in music, vocational home economics, and speech and hearing therapy. Students in these areas will complete this experience with their Educational Foundations 319 course. The successful completion of the experiences is required for a passing grade in Educational Foundations 319. A student must have attained sophomore standing (26 hours) and have completed Educational Foundations 218 to enroll for Educational Foundations 319.

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 Foundations 218 and 319.
6. Successful completion of Speech-Hearing screening.
7. Recommendation by advisor.
8. Recommendation by program representative.
9. 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 of education, must complete student teaching at Marshall University.

A student may not enroll for more than one course other than those included in the student teaching block, during the semester in which student teaching is included in his schedule of classes. Any class scheduled during the student teaching 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 mid-term 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.

An application for permission to enroll for student teaching during the summer must be filed in the office of the Director of Student Clinical Experiences twelve (12) weeks prior to the beginning of the summer session.

2. *Student teaching is preceded by an orientation period* which includes 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)* 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**

#### **Grade 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

### NATIONAL TEACHER EXAMINATIONS

All College of Education students must complete the National Teacher Examinations during their senior year. The NTE includes:

1. The *common* examination.
2. The *area* examination.

Applications for the examination 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 three (3) 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 on the date of their entrance. When the time between entrance and graduation is greater than ten years, the student must meet the graduation requirements in effect on the date of his graduation. For courses no longer offered, substitutions may be made by permission of the Academic Dean.

To meet requirements for recommendation for teacher certification, no catalog previous to the 1967-68 edition may be used. In all cases, students entering the College of Education under the 1967-68 catalog and thereafter must meet the prevailing requirements for teacher certification.

### 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
  - 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, Grades 7-9  
 Home Economics, Comprehensive, 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  
 Recreation (non-teaching)  
 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, and Math 100, Developmental Mathematics, are not included in the minimum one-hundred and twenty-eight (128) hour total. Students who are required to take English 100 and/or Math 100 must complete an additional three (3) or six (6) semester hours of work for a minimum total of one-hundred and thirty-one (131) or one-hundred and thirty-four (134) semester hours for graduation.
  - 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.



**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, 408	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
C.	General Requirements (See page 75.) . . . . .	44
D.	Art majors must submit near the end of the sophomore year a portfolio of art work completed in the freshman and sophomore years for review by the Art faculty. This must be submitted prior to enrollment for advanced art classes.	
E.	Art majors must present during the senior year a satisfactory exhibition of creative work.	
F.	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 75.) . . . . .	44
D.	A second 7-12, K-12 or 7-9 Teaching Specialization*	
E.	Art majors must submit near the end of the sophomore year a portfolio of art work completed in the freshman and sophomore years for review by the Art faculty. This must be submitted prior to enrollment for advanced art classes.	
F.	Art majors must present during the senior year a satisfactory exhibition of creative work.	
G.	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 Math 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):	
	Biological Science 431, 482, Botany 302	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
C.	General Requirements (See page 75.) . . . . .	44
D.	A second K-12, 7-9, or 7-12 Teaching Specialization*	

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

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

- E. National Teacher Examinations: Commons and Area Examination for Biology and General Science.

### BUSINESS EDUCATION COMPREHENSIVE 7-12

A.	Teaching Specialization* . . . . .	49-54
	Accounting 215, 216 and 348 . . . . .	9
	Economics 241 and 242 . . . . .	6
	Finance 307 . . . . .	3
	Management 318, 320 . . . . .	6
	Marketing 340 . . . . .	3
	Office Administration 103**, 104, 105, 201**, 202, 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 75.) . . . . .	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
	Accounting 215, 216, and 348 . . . . .	9
	Economics 241 and 242 . . . . .	6
	Finance 307 . . . . .	3
	Marketing 340 . . . . .	3
	Office Administration 103,**** 104, 105, 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
C.	General Requirements (See Page 75.) . . . . .	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

\*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.

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

	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 75) . . . . .	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 7-12

A.	Teaching Specialization . . . . .	45
	Accounting 215	3
	Distributive Education 101, 201, 401, 416, 426	18
	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 . . . . .	30
	Curriculum and Instruction 421, 445, 450	14
	Distributive Education 405	3
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
	Vocational Technical Education 410	3
C.	General Requirements (See Page 75) . . . . .	44
D.	A second K-12, 7-9, or 7-12 Teaching Specialization*	
E.	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.	
F.	National Teacher Examinations: Commons and Area Examination for the K-12 or 7-12 specialization which must accompany Distributive Education.	

### EARLY EDUCATION - N-K

A.	Teaching Specialization - Elementary 1-6* . . . . .	51
	Art 113, 340	6
	Curriculum and Instruction 201, 203, 300, 307, 342, 370, 443, 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

\*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.

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 75 ) . . . . .	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, 370, 443, 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 75) . . . . .	44
D.	Specialization Requirements: Students preparing to teach in the elementary school may select one of the subject specializations for grades 4-8, a specialization for Early Education N-K, Mental Retardation K-12, or Physically Handicapped K-12.	
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 75) . . . . .	44
D.	A second 7-12, K-12, or 7-9 Teaching Specialization*	
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

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

	French Conversation 310 or 311	3
	French Civilization 405 or 406	3
B.	Professional Education (See second specialization)	31
C.	General Requirements (See page 75)	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 75)	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.	

**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 Foundations 218, 319, 406	9
	Educational Media 365	1
C.	General Requirements (See page 75)	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*	12-14
	Biological Science 306	4
	Geology: (Select one course) 200 or 201L	1-3
	Physical Science: (Select four hours) 109 or 110	4
	Physical Science 400	3
B.	Professional Education (See second specialization)	31
C.	General Requirements (See page 75)	44
D.	Completion of a Specialization for Elementary Education 1-6*	48
E.	National Teacher Examinations: Commons and Area 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 K-12 or 7-12 if he also wishes to complete French 7-9. This specialization may not be combined with French 7-12.

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

\*\*\*\*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.

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

**GENERAL SCIENCE 7-12**

A.	Teaching Specialization*	29-32
	Biological Science 101, 102	8
	Geology 200, 210L	4
	Physical Science 109, 110**, 400	11
	Mathematics: (Select three to five hours of Math 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, 468, and 475	21
	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1
C.	General Requirements (See page 75)	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.	

**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 75)	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
	Home Economics 110, 112, 203, 212, 303, 306, 314, 351, 354, 358, 415, and 461	
B.	Professional Education Requirements (See second Specialization.)	31
C.	General Requirements (See page 75)	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 Specialization	46
----	-------------------------	----

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

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

\*\*\*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.

	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) 402, 405, or 413	3
B.	Professional Education . . . . .	32
	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 75) . . . . .	44
D.	National Teacher Examinations: Commons and Area Examination for Home Economics.	

### JOURNALISM 7-12

A.	Teaching Specialization . . . . .	32-36
	Journalism 201, 202, 241, 302, 360, 402, 404, 428, and 440	29
	Journalism Electives (Select three to seven hours) 240, 304, 308, 310, 401, 480 or 481	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 75) . . . . .	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 75) . . . . .	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

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

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

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

\*\*\*\*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.

B.	Professional Education Requirements (See Second Specialization)	31
C.	General Requirements (See page 75)	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 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 75)	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 75)	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 550	18
	Mathematics 330 or 452	3
	Mathematics 225 or 445	3
B.	Professional Education (See Second Specialization)	31
C.	General Requirements (See page 75)	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 Math 7-9.	

**MATHEMATICS 7-12**

A.	Teaching Specialization****	34-35
	Mathematics 131, 230, 231, 330, 443, 445, 448, 449 and 450	31
	Mathematic Electives: (Select three or four hours from Math courses at the 300 or 400 level)	3-4
B.	Professional Education	31

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

\*\*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.

\*\*\*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.

	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 75)	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, 370, 443, 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
	Education Foundations 218, 319, and 406	9
	Educational Media 365	1
D.	General Requirements (See page 75)	44
E.	National Teacher Examinations: Commons and Area Examination for Mental Retardation K-12.	

**MUSIC K-12**

A.	Teaching Specialization	62
	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 443 or 445	3
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
	Music 338 and 340	6
C.	General Requirements (See page 75) *****	42
D.	National Teacher Examinations: Commons and Area Examination for Music.	

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

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

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

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

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

**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 75)	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, 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 75)	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.	

**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	39
	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	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 75)	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 Requirements. Skill competency may be completed through taking courses or through testing.	
	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.	

\*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 completed concurrently.

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

### PHYSICAL EDUCATION 7-12

A.	Teaching Specialization* . . . . .	40-44
	Health Education 222 . . . . .	3
	Physical Education 118, 201, 218, 321, 345, 365, 370, 410, 455, 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 75) . . . . .	44
D.	A second 7-12 or 7-9 Teaching Specialization* . . . . .	
E.	National Teacher Examinations: Commons and Area Examination for Physical Education.	
F.	Motor Skills Requirements. Skill competency may be completed through taking courses or through testing.	
	1. A competency test can be completed in one of two ways: <ol style="list-style-type: none"> <li>a. The student may take the competency test while enrolled in the course.</li> </ol>	

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

- 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, and Intermediate Modern.
    - b. Individual and Dual Sports: Beginning & Intermediate Tennis, Beginning & Intermediate Badminton, Beginning & Intermediate Aquatics, Beginning & Intermediate Gymnastics, Beginning & Intermediate Golf, Beginning Wrestling, Beginning Track & Field, Beginning Bowling, and Beginning Archery.
    - c. Team Sports: Beginning & Intermediate Soccer, Beginning & Intermediate Volleyball, Beginning Basketball, Beginning Field Hockey, and Beginning Softball.

**PHYSICALLY HANDICAPPED K-12\***

A.	Teaching Specialization - Elementary 1-6**	51
	Art 113, 340	6
	Curriculum and Instruction 201, 203, 300, 307, 342, 370, 443, 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)	
	Social Studies 104, 105, or 106 ****	6

\*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.

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

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

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 75) . . . . .	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	37
	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 & Instruction 320, 425, 444, and 495	12
	Educational Foundations 435	3
	Speech 418	3
C.	Professional Education . . . . .	35
	Curriculum and Instruction 405, 421, 445, 450, 473, 475, and 496	25
I	Educational Foundations 218, 319, and 406	9
	Educational Media 365	1
C.	General Requirements (See page 75) . . . . .	44
E.	National Teacher Examinations: Commons and Area Examination for Physical Education.	
F.	Motor Skills Requirements. Skill competency may be completed through taking courses or through testing.	
	1. A competency test can be completed in one of two ways:	
	a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.	
	b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed the competency is fulfilled.	
	NOTE: Once the cognitive test has been passed the student will not repeat that portion of the competency test a second time, although the student fails the psychomotor test.	
	2. The motor skills which can be used to fulfill these competencies have been divided into three areas:	
	a. Dance: Two beginning skills are required.	
	b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.	
	c. Team Sports: One beginning skill and one intermediate skill is required.	
	NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.	

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

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, and Intermediate Modern.
  - b. Individual and Dual Sports: Beginning & Intermediate Tennis, Beginning & Intermediate Badminton, Beginning & Intermediate Aquatics, Beginning & Intermediate Gymnastics, Beginning & Intermediate Golf, Beginning Wrestling, Beginning Track & Field, Beginning Bowling, and Beginning Archery.
  - c. Team Sports: Beginning & Intermediate Soccer, Beginning & Intermediate Volleyball, Beginning Basketball, Beginning Field Hockey, and Beginning 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
	Curriculum and Instruction 421, 445, 450, 474, 475	21
	Educational Foundations 218, 319, 406	9
	Educational Media 365	1
C.	General Requirements (See page 75)	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.	

**RECREATION - NON TEACHING**

The College of Education offers a non-teaching interdisciplinary program in recreation leading to the Bachelor of Science degree. The program qualifies individuals for careers in leadership, supervision, and management in various leisure service agencies.

Graduates in Recreation will qualify to become recreation directors in community centers, industries, and community schools, as well as serving as supervisors in youth serving agencies, municipal and state agencies, therapeutic settings, and as specialists in one or more programs.

A.	Admission to the Major	
	Students interested in becoming recreation majors should enroll for Recreation 190 - Introduction to Recreation. During the term of enrollment students will be given an Application for Admission form, and those students completing that form will attend an orientation meeting and be evaluated for admission. To be admitted to a full major status the student must:	
	1. Be enrolled in the College of Education as pre-major in Recreation	
	2. Have at least a 2.0 overall grade point average	
	3. Earn a grade of "C" or above in Recreation 190	
B.	Specialization Requirements	63-66
	Recreation 190, 280, 291, 325, 391, 420, 475, and 491	27
	Recreation Electives: (Select seven to nine hours from the following) 303, 350, 430, 440, or 460	7-9
	Geography 320	3
	Health Education 222	3

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

Journalism 330	3
Management 320	3
Physical Education: (Select six hours from Physical Education Activities)	6
Safety Education 235	3
Sociology 205	3
Electives: (Select two courses from the following)	
Art 113, 340, Music 303, or Speech 250	5-6
C. General Requirements (See page 75)	44
D. Electives (To meet minimum 128 hours)	18-21

**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*	70
Counseling and Rehabilitation 306, 307, 310, 315, 320, 406, 420, 425, 426, 430, 433, 435, 449, and 450	46
Psychology 201 and 311	6
Electives: (Select four courses from the following)	
Criminal Justice 431, Counseling and Rehabilitation 440, 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 455, Curriculum and Foundations 320, 421, 422, 424, 433, 444, Criminal Justice 231, 331, 402, Counseling and Rehabilitation 428, 445, Social Work 436, Sociology 311, 314, or Speech 418	6
B. General Requirements (See page 75)	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 selection for the program.

**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

---

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

B.	Professional Education . . . . .	31
	Curriculum and Instruction 421, 445, 450, 475, and Methods*	21
	Educational Foundations 218, 319, 406	9
	Educational Media 365	11
C.	General Requirements (See page 75) . . . . .	44
D.	A second 7-12 or K-12 Teaching Specialization**	
E.	National Teacher Examinations: Commons and Area Examination for second 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 75) . . . . .	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 & Audio-Visual Services.	

**SECRETARIAL STUDIES 7-12**

A.	Teaching Specialization**** . . . . .	37-42
	Accounting 215 and 216	6
	Economics 241 and 242	6
	Finance 307	3
	Office Administration 103, 104, 105, 201, 202, 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 75) . . . . .	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

\*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.

\*\*\*\*\*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.

	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 75)	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 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 75)	44
D.	A second specialization for Elementary Education 1-6**	48
E.	National Teacher Examinations: Commons and Area Examination for Elementary Education.	

#### 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	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

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

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

\*\*\*Courses in this specialization are also a part of General Requirements.

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

C.	General Requirements (See page 75)	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
	Hispanic Civilization 406	3
B.	Professional Education (See second specialization)	31
C.	General Requirements (See page 75)	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
	Hispanic Civilization 406	3
	Spanish Elective (Select three hours with consent of advisor)	3
B.	Professional Education (See second specialization)	31
C.	General Requirements (See page 75)	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
	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

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

\*\*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.

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

\*\*\*\*\*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.

C.	General Requirements (See page 75)	44
D.	A second 7-12, K-12, or 7-9 Teaching Specialization*	
E.	National Teacher Examinations: Commons and Area Examination for Spanish.	
<b>* SPEECH/LANGUAGE PATHOLOGIST (Non-Teaching 5 year)**</b>		
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 & Instruction 421, and 443 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 75)	44
E.	Graduate Specialization Requirements ****	12
	Speech 601, 626, 670, and 671	
F.	Graduate Speech Electives, approved by advisor ****	24
G.	National Teacher Examinations: Commons and Area Examinations for Speech Pathology	

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

\*\*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 goals 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, or 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 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, Bible and religion, classical studies (Latin, Greek), English, modern languages (French, German, Spanish), music, philosophy, 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 is pursuing a major which is not offered at Marshall University with the idea of transferring to another institution.

## REQUIREMENTS FOR DEGREES

### The Baccalaureate Degree

A student registering in the College of Liberal Arts may elect to receive one of the following four-year degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), 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. Further 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.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, no more than three of which may be from the 100 series. The minor subject may be chosen from any department in the university.

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

#### HUMANITIES

- I. English 101 and 102 or 201H . . . . . 6 hrs.
- 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 hours credit.

The language requirement may be waived for students who have a native fluency in another language or who have acquired the knowledge of another language and its culture, provided the following conditions are met:

1. Successful completion of English 101 and 102.
2. Proof of knowledge of another language and culture as determined by the Department of Modern Languages.

- 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:  
Bible and Religion 206, 210, 304, 310, 430  
Classics 321, 322  
English 300, 301, 304, 307, 310, 311, 318, 329, 331, 340  
French 327, 328, 417, 418, 435, 436  
German 301, 302, 417, 418  
Latin - any 300 or 400 level course  
Spanish 312, 313, 320, 410, 485

- V. Bible and Religion, Classics, or Philosophy . . . . . 2-3 hrs.  
One course to be selected from the following:  
Bible and Religion - any course except Honors  
Classics 101, 200, 319, 435, 436  
Philosophy - any course except 304

**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, 314, 325, 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, chemistry, geology and physics . . . . .12 hrs.
  - II. One course selected from mathematics, depending upon departmental requirements for a major, or Philosophy 304 or 453 . . . . . 3-5 hrs.
- Total
- 47-62 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**

Majors in the fine arts must satisfy the following requirements:

- 1. Art students must submit a portfolio of art work done in the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art.
- 2. A successful exhibition of creative work must be presented by the student during his or her senior year.

Students in the College of Liberal Arts may major in the fine arts and earn the B.A. degree by meeting the general and specific requirements and by taking the following 42 hours of art courses:

203, 214, 215, 217, 218, 307, 350, 401, 402, 404, 406, 455, 456, 470.

**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).

**CRIMINAL JUSTICE**

Bachelor of Science in Law Enforcement

Speech 202 or 207, or English 408 . . . . . 3

Health Education 222	3
Mathematics 125, 225	6
History, Political Science, Psychology, and Sociology:	
12 hours in one area and 6 hours in two of the remaining three areas	24
Criminal Justice 206, 207, 211, 321, 322, 323	18
Criminal Justice electives	12
Liberal Arts requirements	30
Electives	32
<b>Total hours</b>	<b>128</b>

#### Bachelor of Science in Corrections

Speech 202 or 207	3
Mathematics 125, 225	6
History, Political Science, Psychology and Sociology:	
12 hours in one area and 6 hours in two of the remaining three areas	24
Criminal Justice 206, 231, 321, 331, 404, 421	18
Criminal Justice electives	12
Liberal Arts requirements	30
Electives	35
<b>Total hours</b>	<b>128</b>

### 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 School of Business, pp. 61 and 62.

### 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 101-102, 6 hrs. or 201H; 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, 12 hrs., at least 6 of which are at the 400 level. Total, 33 hrs.

### FOREIGN LANGUAGES

#### French, German, 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.98.

### 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.
----------------	---------

### 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 the teacher education curriculum.

#### Dietitians

Students preparing to become dietitians and qualify for membership in the American Dietetic Association must follow the approved course listed below. Upon successful completion of the course they may apply for admission to an internship or to a traineeship program. Graduate internships vary in length at different institutions, the shortest being of six months duration. Several hospitals in West Virginia are cooperating to provide traineeship programs.

Majors in dietetics are required to take the following courses:  
 Home Economics 110, 203, 210, 303, 306, 403, 405, 407, 413, 420  
 Biological Science 101-102, Zoology 315, Botany 302  
 Chemistry 203, 204, 215, 216, 327, 361  
 Management 320, 424  
 Computer Science IS 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. Similar studies can be pursued at other schools with graduate work in one of the subjects or a combination of subjects.

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 15 hours is required of students who receive credit for two years of high school language (the same language as that taken at Marshall) and 21 hours for those who do not. All available conversational courses should be taken.
- b. The following courses are required:
  - Economics 241, 242, 408 and 420
  - Geography 405
  - History 322, 331, 404, 405, 418
  - Political Science 104, 209, 309, 405 and 406.
- c. The student shall develop a sequence of courses consisting of a minimum of 12 hours from among the following:
  - 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 four sequences of study on the undergraduate level in the College of Liberal Arts. These sequences are news-editorial, advertising, broadcast journalism and public relations. These areas of study prepare students for employment in the news-editorial departments of newspapers, 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 plus seven hours from any other journalism courses. Additionally, the following non-journalism courses are required: CIS 101, OAD 201, 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 plus 11 hours selected from the following journalism courses: 308 or 430, 330, 335, 360, 404, 440, 480. Additionally, the following non-journalism courses are required: CIS 101, ECN 241, HST 330 and 331, PSC 307, MKT 340 and 341.

### Broadcast Journalism Sequence

Journalism 101, 201, 202, 240, 350, 351, 402, 414 plus six hours from any other journalism courses. Additionally, the following non-journalism courses are required: CIS 101, 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.

### Public Relations Sequence

Journalism 101, 201, 202, 240, 241, 330, 335, 490 plus nine hours from the following journalism courses: 302, 308, 350, 360, 382, 383, 404, 430, 440, 480. Additionally, the following non-journalism courses are required: CIS 101, 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.

### MODERN LANGUAGES

See Foreign Languages

### MUSIC

The degree program in Music is for the Bachelor of Arts with a teaching specialization for grades K-12. This program is described under College of Education, p. 84, and is designed to prepare the student for West Virginia public school certification for Music K-12. For areas of music specialization, see pp. 187-188 .

### PHILOSOPHY

A minimum of 30 hours is required for a major in philosophy to include 303, 311, 312, 321, 421 or 422.

### POLITICAL SCIENCE

The political science curriculum has two objectives: First, to provide a basic understanding of the functioning of government and prepare students 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 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 three options in accordance with their objectives with respect to graduate professional study:

Option 1 forms a sequence of required courses to provide an adequate foundation for beginning doctoral study upon graduation. The required courses 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, either 323 or 324, 360 and 440. This program constitutes preparation for masters' level training in clinical psychology or related fields.

Option 3 requires completion of a minimum of 30 hours in psychology courses approved by an advisor in relation to the student's interests and objectives. This program is not intended to prepare an individual for graduate study in psychology.

## **SOCIOLOGY AND ANTHROPOLOGY**

The following sequences are available in the department:

1. Sociology Major – Nonprofessional Option. Sociology 200, 300, 344, 345 and 18 additional hours on the 300-400 level. For students not planning to do graduate work. (30 hours).
2. Sociology Major – Preprofessional Option. Sociology 200, 300, 344, 345, 403, 445, plus 12 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. (30 hours).
3. Sociology Major – Community Development Option. Sociology 200, 205, 300, 344, 345, 332 or 442, 400, 439, plus six additional hours on the 300-400 level. For students planning to go into community planning and development or social action programs. (30 hours).
4. Social Work – Majors in Social Work will receive the Bachelor of Social Work degree. The following courses are required for the B.S.W.: Sociology 200, 300, 344, 345, and Social Work 205, 316, 317, 318, 319, 429, 436, 446, 447, 448, and 449. (45 hours)
5. Anthropology Option. 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. (33 hours)

Sociology Minor: Twelve hours of sociology.

Anthropology Minor: Twelve hours of anthropology.

Social Work Minor: Twelve hours of social work.

## **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, 306, 307, 320, 401, 407, or 408.

### **Theatre**

Majors in speech with an emphasis in theatre are required to have Speech 103, 200, 208, 209, 210, 214, 240, 312-313, 314, 320, 403, 446, plus three hours from 404, 405, or 447 and three hours from 321, 440, 445, or 448. It is recommended that these students take at least two courses in dramatic literature and six hours from the following: Art 217 (for those interested in scene design), Art 112, Music 175, Music 196 a, b, c, d (applied voice), Physical Education 160 and 261, Speech 327, and 328.

### **Broadcasting**

Majors in broadcasting are required to complete 103, 200, 230, 233, 331, 332, 434, 435, 437, 333, or 436, 430 or 433, 431 or 432, 239 or JRN 240, and Mathematics 225.

### **Speech Pathology and Audiology**

Majors are required to take the following courses in the department: Speech 103, 240, 370, 420, 422, 424, 425, 426, 429, 439, 460, 463, and 470. Required courses outside the Speech Department are: Psychology 201, 311, 440 and English 475.

## 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 applicant for law school," states the Association, "is the student who has studied under teachers who have inspired, challenged, and pressed him."

All candidates for law school are urged to apply for admission and register for the October or December administrations of the Law School Admission Test. This should be done during the fall of their senior year in college. The Law School Admission Test is explained fully in the Law School Admission Bulletin which is available in the political science department at Marshall. Additional information and helpful advice may be secured from designated prelaw advisors in the Department of Political Science of the College of Liberal Arts and the Department of Finance of the College of Business.

## 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 has 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."



# 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. All associate degrees are awarded by the Community 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 have a quality point average of 2.0 or higher on all work attempted at Marshall University, and must have an average of 2.0 or higher in their major.
2. A minimum of 128 semester hours of credit is required for graduation. Forty-eight hours must be earned in courses numbered 300-499.
3. 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.

## Specific Requirements for the B.A. and B.S. Degrees

### HUMANITIES

- I. English 101 and 102, or 201H . . . . . 6 hrs.
- 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.

The language requirement may be waived for students who have acquired the knowledge of another language and its culture, provided the following conditions are met:

1. Successful completion of English 101 and 102.
2. Proof of knowledge of another language and culture as determined by the Department of Modern Languages.

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:  
 Bible and Religion 206, 210, 304, 310, 430  
 Classics 321, 322  
 English 300, 301, 304, 307, 310, 311, 318, 329, 331, 340  
 French 327, 328, 417, 418, 435, 436  
 German 301, 302, 417, 418  
 Latin - any 300 or 400 level course  
 Spanish 312, 313, 320, 410, 485

V. Bible and Religion, Classics, or Philosophy . . . . . 2-3 hrs.  
 One course to be selected from the following:  
 Bible and Religion - any course except Honors  
 Classics 101, 200, 319, 435, 436  
 Philosophy - any course except 304

**SOCIAL SCIENCES**

1. 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, 314, 325, 332, 342, 352, 400, 401, 412, 413, 433, 439.

