



2014-2015

# Academic Bulletin

**TIFFIN**  

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**UNIVERSITY**

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## MESSAGE FROM THE PRESIDENT

Since its founding in 1888, Tiffin University has successfully educated students for productive and satisfying lives of leadership, excellence, and service. Generations of Tiffin graduates have made positive contributions to their families, communities, and professions. Tiffin University has an excellent reputation, a variety of strong academic programs and co-curricular activities, attractive facilities, caring and competent faculty and staff members, outstanding students, and a friendly, personal environment where students come first. We invite you to examine our programs to determine whether we offer what you want. If so, please visit the campus and talk with our students and faculty and staff members so that you may decide whether Tiffin is the right place to continue your education. I assure you that we will do everything possible to help you achieve your educational goals.

Paul Marion, Ph. D., President

## ACCREDITATION

Academic programs at Tiffin University are authorized by the Ohio Board of Regents. Tiffin University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, [www.ncahlc.org](http://www.ncahlc.org)

BBA and MBA degrees offered by Tiffin University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, [www.acbsp.org](http://www.acbsp.org) and the European Council for Business Education (ECBE), En Brison 1832, Chamby, Switzerland, [www.ecbe.eu](http://www.ecbe.eu)

## NONDISCRIMINATION POLICY

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs, policies, athletics, activities, admissions, and other school administered programs.

## HISTORY OF THE UNIVERSITY

Tiffin University was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online and in several areas of Ohio. Master's degrees are offered in several foreign countries.

**VISION**

The basic rationale manifested by the existence of Tiffin University is that of the American dream. Tiffin is a place where the work ethic of the American heartland is evident and where there is truly value added for students, many of whom are among the first generation in their families to attend college. Tiffin provides access and opportunity for individuals and facilitates their preparation for successful careers and for productive and satisfying lives.

Tiffin University represents a new kind of institution in America, the professional university, where the career objectives of traditional college-age students and adult students are optimized through professionally-focused undergraduate and graduate programs that have a broad general education foundation. This fundamental institutional strategy appropriately positions Tiffin for the 21st century.

**MISSION**

The mission of Tiffin University is to:

- offer quality, professionally-focused, learning-centered undergraduate and graduate degree programs and life-long learning opportunities to prepare traditional college-age students and adult students for successful careers and for productive and satisfying lives of excellence, leadership and service.
- work with employers and specific professions to anticipate, design, and deliver effective academic programs that reflect evolving professional needs and intellectual requirements of the future.

## PRINCIPLES FOR ACTION

1. Tiffin University will offer degree programs and continuing education activities for people who aspire to work in or are currently working in specific professions.
2. Tiffin University will serve as the long-term educational steward for and partner of employers and specific professions by working with them to identify target professional populations and to meet their educational needs.
3. Tiffin University will operate as a seamless institution that delivers its programs and services
  - on the Tiffin campus, which serves as the residential campus for traditional college undergraduates, a site for graduate degree offerings, and the headquarters for the entire TU educational network;
  - online;
  - at TU academic centers, on the campuses of community colleges and other institutions of higher education, and at facilities of other organizations in Ohio, other states in the U.S., and other countries; and
  - through other means that may be available in the future.
4. Tiffin University will enhance educational access and opportunity for individuals by providing a student-centered culture that emphasizes
  - friendly, caring, service-oriented support systems which help students achieve their educational goals; and
  - innovative educational delivery modes that respond to the needs of students, families, and employers for quality programs that are affordable and convenient.
5. Tiffin University will assure academic quality and integrity and will establish and maintain an integrated academic program development and delivery system across all locations and learning modalities by
  - operating as one university with one faculty and a single locus of control for academic program planning and management;
  - developing common curricula that can be effective across the teaching/learning continuum; and
  - continually assessing student learning outcomes and making any changes that may be needed.
6. Tiffin University will assure that all bachelor's degree programs include a broad general education foundation that helps each student
  - acquire the knowledge and skills needed to be an effective life-long learner and citizen in a rapidly changing and diverse world;
  - develop a personal value system and ethical framework that embraces the importance of service to society;
  - enhance critical and integrative thinking abilities and communication and other cognitive skills required for creative intellectual work and problem solving; and
  - understand the contemporary world and its historical context.

7. Tiffin University will increase its capital, scale, and leverage by developing partnerships and alliances with other organizations, such as community colleges, four-year colleges and universities, businesses, government agencies, not-for-profit organizations, professional associations, proprietary schools, courseware companies, and the military services.
8. Tiffin University will participate in cooperative relationships and partnerships with organizations and agencies in Seneca County and the City of Tiffin in order to enhance environmental resources and open spaces, increase the quality of life and standard of living for residents of the community, improve the attractiveness of the neighborhoods near the Tiffin campus, and provide service learning opportunities and educational programs for students and area residents.
9. Tiffin University will acquire revenues from fund-raising, student tuition, and other sources to achieve and sustain the financial base needed to effectively accomplish its mission.
10. Tiffin University will align facilities, staffing, technology, and financial resources with its articulated strategy in order to effectively accomplish its mission and will apply risk assessment and prudent cost discipline to assure that all University activities are effective and efficient.
11. Tiffin University will provide a variety of services, programs, and activities to assist undergraduates at the Tiffin campus in their development of interpersonal skills, leadership and teamwork abilities, leisure interests, and healthy lifestyle habits.
12. Tiffin University will produce, deliver, purchase, and sell academic programs and curricula and will include the development and marketing of intellectual property as part of a comprehensive capital plan.

## CAMPUS AND PROGRAM LOCATIONS

Academic programs are offered by Tiffin University at the following locations:

### **Tiffin Campus (ABA, ACJ, BA, BBA, BCJ, BS, MBA, MS)**

The Tiffin Campus offers associate's degree, bachelor's degree and master's degree programs in the seated, classroom format. On-campus housing and food services are provided in addition to student services, intercollegiate athletics, and a number of extracurricular activities.