**SCIENCE AND MATHEMATICS**

1. 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 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 . . . . .	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.

### Curriculums

B.S. Degree, Major in Chemistry: The student must meet the general requirements for the B.S. degree, and must complete Chemistry 356, 361, 307 or 357, 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, 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 American Society of Clinical Pathologists to give such training. 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.

#### **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 early September must make application on forms obtainable from the Director of Medical Technology. Such application is made in April and acceptance will be made in June. No applications will be accepted after June 1. All academic requirements must have been completed no later than the semester of making application. All students must have a "C" or better average on all college work attempted to be eligible for admission.

Admission is on recommendation of the Committee on Medical Technology and with the approval of the Dean of the School of Medicine and Associated Health Professions. Recommendation by the Admissions Committee will be based on an interview examination. Priority will be given to B.S. degree candidates. In addition, each student must be acceptable to the Registry of Medical Technologists (ASCP).

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
		Chemistry 213-216 . . . . .	2
	<hr/>		<hr/>
	16		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
	<hr/>		<hr/>
	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 (Humanities) . . . . .	3	Electives (Humanities) . . . . .	3
Electives (Social Sciences) . . . . .	3	Electives (Social Sciences) . . . . .	3
	<hr/>		<hr/>
	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
		Cytotechnology 444 . . . . .	3
	<hr/>		<hr/>
	12		12

## Summer Session

First Semester	Hrs.	Second Semester	Hrs.
Cytotechnology 445 . . . . .	3	Cytotechnology 447 . . . . .	4
Cytotechnology 446 . . . . .	1		
	<hr/>		<hr/>
	4		4

One hundred and twenty-eight semester hours are required for the B.S. in Cytotechnology.

## Suggested Electives:

Office Administration . . . . .	4 hrs.
Psychology 418 . . . . .	3 hrs.

## FORESTRY

### Cooperative Plan of Study

Marshall and Duke Universities have entered into an agreement whereby a student may spend three years at Marshall and two years at Duke. At the end of the fourth year he may be eligible for the B.S. degree with a major in botany from Marshall and at the end of the fifth year, eligible for the Master of Forestry degree from Duke University. 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 on the three years of on-campus work. In the fourth year a sufficient number of hours must be successfully completed at Duke University to total 128 when added to those already completed at Marshall.

Forestry majors are required to meet the College of Science requirements for the degree and take the following courses:

Biological Sciences 101 and 102	8 hrs.
Botany 415 and 416	8 hrs.
Biological Science electives (either BSC 404 or Botany)	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 37 hours of required course work in the major; the B.A. candidate, 26 hours of selected 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.

For students interested in entering the coal industry, the Department has a cooperative education program leading to a B.S. degree in Geology. The time requirement for this program is five years. The student's schedules are jointly planned by the Department, the student and the cooperating company. After the initial year, the CO-OP student alternates academic and work experience semesters.

Specific requirements for B.A. degree in Geology:

Mathematics 130, Chemistry 212 and 214, Biological Sciences 4 hours, Geology 26 hours selected.

Specific requirements for B.S. degree in Geology:

Mathematics 131, Physics 4 hours, Chemistry 212 and 214, Biological Sciences 4 hours, Geology 200, 201, 210, 211, 212, 313, 314, 325, 418, 421, 422, 451, 453, 454.

## 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 is successful in the examination, he receives credit and 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 in Applied Science for the Medical Laboratory Technician**

#### **Purpose of the Program:**

The medical laboratory technician curriculum at Marshall University is a two-year total education program comprised of a mixture of general education 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 occupation 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 board examinations administered by the American Society of Clinical Pathology. Upon receiving a passing grade on this examination, the student is certified as a registered medical laboratory technician.

#### **Admission Requirements:**

Admission to the MLT program is limited to 16 students per year because of space limitations at the clinical affiliate. Applicants seeking admission to the program must meet the following requirements:

1. The regular admission requirements to Marshall University.
2. Completion of high school chemistry and biology. Algebra is also recommended.
3. Completion of the American College Test (ACT) with a composite score of 17 or better.
4. Completion of an interview and approval of the Admissions Committee for the MLT program.

In the event that more applications are received than can be accommodated, selection of students will be based upon high school grade point average, ACT scores and personal interviews.

Students initially accepted into the MLT program must maintain a minimum grade point average of 2.5 for all course work completed during the first year in order to continue in the program.

Subject to university regulations and the availability of clinical facilities, up to 16 hours of applicable college credit may be transferred from another accredited institution. Credit for clinical training and/or experience in other medical laboratory programs, such as CLA or military medical technician, may be given upon certification of the Clinical Director of the Medical Laboratory Technician Program who will determine credit on the basis of the results of an equivalency examination prepared by Educational Testing Service and/or proficiency examinations together with the experience record of the individual student.

Students interested in the Medical Laboratory Technician Program should contact the program director to obtain the necessary application forms. Completed applications must be returned by August 1 for those entering the fall class.

## Curriculum for Medical Laboratory Technician

## First Year

First Semester	Hrs.	Second Semester	Hrs.
English 101 . . . . .	3	English 102 . . . . .	3
Speech 103 . . . . .	3	Mathematics 120 . . . . .	3
Zoology 225 . . . . .	4	Zoology 226 . . . . .	2
Chemistry 211 . . . . .	3	Chemistry 212 . . . . .	3
Chemistry 216 . . . . .	2	Chemistry 214 . . . . .	2
Medical Lab. Tech. 101 . . . . .	2	Medical Lab. Tech. 155 . . . . .	4
	<hr/>		<hr/>
	17		17

## Summer

Chemistry 345 . . . . .	4	Botany 302 . . . . .	4
-------------------------	---	----------------------	---

## Second Year

First Semester*	Hrs.	Second Semester*	Hrs.
Elective . . . . .	3	Elective . . . . .	3
Medical Lab. Tech. 200 and . . . . .	6	Medical Lab. Tech. 200 and . . . . .	6
Medical Lab. Tech. 201 OR. . . . .	6	Medical Lab. Tech. 201 OR . . . . .	6
Medical Lab. Tech. 203 and . . . . .	6	Medical Lab. Tech. 203 and . . . . .	6
Medical Lab. Tech. 202 . . . . .	4	Medical Lab. Tech. 202 . . . . .	4
	<hr/>		<hr/>
	13-15		13-15

\*Students will take MLT 200 and 201 OR 202 and 203 in alternate semesters.

**MEDICAL TECHNOLOGY****Bachelor of Science in Medical Technology**

The curriculum in medical technology leads to the B.S. in Medical Technology degree. This curriculum prepares students for positions as medical technologists in hospitals, clinics, and private physicians' laboratories.

Training standards for medical technologists are under the general supervision of the Council on Medical Education and The National Accrediting Agency for Clinical Laboratory Sciences, which inspects, evaluates, and approves schools. The Cabell Huntington Hospital school is so approved. Upon completion of B.S. degree requirements in Medical Technology, students are eligible to take the Medical Technology national examinations. Passing this examination leads to certification by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists.

Two years of academic work may be transferred from other institutions, but a minimum of 30 semester hours in required courses must be earned at Marshall University. Students wishing to transfer clinical work for degree purposes may not do so without successfully passing an examination given by the clinical staff. Clinical work completed as part of a non-degree program or for which Medical Laboratory Technician credit has been received will not be accepted and must be repeated.

The work of the fourth year is largely clinical in nature. Students take the practical and didactic work Mondays through Fridays, 7:00 a.m. to 3:30 p.m. (National holidays excepted). They are subject to the usual regulations and discipline of the regular laboratory staff. The instructional staff holds academic rank in the university. The twelve-month clinical work begins in September and ends the following year in September.

**Admission to the Fourth Year (Clinical Studies)**

Admission to the fourth year clinical studies requires completion of a minimum of 91 academic credit hours to include the following required courses: Chemistry; 22

semester hours - (1) one year general chemistry; (2) quantitative analysis; (3) organic chemistry; and (4) biochemistry. Biological sciences: 16 hours to include one year general biology, histology, and bacteriology. Mathematics: 3-6 semester hours to include college algebra (if ACT score is less than 20) and plane trigonometry. Physics: 8 semester hours. One year general physics. Electives: 3-45 semester hours. Electives, as for any professional career, are courses in arts, humanities including English, social sciences, or additional courses in the natural sciences. The following are suggestions: Foreign languages 3-12 hours; Literature 6 hours; Bible and Religion, classics or Philosophy 2-3 hours; Social Sciences 15 hours; Philosophy 304 or 453, 3-5 hours; Botany 415 or 416, 4 hours; Biological Science 404 or 407, 4 hours; Zoology 300, 301, 315, 424, 16 hours.

Completion of the three-year academic program outlined above does not of itself assure admission to the fourth year clinical curriculum. Students wishing to be considered for clinical training should make application upon forms obtainable from the Director of Medical Technology. Written application should be made before April of the third 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. No applications will be accepted after June 1 for the September class. All students making application must have a "C" or better average on all college work attempted.

A maximum of twelve students will be selected for each September class. Admission is on recommendation of the Committee on Medical Technology and with the approval of the Dean. Selection will be made on the basis of an individual interview examination by the Admissions Committee. Marshall B.S. degree candidates will be considered before post-graduate and transfer applicants who meet the residency requirements specified above. Preference will be given to residents of West Virginia. Each student must be acceptable to the National Accrediting Agency for Clinical Laboratory Sciences (ASCP).

### 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
		Chemistry 214	2
	16		16

#### Second Year

First Semester	Hrs.	Second Semester	Hrs.
Mathematics (any course above 120)	3	Physics 203-204	4
Physics 201-202	4	Chemistry 356	3
Chemistry 355	3	Botany 302	4
Chemistry 361	3	Elective (Social Sciences)	3
Elective (Humanities)	3	Elective	3-4
	16		17-18

#### Third Year

First Semester	Hrs.	Second Semester	Hrs.
Chemistry 345	4	Chemistry 300-301	5
Zoology 424	4	Zoology 300	4
Botany 402	2	Elective	7
Elective (Humanities)	3		
Elective	4		
	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
	14		14

## Summer Session

First Semester	Hrs.	Second Semester	Hrs.
Medical Technology 418 . . . . .	3	Medical Technology 419 . . . . .	4
Medical Technology 420 . . . . .	2	Elective . . . . .	2
	5		6

**PHYSICS**

The Department of Physics offers adequate work to prepare students for admission into graduate departments of physics as well as into professional schools requiring a background in physics.

The physics major is required to complete Physics 211, 212, 213, 214, or equivalent; 300, 302, 320, 330 and 331 plus 10 semester hours of 300-400 courses, including at least 4 semester hours of advanced laboratory courses. Also the major must complete mathematics courses through Mathematics 335 and satisfy all the requirements for the B.S. degree.

**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: . . . . .	3-5 hrs.
122, 131, 190 or 225	
Zoology 212 or 214 . . . . .	4 hrs.
Zoology electives (Must include at least one course from each of the following groups) . . . . .	.20 hrs.
I. Zoology 315, 407, 413, Biological Science 404	
II. Zoology 300, 301, 302	
III. 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."

### TWO YEAR PRE-PROFESSIONAL PROGRAMS IN ENGINEERING

A student who plans to become a professional engineer may find it convenient to study at Marshall University for one or two years and then transfer to an engineering school of his choice.

The student who enters this program at Marshall University should enroll in the College of Science. The student must consult with the designated advisor to develop a program.

### PREPARATORY FOR MEDICINE

Students who expect to engage in premedical or related work 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.

The minimum requirements for medicine are:

English . . . . .	6 hrs.
Chemistry 211, 212 and 2 courses from 213, 214, 215, 216 . . . . .	10 hrs.
Chemistry 355, 356 and 361 . . . . .	9 hrs.
Biological Science 101 and 102 . . . . .	8 hrs.
Physics 201, 202 and 203, 204* . . . . .	8 hrs.
Social Sciences . . . . .	6 hrs.

\*Note Mathematics prerequisite.

These courses should be completed by the end of the second year and no later than the end of the junior year. The junior and senior year must include the courses needed to meet degree requirements and department major requirements.

The present trend among schools of medicine is to recommend against intensive training in the natural sciences. Instead they prefer that the candidate have a broader training with more attention being given to the liberal arts courses.

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. Premedicine is not a major; therefore the student must select a major field. The curriculum serves as a guide and may be varied to suit individual needs. Certain schools of medicine require specific courses in addition to those listed above. Such courses are best taken as electives during the third or fourth year.

In order to secure a favorable recommendation to a medical or dental college the student must have a scholastic average of 2.5 or better. There are many more candidates for admission to medical schools than can be accepted and, other things being equal, those students with the highest scholastic standing are given preference.

The current trend among schools of medicine is for a scholastic average of 3.0 and better. If the student wishes to be accepted at several medical schools and thus be able to choose between schools, a scholastic average of around 3.5 is necessary.

### DENTISTRY

Students preparing to enter dental college should take the same minimum requirements as outlined under medicine. Current trends are that 50% of the students admitted to dental college have the baccalaureate degree, and 50% have three years of college. A few exceptionally brilliant students can gain admission after two years.

**RELATED PROFESSIONAL SCHOOLS**

A student preparing to enter pharmacy, osteopathy, physical therapy, veterinary, optometry, or any related professional school should take a program similar to that suggested for medicine. However, the amount of work required for admission is variable. Therefore a student should consult with the school he plans to attend, or with the premedical advisor, to determine the exact minimum requirements for admission.



# Community College

The Community College was established as a component of Marshall University in 1975.

## PURPOSE

The function of the Community College is to provide programs, courses, and services to meet educational, manpower, and cultural needs of residents in Cabell, Lincoln, Mason, and Wayne counties. These include:

1. Career-Technical Programs which are less than baccalaureate degree level and culminate in an associate degree or certificate of proficiency.
2. Developmental and General Studies:
  - (a) Courses in reading, writing, and mathematics to assist students in reaching mastery level in basic skills.
  - (b) Courses designed to supplement career-technical programs.
  - (c) Programs of general studies including core courses that support a number of curriculums.
3. Community Service/Continuing Education: Educational experiences designed to offer individuals lifelong learning and enrichment in a variety of areas.
  - (a) Courses dealing with crafts, hobbies, and cultural activities.
  - (b) Programs and specially designed courses for women.
  - (c) Opportunities to retain and/or upgrade particular work-related skills.

Courses provided through Community Service/Continuing Education may be of regular length or short-term in intensified workshops, seminars, or classes. Courses are developed according to community requests and are open to citizens of all ages and backgrounds. Courses are not limited to the campus. Facilities within the community are sometimes used.

4. Off-campus courses offered by the university in the Community College service area.

## ADMISSION

The Community College has an open-door admission policy. Because of the broad range of students who seek employment, developmental courses will be provided to assist students to reach competencies in reading, mathematics, writing, and study skills when the need is identified.

Application for admission is made through the Marshall University Office of Admissions.

## STUDENTS

Community College students exhibit a wide range of backgrounds, interests, and learning abilities. A significant portion of the enrollment comes from community adults who participate both part time and full time. Counseling services are available to assist individuals in selecting appropriate courses.

## TRANSFER

While Community College programs are designed to be terminal in nature, seventy-two hours of credit are transferable throughout the West Virginia system. This procedure is in accordance with West Virginia Board of Regents Policy Bulletin No. 17. The determination of how the credit applies is the responsibility of the receiving school or college.

**PROGRAMS (Course descriptions may be found in Community College brochures).**

## 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 as junior accountants. Typical beginning jobs in the accounting field are in the areas of general ledger accounting, accounts receivable, accounts payable, payroll, inventory, and cost accounting.

## ACCOUNTING

### First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I . . . . .	3	CC 1612 Business Communications II . . . . .	3
CC 4241 Typewriting I . . . . .	3	CC 3802 Fundamentals of Data Processing . . . . .	3
CC 6911 Business Mathematics with Machines . . . . .	3	CC 6951 Records Management . . . . .	2
CC 6931 Introduction to Business . . . . .	2	ACC 216 Principles of Accounting . . . . .	3
ACC 215 Principles of Accounting . . . . .	3	ECN 242 Principles of Economics . . . . .	3
ECN 241 Principles of Economics . . . . .	3	Elective . . . . .	3
	17		17

### Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4001 Accounting Office Machines . . . . .	2	CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 6956 Business Organization and Management . . . . .	3	CC 4041 Commercial Papers and Transactions . . . . .	3
ACC 311 Intermediate Accounting . . . . .	3	CC 4115 Business Finance . . . . .	3
ACC 347 Cost Accounting . . . . .	3	ACC 312 Intermediate Accounting . . . . .	3
FIN 307 Legal Environment of Business . . . . .	3	ACC 348 Federal Taxation . . . . .	3
PSY 201 General 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.
CC 1611 Business Communications I . . . . .	3	CC 1612 Business Communications II . . . . .	3
CC 2101 Basic Economics . . . . .	3	CC 1913 Human Relations and Bus. . . . .	3

CC 5050 Principles of Bank Operations* . . . . .	3	CC 3802 Fundamentals of Data Processing . . . . .	3
CC 5052 Principles of Bank Accounting I . . . . .	3	CC 5041 Money and Finance . . . . .	3
CC 6911 Business Mathematics with Machines . . . . .	3	CC 5054 Principles of Bank Accounting II . . . . .	3
CC 6931 Introduction to Business . . . . .	2		
	17		15

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1613 Business Correspondence and Report Writing . . . . .	3	CC 5036 Law and Banking . . . . .	3
CC 4450 Principles of Supervision and Management . . . . .	3	CC 5064 Bank Investments . . . . .	3
CC 5030 Installment Credit . . . . .	3	CC 5066 Credit Administration . . . . .	3
CC 5057 Bank Management . . . . .	3	CC 5068 Home Mortgage Lending . . . . .	3
CC 5059 Bank Public Relations and Marketing . . . . .	3	CC 5073 Loan Officer Development . . . . .	3
CC 5061 Federal Reserve System . . . . .	3		
	18		15

CHEMICAL TECHNOLOGY

Many young men and women are preparing themselves for technical careers in industries of a chemical nature. The Chemical Technology program is directed toward meeting the needs for technically trained workers to fill a variety of positions such as laboratory assistants, technicians in the field of industrial development and research, general assistants to chemists and chemical engineers, and technical salesmen.

Chemical Technology is a two-year program leading to an Associate of Applied Science Degree. The courses in the program of study are designed to provide an extensive knowledge of chemical apparatus, equipment, procedures, and techniques, as well as competency in applying this knowledge in the various production, research, or control activities in the chemical and allied fields.

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1641 Technical Communications I . . . . .	3	CC 1642 Technical Communications II . . . . .	3
CC 2505 Introduction to Chemical Technology . . . . .	3	CC 2512 Chemical Technology III . . . . .	2
CC 2507 Chemical Technology I . . . . .	2	CC 2514 Chemical Technology IV . . . . .	2
CC 2509 Chemical Technology II . . . . .	2	CC 2516 Chemical Technology V . . . . .	2
MTH 120 Algebra . . . . .	3	CC 2518 Chemical Technology VI . . . . .	2
CC 3905 Technical Graphics . . . . .	2	MTH 225 Introduction to Statistics . . . . .	3
CC 2101 Basic Economics . . . . .	3	PSY 201 General Psychology . . . . .	3
	18		17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 2521 Chemical Technology VII . . . . .	2	CC 1643 Technical Report Writing . . . . .	3
CC 2523 Chemical Technology VIII . . . . .	2	CC 3801 Introduction to Computers . . . . .	2

\*CC 5077 Savings and Time Deposit Banking, 3 semester hours, or CC 5079 Trust Functions and Services, 3 semester hours may be used as alternates for students employed in savings and trust banks.

CC 2525 Chemical Technology IX . . .	2	CC 2528 Chemical Technology XI . . .	2
CC 2527 Chemical Technology X . . .	2	CC 2530 Chemical Technology XII . . .	2
CC 2540 Introduction to Environmental Chemistry . . . . .	2	CC 2532 Chemical Technology XIII . . .	2
PHY 201 General Physics . . . . .	3	CC 2534 Chemical Technology XIV . . .	2
PHY 202 General Physics Lab . . . . .	1	PHY 203 General Physics . . . . .	3
CC 1912 Human Relations and Work . . .	3	PHY 204 General Physics Lab . . . . .	1
		CC 2542 Chemical Processes and Control . . . . .	2
	17		19

### 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 operations, 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.
CC 1611 Business Communications I . . .	3	CC 1612 Business Communications II . . .	3
CC 2101 Basic Economics . . . . .	3	CC 4242 Typewriting II . . . . .	3
CC 4241 Typewriting I . . . . .	3	CC 5112 Clerical Office Machines . . . . .	3
CC 5101 Filing and Records Management . . . . .	3	CC 6921 Basic Accounting * . . . . .	4
CC 6911 Business Mathematics/ Machines . . . . .	3	PSY 201 General Psychology . . . . .	3
CC 6931 Introduction to Business . . .	2		
	17		16

#### Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4243 Typewriting III * . . . . .	3	CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 4261 Machine Transcription I . . . .	4	CC 5132 Clerical Office Practice . . . . .	4
CC 5121 Clerical Procedures . . . . .	3	CC 5134 Production Typewriting **. . . .	3
CC 3802 Fundamentals of Data Processing . . . . .	3	CC 5136 Clerical Seminar . . . . .	3
FIN 307 Legal Environment of Business . . . . .	3	Elective . . . . .	3
	16		16

\*Students interested in accounting/bookkeeping positions may substitute Accounting 215 and 216 for CC 6921 Basic Accounting and CC 4243 Typewriting III.

\*\*Students interested in stenographic positions may substitute CC 4262 Machine Transcription II for CC 5134 Production Typewriting.

**CREDIT UNION LEADERSHIP AND MANAGEMENT**

This program provides those engaged in credit union activities with knowledge and understanding of the philosophy, historical development, functional and financial characteristics of a credit union.

Emphasis is given in the program to assist officers and those persons employed by credit unions with in-service preparation so as to improve their competencies.

This program is offered under the guidance of an advisory committee comprised of practicing credit union managers. The Associate in Applied Science degree is awarded upon completion of program requirements.

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I	3	CC1612 Business Communications II	3
CC 4902 History of Development, Str. and Organization of Credit Unions	3	CC 5041 Money and Finance	3
CC 4904 Fundamentals of Consumer Credit	3	CC 6921 Basic Accounting	4
CC 6911 Business Mathematics with Machines	3	ECN 242 Principles of Economics	3
ECN 241 Principles of Economics	3	FIN 307 Legal Environment of Business	3
	15		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 3802 Fundamentals of Data Processing	3	CC 4141 Personnel Management	3
CC 4903 Credit Union Accounting	3	CC 4161 Taxation	3
CC 4907 Financial Counseling	3	CC 4914 Credit Union Communications and Leadership	3
CC 4909 Analyzing Fin. Statements	3	4916 Installment Credit Problems	2
CC 4911 Investment Principles	3	CC 6941 Principles of Public Relations	3
FIN 225 Principles of Insurance	3	PSY 201 General Psychology	3
	18		17

**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**

1641 Technical Communications I	3
1912 Human Relations and Work	3
7101 Building Construction and Codes	3
7105 Fire Fighting Tactics and Strategy	3
7106 Fire Hydraulics and Equipment	3

7109 Hazardous Materials OR	
7110 Industrial Fire Protection	3
7112 Introduction to Fire Prevention	3
7113 Introduction to Fire Science	3
7114 Introduction to Fire Suppression	3
7115 Legal Aspects of Fire Protection	1
7116 Rescue Operations I	3

31

### Associate in Applied Science Degree

#### First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1641 Technical Communications I	3	CC 1642 Technical Communications II	3
CC 1701 Applied Mathematics	3	CC 1912 Human Relations and Work	3
CC 7112 Introduction to Fire Prevention	3	CC 7101 Building Construction and Codes	3
CC 7113 Introduction to Fire Science	3	CC 7102 Emergency Planning and Communication	2
CC 7114 Introduction to Fire Suppression	3	CC 7105 Fire Fighting Tactics and Strategy	3
CC 7115 Legal Aspects of Fire Protection	1	CC 7116 Rescue Operations I	3
	<u>16</u>		<u>17</u>

#### Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 7103 Fire Causes and Detection	3	CC 1643 Technical Report Writing	3
CC 7104 Fire Department Organization and Administration	2	CC 7107 Fire Personnel Supervision	1
CC 7106 Fire Hydraulics and Equipment	3	CC 7108 Fire Protection Systems	3
CC 7109 Hazardous Materials	3	CC 7110 Industrial Fire Protection	3
CC 7111 Insurance Grading Schedules	2	CC 7117 Rescue Operations II	5
PSC 202 American State Government and Politics	3		
	<u>16</u>		<u>15</u>

### FOOD SERVICE MANAGEMENT

As the number of persons eating away from home increases, employment opportunities for well-trained food service personnel increase accordingly. Positions for qualified food service personnel are available in restaurants, hotel/motel dining rooms, civic and social clubs, cafeterias, coffee shops, hospitals, nursing homes, etc.

The Associate in Applied Science degree program is designed for high school graduates or those who seek paraprofessional courses in the food service industry. Because of the diversified nature of the training, class hours may be irregular. The program of study includes numerous laboratory courses, each several hours in length. Additional time is required for study and preparation of assignments. For these reasons, extensive outside employment should be avoided by students enrolled on a full-time basis.

Students are required to furnish their own uniforms for laboratory work and basic cutlery items. Students considering enrollment are advised to give serious thought to the long hours and hard work involved in the program, as well as in subsequent employment in the industry.

Local food service establishments provide cooperative on-the-job training to supplement classroom and laboratory learning experiences.

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
CC 5403 Quantity Food Preparation I	6	CC 5412 Quantity Food Preparation II	3
CC 5405 Food Sanitation and Safety	2	CC 5416 Table Service	2
CC 5420 Food Purchasing and Storage	2	CC 5435 International Cuisine	1
CC 5423 Fish, Fowl, and Meats	2	CC 5444 Food Service Equipment and Facilities Planning	2
CC 6931 Introduction to Business	2	CC 5452 Convenience Foods	2
		CC 6911 Business Mathematics with Machines	3
	<hr/> 17		<hr/> 16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 5431 Volume Foods	3	CC 4450 Principles of Supervision and Management	3
CC 5433 Menu Planning and Menu French	3	CC 5427 Baking Principles and Production	3
CC 5437 Pantry Preparation	2	CC 5448 Catering	2
CC 5440 Nutrition and Diet Therapy	2	CC 5456 Food and Beverage Management	2
CC 6956 Business Organization and Management	3	CC 5460 Food Service Seminar	3
FIN 307 Legal Environment of Bus	3	CC 6921 Basic Accounting	4
	<hr/> 16		<hr/> 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.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
CC 2101 Basic Economics	3	CC 3802 Fundamentals of Data Processing	3
CC 6911 Business Mathematics with Machines	3	CC 4131 Fundamentals of Marketing	3
CC 6931 Introduction to Business	2	CC 4221 Office Procedures and Practices	3
CC 6956 Business Organization and Management	3	CC 4241 Typewriting I	3
ACC 215 Principles of Accounting	3	ACC 216 Principles of Accounting	3
	<hr/> 17		<hr/> 18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4001 Accounting Office Machines	2	CC 1613 Business Correspondence and Report Writing	3
CC 4115 Business Finance	3	CC 4111 Advertising	3
CC 4141 Personnel Management	3	CC 4151 Purchasing	3
FIN 225 Principles of Insurance	3		

FIN 307 Principles of Business Law . . . . .	3	CC 4161 Taxation . . . . .	3
PSY 201 General Psychology . . . . .	3	CC 6941 Principles of Public Relations . . . . .	3
		MKT 231 Principles of Selling . . . . .	3
	17		18

### 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.

Those who receive the Associate in Applied Science degree in Industrial Supervision and Management are prepared to assume responsibilities at mid-level management in industries where they may be involved in decision making, control functions, and production or safety training.

#### Required Courses

CC 1631 Management Communications . . . . .	3
CC 1643 Technical Report Writing . . . . .	3
CC 2041 Introduction to Industrial Psychology . . . . .	2
CC 2102 Industrial Economics . . . . .	3
CC 2121 Introduction to Industrial Sociology . . . . .	2
CC 4417 Industrial Functions and Coordination . . . . .	3
CC 4421 Industrial Materials, Processes, and Flow . . . . .	3
CC 4450 Principles of Supervision and Management . . . . .	3
CC 4460 Supervisory Decision Making . . . . .	3

#### Elective Courses

CC 1611 Business Communications I . . . . .	3
CC 1612 Business Communications II . . . . .	3
CC 1912 Human Relations and Work . . . . .	3
CC 3017 Introduction to Occupational Safety and Health . . . . .	3
CC 4115 Business Finance . . . . .	3
CC 4141 Personnel Management . . . . .	3
CC 4401 Budgeting Concepts and Practices . . . . .	3
CC 4411 Employee Training . . . . .	2
CC 4431 Labor Law and Labor Relations . . . . .	3
CC 4432 Laws Affecting Industry . . . . .	3
CC 4441 Manufacturing Cost Control . . . . .	3
CC 4445 Operation Planning and Scheduling . . . . .	3
CC 4455 Production and Inventory Control . . . . .	3
CC 4456 Productivity . . . . .	3
CC 4457 Quality Control . . . . .	3
CC 4461 Work Measurement . . . . .	3
CC 4462 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.

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
or		or	
ENG 101 English Composition		ENG 102 English Composition	
CC 4241 Typewriting I	3	CC 4161 Taxation	3
CC 6911 Business Mathematics		CC 4201 Accounting for Business	3
with Machines	3	CC 4522 Legal Research and Writing	3
CC 7405 General Law I	3	CC 7410 Business Organization and	
CC 7407 Legal Assisting I	3	Governmental Regulations	3
PSC 202 American State Government		CC 7412 General Law II	3
and Politics	3		
	<hr/>		<hr/>
	18		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 2101 Basic Economics	3	CC 7430 Litigation II	3
CC 4840 Real Estate Law	3	CC 7432 Laws of Domestic Relations	3
CC 7423 Estate Planning and		CC 7434 Law Office Management	3
Probate Administration	3	CC 7440 Internship*	6
CC 7425 Litigation I	3	or	
Law Elective	3	Law Electives (two)	
Humanities Elective	3	SOC 200 Introductory Sociology	3
	<hr/>		<hr/>
	18		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.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
CC 4231 Shorthand I **	4	CC 4201 Accounting for Business	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:

CC 2101 Basic Economics	3
CC 4261 Machine Transcription I	3
CC 4262 Machine Transcription II	3
CC4263 Machine Transcription III	3

CC 4241 Typewriting I . . . . .	3	CC 4232 Shorthand II *	3
CC 6911 Business Mathematics with Machines . . . . .	3	CC 4242 Typewriting II . . . . .	3
CC 6931 Introduction to Business . . . . .	2	CC 6951 Records Management . . . . .	2
CC 7411 General Law I . . . . .	3	CC 7412 General Law II . . . . .	3
	18		17

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4222 Secretarial Machines . . . . .	3	CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 4533 Legal Secretarial Typing . . . . .	2	CC 1913 Human Relations in Business . . . . .	3
CC 4541 Legal Dictation and Transcription I* . . . . .	3	CC 4522 Legal Research and Writing . . . . .	3
CC 4555 Legal Office Procedures . . . . .	3	CC 4523 Legal Secretarial Seminar . . . . .	3
PSC 202 American State Government and Politics . . . . .	3	CC 4542 Legal Dictation and Transcription II* . . . . .	3
PSY 201 General Psychology . . . . .	3	CC 7434 Law Office Management . . . . .	3
	17		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
CC 4222 Secretarial Machines . . . . .	3
CC 4241 Typewriting I . . . . .	3
EDM 350 Practicum (Field Work) . . . . .	1-4
EDM 365 Orientation to Educational Media . . . . .	1
EDM 465 Utilization of Educational Media . . . . .	3
EDM 466 Production of Audiovisual Aids . . . . .	3

\*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:

CC 2101 Basic Economics . . . . .	3
CC 4261 Machine Transcription I . . . . .	3
CC 4262 Machine Transcription II . . . . .	3
CC 4263 Machine Transcription III . . . . .	3

ENG 101 and 102 English Composition . . . . .	6
SPH 103 Fundamentals of Speech Composition . . . . .	3
SPH 250 Storytelling and Dramatization . . . . .	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

CC 3701 Basic Graphics . . . . .	3
CC 3706 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 take 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.

A Machine Transcription Option is available for students who prefer using word processing equipment instead of shorthand.

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I . . . . .	3	CC 1612 Business Communications II . . . . .	3
CC 4231 Shorthand I * . . . . .	4	CC 2021 Introductory to Anatomy and Physiology . . . . .	3
CC 4241 Typewriting I . . . . .	3		

\*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:

CC 4261 Machine Transcription I	3
CC 4262 Machine Transcription II	3
CC 4263 Machine Transcription III	3

CC 4621 Medical Terminology . . . . .	3	CC 4201 Accounting for Business . . . . .	3
CC 6911 Business Mathematics with Machines . . . . .	3	CC 4232 Shorthand II* . . . . .	3
CC 6931 Introduction to Business . . . . .	2	CC 4242 Typewriting II . . . . .	3
		CC 6951 Records Management . . . . .	2
	18		17

### Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 2022 Body Structure and Function . . . . .	3	CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 4222 Secretarial Machines . . . . .	3	CC 1913 Human Relations in Business . . . . .	3
CC 4630 Medical Office Procedures . . . . .	3	CC 4642 Medical Dictation and Transcription II* . . . . .	3
CC 4640 Medical Secretarial Typewriting . . . . .	2	CC 4645 Medical Secretarial Seminar . . . . .	3
CC 4641 Medical Dictation and Transcription I* . . . . .	3	FIN 307 Legal Environment of Business . . . . .	3
PSY 201 General Psychology . . . . .	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
CC 3011 Construction Safety . . . . .	3
CC 3012 Disaster Preparedness Planning . . . . .	3
CC 3015 Fundamentals of Occupational Safety and Health Programs . . . . .	3
CC 3016 Hazard Detection and Control . . . . .	3
CC 3017 Introduction to Occupational Safety and Health Act . . . . .	3
CC 3018 Introduction to OSH Management . . . . .	3
CC 3019 Materials Handling Safety . . . . .	3
CC 3020 Occupational and Health Hygiene . . . . .	3
CC 3021 OSH Record Keeping Requirements . . . . .	1
CC 3022 OSH Standards for Compliance . . . . .	3

\*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:

CC 2101 Basic Economics . . . . .	3
CC 4261 Machine Transcription I . . . . .	3
CC 4262 Machine Transcription II . . . . .	3
CC 4263 Machine Transcription III . . . . .	3

CC 3024 Personnel Protective Equipment . . . . .	2
CC 3025 Power Source Hazards and Control . . . . .	3
CC 7109 Hazardous Materials . . . . .	3
	36

Associate in Applied Science Degree

First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1641 Technical Communications I	3	CC 1642 Technical Communications II	3
CC 3015 Fundamentals of Occupational Safety and Health Programs . . . . .	3	CC 1705 Technical Mathematics I . . . . .	3
CC 3017 Introduction to Occupational Safety and Health Act . . . . .	3	CC 1912 Human Relations and Work	3
CHM 100 Elementary Chemistry . . . . .	4	CC 3018 Introduction to OSH Management . . . . .	3
HE 222 First Aid . . . . .	3	CC 3021 OSH Record Keeping Requirements . . . . .	1
		CC 3022 OSH Standards for Comp. . . . .	3
		CC 3024 Personnel Protective Equipment . . . . .	2
	16		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1643 Technical Report Writing . . . . .	3	CC 3016 Hazard Detection and Control	3
CC 3011 Construction Safety . . . . .	3	CC 3020 Occupational Health and Hygiene . . . . .	3
CC 3012 Disaster Preparedness Planning . . . . .	3	CC 3025 Power Source Hazards and Control . . . . .	3
CC 3019 Materials Handling Safety . . . . .	3	CC 7110 Industrial Fire Protection . . . . .	3
CC 7109 Hazardous Materials . . . . .	3	SPH 202 Intro. to Public Address . . . . .	3
Social Science Elective . . . . .	3	Technical Elective . . . . .	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.
CC 1641 Technical Communications I	3	CC 1642 Technical Communications II	3
CC 7001 Law Enforcement Orientation	3	CC 1705 Technical Mathematics I . . . . .	3

CC 7003 Police Defense Tactics . . . . .	2	CC 7008 Patrol Operations and Procedures . . . . .	3
CC 7005 Psychology for Law Enforcement Officers . . . . .	3	CC 7010 Police Arsenal and Weapons	3
CC 9803 Emergency Care and Transportation of Sick and Injured	5	PSC 202 American State Government and Politics . . . . .	3
PSC 104 American National Government and Politics . . . . .	3	SOC 200 Introductory Sociology . . . . .	3
	19		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 7013 Fund. of Criminal Law . . . . .	3	CC 7017 Police Community Relations	3
CC 7015 Fundamentals of Criminal Investigation . . . . .	3	CC 7028 Introduction to Criminalistics . . . . .	4
CC 7019 Police Organization and Administration . . . . .	3	CC 7030 Police Records and Reports	3
CC 7021 Police Role in Crime and Delinquency . . . . .	3	CC 7032 Traffic Administration and Enforcement . . . . .	3
CC 7024 Crim. Evidence and Proc. I . . . . .	3	CC 7034 Narcotics and Dangerous Substances . . . . .	1
SOC 313 Contemporary Social Issues	3	CC 7036 Law Enforcement Internship	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.

Both Associate in Applied Science and Certificate of Proficiency programs in Real Estate are offered.

Certificate of Proficiency

	Hours
CC 2101 Basic Economics . . . . .	3
CC 4811 Principles of Real Estate . . . . .	3
CC 4816 Building Materials and Methods . . . . .	3
CC 4820 Real Estate Finance . . . . .	3
CC 4821 Real Property Valuation I . . . . .	3
CC 4823 Property Management . . . . .	3
CC 4828 Real Estate Office Management and Brokerage . . . . .	3
CC 4840 Real Estate Law . . . . .	3
CC 4834 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.
CC 1611 Business Communications I . . . . .	3	CC 1612 Business Communications II	3
CC 4811 Principles of Real Estate . . . . .	3	CC 2101 Basic Economics . . . . .	3
CC 6911 Business Mathematics with Machines . . . . .	3	CC 4816 Building Materials and Methods . . . . .	3

CC 6931 Introduction to Business . . . . .	2	CC 4820 Real Estate Finance . . . . .	3
ACC 215 Principles of Accounting . . . . .	3	ACC 216 Principles of Accounting . . . . .	3
MKT 231 Principles of Selling . . . . .	3	PSY 201 General Psychology . . . . .	3
	17		18

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4161 Taxation . . . . .	3	CC 1613 Business Correspondence and Writing . . . . .	3
CC 4715 Advertising, Merchandising and Sales Promotion . . . . .	3	CC 4828 Real Estate Office Management and Brokerage . . . . .	3
CC 4821 Real Property Valuation I . . . . .	3	CC 4830 Real Estate Development . . . . .	2
CC 4823 Property Management . . . . .	3	CC 4832 Real Property Valuation II . . . . .	3
FIN 225 Principles of Insurance . . . . .	3	CC 4834 Contract Writing . . . . .	2
FIN 307 Legal Environment of Business . . . . .	3	CC 4840 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.
CC 1611 Business Communications I . . . . .	3	CC 1612 Business Communications II . . . . .	3
CC 2101 Basic Economics . . . . .	3	CC 4131 Fundamentals of Marketing . . . . .	3
CC 3802 Fundamentals of Data Processing . . . . .	3	CC 6921 Basic Accounting . . . . .	4
CC 6911 Business Mathematics with Machines . . . . .	3	CC 6956 Business Organization and Management . . . . .	3
CC 6931 Introduction to Business . . . . .	2	PSY 201 General Psychology . . . . .	3
MKT 231 Principles of Selling . . . . .	3		
	17		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
CC 4305 Consumer Credit Management . . . . .	3	CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 4326 Retail Buying . . . . .	3	CC 4141 Personnel Management . . . . .	3
CC 4341 Specialty Selling . . . . .	2	CC 4317 Principles of Wholesaling . . . . .	3
CC 4345 Store Operation and Control . . . . .	3	CC 4334 Special Problems in Retailing . . . . .	2
FIN 307 Principles of Business Law . . . . .	3	CC 6941 Principles 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.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
CC 3802 Fundamentals of Data Processing	3	CC 4201 Accounting for Business	3
CC 4231 Shorthand I*	4	CC 4222 Secretarial Machines	3
CC 4241 Typewriting I	3	CC 4232 Shorthand II*	3
CC 6911 Business Mathematics with Machines	3	4242 Typewriting II	3
CC 6931 Introduction to Business	2	CC 6951 Records Management	2
	18		17

#### Second Year

Third Semester	Hrs.	Fourth Semester	Hrs.
CC 2101 Basic Economics	3	CC 1613 Business Correspondence and Report Writing	3
CC 4221 Office Procedures and Practices	3	CC 1913 Human Relations in Business	3
CC 4233 Shorthand III*	3	CC 4211 Advanced Dictation and Transcription*	3
CC 4243 Typewriting III	3	CC 4223 Secretarial Seminar	3
PSY 201 General Psychology	3	CC 6956 Business Organization and 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.

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, management, and office machines. Specialized courses deal with business communications, psychology, and advertising.

#### First Year

First Semester	Hrs.	Second Semester	Hrs.
CC 1611 Business Communications I	3	CC 1612 Business Communications II	3
CC 2101 Basic Economics	3	CC 4161 Taxation	3
CC 4731 Retailing I	3	CC 4241 Typewriting I	3

\*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:

CC 4561 Word Processing	3
CC 4261 Machine Transcription I	3
CC 4262 Machine Transcription II	3
CC 4263 Machine Transcription III	3

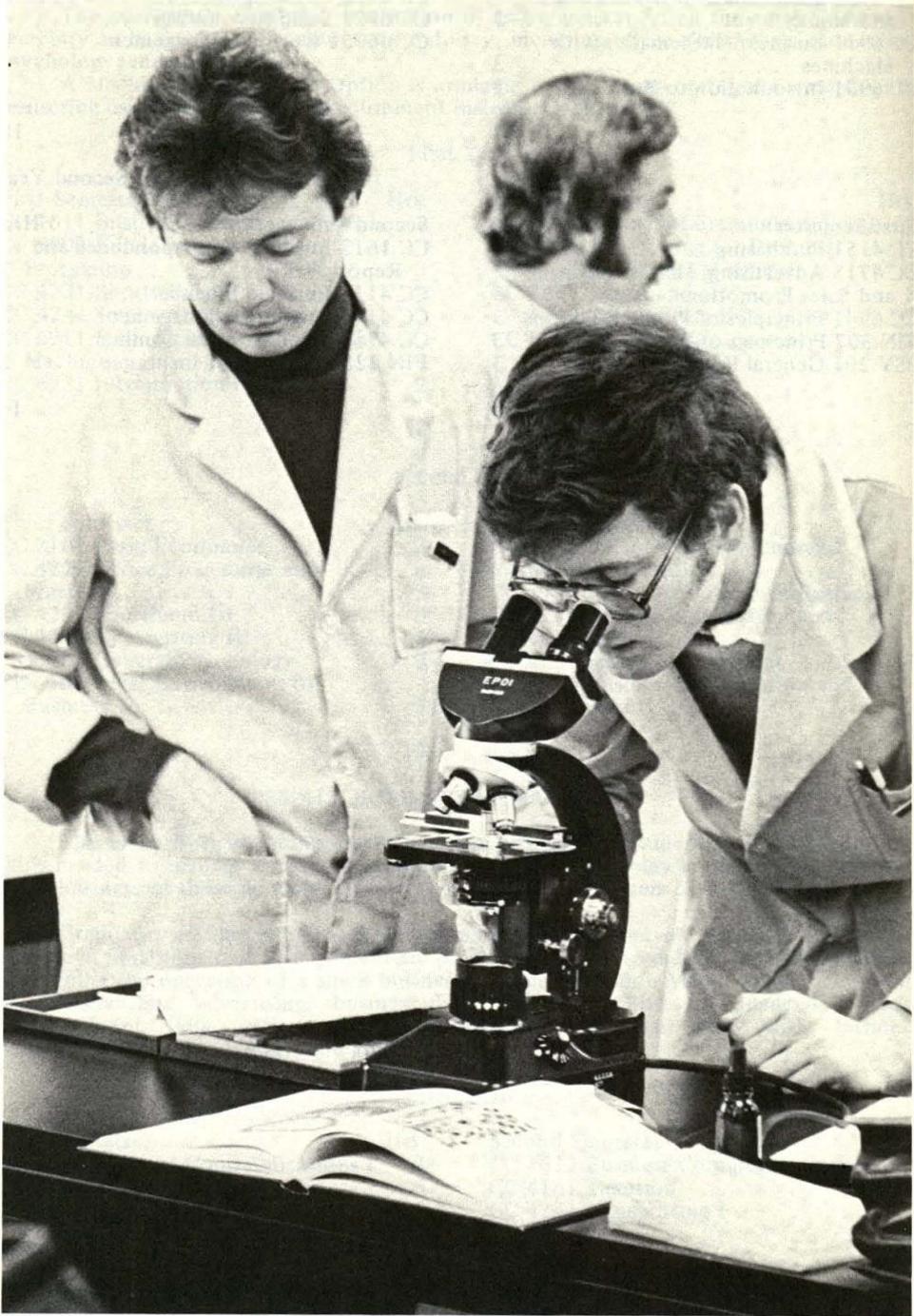
CC 4751 Small Business Organization and Management . . . . .	3
CC 6911 Business Mathematics with Machines . . . . .	3
CC 6931 Introduction to Business . . . . .	2
	17

CC 4732 Retailing II . . . . .	3
CC 6921 Basic Accounting . . . . .	4
CC 66951 Records Management . . . . .	2
	18

Second Year

First Semester	Hrs.
CC 4151 Purchasing . . . . .	3
CC 4715 Advertising, Merchandising and Sales Promotion . . . . .	3
CC 6941 Principles of Public Relations	3
FIN 307 Principles of Business Law . . . . .	3
PSY 201 General Psychology . . . . .	3
	15

Second Semester	Hrs.
CC 1613 Business Correspondence and Report Writing . . . . .	3
CC 4115 Business Finance . . . . .	3
CC 4141 Personnel Management . . . . .	3
CC 4760 Small Business Seminar . . . . .	2
FIN 225 Principles of Insurance . . . . .	3
	14



# School of Medicine

The School of Medicine offers the Doctor of Medicine Degree.

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 the curriculum content and method of delivery to give emphasis to the training of primary care physicians, including family medicine, and to promote the development of rural health care delivery systems. Affiliation agreements have been consummated with the Veterans Administration Hospitals in Beckley and in Huntington, St. Mary's Hospital and Cabell Huntington Hospital in Huntington, and the Beckley Appalachian Regional Hospital in Beckley.

The School has received Provisional Accreditation from the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges.

## ADMISSION REQUIREMENTS

### Academic Background

The four-year program of study in an accredited college or university leading to the baccalaureate degree is the suggested preparation for medical school. The program should include a minimum of 120 semester hours or 180 quarter hours of credit. Exceptionally well qualified students with three years of collegiate education or the equivalent may be considered for admission. The quality of the applicant's education is of greater importance than the number of years spent in premedical education.

### Entrance Requirements

English Composition and Rhetoric	1 year
Zoology or Biology (with lab)	1 year
Inorganic Chemistry (with lab)	1 year
Advanced Chemistry (with lab)	1 year
(must include at least one semester of Organic Chemistry)	
Physics (with lab)	1 year
Social or Behavioral Sciences	1 year

Fundamental competence in communication skills is emphasized. Additional course work should be designed to lead toward a bachelor's degree with major and minor fields of the applicant's own choosing, not necessarily in the natural sciences and not necessarily in a premedical curriculum.

### Character Qualifications

The applicant must exhibit excellence in character, motivation, and ideals. Academic achievement alone is not a sufficient foundation for success in the profession of medicine. The integrity of a prospective student should be such that the Admissions Committee would have no reservation about his/her ability to utilize knowledge and skills in a manner ultimately beneficial to society.

In addition to references, applicants who meet academic requirements for admission will be required to have an interview with members of the Admissions Committee as part of the decision making process. The applicant will be notified when an interview is scheduled. Acceptances will be issued periodically throughout the interview period.

### Medical College Admission Test

In evaluating an application, the Admissions Committee considers with appropriate emphasis the scores of the Medical College Admission Test. Each applicant is required to take the New Medical College Admission Test, which was first given in April, 1977. This

test is administered semi-annually, in the spring and fall, under the sponsorship of the Association of American Medical Colleges by the American College Testing Program, Box 168, Iowa City, Iowa 52240. Application forms and details may be secured from that address or from most undergraduate premedical advisers.

The test is conducted at many undergraduate schools. Students planning to complete four collegiate years are strongly advised to take the test in the spring of their junior year, but not later than the fall of their senior year. Students intending to begin medical studies after only three years of college should take the test no later than the fall of their third year.

Applicants must make the necessary arrangements with the American College Testing Program to forward their Medical College Admission Test scores to the School of Medicine.

### Selection Factors

There is no discrimination because of race, sex, religion, age, handicap, or national origin. Qualified members of minority groups are encouraged to apply. Choice of student is based upon scholarship, the New Medical College Admission Test, and personal qualifications as judged by interviews and recommendations from qualified persons. Behavioral qualities deemed essential for a career in medicine include, but are not limited to, good judgment, personal insight and perception, personal integrity, personal accountability, responsibility and sensitivity.

As a state supported institution, the School of Medicine gives preference in selection of students to state residents. However, positions may be available each year to well qualified nonresidents.

### ESTIMATED EXPENSES 1978-79 \*

	Resident	Nonresident
First Semester		
Tuition	\$ 40.00	\$ 205.00
Registration	50.00	250.00
Higher Education Resources Fee	25.00	150.00
Instructional Fee **	100.00	100.00
Activity Fee	70.00	70.00
Total	\$285.00	\$ 775.00
Second Semester		
Tuition	\$ 40.00	\$ 205.00
Registration	50.00	250.00
Higher Education Resources Fee	25.00	150.00
Instructional Fee **	100.00	100.00
Activity Fee	70.00	70.00
Total	\$285.00	\$ 775.00
Estimated cost of books and uniforms per semester - \$150.00	\$300.00	\$ 300.00
Total for Academic Year	\$870.00	\$1,850.00

\*Figures are subject to change without prior notice.

\*\*Includes laboratory fees and microscope rental.

### FINANCIAL AID

For information regarding the various sources of financial aid, contact the Financial Aid Office, Marshall University, Huntington, West Virginia 25701.

### HOUSING

For information regarding University Housing, contact the Student Housing Office, Marshall University, Huntington, West Virginia 25701.