### **Brunswick (BCJ)**

Tiffin University offers the Off-Campus Bachelor's Degree Completion Programs on the Brunswick campus of Cuyahoga Community College.

### **Toledo, Cleveland, and Fremont (BBA, BCJ)**

Tiffin University offers BBA and BCJ Off-Campus Bachelor's Degree Completion Programs at Tiffin academic centers at Owens Community College in Toledo, on the campus of Cuyahoga Community College in Cleveland and Brunswick, and at Terra Community College in Fremont.

### **Romania and Taiwan (MBA)**

Tiffin University offers its MBA degree, taught in English in Romania and in Taiwan.

### **Tiffin University Online (BA, BBA, BCJ, BS, MBA, MEd, MH, MS)**

Tiffin University offers the BA, BBA, BCJ, MBA, MEd, and MH an online format. The online programs offer students nationwide and around the world an opportunity to obtain an accredited degree from Tiffin University

# Undergraduate Studies

## ADMISSION AND TRANSFER POLICIES

### Admission Requirements for First-Year Students

First-Year Students are considered to be students who have no more than 11 transfer credits, with the exception of Post-Secondary Options students. To be considered for acceptance as a first-year student, an applicant must submit an undergraduate application for admission, an official copy of their high school transcript or GED certificate and an official copy of their ACT or SAT test scores. ACT or SAT scores are only required for students coming directly out of high school. Students not coming directly from high school must submit a one-page writing sample for review.

Applicants who have earned transfer credits from institutions of higher education should also submit official transcript(s) from all previously attended colleges or universities.

It is recommended that first-year students have an unweighted cumulative high school GPA of 2.25 or higher. It is suggested that applicants have completed four units of English, four units of math, three units of science and three units of social studies. It is also recommended that the student scores a 16 composite score on the ACT or a combined score of 800 on the SAT in the areas of Critical Reading and Math.

Applications are reviewed and admissions decisions are made immediately. Each student's application is reviewed on an individual basis and, if more information is required, the student may be asked to provide a writing sample, letter of recommendation, personal interview or placement test.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

## **Standardized Tests – ACT or SAT**

Incoming first-year students who wish to be considered for Tiffin University scholarships and grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. The tests can be taken during the student's junior and/or senior years of high school. Application forms for the ACT or SAT test may be obtained from high school guidance counselors.

## **Advanced Placement**

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>

## **Admission Requirements for Bachelor's Degree Transfer Students**

- Submit a completed application [www.tiffin.edu/apply/applynow](http://www.tiffin.edu/apply/applynow)
- Submit official transcript(s) from all previously attended colleges or universities.
- If an associate degree is not earned, an official high school transcript or GED is required.
- Applicants should submit SAT or ACT scores if they are available.
- A 2.00 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

## **Admission Requirements for Bachelor's Degree Completion Programs Delivered at TU Academic Centers in Ohio**

- Submit a completed application [www.tiffin.edu/apply/applynow](http://www.tiffin.edu/apply/applynow)
- Submit official transcripts(s) from all previously attended colleges or universities.
- If an associate degree is not earned, an official high school transcript or GED is required.
- Applicants for bachelor's degree completion programs delivered at TU academic centers in Ohio must have a minimum of 45 transferable credits.
- A successful applicant must have no more than seven non-module courses outstanding.
- Students must have already completed one or more English courses (s) (ENG141 or ENG142).
- A 2.00 cumulative college GPA or higher is required.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

### **Conditional Admission**

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school or college performance. Students are admitted based on self-reported high school or college grade point average and standardized test scores. They are admitted on the condition that they provide the Office of Undergraduate Admissions or the Office of Registration and Records with official transcripts prior to the disbursement of financial aid. If a student is unable to comply, they will be placed on inactive status until the required transcripts are provided.

### **First-Year Watch**

Tiffin Campus students who are recommended by the Undergraduate Admissions Committee may be admitted on First-Year Watch. Tiffin Campus students who are admitted on First-Year Watch must meet with a success coach for a minimum of one hour each week of the academic semester.

### **Probationary Admittance Policy for Undergraduate Students on Tiffin Campus**

The probationary admittance for undergraduate students on the Tiffin campus is the Academic Assistance Program (AAP). Students admitted on AAP will have limitations placed on extra-curricular activities as follows:

- Students on probation are ineligible to participate in intercollegiate athletics, except for up to a total of five hours per week in team practices, monitored conditioning, and/or study tables.
- Students on probation who are participating in music and/or dance activities are limited to five hours per week in all music and/or dance activities. Students on probation may not be required to miss classes for any of these music or dance activities.
- Students on probation are ineligible to participate in cheerleading, theatrical productions, or to hold office in a campus organization.

Students on Academic Probation are required to take FYS100, First Year Seminar (three semester hours) as one of their courses in the first semester and may not register for more than 12 credit hours in addition to FYS100. FYS100 is a three credit course providing academically at-risk students with an enhanced First Year Seminar. AAP students must also meet with a success coach for one hour during each week of the academic semester and participate in a minimum of at least five hours per week of supervised study tables in the Student Success Center and/or the Library.

AAP students may be removed from academic probation if they successfully complete the three credit FYS100 and pass at least 12 credits with a cumulative grade point average of 1.8 or higher.

### **Readmission Procedures**

Students who have previously attended Tiffin University must complete an Application for Readmission if their absence has been one semester or more, or if they were dismissed from the University. If the student has attended another college or university since

their last course at TU, official transcripts must also accompany the Application for Readmission, along with other supporting documents. Readmission to Tiffin University is not guaranteed and students must have paid any existing or previous balance owed on their student account before they will be allowed to register.