# School of Nursing

The School of Nursing offers two programs: A basic program which leads to an Associate in Science in Nursing degree and an upper division program for registered nurses which leads to a Bachelor of Science in Nursing degree. The articulation between these two programs represents a non-traditional education pattern that allows for career mobility with entry and exit at two levels. This makes available unique opportunities for personal and professional growth and provides the opportunity for students to realize more fully their capabilities in providing health care for the community.

## ASSOCIATE IN SCIENCE IN NURSING DEGREE PROGRAM

### Purpose of the Program

The purpose of the Associate in Science in Nursing Degree Program is to prepare students for careers as registered nurses. The graduates of this program are eligible to write the State Board Test Pool Examinations for Registered Nurses in West Virginia and to accept beginning positions as registered nurses who can give nursing care to people with common recurring health problems. The program is accredited by the West Virginia State Board of Examiners for Registered Nurses and by the National League for Nursing.

### Admission Requirements

All applicants seeking admission to the Associate in Science in Nursing Degree Program are required to:

1. Meet the admission requirements of Marshall University.
2. Have a composite score of 19 or better on the American College Test (ACT).
3. Have an overall quality point average of 2.5 or better on 12 or more credit hours of college work, if the ACT composite score is less than 19. The student must, however, have a quality point of 2.0 (C) in each of the courses required in the nursing curriculum.
4. Maintain an overall quality point average of 2.5 while awaiting admission to the nursing program if college work is attempted. The student must, however, have a quality point of 2.0 (C) in each of the courses required in the nursing curriculum.
5. Have a personal interview with a member of the nursing faculty after the applicant has been provisionally admitted. To be provisionally admitted, the candidate must meet the above academic requirements.
6. Have good physical and mental health as evidenced by a completed, current, and satisfactory health record.

Class enrollment is determined by availability of clinical learning facilities, science laboratory space on campus, and faculty.

Final decision regarding all admissions to this nursing program is made by the Nursing Admission Committee.

Prospective students are advised to take high school courses in biology, chemistry, and algebra as part of their preparation for work in nursing.

### Admission of Transfer or Open Curriculum Candidates

Students seeking advanced placement are required to:

1. Meet the admission requirements of Marshall University and the Department of Nursing Education.
2. Request Advanced Standing (Challenge) Examinations for specific nursing courses in writing.
3. Have their former school submit a written evaluation of their previous clinical performance and academic work along with a reference from the director of that school of nursing. If currently employed, the candidate is also to have the employer submit a reference.
4. Have an interview with the instructor of the nursing course to be challenged after the above requirements are met.

Advanced Standing (Challenge) Examinations may also include an evaluation of clinical performance. If the examination is successful, credit will be given for the course or courses and the students may progress to the next nursing course if space permits; however, pre-requisite non-nursing courses must be completed.

### Where to Apply for Admission

Applicants who have never been enrolled at Marshall University are to apply to:

Director of Admissions  
Marshall University  
Huntington, W. Va. 25701

Applicants who were formerly or are currently enrolled in Marshall University are to apply to:

Director  
Associate in Science in Nursing Degree Program  
Marshall University  
Huntington, W. Va. 25701

### When to Apply for Admission

Application requirements include: application form, American College Test (ACT) report, and/or transcript. Applications are considered complete when all requirements are met.

The DATE that the application is COMPLETE, therefore, constitutes the official date of application. Applications for this program are considered in the order in which a completed application is received, that is, according to the official date of application.

Because of the large number of applicants, applications for admission to each succeeding fall class should be made between December 1 and November 30 inclusive. The application should be sent in the year prior to the class that the applicant desires admission.

High School students are, therefore, advised to apply in their junior year. Since all students entering as first-semester freshmen are required to take the American College Test (ACT), the high school applicants are urged to take the ACT by late spring of their junior year and have the reports sent to the Admissions Office, Marshall University.

Applicants who are unable to enroll in nursing either because the class is closed or because of a deficiency in application requirements will need to re-apply in writing for admission to nursing if the applicants wish to be considered for a future nursing class.

Applicants admitted by General Education Development Test must meet the same scores on the American College Test (ACT) as those required of any other applicant.

### Health Record

Any serious health problem must be corrected or controlled before applying to the nursing program.

Admission to the program is dependent upon submission of a completed, current, and satisfactory health record. A health record is considered current if it is dated the same year that the applicant wishes to enroll. The completed health record must be sent directly to the director of the Associate in Science in Nursing Degree Program.

The health record includes the following:

1. Complete physical examination
2. Copy of chest x-ray report
3. Copy of complete blood count report
4. Copy of serology report
5. Copy of urinalysis report
6. Tetanus immunization required (polio and diphtheria immunizations are recommended)

Thereafter, a yearly physical examination, tine test, complete blood count, and urinalysis are required to continue in the nursing program. Any serious health problem must be corrected or controlled throughout the program. The medical cost is to be assumed by the student.

### Registration for Nursing Courses

Pre-registration is required for all nursing courses. The advising will be done by nursing faculty in Prichard Hall during pre-registration periods. Pre-registration for entering freshman will be conducted during the Summer Orientation Program set aside for nursing students.

### College Level Examination Program (CLEP)

Nursing students may take the CLEP examination for any of the following courses and apply them toward the nursing curriculum requirements.

1. English 101, 102. To qualify for graduation, the student must also take the English Qualifying Examination at Marshall University if the English CLEP was taken prior to September, 1976.
2. Psychology 201
3. Sociology 200
4. Chemistry 211-212
5. Microbiology 302

### Academic Standards for Progression and Graduation

A student must meet the following requirements in order to qualify for unconditional progression each semester:

1. The student is to have a grade of "C" or better in each nursing course before proceeding to the next nursing course.
2. The student is to have a satisfactory evaluation in the clinical area. An unsatisfactory evaluation in the nursing clinical laboratory constitutes an automatic grade of "F" in the course grade.
3. The student is to have a "C" or better in each of the non-nursing courses required in the Associate in Science in Nursing Degree curriculum to meet graduation requirements.
4. The student who withdraws from the nursing program may repeat a nursing course upon recommendation of the Admissions Committee of the Associate in Science in Nursing Degree Program.

In addition, to be eligible to graduate from the Associate in Science in Nursing Degree Program:

1. A transfer nursing student must be in residence for one (1) year at Marshall University after entering the nursing program.
2. All nursing courses must be completed within five (5) years of beginning a nursing curriculum. This includes transfer and open curriculum candidates.

### Grading Scale for Nursing Courses

Class Work:

94 - 100	A
87 - 93	B
80 - 86	C
74 - 79	D
73 and below	F

Clinical Laboratory:

The student will receive a written final evaluation of his/her clinical performance. The grade will be satisfactory or unsatisfactory. All laboratory objectives must be achieved for a satisfactory grade. An unsatisfactory grade in clinical performance will result in automatic failure of the course.

### Withdrawal

A student may withdraw from a class and receive a grade of "W" if the withdrawal is made on or before the eighth Friday after the first class day of the regular semester. During the summer term, the "W" period ends on the third Friday after the first day of

class.

Students withdrawing after the "W" period will receive a "WF" (withdrew failing) or "WP" (withdrew passing) grade. A "W" or "WP" is not counted in determining a student's quality point average or academic standing. A "WF" grade is the equivalent of an "F" or failing grade.

If the student fails or withdraws from a nursing course, the student is to have an exit interview with the coordinator of the course and with the director of the nursing program.

If the coordinator of the course recommends that the student may re-enter the nursing program, the student may then re-apply for admission to the nursing program.

**Curriculum**

The basic nursing curriculum extends over two years. New students will be formally admitted to the nursing program each fall semester.

All educational programs are offered on the Marshall campus. The clinical nursing experiences are selected at the hospitals and other health agencies by the nursing faculty for their educational value to students. Members of the faculty supervise student clinical laboratory experiences and conduct patient-centered seminars.

Cooperating health agencies include: Cabell Huntington Hospital, Cabell Huntington Hospital Health Department, Huntington State Hospital, Huntington Hospital, Inc., St. Mary's Hospital, rehabilitation centers, physicians' offices, and other agencies. Students are responsible for their own transportation to and from the health agencies.

**First Year**

First Semester	Hrs.	Second Semester	Hrs.
English 101 . . . . .	3	English 102 . . . . .	3
Home Economics 210 . . . . .	3	Chemistry 100 . . . . .	4
Zoology 225 . . . . .	4	Psychology 201 . . . . .	3
Nursing 101 . . . . .	8	Nursing 102 . . . . .	7
		Zoology 226 . . . . .	2
	18		19
<b>Summer Session</b>	<b>Hrs.</b>		
Nursing 201 . . . . .	7		

**Second Year**

First Semester	Hrs.	Second Semester	Hrs.
Sociology 200 . . . . .	3	Nursing 218 . . . . .	7
Nursing 204 . . . . .	7	Nursing 220 . . . . .	7
Nursing 214 . . . . .	7	Nursing 210 . . . . .	3
Botany 302 . . . . .	4	Elective . . . . .	2
	21		19
Nursing	5 3Credits		
Non-nursing	31 Credits		
<b>Total</b>	<b>84 Credits</b>		

**Miscellaneous Expenses**

In addition to the general fees and expenses for Marshall University students, nursing students have the following expenses:

**Approximate Costs**

Books and Supplies . . . . . \$300.00  
 (May be purchased from the University Bookstore. Payment must be made on

purchase date. One third of this amount will be spent during the first semester in nursing.)

Uniforms, cap, pin and scissors . . . . .	\$ 70.00
(Information concerning the ordering of uniforms will be sent to applicants who are accepted into the program.)	
Nursing shoes and watch . . . . .	
Professional Liability Insurance . . . . .	
Physical examination and laboratory tests . . . . .	
(Prior to admission and at the end of the first year)	
Field trips . . . . .	\$ 15.00
National League for Nursing	
Achievement Examinations . . . . .	\$ 25.00
Graduation Expenses:	
Graduation fee . . . . .	\$ 5.00
Cap and gown . . . . .	\$ 6.70
Uniform and shoes . . . . .	\$ 50.00
Nursing pin . . . . .	\$ 30.00
Pictures . . . . .	\$ 12.00
Application for State Board Test Pool	
Examination for R.N. . . . .	\$ 40.00

## BACHELOR OF SCIENCE IN NURSING PROGRAM

### Purpose of the Program

The program is designed to provide an opportunity for registered nurses to obtain a broadened base and scope of nursing practice to prepare them to implement the nursing process in beginning professional nursing positions in primary, secondary and tertiary care in urban and rural areas.

The program will also provide the general and professional education essential for graduate study and for promoting self understanding, personal fulfillment and motivation for continual learning.

### Admission Requirements and Policies

Any registered nurse who wishes to enroll in nursing courses in the Bachelor of Science in Nursing Program must:

1. Meet the requirements for admission to Marshall University
2. Be a graduate of an approved Associate degree or diploma program in nursing.
3. Have a current license to practice as a registered nurse.

Any registered nurse who meets the requirements listed above may enroll in Nursing 300, 310 and 400 (nursing courses which do not have clinical laboratory requirements) and the non-nursing courses required for a B.S. degree in nursing.

Additional requirements for a registered nurse wishing to enroll in the nursing courses with clinical laboratory requirements are:

1. Satisfactory scores or admission examinations.
2. An evaluation of clinical performance. (If currently a student in a basic program in nursing, the evaluation must be done by the director or a teacher in the school where the student is enrolled. If employed as a registered nurse, the evaluation must be done by his/her present employer. Applicants not in the categories above should contact the director of the program to make arrangements for evaluation of clinical performance.)
3. A statement of professional goals.
4. A resume of his/her work experience.
5. Two (2) letters of reference from former nursing teachers, employers or associates.
6. A personal interview with a faculty member.
7. Good physical and mental health as evidenced by a completed, current and satisfactory health record.

Students who will be graduating from an Associate degree or diploma nursing program may be conditionally accepted for admission to the Bachelor of Science in

Nursing Program, but must have passed the licensure examination prior to the start of the fall classes.

Preference will be given to applicants with a grade point average of 2.5 or higher on an "A = 4.0" scale.

Selection of the students who are admitted to the nursing courses with clinical laboratory requirements will be limited by the availability of clinical and campus facilities, and the number of nursing faculty members on the staff. Students admitted to these courses will be selected on the basis of grade point average of previous college and/or nursing school courses, state board grades, references, interview information, professional goals, previous work experience, grades on admission examinations, and the results of the clinical performance evaluation.

A registered nurse entering the program must have the same or equivalent science and general education courses as those required for the Associate in Science in Nursing at Marshall University. Deficiencies in required courses must be made up. Students may test out of the science and general education courses according to the policies of the department offering the course. Students who have completed courses beyond Associate degree requirements may receive advanced placement.

Students should apply for admission by the end of January of the year they wish to enter the clinical nursing courses.

### Health Record

Any serious health problem must be corrected or controlled prior to and during enrollment in the Bachelor of Science in Nursing Program.

After being accepted for admission to the program and prior to the start of classes, a health record must be submitted which includes a complete physical examination, chest X-ray or tine test, CBC, serology and urinalysis. Polio, diphtheria and tetanus immunizations should be current. Further examinations or tests will be requested as indicated.

### Curriculum for Bachelor of Science in Nursing

#### Third Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 300 *	2	Nursing 310 *	3
Nursing 302 **	5	Nursing 312 **	8
Nursing 320	3	Sociology 330	3
Zoology 310	4	Mathematics 110, 120, or 125	3
Management 320	3		
	<hr/>		<hr/>
	17		17

#### Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 400 *	2	Nursing 410	2
Nursing 402 **	12	Nursing 412 **	8
Physics 200	4	Philosophy 201 or 303	3
		Electives	6
		Speech 305	3
	<hr/>		<hr/>
	18		22

\*Nursing courses offered in the evening.

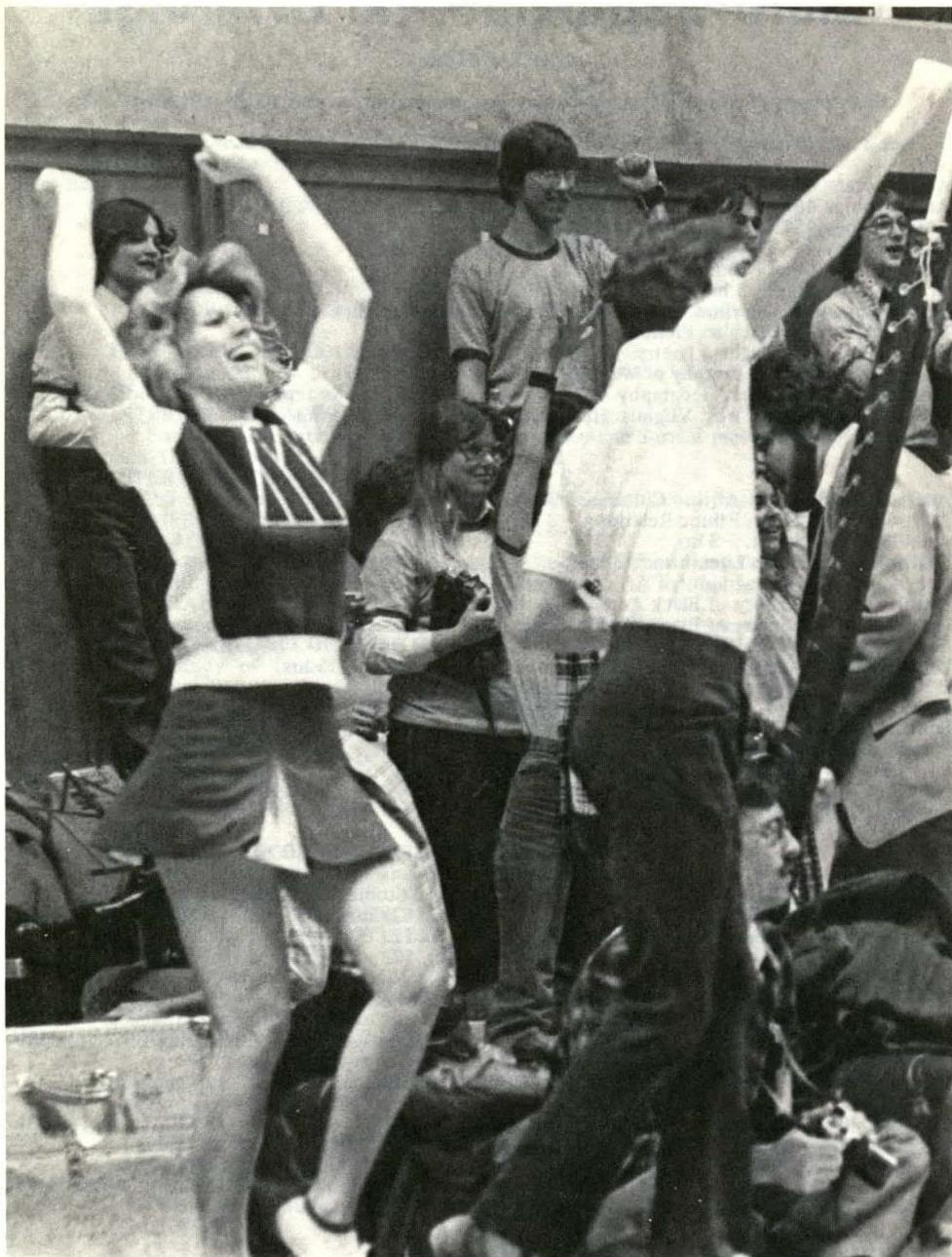
\*\*Nursing courses with clinical laboratory requirements.

Requirement for Graduation	Lower division	Upper division	Total
Nursing Courses	32	45	77
Non-Nursing Courses	32	29	61
Totals	64	74	138

The required nursing courses offered only once each year.

**Academic Standards for Promotion and Graduation**

1. A final grade of "C" or higher is required in all nursing courses.
2. A student must maintain satisfactory performance in the clinical laboratory experiences to obtain a passing grade for the course.
3. A quality point average of 2.0 ("C") or higher is required for graduation.



# Multi-Departmental Offerings

Descriptions of courses listed below may be found in the sections which follow.

## APPALACHIAN STUDIES

- Anthropology 455. Appalachian Culture I. 3 hrs.  
Anthropology 456. Appalachian Field Experience 3 hrs.  
Anthropology 457. Appalachian Culture II. 3 hrs.  
Anthropology 458. Appalachian Field Experience II. 3 hrs.  
Art 305. Ceramics. 3 hrs.  
Art 308. Weaving. 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.  
Art 408. Black Art. 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.

## HUMANITIES

- Basic Humanities 101. Bible and Religion 101, Classical Studies 101, Philosophy 101. 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. 100.

## UNIVERSITY HONORS

- Interdisciplinary Honors. 3; 3 hrs. University Honors 195H-196H.  
Interdisciplinary Honors. 3; 3 hrs. University Honors 395H-396H.  
Departmental Readings for Honors. 3-4; 3-4 hrs. University Honors 495H-496H.

## WOMEN'S STUDIES

- Interdisciplinary Studies 326. Women's Studies I. 3 hrs.  
Interdisciplinary Studies 327. Women's Studies II. 3 hrs.  
Speech 307. Oral Communication in Social Crises. 3 hrs.

# Courses of Instruction

## 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)
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)
412. **GOVERNMENTAL ACCOUNTING. 3 hrs. I.**  
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 311, 312)
414. **ADVANCED ACCOUNTING PROBLEMS. 3 hrs. I, II, S.**  
Selected problems in advanced accounting principles and procedures. (PR: Accounting 312)
418. **MANAGERIAL ACCOUNTING. 3 hrs. II, S.**  
The managerial approach to budgetary control. (PR: Accounting 347)
430. **CPA REVIEW I. 3 hrs.**  
A comprehensive review of auditing and law with emphasis on reasoning underlying problem solutions and study of previous CPA examinations in these areas to further accounting education and preparation. (PR: Accounting 413 and Finance 308)
431. **CPA REVIEW II. 3 hrs.**  
A comprehensive study of accounting theory and practice reviewing previous CPA examinations in these areas to further accounting education and preparation. (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. Both must be taken to receive credit. 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)
333. **LINGUISTIC ANTHROPOLOGY. 3 hrs.**  
Introduction to non-classical linguistics. (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)
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 322, 333)
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 I. 3 hrs.**  
Analysis of the culture of Appalachia from its beginnings to 1870. (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)
457. **APPALACHIAN CULTURE II. 3 hrs.**  
Analysis of cultural changes in Appalachia from 1870 to the present. (PR: Anthropology 455)
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, 456, 457)

#### 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.
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. PR: Art 214 and 203)
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)
305. **CERAMICS. 3 hrs. I, II, S.**  
Advanced design problems in clay. Students will be involved in methods of producing ceramic forms by hand and with the potter's wheel and in problems of firing and glazing. (PR: Art 214 and/or Art 215)

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. (PR: Art 214 or Art 215)
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. (PR: Art 217 and 218)
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.
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. (PR: Junior or senior standing and Art 217 and 218)
- 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.
404. **20th 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 present century.
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.
408. **BLACK ART.** 3 hrs. II, S.  
A survey of the development of black art from ancient Africa to contemporary expressions in both the old and new worlds. (Open to all qualified students.)
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.
- 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)

Courses in the Department of Bible and Religion are open to all students at Marshall University and may be used to fulfill the requirements for a minor in the College of Liberal Arts. Students who plan to pursue graduate and professional studies in religion should consult with the department chairman.

101. **BASIC HUMANITIES.** 3 hrs.  
A structured interdisciplinary study offered by the departments of Bible and Religion, Classical Studies, and Philosophy in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 101 and Philosophy 101)

206. **HISTORY AND LITERATURE OF THE NEW TESTAMENT. 2 hrs.**  
The Jewish and gentile background and the beginnings of Christianity with an introduction to the writings of the New Testament. Open to freshmen.
210. **OLD TESTAMENT HISTORY. 2 hrs.**  
The growth and development of the Hebrew people, religion, and literature, to the Greek period. Open to freshmen.
300. **INTRODUCTION TO THE STUDY OF RELIGION: NATURE OF RELIGION. 3 hrs.**  
An analysis of the nature of religious personalities, institutions, literature, philosophies, experiences, and education.
301. **INTRODUCTION TO THE STUDY OF RELIGION: FUNCTION OF RELIGION. 3 hrs.**  
A correlation of religion with the different areas of life: natural sciences, humanities, social sciences, philosophy, ethics, education.
302. **OUTLINES OF CHURCH HISTORY. 3 hrs.**  
The historical development of Christianity from the first century to the present.
304. **THE TEACHINGS OF JESUS. 2 hrs.**  
An analysis of the Gospels and a systematic study of the message of Jesus.
310. **THE HEBREW PROPHETS. 2 hrs.**  
The rise of the office of prophet and the contributions of prophecy to religion.
315. **PSYCHOLOGY OF RELIGION. 3 hrs.**  
An examination of the factors in individual and group religious experiences.
323. **HISTORY OF RELIGIOUS THOUGHT IN AMERICA. 3 hrs.**  
The rise and development of religion and of religious thinking in America. (Same as History 323)
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.
430. **ORIGIN AND TRANSMISSION OF THE BIBLE. 3 hrs.**  
A study of the history of the canonization, textual transmission, and translations of the Bible.
450. **SOCIOLOGY OF RELIGION. 3 hrs. (Same as Sociology 450)**  
An investigation into the nature of religion as a social phenomenon.
- 490-491. **SPECIAL TOPICS. 1-4; 1-4 hrs.**
- 495H-496H. **READINGS FOR HONORS IN BIBLE AND RELIGION. 4; 4 hrs. See Honors Courses.**  
Open to students with permission of the department chairman. Both courses must be taken in order to receive credit.

#### BIOLOGICAL SCIENCES (BSC)

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)
306. **FIELD BIOLOGY. 4 hrs. II, S.**  
Identification, classification, habitats, and communities of animal and plant life in field and laboratory. (PR: 8 semester hours 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, S.**  
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.**  
The fundamental principles and mechanisms of inheritance. (PR: Biological Science 102)
413. **(ZOO 413) PRINCIPLES OF ORGANIC EVOLUTION. 3 hrs. II, S.**  
The progress of animal life through time and a discussion of known causes. (PR: Zoology 212 and 12 hours biological science, botany or zoology)
430. **ECOLOGY. 4 hrs. II, S.**  
The interrelationships of plants, animals, and environment. Local and world distribution of biotic communities. (PR: Botany 416 or consent of instructor)
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.

482. **CONSERVATION OF FORESTS, SOIL AND WILDLIFE. 3 hrs. I, S.**

Primarily for teachers 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)

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 AND PLANT PATHOLOGY. 4 hrs. I.**

Nature, cause and control of plant disease. 2 lec-4 lab. (PR: Biological Science 101-102 or equivalent)

### 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. Includes relevant topics from inorganic, organic, and biochemistry. 3 lec-2 lab.

190H-191H. **HONORS IN CHEMISTRY. I; 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)

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.

\*The Department of Chemistry is approved by the Committee on Professional Training of the American Chemical Society

215. **ENVIRONMENTAL CHEMISTRY. 2 hrs. I, II, S.**  
A study of experimental problems in the detection and measurement of common chemicals. Emphasis will be 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 hr.**  
(PR or CR: Chemistry 356)
307. **INTRODUCTORY PHYSICAL CHEMISTRY. 3 hrs. II.**  
(PR: Chemistry 327 or 356) 3 lec.
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, S.**  
A systematic study of organic chemistry. 3 lec. (PR: Chemistry 212 or 204, II, S.)
356. **ORGANIC CHEMISTRY II. 3 hrs. II, S.**  
Continuation of Chemistry 355 and qualitative organic analysis. 3 lec. (PR: Chemistry 355)
357. **PHYSICAL CHEMISTRY I. 3 hrs. I.**  
A systematic study of physical chemistry. 3 lec. (PR: Chemistry 356, eight hours of Physics, Mathematics 230; CR: Mathematics 231)
358. **PHYSICAL CHEMISTRY II. 5 hrs. II.**  
Continuation of Chemistry 357, 3 lec-4 lab. (PR: Chemistry 357, Mathematics 231)
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. I; 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)
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. Both courses must be taken to receive credit. (See Honors Courses)

#### CLASSICAL STUDIES (CL)

General humanities courses, taught in English, open to all students at the academic level listed.