If a student has been dismissed from the University for any reason and plans to return to Tiffin University, the student must submit a letter of appeal for readmission including a request for financial aid to be reinstated. In addition, students may be required to submit an appeal letter and/or additional documents upon request from the University regardless of academic standing. This letter and any supporting documentation must be submitted along with the completed Application for Readmission. The student must submit any missing or outstanding admission documents, such as transcripts from previous institutions prior to re-enrolling at Tiffin University.

### **Non-Degree Students**

Students can take courses without pursuing a degree at Tiffin University. If a non-degree student later wishes to become a degree candidate, the student will follow matriculation procedures of the University. Non-degree students are not eligible to receive financial aid.

### **Post-Secondary Options Admissions Requirements**

Post-secondary options students are required to meet the following criteria:

- A cumulative, unweighted grade point average of 3.00 for all high school academic coursework as well as a 3.0 in the subject of study for which the student wishes to enroll.
- Submit a completed PSO Application for Admission with current high school transcripts, current class schedule and test scores for the Post-Secondary Options Program by the established deadline to Undergraduate Admissions. This application will need to be completed and re-submitted for every academic year to be considered for admission into the PSO Program.
- Be approved by the Office of Undergraduate Admissions.
- Have one of the following standardized tests: OGT, ACT or SAT.
- Have junior or senior class standing.

Students may take a maximum of 12 credit hours per semester or two online courses per term as a post-secondary options student. Students participating in both seated and online courses in one semester cannot exceed 12 credit hours. This will include any credit hours taken as dual enrollment courses at the student's high school.

Post-secondary options students may enroll in 100 or 200 level courses upon the completion of pre-requisite courses that may be required. Some of these courses may require a college class-standing for which Post-secondary options students may not enroll. In the event a student wishes to enroll in any class above the 100 level, the following criteria must be met:

- The student must have completed all the pre-requisites for the desired course.
- Pre-requisite courses must have been successfully completed at an accredited institution. Official documentation of such courses must be provided for evaluation by the Registrar.

- The Registrar must then certify that courses from other institutions are equivalent to Tiffin University courses.
- Waivers to pre-requisite courses may only be granted by the Assistant Academic Vice President or the Vice President for Academic Affairs.

Students who wish to withdraw from a course may do so up until the first day of the last week of class for the course. Failure to contact the Undergraduate Admissions Office or Registration and Records Office to withdraw from a course prior to the first day of the last week of class may result in a failing grade and/or charges from the student's home school district.

- It is the responsibility of the high school guidance office, not Tiffin University, to determine what college courses may be duplicated for high school graduation requirements.
- Required textbooks are provided for all Post-Secondary Options students enrolled under the Option B program. Students enrolled under the Option A program must pay for their own textbooks. For Option B students, once the course has ended or if a student withdraws from a course, all textbooks must be returned to the TU Bookstore to avoid charges to the student's account.

## **DUAL ENROLLMENT PROGRAM**

The Tiffin University Dual Enrollment Program requirements for schools, students, courses, instructors and textbooks are outlined below. These requirements incorporate the standards identified by Tiffin University necessary for students to receive academic credit from TU. Upon request and payment of fees, a student who has successfully completed a Dual Enrollment course may request an official transcript from the Registrar's Office at Tiffin University.

### **High Schools**

High schools may offer approved TU courses on their campus as part of a dual enrollment agreement. High School Applications must be completed, with requested course(s) and instructors(s), and returned to the Office of Undergraduate Admissions no later than March 1st to allow adequate time for processing.

Student applications and transcripts for the first semester and a full year course(s) must be provided to Tiffin University no later than July 1st, and for the second semester course(s) no later than December 1st. A "last day to add" a course date will be determined by the Office of Registration and Records. Applications and changes to student applications (late additions) will not be accepted after this "last day to add" date. Midterm and final grades must also be provided to Tiffin University by the dates established by the Office of Registration and Records.

Students may drop a course for TU credit up until the first day of the last week of class. It is up to the high school to make this withdraw request to the program coordinator.

## **Students**

Students participating in the Dual Enrollment Program must be approved by Tiffin University Undergraduate Admissions staff and meet all necessary pre-requisites before they may register for TU Dual Enrollment Courses. TU requires that students must have high school junior or senior class standing, have taken either the OGT, ACT or SAT and have acquired a minimum of a 3.0 cumulative, unweighted grade point average to apply for the Dual Enrollment program. Students must also sign and return a copy of the course syllabus to Tiffin University before the last day of the first week of class.

A student who successfully completes all requirements of these courses and achieves a final grade of C or higher will receive both high school credit towards satisfying the requirement for a high school diploma as well as three (3) semester hours of academic credit from TU. Students may not exceed 12 Tiffin University credits per semester.

Continuing students will be required to maintain a minimum of a 2.0 grade point average in their college coursework to further their participation in the dual enrollment program.

## **Courses**

All courses for Dual Enrollment must be approved by the appropriate school Dean.

Minimum Course Content Guides and Master Syllabi will be provided by Tiffin University to the high school instructors to structure the course(s).

A syllabus from each Instructor and their course(s) must be submitted and approved by the appropriate academic dean before July 1st for courses in the academic year to which the high school has applied.

## **Instructors**

High schools may provide their own instructor for the course(s) only if the instructor has been approved by Tiffin University's Office of Academic Affairs and the high school. Instructors will be required to submit a resume and college transcripts to Tiffin University for review to receive approval. After Tiffin University has reviewed the instructor's information, documentation regarding the instructor's approval or disapproval will be provided to the high school. If the high school does not provide the instructor, Tiffin University may provide the instructor based on availability.

All Dual Enrollment Instructors will be required to attend an Instructor Orientation at the beginning of August before their courses are active. This Orientation will include information on instructor accounts, resources and syllabus review with current faculty and/or the appropriate academic dean.

### **Student Accounts and Textbooks**

Textbooks are also approved through the appropriate school Dean and will be provided for the course(s) that the high school has selected. Instructors are to use all textbooks required of the course in junction with their course syllabus.

Tiffin University agrees to provide textbooks and ID cards for the students who are enrolled into the Dual Enrollment program. Tiffin University will not provide textbooks or ID cards for students who are not enrolled in the program.

### **Transient Students**

Tiffin University admits students who are in good standing at other institutions for specific course work. Such course work may apply toward a degree at the student's home institution based on regulations at that institution. The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.

### **Home Schooled Students**

Tiffin University adheres to the National Center of Home Education's Recommended College Admissions Policies.

1. Home school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Home schooled graduates are not required to score any higher than graduates from public or private high schools.
2. Home schooled students are required to produce a transcript demonstrating completion of high school. A Tiffin University home school credit evaluation form may be completed in lieu of a transcript.
3. Home schooled students are recommended to meet the following course requirements:
  - Four units of English
  - Four units of Math
  - Three units of Science
  - Three units of Social Studies
4. Home schooled students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.
5. Home schooled students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Home schooled students are eligible to compete for both academic and talent-based scholarships. Your ACT or SAT score can help qualify you for scholarships.

## Charter Schools

Charter schools are public schools with no specific religious affiliation; charter schools are also normally chosen by the parent/guardian and student. Each charter school has its own mission, program, goals, students served, methods of assessment and ways to measure each student's success. Charter schools do not have to meet the same rules and regulations that public schools must follow.

## Requirements

Students who attend Charter schools must:

- Meet their state's graduation requirements.
- Meet Tiffin University's admissions requirements.
- Take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Charter school graduates are not required to score any higher than graduates from public or private high schools.

## Non-Charter Schools

Students who attend non-chartered schools must meet Tiffin University's Admissions requirements and the following:

1. Non-chartered school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates from public or private high schools.
2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.
3. Non-chartered school students are recommended to meet the following course requirements:
  - Four units of English
  - Four units of Math
  - Three units of Science
  - Three units of Social Studies
4. Non-chartered school students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.
5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent based scholarships. Your ACT or SAT score can help you qualify for scholarships.

## **INTERNATIONAL UNDERGRADUATE STUDENTS**

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

### **Admission Requirement for International Undergraduate Applications**

- Graduation from an accredited high school or equivalent, or graduation from an accredited associate's/bachelor's degree program.
- Recommended for freshmen, applicant, GPA 2.8 on the high school transcript; for transfer applicant, GPA 2.5 on the higher education transcripts.
- Satisfactory TOEFL score (500 PBT/61 iBT), IELTS score (5 or higher), or iTEP (4.5) unless the student's native language is English or if the primary language of instruction of the student's high school (for freshmen) or previous university (for transfer students) was English.

Equivalents to high school include secondary vocational high schools and secondary professional/technical schools. Graduates of high schools and equivalents should apply for freshman admission. International applicants who have earned more than 12 credits from an accredited undergraduate program will not be admitted as first-time freshmen. Those who have graduated from an accredited associate's degree program and those who are currently attending an accredited undergraduate associate's/bachelor's degree programs may transfer to TU, with earned credits transferred in accordance with TU's curriculum requirements, and they should apply for transfer admission.

Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they enroll in the English Language and American Culture (ELAC) program at the appropriate level determined by a placement test.

### **Required Documents for International Undergraduate Application**

1. A completed International Student Application for Admissions.
2. For Freshmen applicants, a copy of high school graduation diploma with a copy of high school transcripts, or equivalent; for transfer applications, a copy of undergraduate transcripts and a copy of high school graduation diploma with a copy of high school transcripts, or equivalent. Students who have completed an Associate's Degree are not required to submit proof of graduation from an accredited high school.
3. A copy of TOEFL, IELTS, or iTEP score.
4. Proof of financial responsibility - send a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation.
5. Copy of student passport.

In order to remain enrolled, international freshmen must provide official high school transcripts and international transfer students must provide official higher education transcripts prior to the end of the student's first semester at Tiffin University.

## English Language Proficiency Policy

This policy will apply to all degree-seeking students for whom English is their second language and are admitted to seated TU degree programs in the United States or any foreign site. Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

1. TU requires all other students whose native language is not English, and who do not submit an acceptable English language proficiency test score, to take the following battery of tests for seated courses in any **undergraduate** or **graduate** program:
  - Accuplacer ESL - Reading Skills, Sentence Meaning, and Language Usage
  - TU Integrated Essay - Reading passage, Related lecture/listening section, Essay prompt requiring students to use material from both the reading and the listening in response
  - TU Oral Interview –
    - Undergraduate students will be interviewed by the ESL director and/or a faculty member from the school of their major if deemed necessary.
    - Graduate students will be interviewed by the Dean and/or the program chair of their degree program if deemed necessary.
2. Students entering degree programs who have achieved university-stated scores (found in the Academic Bulletin) on the TOEFL, IELTS, MELAB, Cambridge tests, or any other English proficiency test accepted by the university will not take the Accuplacer test. Undergraduates will take the integrated essay test to determine their enrollment in ENG 140 or ENG 141 and other credit courses. Graduate students will take the integrated essay, the oral interview, and a plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes. Graduate students who have sufficient TOEFL or other scores, but who score below a 3.5 on the essay and/or below a 4.4 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT 505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
3. Graduate and undergraduate students who do not have a score from an approved proficiency test will take the Accuplacer, integrated essay, and oral interview. Students who have received certificates that indicate completion of English language training at other English-speaking universities or language schools will not take the Accuplacer, but will take the integrated essay and oral interview. Students who have taken English classes, but have not completed a formal program and have no TOEFL, etc., will complete the entire battery of tests to determine appropriate placement in classes. For graduate students, this includes an additional plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes.