- 101 **BASIC HUMANITIES. 3 hrs.**  
A structured interdisciplinary study offered by the departments of Bible and Religion, Classical Studies, and Philosophy in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Bible and Religion 101 and Philosophy 101)
200. **BUILDING ENGLISH VOCABULARY THROUGH LATIN AND GREEK. 3 hrs. I, II.**  
Study of Latin and Greek word elements to build skill in English vocabulary, both general and technical (or scientific - medical).
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.
321. **ANCIENT GREEK LITERATURE (Taught in English). 3 hrs.**  
Study of representative works for their humanistic and literary values in the ancient and modern worlds.
322. **ANCIENT ROMAN LITERATURE (Taught in English). 3 hrs.**  
Study of representative works for their humanistic and literary values in the ancient and modern worlds.
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.
- 450-451. **SPECIAL TOPICS IN CLASSICS. 1-4; 1-4 hrs. I, II.**  
(PR: Departmental permission)

#### 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 devices by means of the computer's operating system. (CR: CIS 220, 221)
217. **UTILITY PROGRAMS. 1 hr.**  
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 media 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 211 B)
- 221C. **COMPUTER SCIENCE LAB II. 1 hr.**  
Continuation of CIS 211C. PL/I lab. Recommended for CIS majors. (CR: CIS 220. PR: CIS 210, CIS 211C)
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, co-routines, and tasks. List processing, string manipulation, data description, and simulation languages, run-time representation of 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)
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 Interpreters, 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 systems, executive systems, and operating systems for high speed digital computers. Paging, memory management and scheduling strategy for the management of computer facilities (Processors, Memory, I/O, etc.) in multiprogramming, 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. 3 hrs.**  
Introduction to simulation and model building using digital computers. The study of discrete simulation systems and specialized languages—e.g. G.P.S.S., Simscript, 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 BBA in IS 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. (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. (CR: Counseling and Rehabilitation 306)
310. **VOCATIONAL EVALUATION. 3 hrs. I.**  
An integration of psychological and physical aspects in vocational assessment of the disabled; includes selection, administration and interpretation of vocational tests, work samples and job tryouts and utilization of medical psychiatric and psychological reports.
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.
420. **JOB PLACEMENT. 3 hrs. I.**  
Study of techniques for diagnostic interviewing, job development, and job placement. (PR: Counseling and Rehabilitation 306, 310, 315, 320, 406 or permission of instructor)
425. **COUNSELING THEORIES AND TECHNIQUES. 3 hrs. II.**  
Principles and practices of the interviewing relationship in helping service settings. (PR: Permission of instructor. CR: Counseling and Rehabilitation 426)
426. **ADVANCED PRACTICUM IN COUNSELING. 2 hrs. II.**  
Practical experiences in counseling interviews under professional supervision. (PR: Permission of instructor. 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. (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)
- 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)

206. **CRIMINOLOGY. 3 hrs.**  
Introduction to the social aspects of criminal behavior. (Same as Sociology 206)
207. **JUVENILE DELINQUENCY. 3 hrs.**  
Theories of delinquency causation and prevention; organizations and functions of social agencies operating in the field. (Same as Sociology 207)
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. (PR: Criminal Justice 206 or 207)
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 207)
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 influences and responsibilities of traffic law enforcement in present day society. (Same as Safety Education 480)

## CURRICULUM AND FOUNDATIONS (CI)

Including Curriculum and Instruction (CI) pp.160-162 and Educational Foundations (EDF) p.165.

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)
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)
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 2011I)
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 201 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 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, S.  
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.
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 SCIENCE 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)
405. **ELEMENTARY EDUCATION: SUPERVISED STUDENT TEACHER.** 3-8 hrs. I, II.  
All-day teaching under supervision in cooperating public schools. (PR: Curriculum and Instruction 446. CR: Curriculum and Instruction 400)
409. **EARLY 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. CR: Curriculum and Instruction 410)
410. **EARLY CHILDHOOD EDUCATION: SUPERVISED STUDENT TEACHING.**  
8 hrs. I, II, S.  
Practicum for students majoring in early childhood education. All-day teaching under supervision in kindergarten and elementary schools. (PR: Curriculum and Instruction 367 and 446. CR: Curriculum and Instruction 409)
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 409-410)

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.
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. S.**  
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, II.**  
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 and 444)
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: Field experience)
433. **SPECIAL EDUCATION: INTRODUCTION TO MENTAL RETARDATION. 3 hrs. I, II, 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)
443. **ELEMENTARY EDUCATION: TEACHING READING IN ELEMENTARY SCHOOLS. 3 hrs.**  
Presenting modern techniques and practices in the teaching of reading. (PR/CR: Curriculum and Instruction 342. CR: Field experience)
444. **INTRODUCTION TO CRIPPLED AND OTHER HEALTH IMPAIRED. 3 hrs. I, II, 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. **SECONDARY EDUCATION: TEACHING READING IN SECONDARY SCHOOLS. 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.**  
Study of reading-language difficulties, current diagnostic devices and techniques, and preventive and prescriptive methods and materials. (PR: Curriculum and Instruction 443 or 445 and Educational Foundations 319)
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. I, II.  
Survey of materials and methods for teaching social studies. (PR: Admission to teacher education. CR: Field experience)
468. **SECONDARY EDUCATION: TEACHING ART.** 3 hrs. I, II.  
Survey of materials and methods for teaching art. (PR: Admission to teacher education. CR: Field experience)
469. **SECONDARY EDUCATION: TEACHING BUSINESS EDUCATION.** 3 hrs. I, II.  
Survey of materials and methods for teaching business subjects. (PR: Admission to teacher education. CR: Field experience)
470. **SECONDARY EDUCATION: TEACHING ENGLISH.** 3 hrs. I, II.  
Survey of materials and methods for teaching English. (PR: Admission to teacher education. CR: Field experience)
471. **SECONDARY EDUCATION: TEACHING FOREIGN LANGUAGES.** 3 hrs. II.  
Survey of materials and methods for teaching the languages. (PR: Admission to teacher education. CR: Field experience)
472. **SECONDARY EDUCATION: TEACHING MATHEMATICS.** 3 hrs. I, II.  
Survey of materials and methods for teaching mathematics. (PR: Admission to teacher education. CR: Field experience)
473. **SECONDARY EDUCATION: TEACHING PHYSICAL EDUCATION.** 3 hrs. I, II.  
Survey of materials and methods for teaching physical education in grades 7-12. (men and women). (PR: Admission to teacher education. CR: Field experience)
474. **SECONDARY EDUCATION: TEACHING THE SCIENCES.** 3 hrs. II.  
Survey of materials and methods for teaching the sciences. (PR: Admission to teacher education. CR: Field experience)
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. I.  
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: Field experience)
- 482-483-484-485. **SPECIAL TOPICS.** 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.** 3 hrs. I, II, S.  
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. Methods for aiding in obtaining gastric washings.
446. **SEMINAR. 1 hr. II.**  
Methods of case follow-up. Administration and professional relations with physicians and patients.
447. **ADVANCED METHODS IN CYTOLOGY. 4 hrs. S.**  
Methods and procedures of tissue culture, chromosome analysis, and microphotography. Study of chromosome anomalies including Turner's, Down's, and Klinefelter's Syndrome. Study of pure and mosaic anomalies.

#### DISTRIBUTIVE EDUCATION (DE)

101. **INTRODUCTION TO DISTRIBUTIVE EDUCATION. 3 hrs. I.**  
The course is planned to give prospective Distributive Education Teacher-Coordinator 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.
- 401-402. **AREAS OF DISTRIBUTION. 3 hrs. I, II.**  
Personal improvement, selling, merchandising information, visual merchandising, management, and marketing as these areas affect Distributive Education high school, adult and post-secondary curriculums.
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.
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.
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 equivalent)
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 equivalent)
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 equivalent)
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 consent of the instructor)
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 equivalent, or consent of the instructor.)
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 equivalent, or consent of the instructor)
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 241-242, 300, or equivalent, or consent of the instructor)
356. **COLLECTIVE BARGAINING PROBLEMS. 3 hrs.**  
Contract negotiation and administration at plant and industry levels. (PR: Economics 241 and 242 or 300 or equivalent, or consent of the instructor)
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 equivalent)
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 equivalent)
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 equivalent)
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 equivalent)
422. **INTRODUCTION TO MATHEMATICAL ECONOMICS. 3 hrs.**  
Modern mathematical methods for use in economics and other social sciences. (PR: Economics 241 and 242 and Mathematics 120 or equivalent)
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, Management 318, and Mathematics 120 or equivalent)
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 equivalent)
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 equivalent)
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 equivalent)
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 equivalent)
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 equivalent)
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 equivalent)
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, and consent of the instructor)
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 equivalent)
- 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, and consent of the instructor, department chairman, and the student's academic dean.)
- 495H-496H. **READINGS FOR HONORS IN ECONOMICS. 4; 4 hrs., I, II.**  
Open only to economics majors of outstanding ability. Both courses must be taken in order to receive credit. (See Honors Courses)

#### EDUCATIONAL FOUNDATIONS (EDF)

218. **HUMAN DEVELOPMENT. 3 hrs. I, II, S.**  
A basic course in the study of children's emotional, social, mental, and physical development. Field experience required. (PR: Sophomore standing)
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)
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.
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. I.**  
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. I, S.**  
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. II, S.**  
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. I, S.**  
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.  
Utilization of basic audiovisual equipment, production of simple graphic aids, and information about campus media resources.
401. **HISTORY OF BOOKS AND LIBRARIES.** 3 hrs. II.  
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. I.  
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. II.  
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. I, S.  
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. I, II, S.  
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. I, II, S.  
Utilization of educational media materials, equipment and techniques.
466. **PRODUCTION OF AUDIOVISUAL AIDS.** 3 hrs. I, S.  
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 TECHNOLOGY

Engineering courses are listed in Community College brochures.

### 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 foreign 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.
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. Not to be scheduled with English 301 except with permission of the department chairman.)
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. Not to be scheduled with English 300 except with permission of department chairman)
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 307 or permission of department chairman)
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)
325. **SHAKESPEARE. 3 hrs. I, II, S.**  
The major comedies, tragedies, and histories. (PR: 6 hours beyond 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)
360. **CREATIVE WRITING. 3 hrs.**  
An introduction to the writing of fiction and poetry. (PR: English 102 or 201H)
377. **CREATIVE COMPOSITION: POETRY. 3 hrs.**  
Practice in writing the literary forms. (PR: 6 hours beyond English 102 or 201H)
378. **CREATIVE COMPOSITION: PROSE. 3 hrs.**  
Practice in writing the literary forms. (PR: 6 hours beyond English 102 or 201H)
405. **STUDY OF THE ENGLISH LANGUAGE. 3 hrs. I, II, S.**  
Growth, structure, and present usage of the English language. (PR: 6 hours beyond 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: 6 hours beyond 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. **CHAUCCER. 3 hrs.**  
Background and influences, with biographical and critical study. (PR: 6 hours beyond English 102 or 201H)
412. **STUDY OF POETRY. 3 hrs.**  
Theory and prosody, and principal types, forms, and themes. (PR: 6 hours beyond 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: 6 hours beyond English 102 or 201H)
414. **NINETEENTH CENTURY ENGLISH NOVEL. 3 hrs.**  
Austen, Scott, the Brontes, Dickens, Thackeray, Hardy and others. (PR: 6 hrs. beyond English 102 or 201H)
415. **VICTORIAN POETRY. 3 hrs.**  
Tennyson, Browning, Arnold and others. (PR: 6 hours beyond 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: 6 hours beyond English 102 or 201H)

420. **SENIOR SEMINAR IN LITERATURE. 3 hrs.**  
Advanced study of forms and movements. Individual research required. Limited to English majors with senior class standing.
433. **CONTEMPORARY ENGLISH POETRY. 3 hrs.**  
Principal poetry since the Victorian period. (PR: 6 hours beyond English 102 or 201H)
434. **CONTEMPORARY AMERICAN POETRY. 3 hrs.**  
Principal poetry since 1900. (PR: 6 hours beyond English 102 or 201H)
436. **EARLY AND MEDIEVAL LITERATURE. 3 hrs.**  
Non-dramatic English literature exclusive of Chaucer including old English prose and poetry, early ballads and lyrics, metrical and prose romances, and the works of Langland and Malory. (PR: 6 hours beyond English 102 or 201H)
437. **ENGLISH NON-DRAMATIC LITERATURE OF THE SIXTEENTH CENTURY. 3 hrs.**  
Non-dramatic prose and poetry of the period. (PR: 6 hours beyond English 102 or 201H)
438. **ENGLISH NON-DRAMATIC LITERATURE OF THE EARLY SEVENTEENTH CENTURY. 3 hrs.**  
Non-dramatic prose and poetry. (PR: 6 hours beyond English 102 or 201H)
440. **AMERICAN LITERATURE FROM 1800 TO 1855. 3 hrs.**  
Poe, Hawthorne, Emerson, Thoreau, and others. (PR: 6 hours beyond English 102 or 201H)
441. **AMERICAN LITERATURE FROM 1855 TO 1925. 3 hrs.**  
Whitman, Dickinson, Frost and others. (PR: 6 hours beyond English 102 or 201H)
442. **AMERICAN NOVEL TO 1900. 3 hrs.**  
Historical and critical study from the beginnings. (PR: 6 hours beyond 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: 6 hours beyond English 102 or 201H)
447. **ENGLISH ROMANTIC POETS. 3 hrs.**  
Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. (PR: 6 hours beyond 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: 6 hours beyond 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: 6 hours beyond English 102 or 201H)
455. **LITERARY CRITICISM. 3 hrs.**  
Historical study, with application of principles. (PR: 6 hours beyond English 102 or 201H)
460. **ENGLISH LITERATURE FROM 1660 TO 1745. 3 hrs.**  
Dryden, Swift, Pope, and their contemporaries. (PR: 6 hours beyond English 102 or 201H)
461. **ENGLISH LITERATURE FROM 1745 TO 1800. 3 hrs.**  
Major literature of the Age of Johnson. (PR: 6 hours beyond 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: 6 hours beyond English 102 or 201H)
475. **INTRODUCTION TO LINGUISTICS. 3 hrs. I, II.**  
The structural and descriptive approach to study of the English language. (PR: 6 hours beyond 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. Both courses must be taken in order to receive credit. 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, 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 sales, 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, S.**  
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, II.**  
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. I, II, S.**  
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.
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, S.**  
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 320)
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, II, S.**  
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, S.**  
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. Both must be taken to receive credit. See Honors Courses.

#### 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)
- 150-151. **APPLIED FRENCH. I; 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 compositions. (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. I; 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.

\*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101. No Reading Approach courses are offered beyond 204R.

- 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.)
327. **17TH CENTURY LITERATURE.** 3 hrs.  
A presentation of the development, spirit, and characteristics of French classicism. (PR: French 204)
328. **17TH CENTURY LITERATURE.** 3 hrs.  
Racine's plays, Pascal, and other prose classicists together with La Fontaine, Boileau, and others of the Golden Age. (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)
- 417-418. **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 for 417 or 418: French 204)
435. **19TH CENTURY LITERATURE.** 3 hrs.  
The French Romantic movement as exemplified in the poetry, drama, and novel of the period. (PR: French 204)
436. **19TH CENTURY LITERATURE.** 3 hrs.  
Realistic and naturalistic fiction, realism in the theatre, and selected poems of Baudelaire, the Parnassians, and symbolists. (PR: French 204)
- 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 327 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. Both courses must be taken in order to receive credit. See Honors Courses.

## GEOGRAPHY (GEO)

100. **INTRODUCTION TO CULTURAL GEOGRAPHY.** 3 hrs.  
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.  
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.
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. I, II, S.  
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.
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)
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)
- 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 representative of both animals and plants will be studied. Attention is given to elementary morphology, taxonomy, biometrics and paleocology. 2 lab. (PR: Geology 210L. CR: Geology 201)
212. **GEOLOGIC AND TOPOGRAPHIC MAPS.** 1 hr. I, II, S.  
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. II, 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 (odd numbers)**  
Formation, organization, sequence, and correlation of sedimentary rocks; study of the origin, transportation and deposition of rock-forming sediments. 2 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 hrs. of Geology)
415. **ANALYTICAL MINERALOGY. 4 hrs. 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. 3 hrs. I, II, Alternate years (even numbers) and S.**  
Taxonomy and morphology of the major invertebrate phyla with an introduction to biometrics as applied to paleontology. 2 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 (odd 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 postdepositional interpretation of the sedimentary rocks. 2 lec-2 lab. (PR: Geology 201 and 314)
425. **GEOCHEMISTRY. 4 hrs. I, Alternate years (even 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. I, Alternate years (odd numbers).**  
Development of seismic, gravity, magnetism, electrical and thermal methods to study the structure and dynamics of the earth. (PR: Geology 200, Physics 201, Mathematics 130)
451. **PRINCIPLES OF GEOMORPHOLOGY. 3-4 hrs. I, Alternate and S (even numbers)**  
Principles of identification and analysis of the world's surficial features in terms of stratigraphy, structure, processes, tectonics and time. 3 lec-2 lab. Optional laboratory. (PR: Geology 200, Geology 210 or consent)
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. 4 hrs.**  
The properties of water, the hydrologic cycle with emphasis on surface and groundwater processes, the uses, needs and problems associated with water resources. (PR: Geology 200)
456. **ENVIRONMENTAL GEOLOGY. 3 hrs.**  
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 of 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)
- 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)
- 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. Both courses must be taken in order to receive credit. See Honors Courses.

\*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101. No Reading Approach courses are offered beyond 204R.

#### 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)
- 450-451. 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 only.  
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 (HIST)

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.
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.
222. **THE AMERICAN MILITARY EXPERIENCE.** 3 hrs.  
Examines the American military tradition from the colonial period to the present. Particular attention to the Twentieth Century.
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. **HISTORY OF RELIGIOUS THOUGHT IN AMERICA. 3 hrs.**  
The rise and development of religion and of religious thinking in America. (Same as Bible and Religion 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 1877. 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. **LEGAL HISTORY. 3 hrs.**  
Historical development of the law and of the administration of justice with emphasis on legal American History.
350. **AMERICAN LABOR HISTORY. 3 hrs. I. Alternate years.**  
The history of the American labor movement. (Same as Economics 350)
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.
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)
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.
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, II.  
Principles of food selection, preparation and preservation.
112. **CLOTHING CONSTRUCTION.** 2 hrs. II.  
Basic principles of clothing construction.
203. **MEAL MANAGEMENT.** 3 hrs. I, 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 dietaries 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, figure 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. 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. I.  
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. Odd 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. 8 hrs. I, II.**  
Directed teaching in an approved off-campus vocational home economics program in a secondary school. (PR: Home Economics 306)
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

#### WOMEN'S STUDIES

326. **WOMEN'S STUDIES I. 3 hrs.**  
 An interdisciplinary course designed to focus on the historical and social problems of women to the time of the Industrial Revolution. The course draws primarily upon history and literature, but also includes materials from psychology, sociology, economics, and religion for the purpose of illuminating the problems that women have faced.
327. **WOMEN'S STUDIES II. 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. 148.

Appalachian Studies  
 Black Studies  
 Humanities  
 International Affairs  
 University Honors  
 Women's Studies

### JOURNALISM (JRN)

101. **SURVEY OF JOURNALISM. 3 hrs. I, II.**  
 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 and tours to local media are part of the course.
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 COPY EDITING. 4 hrs. I, II**  
 Advanced course in newspaper copy editing, headline writing and makeup. Instruction and practice in contemporary newspaper typography with experience in photo-typesetting and page composition. Laboratory instruction and experience on the university newspaper, The Parthenon. (PR: Journalism 202, 241 or 301)
304. **INTERPRETATION OF CONTEMPORARY AFFAIRS. 3 hrs. I.**  
 Planning and executing the editorial page; considerations of structure, style and policy in writing editorials; extensive writing assignments. (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. Exercise 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. **COMPANY PUBLICATIONS. 3 hrs. I.**  
A study of company publications, trade journals and other specialized periodicals. The duties and work of the industrial editor in preparing internal, external and multi-purpose publications. (PR: Journalism 201, 241 or 301)
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, II.**  
Practice in obtaining material and writing copy for advertisements in publications. (PR: Journalism 201, 281 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, 281 or Marketing 341)
385. **ADVERTISING MEDIA PLANNING. 3 hrs. II.**  
Planning and practice in allocating advertising budgets in the mass media to effectively reach the target audiences at the most reasonable cost. (PR: Journalism 281 or 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. **ETHICS AND LAW OF MASS COMMUNICATIONS. 3 hrs. I, II.**  
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. S.**  
Supervised reportorial work on Huntington and other daily newspapers, and other areas of mass communications. Conferences with instructor for guidance and evaluation. Advanced arrangements must be made through instructor. (PR: Permission)
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 STRATEGY AND THE COMMUNICATION PROCESS. 3 hrs. II.**  
Principles and concepts of advertising strategies as communications processes applied to consumerism, salesmanship, promotions and campaigns. (PR: Journalism 382, 383, 385)
428. **SUPERVISION OF SCHOOL PUBLICATIONS. 3 hrs. II, S.**  
A study of school newspapers, including practical experiences in writing for school publications. Designed primarily for College of Education English majors but open to students of all colleges. (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: Permission)
440. **SEMINAR: MASS COMMUNICATION AND SOCIETY. 3 hrs. I, II.**  
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. II.**  
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. Both courses must be taken to receive credit. 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 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.**
- 450-451. **SPECIAL TOPICS IN LATIN. 1-4; 1-4 hrs. I, II.**
- 495H-496H. **HONORS IN LATIN. 4; 4 hrs. I, II.**  
Open only to Latin majors of outstanding ability. Both courses must be taken for credit. 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. (Rec: 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: Rec. Accounting 215-216, 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)

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)
424. **PERSONNEL MANAGEMENT. 3 hrs. I, II, S.**  
Modern employment relations and manpower management from theoretical and practical viewpoints. Basic methodology techniques involving recruitment, selection, training, labor relations, collective bargaining contracts, wage and salary administration, and personnel research. (PR: Advanced standing)
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 or consent of instructor)
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 policy 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. Both must be taken to receive credit. 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)

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)
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)
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, 349 or permission of the department chairman)
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)
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)
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)
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, Accounting 216)
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. Both must be taken to receive credit. 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, S.**  
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 1 1/2 years of high school algebra or Mathematics 130)
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, 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.**  
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)
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. 4 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)
- 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 417; 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 course 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. Both courses must be taken in order to receive credit. (PR: Consent of department chairman. See Honors Courses)

#### MEDICAL LABORATORY TECHNICIAN (MLT)

Prerequisite: Admission is subject to approval by the Admissions Committee of the School of Medical Laboratory Technology of St. Mary's Hospital.

101. **INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY. 2 hrs.**  
A course emphasizing terminology and mathematics used by the medical laboratory technician. Technical terms specifically applied to clinical chemistry, hematology, immunohematology, microbiology and instrumentation will be presented. Fundamental analytical principles and laboratory calculations relevant to solutions and standards; preparation of graphs; general principles of quality control; spectrophotometric calculation; hydrogen ion concentration and pH.
155. **ORIENTATION TO THE CLINICAL LABORATORY. 4 hrs.**  
Introductory rotation through each department of the laboratory. Lectures presented pertinent to the organization of the laboratory, professional conduct and medical ethics. Presentation and discussion of written cognitive, psychomotor and affective objectives of the MLT program.
200. **CLINICAL CHEMISTRY. 6 hrs.**  
Theory and application of physiological biochemistry. Competency based rotation which includes manual, automated and special chemistry procedures.
201. **HEMATOLOGY. 6 hrs.**  
Theory and application of principles in hematology, coagulation and urinalysis. Competency based rotation pertaining to manual, semiautomated and automated procedures.
202. **IMMUNOHEMATOLOGY. 4 hrs.**  
Theory and application of the principles of immunohematology and blood groups; blood bank transfusion practices; organization and methods. Competency based rotation in all procedures.
203. **CLINICAL MICROBIOLOGY AND SEROLOGY. 6 hrs.**  
Comprehensive presentation of pathogenic microorganisms relevant to bacteriology, parasitology and mycology. Serology includes the study of the immune process and serodiagnostic testing. Competency based rotation in all procedures.

#### 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 (4 weeks). 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 (7 weeks) 4 hrs. I.**  
Maintenance of adequate blood supply including bleeding donors and 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 (9 weeks). 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 (8 weeks). 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 (4 weeks). 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 (10 weeks). 9 hrs. II.**  
Practice in common biochemical tests including blood sugar, urea nitrogen, total protein. Special analysis for electrolytes, liver and kidney function tests, and toxicological tests. Training and practice in use of analytical balance, scanning spectrophotometer, flame photometer, atomic absorption techniques, and gas chromatography. Blood gas studies: pH, pCO<sub>2</sub>, pO<sub>2</sub>.
418. **SEROLOGY (4 weeks). 3 hrs. S.**  
Kolmer complement fixation, V.D.R.L. and F.T.A. tests for syphilis. Special tests for cold agglutinins, heterophile antibodies, febrile diseases.
419. **AUTOMATED INSTRUMENTAL ANALYSIS (6 weeks). 4 hrs. S.**  
Instruction and practice in use of automated analytical equipment for chemical analysis of 19 tests (Chemistry Composite Profile). Automated fluorometric procedures including cortisols. Use of computerized readout systems for all test results.
420. **DIRECTED RESEARCH (4 months). 2 hrs. 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. 2 hrs. I, II, S.**  
Student elective by special assignment.