Placement levels in the English as a Second Language Program:

- a. Level 3: ESL 109/114/130/132/172, no regular classes
- b. Level 2: ESL 102/104/106/112/171, no regular classes
- c. Level 1: ESL 101/103/105/110/170, no regular classes

4. Promotions from ESL levels will be based on the scores achieved in the TU battery of proficiency tests and assigned by the Proficiency Placement Grid. Students will be tested and placed upon arrival. When they are placed in ESL courses, they must pass those courses in order to earn admission to be retested at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to take the proficiency tests. They must repeat the level. Promotions will not be granted simply because a student has attended class consistently. Each student must demonstrate the ability to read, write, and speak according to the requirements for each ESL level on the Proficiency Placement Grid, e.g. a student in level 1 must achieve scores on the Accuplacer, essay, and oral interview that attain level 2 (or higher) in order to move to the next level (or the level their scores indicate; a student may move from level 1 to level 3 or higher if there is sufficient improvement). Once they have entered the ESL program, students will not be allowed to move to the next level based on a more recent English proficiency test score (TOEFL, IELTS, etc.) during the semester; they will still be expected to follow the aforementioned promotion policy.
5. Promotions from the graduate bridge program will be based on their progress in the prerequisite courses (MGT 505/506/507). Students who do not pass all three of the MGT prerequisites with a B or higher will not be allowed to move into their chosen graduate program. They must repeat all of the courses the following semester.
6. Students must pass each level within two consecutive semesters; if they fail to do so, they will be dismissed from the program. Students are allowed to complete the levels in three consecutive semesters, and undergraduate students are allowed to enroll full-time in regular classes upon completion of any level if they earned the scores defined in the Proficiency Placement Grid. Graduate students who complete the levels will be enrolled in the bridge program and will have two semesters to successfully pass all three prerequisites.
7. Once a student begins a semester of ESL courses, he or she must complete the entire semester. This is especially important for graduate students. They may not enroll in ESL level 1 or 2 and decide they want to move to graduate classes at the end of the first 7-week term.
8. Late arrivals: International students must arrive by the last day to add classes (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in Level 1 ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

9. Proficiency test scores: These averages will be used for placement when the student is initially tested. They will also be applied when students are retested at the end of each semester to demonstrate progress in their proficiency. Students who average 79 or below on Accuplacer are placed in level 1. Students who average 80 or above take the integrated essay and oral interview. The three tests are evaluated together and placement is made based on the grid that is found below.

- Accuplacer  
100+ (average on RS, LU, SM\*) – Graduate bridge/Undergrad regular classes  
99-90 – Level 3  
89-80 – Level 2  
79- = Level 1  
\*RS=Reading Skills; LU=Language Usage; SM=Sentence Meaning
- Integrated essay is graded on a scale of 0-4 based on the rubric.
- Oral interview is graded on a scale of 1-5 based on the rubric.

### **Scholarships**

Tiffin University offers international scholarships to eligible international students.

### **Grade Conversion**

In order to evaluate the grades for international applicants Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

### **Placement**

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in ESL courses and/or credit courses.

### **Semesters for Admissions**

Fall Semester (late August-mid December)

Spring Semester (mid January-early May)

### **Application Deadline**

Fall Semester-July 15th

Spring Semester-November 15th

### **Medical Insurance and Medical Records**

All undergraduate and graduate international students must purchase TU student health insurance and must provide medical records, including proof of immunizations. With approval from the appropriate department, students may choose not to accept TU insurance if they can provide proof of comparable health coverage.

### **Late Arrival Policy**

Late arrivals: International students must arrive by the last day to add classes to an existing schedule (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates

### **3 + 1 ACCELERATED BACHELOR'S AND MASTER'S DEGREE PROGRAM**

Tiffin University provides motivated students with the opportunity to complete both a bachelor's and a master's degree in the time it generally takes to complete the bachelor's degree alone. This 3 + 1 program allows students to earn a bachelor's degree in three years. Students will then have the option of attaining a master's degree in select criminal justice or business programs in just one additional year. Typically, a bachelor's degree followed by a master's takes six years to complete.

Students who choose this option will move through the courses more quickly by taking them year round, including summer, in both seated and online formats. Course offerings will be the same as those for regular Tiffin University four-year bachelor's degree programs.

Students interested in this accelerated program should contact Tiffin University's Admissions Office for details. Successful applicants will have graduated from high school with a 3.00 grade point average and should be able and willing to keep up the accelerated nature of the program.

Tiffin University Undergraduate Admissions [ugadmissions@tiffin.edu](mailto:ugadmissions@tiffin.edu) or 419-448-3423  
[www.tiffin.edu](http://www.tiffin.edu)

### **STUDENT RECORDS AND RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to have a statement by the student entered into the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tiffin University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Office of Registration and Records.

### **Directory Information**

The University designates the following items as directory information, which may be disclosed without the student's written consent. The student's name, local address, and telephone listing; home address, telephone listing, and email address; parent's or legal guardian's name, address and telephone listing; student's date and place of birth, major field of study, class standing, and participation in officially recognized activities and sports; weight and height of members of athletic teams; student's dates of attendance, enrollment status, and degrees and awards received; most recent previous educational institution attended by the student; and photographs of students. A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Office of Registration and Records.