#### MILITARY SCIENCE (MS)

- 101-102. **BASIC COURSE MILITARY SCIENCE I. 2; 2 hrs.**  
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. Three hours per week. This course is specifically designed for the student with a strong orientation toward the military.
- 103-104. **MILITARY SKILLS I, II. 1; 1 hr.**  
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, camping, and rappelling. Completion of these courses allows the student to progress to the Basic Course Military Science II level. The class meets one four-hour period per month.
- 201-202. **BASIC COURSE MILITARY SCIENCE II. 2; 2 hrs.**  
Study of American military history; introduction to operations and basic tactics; map and aerial photograph reading; and continuation of leadership and command training begun in Military Science I. Three hours per week.
251. **ROTC BASIC SUMMER CAMP. 3 hrs. (non-resident)**  
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 attend the advanced military science training.
- 301-302. **ADVANCED COURSE MILITARY SCIENCE III. 3; 3 hrs.**  
Advanced instruction and practice in leadership concepts and exercise of command in precommissioned leadership situations; continuation of the study of Army organization to include the roles and missions of its various arms and services; introduction and practice in military teaching methods; and study of small unit tactical operations under nuclear and nonnuclear warfare conditions; counterinsurgency operations. Four hours per week.

Students may substitute other college courses for one of these Military Science courses subject to the approval of the Professor of Military Science.

**351. SUMMER TRAINING 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 301-302)

**401-402. ADVANCED COURSE MILITARY SCIENCE IV. 3; 3 hrs.**

Continuation of advanced training and practice in leadership concepts and exercise of command in commissioned leadership situations in the Brigade program; study of command and staff, 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 service; and a study of current military law. Four hours per week. Students may substitute other college courses for one of these Military Science courses subject to the approval of the Professor of Military Science.

**403. MILITARY SCIENCE SEMINAR. 1 hr.**

Seminars on advanced military science concepts and current national and international issues; advanced practical leadership and military instructional experience. Open to and required of students completing Military Science 402 and having one full year of undergraduate work remaining before receiving degree and being commissioned. Two hours per week. (PR: Military Science 401-402)

## MUSIC (MUS)

### Requirements for Music Majors

#### 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:

All students pursuing the single music field 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. 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 Sem.) 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 and Voice, 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 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, 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, e.g., Brass, Woodwind, Percussion, and String.

\*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.

#### 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. 1,II.
182a,b,c,d-382a,b,c,d.	Applied Music.	Flute	1-2;1-2 hrs. 1,II.
183a,b,c,d-383a,b,c,d.	Applied Music.	Oboe	1-2;1-2 hrs. 1,II.
184a,b,c,d-384a,b,c,d.	Applied Music.	Clarinet	1-2;1-2 hrs. 1,II.
185a,b,c,d-385a,b,c,d.	Applied Music.	Bassoon	1-2;1-2 hrs. 1,II.
186a,b,c,d-386a,b,c,d.	Applied Music.	French Horn	1-2;1-2 hrs. 1,II.
187a,b,c,d-387a,b,c,d.	Applied Music.	Trumpet	1-2;1-2 hrs. 1,II.
188a,b,c,d-388a,b,c,d.	Applied Music.	Trombone	1-2;1-2 hrs. 1,II.
189a,b,c,d-389a,b,c,d.	Applied Music.	Baritone	1-2;1-2 hrs. 1,II.
190a,b,c,d-390a,b,c,d.	Applied Music.	Tuba	1-2;1-2 hrs. 1,II.
191a,b,c,d-391a,b,c,d.	Applied Music.	Violin	1-2;1-2 hrs. 1,II.
192a,b,c,d-392a,b,c,d.	Applied Music.	Viola	1-2;1-2 hrs. 1,II.
193a,b,c,d-393a,b,c,d.	Applied Music.	Cello	1-2;1-2 hrs. 1,II.
194a,b,c,d-394a,b,c,d.	Applied Music.	String Bass	1-2;1-2 hrs. 1,II.
195a,b,c,d-395a,b,c,d.	Applied Music.	Piano	1-2;1-2 hrs. 1,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.

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 7-12). 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 392)
- 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. Open to advanced music students or consent of instructor.
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 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)

#### Courses for the ASN Program

101. **FUNDAMENTALS OF NURSING. 8 hrs.**  
Focuses on man as an open system and on the assessment component of the nursing process. Includes basic nursing interventions for assisting the adult patient to move toward optimum functioning. Clinical laboratory included. (PR or CR: Home Economics 210 and Zoology 225)
102. **MEDICAL-SURGICAL NURSING I. 7 hrs.**  
Approaches adult man as an open system with specific stress-producing input from the endocrine, gastrointestinal, and musculo-skeletal systems. Introduction to oncological and surgical nursing included. Utilization of all components of nursing process is introduced. Clinical laboratory included. (PR: Nursing 101; PR or CR: Chemistry 100, Zoology 226 and Psychology 201)
201. **MEDICAL-SURGICAL NURSING II. 7 hrs.**  
Synthesizes previous knowledge for utilization of the nursing process with adult patients experiencing varying stress states of the sense organs of skin, eye, ear, and nose, and with problems related to the genitourinary system. Clinical laboratory included. (PR: Nursing 102)
204. **MEDICAL-SURGICAL NURSING III. 7 hrs.**  
Utilizes the nursing process in caring for an open system of man with specific reference to the respiratory, cardiovascular, and nervous systems. Includes an overview of disaster and emergency nursing. Clinical laboratory included. (PR: Nursing 201; PR or CR: Nursing 214, Botany 302, Sociology 200)
210. **NURSING IN SOCIETY. 3 hrs.**  
Includes an examination of the interrelationships between the social, health-care and nursing systems with emphasis upon historical background, current trends, issues and problems in nursing, legal responsibilities, team concepts, nursing organizations, and employment. (PR: Nursing 204 and 214)
214. **PSYCHIATRIC-MENTAL HEALTH NURSING. 7 hrs.**  
Study of basic psychiatric-mental health concepts. Provides the student with the opportunity to increase self-awareness and develop beginning skills in the use of self. Assists the student in the application of the nursing process in providing secondary nursing care for patients/clients with specific behavior patterns. Clinical laboratory included. (PR: Nursing 201; PR or CR: Nursing 204, Botany 302, and Sociology 200)
218. **MATERNAL AND NEWBORN NURSING. 7 hrs.**  
Applies the nursing process in the study of the maternal cycle as an open system. Designed to assist the student to develop skills needed for providing family-centered nursing care under normal and abnormal circumstances. Clinical laboratory included. (PR: Nursing 204 and 214, Botany 302, and Sociology 200)
220. **CHILD-HEALTH NURSING. 7 hrs.**  
Applies the nursing process in caring for children and adolescents. Includes the study of growth and development. Assists the student in developing skills needed for providing family-centered nursing to children. Clinical laboratory included. (PR: Nursing 204 and 214, Botany 302 and Sociology 200)

#### Courses for the BSN Program

300. **NURSING IN TODAY'S SOCIETY I. 2 hrs.**  
Trends and issues that influence nursing practice and the delivery of health care services. (PR: R.N.)
302. **PRIMARY CARE NURSING I. 5 hrs.**  
Primary care nursing with clinical experience in selected community settings. (PR: R.N. and PR or CR: Nursing 300 and Zoology 310)
310. **NURSING IN TODAY'S SOCIETY II. 3 hrs.**  
Continuation of Nursing 300. (PR: Nursing 300)
312. **PRIMARY CARE NURSING II. 8 hrs.**  
Continuation of Nursing 302. (PR: Nursing 302 and PR: or CR: Nursing 310)
320. **PHYSICAL ASSESSMENT. 3 hrs.**

- Developing skills in taking health histories and doing physical examinations. (PR: R.N. and PR or CR: Zoology 225 or 310)
400. **INTRODUCTION TO RESEARCH IN NURSING. 2 hrs.**  
Methods of research as applied to nursing and writing of a research proposal. (PR: R.N.)
402. **TERTIARY CARE NURSING. 12 hrs.**  
Nursing of the hospitalized patient with complicated problems requiring a level of crisis intervention. Leadership principles applied to nursing practice. (PR: Nursing 312)
410. **CURRENT ISSUES IN NURSING. 2 hrs.**  
Analysis of current issues in nursing to promote synthesis of education and experience in preparation for new roles in nursing. (PR: Nursing 400 and 402)
412. **INDIVIDUAL NURSING PROJECT. 8 hrs.**  
Developing and implementing a study of a self-selected area of nursing practice with the assistance of a field preceptor and faculty advisor. (PR: Nursing 400 and 402)
- 481-482-483-484. **SPECIAL TOPICS. 1-4; 1-4; 1-4; 1-4 hrs.**  
Study of topics not available in other courses. For nursing majors only (PR: R.N. and permission of department chairman)
- 495H-496H. **READINGS FOR HONORS IN NURSING. 2-4; 2-4 hrs.**  
Open only to nursing majors of outstanding ability. Both courses must be taken in order to receive credit. (See Honors Courses)

### OFFICE ADMINISTRATION (OAD)

No auditors permitted in courses numbered 100, 200 or 300 without written permission of the chairman of Office Administration.

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.**  
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.**  
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. 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. Both must be taken to receive credit. See Honors Courses.

**PHILOSOPHY (PHL)****101. BASIC HUMANITIES. 3 hrs. I, II.**

A structured interdisciplinary study offered by the departments of Bible and Religion, Classical Studies, and Philosophy in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Bible and Religion 101 and Classical Studies 101)

**201. INTRODUCTION TO PHILOSOPHY. 3 hrs. I, II, S.**

Questions and answers concerning the nature of existence and human values and how we come to know them.

**303. ETHICS. 3 hrs. I.**

A critical study of diverse moral norms, ideals and systems in theory and practice.

**304. LOGIC AND SCIENTIFIC METHODS. 3 hrs. I, II, S.**

The analysis of the correct principles of thinking and observation.

**306. AESTHETICS. 3 hrs. II.**

Examination of the qualities involved in the appreciation of beauty which serve as standards of taste.

**311. ANCIENT AND MEDIEVAL WESTERN PHILOSOPHY. 3 hrs. I.**

(PR: Philosophy 201)

**312. MODERN WESTERN PHILOSOPHY. 3 hrs. II.**

(PR: Philosophy 201 or 311)

**315. THE DEVELOPMENT OF AMERICAN PHILOSOPHY. 3 hrs. S.**

Great American thinkers from Jonathan Edwards to the present.

**320. COMPARATIVE PHILOSOPHY. 3 hrs.**

The relation of the world's philosophies to the basic cultural and religious traditions of the world and to the development of the world community.

**321. CURRENT PHILOSOPHICAL TRENDS. 3 hrs. II, S.**

Selected reading in contemporary thought embracing such movements as pragmatism, positivism, realism and idealism. (PR: Philosophy 311 or 312)

**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)

**421-422-423-424. PHILOSOPHY SEMINAR. 3; 3; 3; 3 hrs.**

Shares study and research on a special topic as announced. (PR: Permission of the chairman)

**451. PHILOSOPHY OF HISTORY AND CULTURE. 3 hrs.**

Ancient and modern theories of the meaning and consequence of history and culture. (PR: 6 hours of philosophy)

**453. PHILOSOPHY OF SCIENCE. 3 hrs. II.**

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: 6 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. EXISTENTIALIST PHILOSOPHY. 3 hrs.**

A comparative study of the influence and emphases of outstanding existentialist philosophers from Kierkegaard to Sartre and Heidegger. (PR: 6 hrs. of philosophy)

**495H-496H. READINGS FOR HONORS IN PHILOSOPHY. 4; 4 hrs.**

Open only to philosophy majors of outstanding ability. Both courses must be taken in order to receive credit. 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)

**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.**

- 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.  
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, S.
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.
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.
201. **SCIENTIFIC FOUNDATIONS FOR PHYSICAL EDUCATION.** 3 hrs. I, II.  
Instruction and laboratory experiences in basic anatomy, physiology and bio-mechanics as applied in human movement. (PR: Biological Science 102)
205. **INTERMEDIATE SWIMMING.** 1 hr. I, II.  
Theory and practice of fundamental strokes and diving.
209. **HANDBALL.** 1 hr. I, II.  
Theory, rules and techniques of handball.
210. **INTERMEDIATE ARCHERY AND BOW HUNTING.** 1 hr. II.  
Theory, rules and techniques of intermediate archery and bow hunting.
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)
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)
251. **INTERMEDIATE SOCCER. 1 hr. II.**  
Instruction in advanced techniques, skills and strategies in soccer.
252. **TOUCH FOOTBALL. 1 hr. I.**
260. **MOVEMENT BEHAVIOR IN CHILDREN. 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)
300. **RECREATIONAL AQUATICS. 1 hr. II.**  
The development of skills in water-related activities such as scuba, skin diving, springboard diving, and other aquatic activities of recreational nature.
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)
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)
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 Water Safety Course. Upon satisfactory completion, Water Safety Instructor's Certificate issued. (PR: Physical Education 403 and Senior Life Saving Certificate)
405. **ADVANCED ROUND AND FOLK DANCE. 1 hr. II.**  
Theory and practice of folk dancing and round dancing. (PR: Physical Education 155, 156 or permission)
410. **PRINCIPLES, ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS. 3 hrs. I, II, 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: Physical Education 118 and all movement experience courses)
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 201 and Health Education 222)
426. **METHODS OF COACHING BASKETBALL. 2 hrs. I.**  
Different styles and systems of playing, methods of selecting and teaching player, scouting techniques and a scientific analysis of the player and the methods of playing football.
427. **METHODS OF COACHING FOOTBALL. 2 hrs. II.**  
Different styles and systems of playing, methods of selecting and teaching player, scouting techniques and a scientific analysis of the player and the methods of playing

- football.
428. **METHODS OF COACHING BASEBALL. 2 hrs. II.**  
Methods and coaching techniques in baseball theory and fundamentals including scouting, rules interpretation, officiating, selection of players, and construction and maintenance of baseball facilities.
435. **ADAPTED PHYSICAL EDUCATION. 2 hrs. II.**  
Theory of remedial exercise and individualizing of physical activities to meet the needs of the physically handicapped. (PR: Physical Education 201)
455. **INSTRUCTIONAL INTEGRATION. 3 hrs. I, II.**  
Analysis, synthesis and application of interdisciplinary principles in a physical education and sport context. (PR: Physical Education 201, 321, 345, 365, and 370)
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: All movement experience courses and Physical Education 118)
- 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)

#### 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)
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)
- 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, optional 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 electron tubes, transistors, and associated circuits. 3 lec. (PR: Physics 203 and 204)
320. **INTRODUCTORY MODERN PHYSICS. 3 hrs. I, II, (formerly 401.)**  
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 tracts: 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. 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.**  
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 i.e. black sub-committees, 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 level, 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. Both courses must be taken in order to receive credit.

See Honors Courses.

**PUBLIC SERVICE INTERNSHIP (PSI)**

See page 49.

**PSYCHOLOGY (PSY)**

- 201. GENERAL PSYCHOLOGY. 3 hrs.**  
The 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. (PR: Psychology 201)
- 302. SOCIAL PSYCHOLOGY. 3 hrs.**  
Psychological interrelationships in group behavior. (PR: Psychology 201. Same as Sociology 302)
- 311. DEVELOPMENTAL PSYCHOLOGY: INFANCY TO OLD AGE. 3 hrs.**  
Psychological characteristics and personal and social problems of developmental periods of life span. (PR: Psychology 201)
- 323. EXPERIMENTAL PSYCHOLOGY OF LEARNING AND MOTIVATION. 3 hrs.**  
Methodology and research in learning and motivation. 2 lec-2 lab. (PR: Psychology 223)
- 324. EXPERIMENTAL PSYCHOLOGY OF SENSATION AND PERCEPTION. 3 hrs.**  
Methodology and research in sensory and perceptual processes. 2 lec-2 lab. (PR: Psychology 223)
- 350. COMPARATIVE PSYCHOLOGY. 3 hrs.**  
Evolutionary, ecological, biological and psychological principles underlying the behavior of animals including man. (PR: Nine hours of Psychology.)
- 360. PERSONALITY. 3 hrs.**  
Review of classical and contemporary theories of personality. (PR: Nine hours of psychology)
- 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.**  
A bio-social approach to the nature, conditions and modification of ineffective human behavior. (PR: psychology 311)
- 416. PSYCHOLOGY OF LEARNING. 3 hrs.**  
Critical study of the major theories of learning and the related research. (PR: Twelve hours of psychology including psychology 323)
- 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 chairman)

**RECREATION (REC)**

- 190. INTRODUCTION TO RECREATION. 3 hrs. I, II,**  
An orientation to the profession emphasizing history, trends, concepts, and relationship to other fields.

280. **TECHNIQUES AND METHODS OF RECREATION LEADERSHIP. 3 hrs. I, II.**  
A study of effective leadership methods and techniques which are used to motivate the non-captive participant. A variety of leisure settings and activities are considered. Classroom and laboratory study. (PR: 190. CR: 291)
291. **FIELD EXPERIENCE IN RECREATION I. 2 hrs. I, II.**  
Supervised practicum experience in a professional setting; emphasis will be on face to face leadership in one or more program areas. (PR: Recreation 190; CR: 280)
303. **OUTDOOR RECREATION. 2 hrs. I.**  
Lecture and field experiences in organization, administration and participation in outdoor activities.
325. **RECREATION PROGRAMS. 2 hrs. I, II.**  
Emphasis on the fundamental principles of program planning in various types of recreation settings and various types of activities in leisure setting. (PR: Recreation 280, 291)
350. **COMMUNITY YOUTH SERVICES. 3 hrs. I.**  
Explores the dynamics of youth in light of societal expectations and the historic, current and future roles of selected voluntary youth agencies and professional opportunities therein. (PR: Recreation 280, 291 or permission)
391. **FIELD EXPERIENCE IN RECREATION II. 2 hrs. I, II, S.**  
Supervised practicum experience in a professional setting; emphasis on administrative, supervisory, and program leadership in various laboratory situations related to recreation and/or outdoor recreation. (PR: Recreation 325, junior standing)
420. **ADMINISTRATION OF RECREATION. 3 hrs. I, II.**  
Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations. (PR: Recreation 325, 391)
430. **CAMP ADMINISTRATION. 3 hrs. II.**  
Basic concepts of campsite development, administrative organization, business management, staff training, programming for special groups, and camp appraisal. (PR: Recreation 391, junior standing)
440. **RECREATION AREAS AND FACILITIES. 2 hrs. I.**  
Basic considerations in the planning, construction, design and maintenance of recreation areas, facilities, and buildings. (PR: Recreation 325 and 391)
460. **RECREATION FOR SPECIAL POPULATIONS. 3 hrs. II.**  
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, Recreation 190 or instructor's permission)
475. **SEMINAR: AGENCY ANALYSIS. 4 hrs. I, II, S.**  
Supervised group discussions relating to the supervised recreation experience; techniques, principles, methods and materials as each relates to planning, direction, and conducting recreational programs. (PR: Instructor's permission. CR: Recreation 491)
- 482-483-484-485. **SPECIAL TOPICS IN RECREATION. 1-3; 1-3; 1-3; 1-3 hrs. each. I, II, S.**  
(PR: By permission of the department chairman)
491. **SUPERVISED PROFESSIONAL STUDENT EXPERIENCE. 8 hrs. I, II, S.**  
Full-time supervised experience in recreation of cooperating leisure service agency. (CR: Recreation 475. Senior standing, permission)

#### SAFETY EDUCATION (SED)

101. **DRIVER, PEDESTRIAN AND CYCLE SAFETY. 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. Non-drivers may enroll for this course as auditors in order to learn to drive an automobile. (PR: Safety Education 235, ability to drive an automobile, and possession of a valid driver's license)
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.
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; the influences and responsibilities of traffic law enforcement in present-day society. (Same as Criminal Justice 480)
- 482-483-484. **SPECIAL TOPICS. 1-3; 1-3; 1-3 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, Islam, 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)

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. (PR: Sociology 200)
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 205. CR: Social Work 317)
317. **FIELD STUDY I. 3 hrs.**  
Supervised field experience in a welfare agency or community action organization with regular conference with instructor. Two afternoons each week plus one class hour. Must be registered for Social Work 316. (PR: Social Work 205 and permission of instructor. CR: Social Work 316)
318. **SOCIAL WORK. 3 hrs.**  
Preprofessional introduction to social case work and to social group work. (PR: Social

- Work 316 and 317. CR: Social Work 319)
319. **FIELD STUDY II. 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 318. (PR: Social Work 316, 317 and permission of instructor. CR: Social Work 318)
429. **SOCIAL LEGISLATION. 3 hrs.**  
Contemporary social welfare legislation and its social implications. (PR: Six hours of social work or departmental permission)
436. **AGING IN WESTERN CULTURE. 3 hrs.**  
Study of the problems associated with maturity, retirement, and old age in contemporary industrial societies. (PR: Six hours of social work or departmental permission)
446. **SOCIAL INTERVENTION. 3 hrs.**  
Study of the major approaches used in the alleviation of social problems: (1) working with the individual and/or family; (2) working with groups; and (3) working with the community. (PR: Social Work 316, 317, 318, 319)
447. **FIELD STUDY III. 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. (CR: Social Work 446)
448. **CHILD WELFARE. 3 hrs.**  
Survey of the development of children's services from colonial times to the present. (PR: Social Work 316, 317, 318, 319)
449. **FIELD STUDY IV. 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. (CR: Social Work 448)

#### 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. (May not be taken for credit in major)
200. **INTRODUCTORY SOCIOLOGY. 3 hrs.**  
Introduction to the study of human society.
206. **CRIMINOLOGY. 3 hrs.**  
Introduction to the social aspects of criminal behavior. (PR: Sociology 200. Same as Criminal Justice 206)
207. **JUVENILE DELINQUENCY. 3 hrs.**  
Theories of delinquency causation and prevention; organization and functions of social agencies operating in the field. (PR: Sociology 200. Same as Criminal Justice 207)
300. **SOCIAL ORGANIZATION. 3 hrs.**  
Analysis of sociological conceptual systems and theories. (Required of all majors. PR: Sociology 101 and 102 or 200 or Social Work 205)
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 101 and 102, or 200)
311. **DEVIAANT BEHAVIOR. 3 hrs.**  
Study of the basic concepts and theories of deviant social behavior and the correlative social disorganization. (PR: Sociology 200)
313. **CONTEMPORARY SOCIALI SSUES. 3 hrs.**  
Sociological analysis of current social issues. Specific issues studied will vary from time to time. (PR: Sociology 101 and 102 or 200)
314. **SOCIAL DISORGANIZATION. 3 hrs.**  
Analysis of social disorganization and its consequences in society. (PR: Sociology 300)
325. **BLACK SOCIOLOGY. 3 hrs.**  
Sociological analysis of the Negro in American society. (PR: Sociology 101 or 102 or 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.
332. **RURAL-URBAN COMMUNITIES. 3 hrs.**

- Sociology of rural and urban communities with emphasis on the process of urbanization. (PR: Sociology 101 or 102 or 200)
342. **AMERICAN SOCIETY.** 3 hrs.  
Sociological analysis of the basic social and cultural features of contemporary American society. (PR: Sociology 101 or 102 or 200)
344. **SOCIAL RESEARCH I.** 3 hrs.  
Introduction to systematic sociological research methodology. (PR: Sociology 300. CR: Sociology 345)
345. **SOCIAL STATISTICS I.** 3 hrs.  
Introduction to statistical analysis of social data. (PR: Mathematics 125. CR: Sociology 344)
352. **UTOPIAN SOCIOLOGY.** 3 hrs.  
Comparative analysis of the social organization and structure of Utopias and other planned social systems. (PR: Sociology 300)
400. **HUMAN ECOLOGY.** 3 hrs.  
Study of the ecological structure and processes of human communities, regions, and areas. (PR: Sociology 300 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)
408. **THE FAMILY.** 3 hrs.  
Theoretical analysis of the family as a primary social institution. (PR: Six hours of sociology or departmental permission)
412. **SMALL GROUPS.** 3 hrs.  
Study of the dynamics of small groups with emphasis on role theory. (PR: Sociology 300 or departmental permission)
413. **COLLECTIVE BEHAVIOR.** 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)
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: 6 hours of sociology or departmental permission)
442. **METROPOLITAN COMMUNITIES.** 3 hrs.  
Sociology of metropolitan communities. (PR: Six hours of sociology or departmental permission)
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)
- 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)
- 495H-496H. **READINGS FOR HONORS IN SOCIOLOGY.** 2-4; 2-4 hrs. I, II.  
Open only to sociology majors of outstanding ability. Both courses must be taken to receive credit. 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)
- 150-151. APPLIED SPANISH. I; 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. I; 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. I, II.**  
Conversation and discourses in Spanish on selected topics. Courses conducted in Spanish. (PR for either 310 or 311: Spanish 204)
- 312-313. SPANISH-AMERICAN LITERATURE. 3; 3 hrs. I, II.**  
Readings from representative authors with reports and class discussions; from the colonial period to the contemporaries. (PR for either 312 or 313: 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)
- 320. SPANISH LITERATURE OF THE 19TH AND 20TH CENTURIES. 3 hrs.**  
Representative readings, lectures, discussions, and reports. Special emphasis on romanticism, realism, and modernism, and the Noventaochistas. (PR: 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)
- 406. HISPANIC CIVILIZATION. 3 hrs. II.**  
A study of the civilization of Spain and of the contributions of Spanish speaking nations to world culture. Lectures, discussions, and reports. This course is conducted strictly in Spanish. (PR: Spanish 204)
- 410. SPANISH LITERATURE FROM THE CID THROUGH THE 17TH CENTURY. 3 hrs.**  
Readings, lectures, reports, and discussions of significant literary works from the Cid through the 17th century. (PR: Spanish 204 and at least one course at 300 level other than 314)
- 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)

\*Anyone who opts for Reading Approach courses (101R-204R) must continue through the sequence or start again with the regular 101. No reading courses are offered beyond 204R.

**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. Both courses must be taken to receive credit. Refer to page 50 for information about Honors Courses.

**SPEECH (SPH)****GENERAL SPEECH****103. FUNDAMENTALS OF SPEECH-COMMUNICATION. 3 hrs.**

Basic course for freshmen and sophomores. Not open to juniors and seniors.

**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 ADDRESS. 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 SPEAKING. 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 TRAINING. 3 hrs.**

Theory and practice of speech production and improvement. (PR: Speech 103)

**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. STORYTELLING AND DRAMATIZATION. 3 hrs.**

Creative dramatics and telling of stories primarily for teachers of nursery schools, kindergartens and elementary schools. (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 PUBLIC ADDRESS. 3 hrs.**

Beginning course, open to juniors and seniors who have not had Speech 103 or 202.

**306. ADVANCED PUBLIC SPEAKING. 3 hrs.**

Advanced study and practice in public communication, both informative and persuasive, in a wide variety of communication settings. (PR: Speech 103 or 305, and 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)

**320. ORAL INTERPRETATION OF LITERATURE. 3 hrs.**

The fundamentals of reading, analyzing, and interpreting literature. (PR: Speech 240)

**321. DRAMATIC READING AND PLATFORM ART. 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)

**407. PERSUASION. 3 hrs.**

The study of persuasive methods and theories, with special attention to campaigns, movements, and well-known speakers in contemporary society. (PR: Speech 202 or 205 or 207)

408. **DISCUSSION AND CONFERENCE LEADERSHIP. 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)
450. **DIRECTION OF SPEECH ACTIVITIES. 3 hrs.**  
Direction of extracurricular speech activities: assemblies, forensic events, etc. (PR: 15 hrs. 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)
- 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. Both courses must be taken to receive credit. See Honors Courses. (PR: Permission of department chairman)

#### BROADCASTING

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. I; 1 hr.**  
Staff responsibility on campus broadcast facilities, WMUL-FM or WMUL-TV. (PR: Written permission before registration and the satisfactory completion of one year of service on WMUL)
239. **HISTORY AND DEVELOPMENT 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 WMUL-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)
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. **USE OF RADIO AND TELEVISION IN THE CLASSROOM. 3 hrs.**  
Development of instructional broadcasting; production and utilization of instructional programs.
433. **RADIO AND TELEVISION PROGRAMMING. 3 hrs.**

- Planning the individual program for radio and television broadcast. A study of the fundamentals of program structure. Analysis of program forms of local and network shows. (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

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 420, 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 and 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 370)
439. **PHONETICS. 3 hrs.**  
Introduction to the science of speech sounds; study of the phonetic alphabet and practice in broad transcription. (PR: Speech 240 or 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)
468. **METHODS AND MATERIALS FOR SPEECH DISORDERS. 3 hrs.**  
Organization and administration of school programs for speech and/or hearing

470. **handicapped children; therapeutic procedures in a school setting. (PR: By permission only)**  
**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 420, 422, 425, 460)

### THEATRE

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. **ACTING OR DIRECTING IN UNIVERSITY THEATRE PRODUCTIONS. 1; 1 hr.**  
 Acting, directing, or technical work in Marshall University Theatre production. Register only with permission of instructor.
- 312-313. **PLAY PRODUCTION. 2; 1-2 hrs.**  
 Elementary scene design, construction, painting, lighting, make-up, work coordinated with University Theatre production. Both courses must be taken concurrently. (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. **ACTING OR DIRECTING IN UNIVERSITY THEATRE PRODUCTIONS. 1; 1 hr.**  
 Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor.
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.
445. **CHILDREN'S THEATRE. 3 hrs.**  
 Theory, direction, and staging of plays for children.
446. **THEATRE HISTORY. 3 hrs.**  
 A survey of mankind's activities in the theatre from primitive times to the present.
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 usually within the student's major department.

A student may enroll for three to twelve hours in Interdisciplinary Honors seminars and for a maximum of eight hours in departmental readings for honors. No honors seminar serves as a prerequisite for any of the other seminars, which may be taken individually or sequentially. Qualified students become eligible to graduate with honors in Interdisciplinary Studies, Departmental Honors, or both.

- 195H-196H. INTERDISCIPLINARY HONORS. 3; 3 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.
- 395H-396H. INTERDISCIPLINARY HONORS. 3; 3 hrs.**  
Open to distinguished sophomores and upper classmen of the four undergraduate colleges and schools. Such students may apply for admission to the seminar through the Director of University Honors.
- 495H-496H. DEPARTMENTAL READINGS FOR HONORS.**  
See individual departmental listings.

#### VOCATIONAL-TECHNICAL EDUCATION (VTE)

- 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 EDUCATIONAL 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. 1-3; 1-3; 1-3; 1-3 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

See Interdisciplinary Studies

#### ZOOLOGY

- 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 7 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.

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.**  
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, 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)
406. **HERPETOLOGY. 3 hrs. II, 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, S.**  
Identification, distribution, migration and breeding activities of birds. 2 lec-2 lab.
409. **MAMMALOLOGY. 3 hrs. I, 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.**  
The progress of animal life through time with a discussion of known causes. (PR: Zoology 212 and 12 hrs. Biological Sciences)
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.

# The Faculty

## ACCOUNTING

Associate Professor: Neal G. Adkins, M.A. (C.P.A.); Robert F. Godfrey, Ph.D. (C.P.A.); Kyle G. McMullen, M.B.A. (C.P.A.); William R. Morris, M.B.A. (C.P.A.); Charles D. Webb, M.B.A. (C.P.A. (chmn.))  
Assistant Professor: Henry Maeser, J.D. (C.P.A.); William J. Radig, M.B.A. (C.P.A.)  
Instructor: Donna G. Dingus, M.Acc. (C.P.A.); C. Edman Pauley, Jr., M.B.A. (C.P.A.).

## ART

Associate Professor: June Q. Kilgore, M.F.A. (chmn.)  
Assistant Professor: Earline S. Allen, M.A.; William F. Brown, M.F.A.; Frederick K. Burkett, M.A.; Michael I. Cornfeld, M.F.A.; John E. Dolin, M.A.Ed.; Alice Ertresvaag, M.Ed.; Robert P. Hutton, M.F.A.; Beverly H. Twitchell, M.A.

## BIBLE AND RELIGION

Professor: Louis B. Jennings, Ph.D. (chmn.)  
Associate Professor: John B. Goodwin, Ph.D.; Clayton L. McNearney, Ph.D.

## BIOLOGICAL SCIENCES

Professor: Stanley W. Ash, Ph.D.; Howard L. Mills, Ph.D.; Donald C. Tarter, Ph.D.; Harold E. Ward, Ph.D. (chmn.); John R. Warren, Ph.D.  
Associate Professor: Franklin L. Binder, Ph.D.; Margaret A. Bird, Ph.D.; Ronald E. Gain, Ph.D.; James E. Joy, Ph.D.; E. Bowie Kahle, Ph.D.; Thomas E. Weeks, Ph.D.  
Assistant Professor: Dean A. Adkins, M.S.; James O. Brumfield, M.S.; Dorothy S. Daugherty, M.S.; Harold W. Elmore, Ph.D.; Dan K. Evans, Ph.D.; W. Gene Frum, M.S.; Mary E. Hight, Ph.D.; Michael L. Little, M.S.; Philip E. Modlin, M.A.; Harry A. Raczok, M.S.; Michael E. Seidel, Ph.D.; Ralph W. Taylor, Ph.D.

## CHEMISTRY

Professor: Frederick E. Bailey, Jr., Ph.D.; (Adjunct): 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.; Arthur R. Lepley, Ph.D.; Joseph L. Roberts, Ph.D.  
Associate Professor: Daniel P. Babb, Ph.D.; Chang L. Kong, Ph.D.; John W. Larson, Ph.D.; Howard C. Price, Ph.D.

## CLASSICAL STUDIES

Professor: Louise P. Hoy, Ph.D. (chmn.)  
Assistant Professor: Charles O. Lloyd, II., Ph.D.

## COMPUTER AND INFORMATION SCIENCE

Associate Professor: Charles N. Cochran, M.S. (acting chmn.)  
Assistant Professor: David O. Barrows, Ph.D.

## COMMUNITY COLLEGE

Program Coordinators: Michael Bunting, Food Service Management; Sarah N. Denman, Communications Program; George Frisch, Occupational Safety and Health; John Glenn, Chemical Technology; Patricia Gunn, Legal Assisting; Carolyn B. Hunter, Reading Program; Betty Jarrell, Legal Secretarial Studies; Jane Page, Clerical Studies; Matthew Young, General Business; Elma S. Chapman, Assistant Professor and Coordinator, Medical Secretarial Studies; Thomas W. Olson, Assistant Professor Engineering Technology; Shirley W. Overholt, Assistant Professor and Coordinator, Secretarial Studies; Ronald L. Toulouse, Associate Professor and Coordinator, Office Administration.

## COUNSELING AND REHABILITATION

Professor: Robert L. Dingman, Ed.D.; William A. Wallace, Ed.D. (chmn.)  
Associate Professor: Lawrence W. Barker, Ed.D. (chmn.); William A. McDowell, Ph.D.  
Assistant Professor: Violet C. Eash, M.Ed.; Steven A. Meadows, M.A.; John E. Smith, Ed.D.

## CRIMINAL JUSTICE

Associate Professor: David W. Patterson, Ph.D.  
Assistant Professor: Don Feigenbaum, J.D.; L.L.M.; Robert J. Mutchnick, M.S.; Thomas E. Sullenberger, Ph.D. (acting chmn.)

## CURRICULUM AND FOUNDATIONS

Professor: Homer Arhelger, Ed.D.; Margaret C. Campbell, Ed.D.; Danny G. Fuls, Ed.D.; James E. Irvin, Ph.D.; Joseph M. Lichtenstein, M.A.; Bernard Queen, Ph.D. (Dir. of Development); Harold L. Willey, Ed.D.  
Associate Professor: Darryl D. Bauer, Jr., Ed.D.; Paul H. Collins, M.A. (Assoc. Dean for Adm. and Student Services); Roscoe Hale, Jr., Ph.D. (acting chmn.); Ralph H. Hall, Ed.D.; Jack Jervis, Jr., Ed.D. David E. Koontz, Ph.D.; Harold E. Lewis, Jr., Ed.D.; Edward G. Necco, Ed.D.; Katherine W. Simpkins, Ph.D.; Harry E. Sowards, Ph.D.; Taylor E. Turner, Jr., Ed.D.; Ruth T. Wellman, Ph.D.; Tony L. Williams, Ed.D.;  
Assistant Professor: Robert S. Angel, Ph.D.; Nellie S. Dailey, M.A.; William S. Deel, Ed.D. (Asst. Vice Pres. for Academic

**GUYER'**

Affairs); Boots Dilley, M.A.; Barbara P. Guyer, Ed.D.; Nancy W. Hanger, M.A.; Carl S. Johnson, Ph.D.; Corey R. Lock, Ph.D.; Jack E. Nichols, M.A.; Sallie H. Plymale, Ed.D.; Herbert H. Royer, M.A.; Martha B. Rummell, M.Ed.; George A. Schena, Ed.D.; Margaret D. Vass, M.A.; Kathryn W. Wright, Ph.D.

**CYTOTECHNOLOGY**

Program Director: Frank L. Binder, Ph.D.  
Clinical Asst. Professor: Glen G. Hunter, M.D.; Margene Smith, B.S., ASCP

**ECONOMICS**

Professor: Joseph S. LaCascia, Ph.D. (chmn.)  
Associate Professor: Ramchandra G. Akkihal, Ph.D.; William G. Cook, B.A.; George B. Corrie, M.A.  
Assistant Professor: Nicholas C. Kontos, M.A.; Jeffrey T. Young, Ph.D.  
Instructor: Wendell E. Sweetser, Jr., M.A.

**EDUCATIONAL ADMINISTRATION**

Professor: Neil L. Gibbins, Ph.D. (chmn.); Robert B. Hayes, Ed.D. (president); Zane McCoy, Ph.D.; Philip J. Rusche, Ed.D. (Dean, Col. of Education)  
Associate Professor: Bill K. Gordon, Ed.D.

**EDUCATIONAL MEDIA**

Professor: Walter C. Felty, Ed.D. (chmn.)  
Assistant Professor: Henrietta G. Foard, M.S.L.S.; Virginia D. Plumley, M.A.; Eleanor H. Terry, M.S.L.S.

**ENGLISH**

Professor: Joan F. Adkins, Ph.D.; Peter K. Fei, Ph.D.; Robert S. Gerke, Ph.D.; Marvin O. Mitchell, Ph.D. (chmn.); William P. Sullivan, Ph.D.  
Associate Professor: Barbara B. Brown, Ph.D.; Leonard J. Deutsch, Ph.D.; Hymen H. Hart, Ph.D.; B. Maxine Phillips, M.A.; Philip M. Pittman, Ph.D.; Marilyn R. Putz, M.A.; William C. Ramsey, Ph.D.; Walter Sawaniewski, M.A.; David E. Stooke, Ph.D.; Eric P. Thorn, M.A.; Warren W. Wooden, Ph.D.  
Assistant Professor: Bruce J. Ardinger, Ph.D.; Louise S. Bailey, M.A.; Loraine J. Duke, Ph.D.; Ann J. Lenning, M.A.; Betty K. McClellan, M.A.; John J. McKernan, M.F.A.; Elizabeth H. Nordeen, M.A.; Ira F. Plybon, Ph.D.; Elinore D. Taylor, M.A.; John W. Teel, M.A.; Carol T. Valentine, M.A.; Beulah B. Virgallito, M.A.; Diana C. Waldron, M.A.; Jane F. Wells, M.A.  
Instructor: John C. Baker, Jr., M.A.

**FINANCE AND BUSINESS LAW**

Professor: Robert L. Brown, Ph.D. (acting chmn.);  
Associate Professor: Ernest W. Cole, M.A.;

Dayal Singh, D.B.A.; Merideth P. Wiswell, J.D., LL.M.;  
Assistant Professor: Ira B. Sprotzer, J.D.; Joseph M. Stone, Jr., J.D.;  
Instructor: Coral R. Snodgrass, M.B.A.;

**GEOGRAPHY**

Professor: Sam F. Clagg, Ed.D. (chmn.)  
Associate Professor: Howard G. Adkins, Ph.D.; Mack H. Gillenwater, Ph.D.; Charles R. Stephen, M.A.  
Assistant Professor: Jimmy D. Rogers, M.S.

**GEOLOGY**

Professor: Robert B. Erwin, Ph.D. (adjunct); Wiley S. Rogers, Ph.D. (chmn.)  
Associate Professor: Richard B. Bonnett, Ph.D.  
Assistant Professor: Alan Bailey, Ph.D.; Dewey D. Sanderson, Ph.D.

**HEALTH, PHYSICAL EDUCATION AND RECREATION**

Professor: Dorothy E. Hicks, Ed.D.  
Associate Professor: Robert L. Case, Ph.D. (chmn.); Robert P. Raus, Re.D.; Betty R. Roberts, Ed.D.; Wayne G. Taylor, Ed.D.; W. Donald Williams, Ed.D.  
Assistant Professor: C. Robert Barnett, Ph.D.; Larry K. Belknap, M.S.; Jack W. Cook, M.A.; Ronald L. Crosbie, Ed.D.; Patricia A. Eisenman, Ph.D.; Olive B. Hager, M.A.; Donna L. Lawson, M.S.; Mary E. Marshall, Ed.D.; Edward J. Prelaz, M.S.; Robert C. Saunders, M.A.; Ella S. Smith, M.S.  
Instructor: Roderick O'Donnell, M. Ed.

**HISTORY**

Professor: Francis K. Aldred, Ph.D.; Alan B. Gould, Ph.D. (chmn.); David R. Woodward, Ph.D.  
Associate Professor: David C. Duke, Ph.D.; Michael J. Galgano, Ph.D.; Robert F. Maddox, Ph.D.  
Assistant Professor: Charles V. Bias, M.A.; Donna J. Spindel, Ph.D.

**HOME ECONOMICS**

Professor: Grace Bennett, Ph.D. (chmn.) Carole A. Vickers, Ph.D.  
Associate Professor: Martha D. Blankenship, Ph.D.  
Assistant Professor: Martha G. Childers, M.A.; Lucille D. Juetz, M.S.  
Instructor: Ramona C. Anderson, M.S.

**JOURNALISM**

Professor: Deryl R. Leaming, Ph.D. (chmn.); Henry H. Schulte, Jr., B.A.  
Associate Professor: George T. Arnold, Jr., M.A.; C. Bosworth Johnson, M.A.; Ralph J. Turner, M.A.  
Assistant Professor: Robert A. Junas, M.A.; Wallin S. McCardell, Ph.D.  
Instructor: Rebecca J. Johnson, M.A.J.

**MANAGEMENT**

Professor: Robert P. Alexander, Ph.D. (Chmn.)  
 Associate Professor: Phillip W. Balsmeier,  
 Ph.D.; Guru B. Kademani, Ph.D.  
 Assistant Professor: Richard P. Herden, M.B.A.;  
 Chong W. Kim, Ph.D.; Luther G. White,  
 M.B.A.  
 Instructor: William H. Moates, Jr., M.B.A.

**MARKETING**

Professor: William F. Ashford, Ph.D. (Chmn.)  
 Associate Professor: Thomas S. Bishop, Ph.D.  
 Assistant Professor: Richard L. Jones, M.C.

**MATHEMATICS**

Professor: Thomas Bauserman, Ph.D.; John W.  
 Hogan, Ph.D.  
 Associate Professor: Steven H. Hatfield, Ed.D.  
 (acting Chmn.); Berfitt Jordan, M.A.; Wood  
 C. Sisarckick, Ph.D.; W. Thurmon Whitley,  
 Ph.D.  
 Assistant Professor: David A. Cusick, Ph.D.;  
 David E. Fields, Ph.D.; Cheng-Chi Huang,  
 Ph.D.; James R. Keller, Ed.D.; John S.  
 Lancaster, Ph.D.; Mark D. Pankin, Ph.D.;  
 Charles V. Peele, Ph.D.; Gerald E. Rubin, M.  
 Phil.; Darrell P. Schmidt, Ph.D.

**MEDICAL LABORATORY TECHNICIAN**

Program Director: Franklin L. Binder, Ph.D.  
 Clinical Professor: Dennis O'Connor, M.D.;  
 Gerald E. Vanston, M.D.; Siegfried  
 Werthammer, M.D.  
 Clinical Associate Professor: Florenda C.  
 Alquizola, M.D.  
 Clinical Assistant Professor: Bobbie Smock,  
 B.S.M.T.  
 Clinical Instructor: Linda Brown, B.S.M.T.,  
 ASCP; Neena Davis, B.S.M.T., ACSP; Sandra  
 Deaton, B.S.M.T., ASCP; Sister M. Emilene,  
 B.S.M.T., ASCP; Judith Messinger, A.S.,  
 ASCP; Connie Myers, B.S.M.T., ASCP; Paul  
 Pierce, B.A.

**MEDICAL TECHNOLOGY**

Program Director: Franklin L. Binder, Ph.D.  
 Clinical Professor: Jasper E. Sadler, M.D.  
 Clinical Associate Professor: John P. Sheils,  
 M.D.  
 Clinical Assistant Professor: Sharon A. Leslie,  
 B.S.M.T., ASCP  
 Clinical Instructor: Sally Alvarez, ASCP; Judy  
 Jordan, B.S.M.T., ASCP; Virgil L. Kelly,  
 B.S., ASCP; Betty D. Lewis, B.S., ASCP;  
 Patricia Meadows; Gloria Wilmoth,  
 B.S.M.T., ASCP.

**MEDICINE**

Professor: Eugene Aserinsky, Ph.D. (Chmn.,  
 Dept. Physiology); Mildred M. Bateman,  
 M.D., (Chmn., Dept. Psychiatry); Willard K.  
 Bentz, Ph.D.; Robert L. Bradley, M.D.,  
 Ph.D.; Robert E. Burch, M.D.; Robert W.  
 Coon, M.D. (Vice President/Dean); Ruth C.

Harris, M.D. (Chmn., Dept. Pediatrics);  
 George J. Hill, M.D. (Chmn., Dept.  
 Surgery); Guy F. Hollifield, M.D.; Ray M.  
 Kessel, M.D. (Chmn., Dept. Family  
 Practice); James B. Littlefield, M.D.;  
 Frederick Lotspeich, Ph.D., (Chmn., Dept.  
 Biochemistry); Charles McKown, M.D.,  
 (Chmn., Dept. Radiology); James E.  
 Moreland, Ph.D. (Chmn., Dept. Anatomy);  
 Maurice A. Mufson, M.D. (Chmn., Dept.  
 Medicine); Donald S. Robinson, M.D.  
 (Chmn., Dept. Pharmacology); Siegfried  
 Werthammer, M.D. (Chmn., Dept.  
 Pathology)

Associate Professor: Robert Brace, Ph.D.,  
 Richard A. Gilmore, Ph.D.; Kenneth E.  
 Guyer, Ph.D.; John D. Harrah, M.D.;  
 Helene Z. Hill, Ph.D.

Assistant Professor: Patrick I. Brown, Ph.D.;  
 Robert Crisalli, M.D.; David L. Dawson,  
 Ph.D.; Susan DeMesquita, Ph.D.; John G.  
 Huntwork, M.D.; Talmadge Huston, M.D.;  
 Barry Watkins, Ph.D.

Clinical Professor: William B. Blake, M.D.  
 (Surgery) James P. Carey, M.D. (Surgery)  
 Harry F. Cooper, M.D. (Surgery); Ronald E.  
 Crissey, M.D. (Surgery); Homer M.  
 Cummings, M.D. (Surgery) Guy Clayton  
 Cunningham, M.D. (Pediatrics); Kirk J.  
 David, M.D. (Surgery); Albert C. Esposito,  
 M.D. (Surgery); Thomas G. Folsom, M.D.  
 (Pediatrics); David A. Haight, M.D.  
 (Surgery); James A. Heckman, M.D.  
 (Surgery); Charles A. Hoffman, M.D.  
 (Surgery); Thomas J. Holbrook, M.D.  
 (Surgery); Harold N. Kagan, M.D. (Surgery);  
 Walter E. Klingensmith, M.D. (Surgery);  
 Jack Leckie, M.D. (Surgery); Lyle B.  
 McGinnis, M.D. (Surgery); Robert J.  
 Marshall, M.D. (Medicine); Dudley Miller,  
 M.D. (Surgery); Dennis O'Connor, M.D.,  
 (Pathology); John R. Parsons, M.D.  
 (Surgery); Charles M. Polan, M.D. (Surgery);  
 Manfred S. Prenzlau, M.D. (Surgery); Sidney  
 Schnitt, M.D. (Surgery) Clifford A.  
 Stevenson, M.D. (Surgery); I. Ewen Taylor,  
 M.D. (Surgery); George F. Woelfel, M.D.  
 (Surgery);

Clinical Associate Professor: Charles Abraham,  
 M.D. (Surgery); Annis M. Benham, M.D.  
 (Surgery); Elliott J. Blaydes, M.D.  
 (Surgery); John M. Bobbitt, M.D. (Surgery);  
 Rowland H. Burns, M.D. (Medicine); James  
 R. Cook, M.D. (Surgery); Bob M. Crider,  
 M.D. (Surgery); Lawrence B. Gang, M.D.  
 (Medicine); James A. Gardner, M.D.  
 (Surgery); Gene L. Hackleman, M.D.,  
 (Surgery); Hossein Hadi, M.D. (Surgery);  
 Robert Hoffman, M.D. (Pathology); Leo S.  
 Konieczny, M.D. (Pediatrics); Marion C.  
 Korstanje, M.D. (Surgery); Kwan Ho Lee,  
 M.D. (Surgery); Stephen T. J. Lee, M.D.  
 (Surgery); Jaldir Lobo, M.D. (Surgery);  
 Richard E. McCray, M.D. (Surgery); Joseph  
 A. Maiolo, M.D. (Medicine); Rafael E.  
 Molina, M.D. (Surgery); Joseph M. Nelson,  
 M.D. (Surgery) John R. Page, M.D.  
 (Surgery); Prabhudas K. Patel, M.D.  
 (Surgery); Frank M. Peck, M.D. (Surgery); J.  
 Bernard Poindexter, Jr., M. D. (Surgery);

Mario C. Ramas, M.D. (Surgery); Spiratana Ratanamalaya, M.D. (Surgery) Gilbert A. Rateliff, M.D. (Pediatrics); Gerald B. Reams, M.D. (Surgery); Roberta Rice, M.D. (Surgery); Thomas F. Scott, M.D. (Surgery); Tara C. Sharma, M.D. (Surgery); John H. Spencer, M.D. (Surgery); Richard G. Starr, M.D. (Medicine); Lawrence E. Syner, M.D. (Surgery); Paul M. Thomas, M.D. (Surgery); Charles E. Turner, M.D. (Medicine); Gerald E. Vanston, M.D. (Pathology); Hassan Vaziri, M.D. (Surgery); Elmer T. Vega, M.D. (Surgery); William E. Walker, M.D. (Surgery); H. Carl Wasson, Jr., M.D. (Surgery); George F. White, M.D. (Surgery); Robert C. Wulfman, M.D. (Surgery); Nicholas D. Zambos, M.D. (Surgery); Hossain Sakhal, M.D. (Surgery)

Associate Research Professor: Jon P. Shoemaker, Ph.D. (Surgery)

Clinical Assistant Professor: Florenda C. Alquizola, M.D. (Pathology); Sirous Arya, M.D. (Surgery); Jack H. Baur, M.D. (Medicine & Pediatrics); Shrikant L. Bembalaker, M.D. (Medicine); Sung Whan Chang, M.D. (Surgery); William E. Christie, M.D. (Medicine); Prudencio Corro, M.D. (Surgery); Colin M. Craythorne, M.D. (Surgery); Rifaat K. Dagher, M.D. (Surgery); J. David Daniels, M.D. (Medicine); William F. Daniels, Jr., M.D. (Surgery); Preston C. Davis, M.D. (Medicine); Salvador Diaz, M.D. (Surgery); Fernando Dominguez, M.D. (Surgery); R. Lawrence Dunworth, M.D. (Surgery); Edward J. Evans, M.D. (Pediatrics); Douglas W. Ey, M.D. (Family Practice & Pediatrics); Shoukry L. Francis, M.D. (Surgery); Ali A. Garmestani, M.D. (Surgery); Glen G. Hunter, M.D. (Pathology); Ramon C. Jereza, M.D. (Medicine); William J. Kopp, M.D. (Pediatrics); Robert W. Lowe, M.D. (Surgery); William D. McLean, M.D. (Medicine); Robert L. Mattill, M.D. (Surgery); Venkata K. Raman, M.D. (Surgery); Syed Rasheed, M.D. (Medicine); Donald L. Rasmussen, M.D. (Medicine); Dev. R. Rellan, M.D. (Medicine); Richard D. Richmond, M.D. (Surgery); William S. Sheils, M.D. (Medicine); Farooq Siddiqi, M.D. (Pediatrics); Donald P. Stacks, M.D. (Surgery); Liengadahalli H. Subbaraya, M.D. (Medicine); Eugene L. B. Walsh, M.D. (Medicine); Eugene Warvariv, M.D. (Medicine); Charles Yarbrough, M.D. (Pediatrics); James R. Yates, M.D. (Medicine); Syed Abdul Zahir, M.D. (Surgery);

Clinical Instructor: Nazem Abraham, M.D. (Medicine); Muhammad Ramzan Akhtar, M.D. (Surgery); Samuel Biern, Jr., M.D., (Medicine); Dr. D. Sheffer Clark, M.D. (Medicine); John M. Daniel, M.D. (Medicine); William J. Echols, M.D. (Medicine); William M. Jennings, III, M.D., (Medicine); Walter W. Jones, M.D. (Surgery); Ahamed Kutty, M.D. (Medicine); Thomas McCay, M.D. (Surgery); John O. Mullen, M.D. (Surgery); George Orphanos, M.D. (Surgery); John F. Otto, M.D. (Medicine); Jose L. Oyco, M.D. (Medicine); Bernadette

R. Page, M.D. (Surgery); Bhupendra R. Patel, M.D. (Medicine); Narendra Patel, M.D. (Medicine); N. Rajan, M.D. (Medicine); E. Alfredo Rivas, M.D. (Surgery); Rajendra P. Singh, M.D. (Surgery); B. N. Subbarao, M.D. (Medicine); Harry K. Tweel M.D. (Medicine); Charles T. Watson, M.D. (Surgery); Charles Yarbrough, M.D. (Medicine);

Lecturer: Paul D. Ketchum, M.D. (Surgery); Paul H. Nitschke, M.D. (Surgery).