# Undergraduate Academic Policies

## STUDENT RESPONSIBILITIES

Students are responsible for knowing all requirements in this academic bulletin. Information in this bulletin is subject to change. The university reserves the right to change its course offerings, academic policies, and requirements for the baccalaureate and associate degrees.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major academic plan in Self Service to track their progress.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin of the University for the year they entered or the year they officially changed their major. Regardless of the term of matriculation, students are typically governed by the policies in the most current annual academic bulletin. First-time students are governed by the degree requirements in the annual academic bulletin in effect the year of their matriculation. Students who transfer from an institution, with which we do not have an articulation agreement, follow the annual academic bulletin in effect at the time of their initial registration for courses at Tiffin University.

## CLASS ATTENDANCE

Tiffin University believes that class attendance and learning are related; therefore students are expected to attend all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor.

The consequences of missing a test or an assignment will be determined by the instructor and will be based on a consideration of the individual circumstances involved. The procedures of dealing with absences from classes are left to the discretion of the individual instructor as outlined in the course syllabus.

However, the instructor may request that the student be dropped from the course when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the last date of attendance.

### Work in the Classroom

Classroom experience is central to education. The interaction and learning from the faculty and fellow students in the classroom are crucial. Students should make attendance a priority and follow the attendance policies set forth by the instructor. Students are required to come to class prepared with the readings completed, papers written, and class presentations ready to be given. Students should complete the work necessary, as specified in their syllabi or as assigned by the faculty.

### **Work outside the Classroom**

In general, each course the student is enrolled in requires 5 - 10 hours of work per week outside class. Such outside preparation may take the form of reading the texts and reprints for the course, library research, writing papers, or cooperative learning with other students. The University encourages collaboration among students in their academic work. There are a variety of opportunities to work with other students, such as study tables, getting assistance at the Student Success Center, informal study groups, and undertaking team projects. Collaboration happens within the framework of course requirements and academic honesty.

### **Attendance or Participation Policy for Off-Campus Bachelor Degree Programs**

Due to the concentrated scheduling and the emphasis upon participatory learning, adult learners need to be in attendance every week. Students are permitted one class session absence in a five or seven week course and two class session absences for a ten or fourteen week course. Absence is permitted due to illness or other emergency situation requires that the student complete a make-up assignment. A student is considered absent from the class session when half or more of a class session is missed. The Adult Learner must complete an assignment to make up for the missed course content. The assignment is due the week following the missed class and is to be turned in at the time the next week's homework is due. If the make-up assignment is not completed or it does not meet the requirements, the student will receive an 'F' for the class.

The make-up assignment will be a paper, four pages in length, about a topic from the missed class session to be chosen by the Instructor. The paper will be, as all Center for Online and Off-Campus Programs papers are required to be, in APA format, double spaced, Times New Roman, size 12. A title page and a reference page will be included. The title page and reference page will not be counted in the four pages. The assignment will be graded on a pass-fail basis. A copy of the assignment is required to be submitted to the Coordinator, Enrollment Services for Online Bachelor Degree Admissions by the instructor with the Make-Up Form at the end of the course with the Grade Breakdown and any other paperwork.

Instructors are required to complete the attendance report weekly and immediately report any absence from the module to the Manager of the appropriate academic center. Tiffin University will monitor attendance records. Attendance records are essential in order to comply with regulations established by the Department of Veteran's Affairs for recipients of VA benefits or federally insured student loans. If long-term medical, family or employment concerns develop, the adult learner must contact the appropriate Tiffin University administrative office immediately. The adult learner will be assisted both academically and financially to address any issue which impacts the program.

## **Attendance or Participation Policy for Online Bachelor Degree Programs**

Tiffin University believes that class attendance and learning are related; therefore students are expected to attend/participate in all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must complete and submit written work on the date set by the instructor.

- Students will be required to respond to a threaded discussion and/or submit one assignment to every course scheduled no later than midnight (Mountain Standard Time) of the tenth day of the term to be considered an active student.
- A student who has failed to log in and respond to a threaded discussion and/or submit an assignment as of midnight of the tenth day of classes, will be immediately withdrawn from those course(s) by Enrollment Management.
- At any point during a course, a student may be assigned a grade of “WF” (Administrative failing grade) by the instructor once the student has missed 25% of the required course. Absence in online courses is defined as not participating in discussion threads or turning in assignments.
- The University reserves the right to initiate an administrative withdrawal of a course whenever a student violates the attendance/participation policy. Refer to Excessive Absence Withdrawal Policy, page 26.
- If a student is unable to participate in a course by midnight on the tenth day of the term due to extenuating circumstances, a decision regarding the student’s status will be made by the Dean of The School of Graduate and Distance Education and the Director of Online Bachelor Degree Admissions and Student Services. If a decision is not unanimous, a final decision will be made by the Vice President of Academic Affairs and communicated to the student.

## **ACADEMIC HONESTY**

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an F for the assignment or for the course in question at the discretion of the instructor. If warranted, acts of academic dishonesty may also attract more severe sanctions, such as suspension or dismissal.

### **Repeated Acts of Academic Dishonesty**

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of XF. The faculty member will provide the Dean of the student’s school with documentation of the circumstances surrounding the occurrence.

2. A tracking mechanism and database is maintained by the Office of Registration and Records to identify students who receive a grade of XF. The School Dean will be notified when a student receives an XF. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of XF, but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty to the Dean of the student's school. The process through which these instances are documented and handled, including any remediation, is at the discretion of the faculty of the respective schools.
3. First Occurrence - Upon the submission of a grade of XF the student will be placed on academic probation. The student will be required to undergo remediation and a warning letter from the School Dean will be sent to the student notifying the student that the receipt of a second XF will result in permanent dismissal.
4. Second Occurrence - All second occurrences will be reviewed by the Vice President for Academic Affairs to confirm the dismissal.
5. Grades of XF will be expunged from the student's record upon dismissal, transfer or graduation from Tiffin University.

## GRADING SYSTEM

Tiffin University awards credit based on semester hours.

| Grade | Quality Points | Remarks   |
|-------|----------------|---|
| A*    | 4              | –   |
| B*    | 3              | –   |
| C*    | 2              | –   |
| D*    | 1              | Not applicable to graduate courses                                |
| F     | 0              | Failure   |
| I     | –              | Incomplete Work   |
| P     | –              | Pass  |
| WD    | –              | Withdrew before deadline notifying the Registrar                  |
| WF    | 0              | Withdrew Failing - discontinued after deadline with failing grade |
| WP    | –              | Withdrew Passing - discontinued after deadline with passing grade |
| WV    | –              | Course waived   |

\* This grade may be indicated with a "+" or "-" on the student's transcript. However, the "+" or "-" is not used in the computation of the quality point average.

## Appeal of Grade Received

If a student believes that a course grade has been assigned in a capricious, discriminatory, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, discriminatory, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must acknowledge receipt of the appeal in writing, to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form will be submitted to the Office of Registration and Records. The student will receive a letter from the faculty member(s) indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School in which the course was offered. The student shall have two weeks, after being notified by the faculty member to submit his or her appeal to the Dean. Should the Dean be a party to the appeal the Vice President for Academic Affairs (VPAA) will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing, to the student and the faculty member(s), within two weeks of the receipt of the appeal as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated. The decision of the Dean is final.

Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the VPAA, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Vice President will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing, to the student, the faculty member(s), the Dean of the school and the VPAA, within three weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the VPAA that the grade be changed. The VPAA will submit a change of grade form to the registrar, indicating that the grade has been changed on appeal. If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal. In a case where the faculty member(s) is/are no longer employed by the university, the appeal begins directly with the Dean of the school. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above.

### **Auditing Courses**

Auditing a course permits a student to enroll in a class and to attend its sessions without having to submit assignments or take examinations. The fee is 50% of normal tuition charges, but students receive neither grade nor credit for the course. If a student wishes to convert to credit status before the mid-term of the course, permission must be sought from the Vice President for Academic Affairs, and the balance of the regular tuition must be paid.

### **Change of Major**

A student in an associate or baccalaureate degree program may change academic major by completing the appropriate form in the Office of Academic Advising or the Office of Registration and Records. The student must follow the major requirements in place at the time of the change in major. When such a student is continuously enrolled (not absent for two or more successive regular semesters), he or she has the option of following the university's general education program under the student's previous major instead of its current format.

### **Incomplete Course Work**

Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract Form in order to finish the semester with an incomplete grade in that course. The instructor may, at his/her discretion assign a new completion date ***not later than mid-term of the next regular semester and record the grade as 'I' (Incomplete).***

An incomplete grade must be changed by completing the work of the course before the deadline stipulated by the instructor but not later than the mid-term of the next regularly scheduled semester. There will be a change-of-grade fee of \$15.00 per credit hour.

### **Incomplete Course Work for Online and Off-Campus Bachelor Degree Programs**

All course work is expected to be completed for each course by the last meeting of that class. If the student finds that he/she cannot complete the work by the due date(s), the student may request an incomplete for the course. The request must be made to the instructor no later than the last night of the course. It is at the instructor's discretion to grant or to deny the request. If the instructor grants the request, the student is to complete an Incomplete Grade Contract. The form is to be completed by the student and the instructor and immediately submitted to the Coordinator, Enrollment Service for Online and Off-Campus Programs. The instructor will record the grade as 'I' (Incomplete). An incomplete cannot be submitted without this signed document. Students are required to submit work within 30 days of the final paper's original due date. If the student does not request an incomplete by the last class session or does not submit the completed assignment on time, the grade will be based on the work that has been completed and submitted.

### Re-enrolling in a Course

Students may retake any course in which they received a final grade of 'F'. A required course with a final grade of 'F' must be repeated. Students receiving a 'D' in a required course in which a grade of 'C' or better is needed in order to move on must retake that class.

Any student wishing to repeat a course in which he or she earned a grade of 'D' may do so by contacting the Office of Registration and Records. Students who are receiving financial aid or participating in intercollegiate athletics should consult with the Financial Aid Office or the Athletic Department before repeating a course with a 'D' grade. A student who has earned a minimum of 75 hours toward the bachelor's degree and whose cumulative point average in their major courses is less than 2.50 may repeat a course in the major for which a grade of a 'C' or less was earned. Such students must obtain permission from their academic advisor before repeating the course in question and contact the Financial Aid Office and the Athletic Department. Both grades, original and repeated, appear on the permanent academic record, but only the higher one is counted in the grade point average and in meeting graduation requirements.

### Academic Standing

Students must maintain the following minimum cumulative grade point average to remain in good academic standing:

**Full-Time Students** (minimum of 12 credits per semester)

| Semester hours attempted | Minimum GPA                                      |
|--------------------------|--|
| 24-47                    | 1.80 (See also Minimum Academic Progress Policy) |
| 48-71                    | 1.90   |
| 72+                      | 2.00   |

**Part-Time Students** (no more than 11 credits per semester)

| Semester hours attempted | Minimum GPA |
|--------------------------|-------------|
| 6-11                     | 1.60        |
| 12-23                    | 1.70        |
| 24-47                    | 1.80        |
| 48-71                    | 1.90        |
| 72+                      | 2.00        |

### **Tiffin Campus Academic Standing**

In order to determine academic progress for students on the Tiffin Campus, transfer students will be reviewed based on transferable hours toward their degree and grade point average accepted by Tiffin University along with attempted credits and grade point average.

### **Academic Standing for Online and Off-Campus Bachelor Degree Programs**

Students must maintain a 2.0 minimum cumulative grade point average in their courses to remain in good academic standing.