## MILITARY SCIENCE

Professor: Joseph W. Corder, Jr., M.B.A. (chmn.)

Assistant Professor: Philip A. Harpold, B.S.; Frank E. Hopkins, Jr., B.S., Gordon B. Jobe, B.S.;

Instructor: Billy J. Barber; Donald E. Ross; Richard A. Thornton.

## MODERN LANGUAGES

Professor: Corazon Almael, Ph.D.

Associate Professor: Harold T. Murphy, Ph.D.

Assistant Professor: Emory W. Carr, M.A. (chmn.); Jacqueline C. Corum, M.A., Dolores W. Jacome, Ph.D.; William E. Kingsbury, M.A.; John H. Miller, M.A.; Nancy K. Stump, M.A.

Instructor: Sara L. Henry, M.A.

## MUSIC

Professor: Paul A. Balshaw, D.M.A.; Michael E. Cerveris, D.M.A.; Wendell C. Kumlien, D.M.A. (chmn.); Jane B. Shepherd, M.M.; James L. Taggart, Ph.D.; Paul W. Whear, Ph.D.; Robert D. Wolff, Ed.D.

Associate Professor: Joanne D. Caudill, M.M.; Robert R. Clark, Ph.D.; John W. Creighton, M.A.; Bradford R. DeVos, 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, M.S. Ben F. Miller, M.A.

## NURSING

Associate Professor: Bonnie J. Douglas, R.N., M.A.; Giovanna Morton, R.N., M.S.N.;

Assistant Professor: Lorraine C. Aeh, R.N., M.P.H.; Sharon B. Ambrose, R.N., M.S.; Elizabeth R. Barker, R.N., M.S.N.; Oriana R. Bertram, R.N., B.S.N.Ed.; Jeanne M. DeVos, R.N. M.A.; B. Jane Fotos, R.N., M.A.; Mary S. Kopp, R.N., B.S.N.E.; Kathryn T. Parsons, R.N., B.S.N.E.; Ruth L. Pearson, R.N., M.S.; Mary Ann Rosswurm, R.N., M.S.; Belen D. Sultan, R.N., M.Ed.; Laura L. Wilson, R.N., B.S.N.Ed., M.A.;

Instructor: Brenda D. Bassett, R.N., B.S.N.; Brenda K. Harbour, R.N., B.S.N.; Susan L. Holbrook, R.N., A.S.N.; Deborah M. Horton, R.N., B.S.N.; Cheryl S. Hough, R.N., B.S.N.; Joan C. Lynch, R.N., B.S.N.; Nancy W. McClintock, R.N., B.S.; Kathryn M. Roberts, R.N., B.S.N.

**OCCUPATIONAL ADULT AND SAFETY EDUCATION**

Professor: Charles I. Jones, Ed.D. (chmn.)  
 Associate Professor: LeVene A. Olson, Ed.D.  
 Assistant Professor: Everett W. Harris, Ed.D.;  
 Phillip O. Prey, Ed.D.; Robert W. Sackrison,  
 M.S.; David S. Stern, Ed.D.; James B. Stone,  
 M.A.

Sara E. Anderson: Professor of Office Administration (Dean, Col. of Business)

**PHILOSOPHY**

Professor: Howard A. Slaatte, Ph.D. (chmn.)  
 Associate Professor: Frank J. Mininni, Ph.D.;  
 John C. Plott, Ph.D.

**PHYSICS AND PHYSICAL SCIENCE**

Professor: Thomas J. Manakkil, Ph.D.  
 Associate Professor: Robert J. Dils, M.A.;  
 Warren L. Dumke, Ph.D.; Ralph E. Oberly,  
 Ph.D. (chmn.) Lyle F. Plymale, M.A.;  
 Wesley Shanholtzer, Ph.D.  
 Assistant Professor: James W. Rutherford, M.S.

**POLITICAL SCIENCE**

Professor: Jabir A. Abbas, Ph.D.; Soo Bock  
 Choi, Ph.D.; Simon D. Perry, Ph.D. (chmn.);  
 Paul D. Stewart, Ph.D. (dean, Graduate  
 School).  
 Associate Professor: Clair W. Matz, Jr., Ph.D.;  
 Richard H. Rosswurm, Ph.D.  
 Assistant Professor: James B. Bruce, Ph.D.;  
 Ronald J. Oakerson, M.A.; Troy M. Stewart,  
 Jr., Ph.D.

**PSYCHOLOGY**

Professor: George Ward, II., Ph.D. (chmn.);  
 Associate Professor: Jonathan E. Alsip, Ph.D.;  
 Donald D. Chezick, Ph.D.  
 Assistant Professor: Elaine Baker, Ph.D.; Carol  
 O. Klecka, Ph.D.; Steven P. Mewaldt, Ph.D.;  
 Daniel F. Penrod, Ph.D.; Donald W. Ray,  
 Ph.D.; Stuart W. Thomas, Jr., Ph.D.; David  
 M. Walton, Ph.D.

**SOCIAL STUDIES**

Professor: Mahlon C. Brown, D.S.S.; Edwin A.  
 Cubby, Ph.D. (chmn.)  
 Associate Professor: William E. Coffey, Ph.D.;  
 Carolyn M. Karr, Ph.D.; 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.)

Associate Professor: Frederick D. McEvoy,  
 Ph.D.; Ram N. Singh, Ph.D.; William S.  
 Westbrook, Ph.D.

Assistant Professor: Constance S. Carr, M.S.W.;  
 Claire F. Horton, Ph.D.; C. Clyde Perry, II.,  
 J.D.; Karen L. Simpkins, Ph.D.; Stephen L.  
 Winn, Ph.D.

Instructor: Kenneth P. Ambrose, M.A.; H. Jane  
 Stephen, M.A.; Carol S. Wharton, M.S.

**SPEECH**

Professor: Ruth C. Garrett, Ph.D.; George J.  
 Harbold, Ph.D. (dean, College of Liberal  
 Arts); Eugene Q. Hoak, Ph.D.; Dorothy R.  
 Johnson, Ph.D. (chmn.); Clarence A.  
 Kellner, 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.;  
 N. Bennett East, Ph.D.; William G. Kearns,  
 Ph.D.; Charles M. Woodford, Ph.D.

Assistant Professor: John R. E. Bliese, Ph.D.;  
 Kathryn H. Chezick, M.A.T.; Catherine M.  
 Cummings, M.A.; Barbara F. Harrod, M.A.;  
 Edwin C. McCarnes, M.A.; Maureen B.  
 Milicia, M.A.; A. Craig Monroe, M.S.; Birna  
 R. Smith, M.A.; Henry J. Sullivan, M.A.;  
 James R. Wilson, Ph.D.

Instructor: Susan W. Sullivan, M.A.

**UNIVERSITY LIBRARY**

Director of Libraries: Kenneth T. Slack, Ed.D.  
 Librarian: E. Jane Brugger, A.B., B.S.L.S.; Leah  
 J. Fidler, M.A.L.S.; Elizabeth J. Hill, M.L.S.

Staff Librarian: V. Diane Briceland, M.L.S.;  
 Isabel B. Paul, M.S.L.S.

Assistant Librarian: Barbara D. Doherty, A.B.,  
 B.S.L.S.; Carol M. Greene, M.S.L.S.; Sherry  
 L. Payne, M.L.S.; Mary F. Pusey, M.L.S.;  
 Sara B. Staats, M.L.S.; Nancy Whear, M.A.,  
 M.S.L.S.; Sharon K. Wildman, M.M., M.L.S.

Curator: Lisle G. Brown, M.L.S.

Director of Health Science Libraries: Ann L.  
 Howard, M.S.L.S.

# Index

## A

Abbreviations, 149  
Absences, 45  
Academic Advising Center, 96  
Academic Common Market, 52  
Academic Dishonesty, 47  
Academic Information, 42  
Academic Probation, 45, 72  
Academic Publications, 51  
Academic Scholarships, 29  
Accounting, 61, 119, 149  
Accreditation, 8  
ACT, 13, 111, 166, 183  
Activities & Cultural Events, 37  
Administrative Officers, 7  
Admissions, 12, 67, 70, 119, 137, 140, 144  
Advanced Placement, 17, 109, 166  
Advertising Sequence, 101  
Advisers, Undergraduate, 42  
Advising Center, 96  
Advisory Board, 2  
Advisory Program, 42  
Afro-American Cultural Programs, 37  
American College Test, 13, 111, 166, 183  
Anthropology, 103, 149  
Appalachian Studies, 148  
Art  
    Courses, 150  
    Major, College of Liberal Arts, 98  
    Teaching Field, College of Education, 76  
Art Education, 151  
Artists Series, 10  
Associate Degrees, 52  
Associate in Science in Cytotechnology, 109  
Associate in Science,  
    Medical Laboratory Technician, 112  
Associate in Science in Nursing, 140  
Athletic Grants, 29  
Athletics, Intercollegiate, 38  
Athletics, Intramural, 38  
Attendance Policy, 45  
Audiology, 103  
Audit, 49

## B

Baccalaureate Degrees, 52  
Bachelor of Arts, 52, 75, 97, 106  
Bachelor of Business Administration, 52, 59  
    Common Requirements, 61  
Bachelor of Science, 52, 65, 97, 106  
Bachelor of Science in Chemistry, 106, 108  
Bachelor of Science in Cytotechnology, 109  
Bachelor of Science in Medical Technology, 113  
Bachelor of Science in Nursing, 114  
Bachelor of Social Work, 97, 103  
Bachelor's Degree, Second, 55  
Bands, 38  
Banking and Finance, 120  
Bible and Religion  
    Courses, 151  
Biological Sciences,  
    Major, 107  
    Courses, 152

Teaching Field, 76  
Black Studies, 148  
Board of Regents, 2  
Botany,  
    Courses, 153  
    Major, 108  
Breakage, 33  
Broadcast Journalism, 101  
Business Administration, 59  
Business, College of, 57  
Business Core Courses, 61  
Business Education, 77  
Business Law, 169  
Business Principles, 77

## C

Calendar, University, 4  
Campus Christian Center, 38  
Career Services and Placement, 35  
Center for Student Development Services, 35  
Certificates,  
    Journalism, 101  
    Teaching, 71, 73  
Cheating, 47  
Chemical Technology, 121  
Chemistry  
    Advanced Placement, 109  
    Bachelor of Science in, 108  
    Co-Op Program, 108  
    Courses, 153  
    Major, 108  
    Teaching Field, 77  
Chief Justice, 38  
Choral Groups, 38  
Classical Studies, 98, 155  
Classification of Students, 42  
CLEP, 17, 142  
Clerical Studies, 122  
College of Business, 57  
College of Education, 70  
College of Liberal Arts, 95  
College of Science, 106  
College Level Examination Program, 17, 142  
Combined College and Professional  
    Degrees, 104, 115  
Community College, 119  
Computer and Information Sciences, 65  
    Courses, 155  
Computer Center, 9  
Conduct, 39  
Continuing Education, 51  
Corrections, 99  
Counseling and Rehabilitation, 90  
    (See Rehabilitation Education)  
    Courses, 157  
Counseling Office, 35  
Courses, Numbering, 42  
Credit  
    External Credit, 70  
    Military Experience and Training, 17, 58  
    Non-credit option, 49, 68  
    Semester Hour, Definition of, 42  
    Semester Load, 42  
    Transfer of, 13

Credit Union Management, 123  
 Criminal Justice, 98, 158  
 Curriculum and Foundations, 160  
 Cultural Life, 37  
 Cytotechnology, 109  
   Courses, 162

## D

Dates, (see Calendar), 4  
 Dean's List, 49  
 Debate, 37  
 Degrees Awarded, 52  
 Dentistry, Preparation for, 116  
 Dietitians, 100  
 Distributive Education, 78, 163  
 Divisions of University, 9  
 Dormitory Information, 32  
 Dropping Courses, 43

## E

Early Admission, 17  
 Early Education, 78  
 Economics  
   Courses, 163  
   Major in, 62, 99  
 Education, College of, 70  
 Educational Foundations, 165  
 Educational Media, 165  
 Education Records: Privacy Rights, 39  
 Elementary School Teaching, 79  
 Employment, Student, 30  
 Engineering, Preparation for, 116  
 Engineering Technology, 166  
 English,  
   Courses, 166  
   Major in, 99  
   Qualifying Examination, 47  
   Teaching Field, 79  
 English as Foreign Language, 168  
 Et Cetera, 38  
 Evening Classes, 51  
 Examinations, Absence from, 45  
 Expenses, 23

## F

Faculty, 212  
 Fees  
   Activity, 22  
   Classification for Assessing, 14  
   Dormitory, 22  
   Enrollment, 21  
   Off-Campus Courses, 22  
   Per Credit Hour, 21  
   Refunds, 26  
   Registration Fees, 21  
   Remissions, 26  
   Special, 24  
   Tuition, 21  
 Finance,  
   Courses, 169  
   Major in, 62, 63  
 Finance and Business Law, 169  
 Finance, Insurance, 63  
 Fire Science Technology, 123  
 Food Service Management, 124  
 Foreign Languages,  
   Major in, 99

Foreign Students (see International Students)  
 Forestry, 111  
 Four-Year Curriculums  
   Liberal Arts, 98  
   Science, 107  
 French  
   Courses, 170  
   Major, 99  
   Teaching Field, 79, 80  
 Freshman,  
   Advisers, 42  
   Classification, 14  
   Orientation, 39  
 Full-time Student, Definition of, 42

## G

GED, 16  
 General Business, 125  
 General Education Development Test, 16  
 General Science, 80, 81  
 General Studies Requirements,  
   College of Business, 60  
   Computer Science, 65  
   College of Education, 75  
   College of Liberal Arts, 97  
   College of Science, 106  
 Geography  
   Courses, 171  
   Major, 100  
 Geology,  
   Courses, 172  
   Major, 111  
 German,  
   Courses, 173  
   Major in, 99  
 Grades, Credit, non-credit, 49  
 Grades and Quality Points, 42  
 Grades, Reporting, 46  
 Graduate Degrees, 54  
 Graduate School, 9  
 Graduation Academic Requirements, 43, 68, 72,  
   74, 106, 142, 146  
 Graduation Fee, 25  
 Graduation Residence Requirements, 47, 73  
 Grants, 29  
 Greek, Courses in, 174

## H

Handicapped Students, 35  
 Health Education, 81, 174  
 Health Insurance, 36  
 Health Service, 35  
 High School Students  
   Early Admission, 17  
   Provisional Admission, 16  
 History of the University, 8  
 History,  
   Courses, 175  
   Major in, 100  
 Home Economics, 100  
   Courses, 177  
   Teaching Field, 81  
 Home Economics Education, 179  
 Honors,  
   Courses, 50  
   Dean's List, 49  
   Graduation with, 50

University, 209  
 Housing,  
 Cancellation, 32  
 Married Students, 33  
 Policy, 32  
 Residence Halls, 32  
 Fees, 22  
 Humanities, 97, 106, 148  
 Human Relations, 35  
 Huntington, 9

## I

Incomplete Grades, 43  
 Industrial Supervision and Management, 126  
 Ineligibility, 45, 72  
 Insurance, Courses, 169  
 Insurance, Student: Accident and  
 Sickness, 36  
 Renters, 36  
 Intercollegiate Athletics, 38  
 Interdisciplinary Studies, 179  
 International Affairs, 100  
 International Students, 18, 35  
 Intramurals, 38

## J

Journalism,  
 Advertising, 101  
 Broadcast, 101  
 Certificate, 101  
 Courses, 179  
 Curriculum for Teachers, 82  
 Major in, 101  
 News-Editorial, 101  
 Public Relations, 102

## L

Laboratory Experiences, 70  
 Language Arts, 82  
 Latin  
 Courses, 181  
 Major in, 98  
 Teaching Field, 83  
 Law Enforcement, 98  
 Law, Preparation for, 104  
 Legal Assistant, 127  
 Legal Secretarial, 127  
 Liability, 40  
 Liberal Arts, College of, 95  
 Library, 9  
 Library-Media Technology, 128  
 Library Science, 165  
 School Library, 91  
 Loans, 29  
 Location of University, 9

## M

Management, 63, 181  
 Management, Health Care, 63  
 Marketing, 64, 182  
 Marketing, Transportation, 64  
 Married Students Housing, 33  
 Marshall Artists Series, Inc., 10  
 Marshall University Library, 9  
 Master's Degree, 54  
 Mathematics

Courses, 183  
 Major in, 111  
 Teaching Field, 83  
 Medical Laboratory Technician, 112  
 Courses, 185  
 Curriculum, 113  
 Medical School, 137  
 Expenses, 138  
 Financial Aid, 138  
 Housing, 138  
 Medical Secretarial, 129  
 Medical Technology, 113  
 Courses, 185  
 Curriculum, 114  
 Medicine, Preparation for, 116, 137  
 Mental Retardation, 84  
 Military Science, 58  
 Courses, 186  
 Minority Students, 35  
 Modern Languages  
 (See Foreign Languages)  
 Multi-Departmental, 148  
 Music,  
 Courses, 187  
 Organizations, 38, 188  
 Majors in, 102  
 Teaching Field, 84  
 Music Education, 191

## N

National Teachers Examinations, 73  
 New Student Information, 39  
 Noncredit Courses, 49  
 Nonresident Classification, 14  
 Nonresident Fees, 21  
 Nursing, School of, 140  
 Courses, 191  
 Major in, ASN, 140  
 Major in, BSN, 144

## O

Occupational Safety and Health  
 Technology, 130  
 Office Administration, 65, 192  
 Officers of the Administration, 7  
 Optometry, Preparation for, 117  
 Oral Communication, 85  
 Orchestra, 38, 188  
 Organizations, 39  
 Orientation Program, 39  
 Osteopathy, Preparation for, 117

## P

Parthenon, 38  
 Part-Time Students, 14  
 Pharmacy, Preparation for, 117  
 Philosophy  
 Courses in, 193  
 Major in, 102  
 Physical Education  
 Courses, 193  
 Teaching Field, 85, 86, 88  
 Veteran's Credit, 17  
 Physical Science, 196  
 Physical Therapy, Preparation for, 117  
 Physically Handicapped, 87, 88  
 Physics,

Courses, 196  
   Major in, 115  
   Teaching Field, 89  
 Physics and Physical Science, 196  
 Placement Service, 35  
 Police Science, 131  
 Political Science,  
   Courses, 197  
   Major in, 102  
 Pre-Dentistry, 116  
 Pre-Engineering, 116  
 Pre-Law, 104  
 Pre-Medicine, 116  
 Pre-Student Teaching, 70  
 Probation, Academic, 45, 72  
 Professional Schools, 104, 117  
 Provisional Admission, 16  
 Psychology  
   Courses, 200  
   Major in, 102  
 Psychology Clinic, 37  
 Publications,  
   Academic, 51  
   Student, 38  
 Public Relations, 102  
 Public Service Internship, 49, 200  
 Purposes of the University, 8

## Q

Quality Points, 42, 43  
 Qualifying Examination in  
   English Composition, 47

## R

Radio and Television,  
   Journalism, 101, 179, 180  
   Speech, 103, 207, 208  
 Radio Station WMUL-FM, 10  
 Reading Center, 37  
 Readmission After Scholastic  
   Deficiencies, 46, 72  
 Real Estate, 132  
 Recreation, 200  
   Specialization in, 89  
 Refunds, 26,  
   Regents, 2  
   Regents BA Degree, 54  
 Rehabilitation Education, 90, 157  
 Religious Life, 38  
 Reporting Grades, 46  
 Reserve Officers Training Corps, 58  
   (See Military Science)  
 Residence Halls, 32, 33  
 Residence Requirements, 14  
 Retailing, 133  
 ROTC, 58

## S

Safety Education,  
   Courses, 201  
   Teaching Field, 90  
 Schedule, Change of, 42  
 Scholarships and Grants, 29  
 Science, College of, 106  
 Science Education, 202  
 Second Bachelor's Degree, 55  
 Secondary School Teaching,

  Specializations, 73, 74  
 Secretarial, 122, 127, 129, 133  
 Secretarial Studies, Teaching, 91  
 Semester hour, definition of, 42  
 Semester Load, 42  
 School of Journalism, 101  
 School of Medicine, 137  
 School of Nursing, 140  
 Small Business Management, 134  
 Social Sciences, 98, 107  
 Social Studies,  
   Courses, 202  
   Teaching Field, 91, 92  
 Social Work,  
   Courses, 202  
   Major in, 103  
 Sociology,  
   Courses, 203  
   Major in, 103  
 Sociology and Anthropology, 103  
 Spanish,  
   Courses, 204  
   Major in, 99  
   Teaching Field, 93  
 Speakers Bureau, 10  
 Speakers Bureau, Students, 37  
 Special Education, 74  
 Special Fees, 24  
 Special Students, 14  
 Speech,

  Broadcasting, 103, 207  
   Courses, 206  
   Debate and Public Speaking, 37  
   General Speech, 206  
   Major in, 103  
   Pathology and Audiology, 94, 103, 208  
   Teaching Field, 85, 94  
   Theatre, 103, 209  
 Speech and Hearing Clinic, 36  
 Statement of Institutional Purposes, 8  
 Student Activities and Cultural Events, 37  
 Student Advisory Program, 42  
 Student Conduct, 39  
 Student Development Center, 35  
 Student Employment, 30  
 Student Financial Aid, 29  
 Student Government, 37  
 Student Handbook, 38  
 Student Health Service, 35  
 Student Organizations, 39  
 Student Publications, 38  
 Student Records: Privacy Rights, 39  
 Student Teaching, 70, 71  
 Subject Specializations, 75-94

## T

Teacher Certification, 43, 70, 71  
 Teacher Education Curricula, 75-94  
 Teaching Specializations, 53, 73  
 Technologists, Medical, 113, 185  
 Television (See Radio)  
 Television Station WMUL-TV, 10  
 Theatre, 38, 103, 209  
 Transcripts, 50  
 Transfer, 13, 46, 67, 119  
 Transfer, College to College, 46, 72  
 Transfer Students, Admission, 13  
 Transferability, Credits and Grades, 46

## U

University History, 8  
University Honors, 50, 148, 209  
University Library, 9  
University Theatre, 38  
University, Withdrawal from, 43  
Upward Bound Program, 35

## V-W-Z

Veterinary Medicine, Preparation for, 117  
Vocational-Technical Education, 210  
Withdrawal, 43, 142  
WMUL-FM Radio, 10  
WMUL-TV, 10  
Women Students, 35  
Women's Studies, 148, 179  
Zoology,  
    Courses, 210  
    Major in, 115