### **Academic Warning**

Tiffin campus students whose semester cumulative grade point average falls below 2.00 will be placed on Academic Warning and must meet with a success coach for one hour each week of the academic semester.

### **Academic Probation**

Any student whose cumulative grade point average for the number of semester hours attempted falls below the minimum level will be placed on academic probation. A student placed on academic probation will have limitations placed on extra-curricular activities for the probationary period.

- An athlete will be ineligible to participate in inter-collegiate athletics with the exception of up to five hours per week in conditioning and/or study tables.
- Students participating in music or dance activities will be limited to five hours per week in all related combined activities. Students may not be required to miss classes for any of these music or dance activities.
- Students will be ineligible to participate in cheerleading, theatrical productions, or to hold office in a campus organization.
- Full-time Tiffin campus students on academic probation must meet with a success coach for one hour each week of the semester.
- At the completion of the next semester the grade point average for that semester must be greater than 2.00 or the student will be academically dismissed.

### **Academic Dismissal**

A student may be dismissed from the University for at least one semester for:

- Failure to attain a minimum cumulative grade point average to remain in good academic standing after being placed on academic probation.
- Receiving a failing grade in four or more courses in any semester of attendance at Tiffin University.

## Appeal Procedures

A student who has been dismissed from Tiffin University may appeal to return after an absence of one regular academic semester. An appeal letter must be submitted at least two weeks prior to the start of the semester. The appeal letter should document any special circumstances and also explain a plan for improvement. Supporting documentation of the special circumstances must be attached with the appeal letter.

Upon approval, the Academic Progress Committee will determine the number of credit hours for which the student may register. Also, the student will be placed on Academic Probation, must meet with assigned success coach (Tiffin Campus only), and must earn a minimum semester GPA of 2.0 for the coming semester. Failure to meet the reinstatement requirements will result in a second dismissal for a minimum of one academic year. Students will not be allowed to submit any appeals after a third dismissal.

## Minimum Academic Progress Policy

To increase the likelihood of graduation, it is important for students to acquire a specific set of skills as early as possible. This policy is intended to provide an incentive for students to prepare themselves for success in advanced-level courses.

At the completion of 48 semester hours of academic work, including transfer credits, a student must have completed 13 semester hours in the Knowledge Skills Core distributed as follows:

|                                   |                              |
|-----------------------------------|------------------------------|
| Writing and Composition (6 hours) | To include: ENG141 or ENG142 |
| Mathematics (3 hours)             | Any Math Above MAT173        |
| Information Technology (3 hours)  | Any Computer Class           |
| First Year Seminar (1-3 hours)    | FYS100                       |

A student who fails to complete these courses upon completion of 48 hours of academic work will be placed on academic warning.

- These students will be placed on “Advising Hold” (e.g. student will not be able to change their schedule) and must meet with the Director of Academic Advising or an Advising Specialist until the completion of any missing knowledge skills core courses.
- If student does not successfully complete the course, a tutor will be assigned in the Success Center.

Students who fail a Knowledge Skills Core course a third time may be dismissed from the university as determined by the Vice President for Academic Affairs.

**Student Classifications** - Student Status Semester Hours Completed

|           |       |
|-----------|-------|
| Freshman  | 0-27  |
| Sophomore | 28-54 |
| Junior    | 55-81 |
| Senior    | 82+   |

**Course levels** - Course numbers Description

100-199 Courses meant primarily for freshmen

200-299 Courses meant primarily for sophomores

300-399 Courses meant primarily for juniors

400-499 Courses meant primarily for seniors

100 level courses may not be taken by students who have earned 67 or more semester hours without written permission of the Dean of the school offering the course.

**Class Load**

Normal class load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students wishing to take more than 16 credits must have a cumulative grade point average greater than 3.0 and complete an application requiring signatures of the Office of Registration and Records and the Office of Financial Aid.

**Adding Courses – Tiffin Campus**

Students are expected to be enrolled in all classes by the first day of school. Students can change their existing schedule during the first week of class. If a student has not enrolled in any classes before the start of the semester, the student will need to receive approval from the Office of Registration and Records.

## **WITHDRAWING FROM A COURSE – ALL CAMPUS LOCATIONS**

A student may withdraw from a course before the last date to withdraw without a failing grade to receive a grade of “WD” in the course. All classes withdrawn after the withdrawal date will carry a grade of WF (withdraw failing) or WP (withdraw passing) based upon the grade earned in the class at the time of withdrawal.

### **Tiffin Seated Programs**

The drop slip must indicate a last date of attendance and be signed by the instructor. All other signatures are required before submitting the drop slip to the Registration and Records office.

### **Online and Off-Campus Programs**

A student must submit the Drop Request form to their program advisor. Program advisor will verify the last date of documented academically related activity in accordance with the Department of Education regulations (this does not include logging into an online class without active participation) on the drop slip form and forward to the Registration and Records office to process.

### **All Programs**

When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from the last date of participation in the class.

Any form of withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

## **ADMINISTRATIVE WITHDRAWAL POLICY – ALL CAMPUS LOCATIONS**

Under certain circumstances, Tiffin University may administratively withdraw a student from a single class or multiple classes. The four classifications of administrative withdrawals follow.

### **Academic Withdrawal**

The Registration and Records office may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, academic probation, academic dismissal, unapproved credit overload, and prerequisites not satisfactorily completed.

### **Disciplinary Withdrawal**

As a result of college judicial proceedings, a student may be disciplinary dismissed from Tiffin University. In such cases, regardless of the timing during the semester, the student is withdrawn from classes; the grade of WD, WP or WF will be based on last date of participation in the classes and earns no credit for the semester. The judicial process is under the jurisdiction of the Dean of Students.

Any form of disciplinary withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

**Excessive Absence Withdrawal**

Tiffin University believes that class attendance and learning are related; therefore students are expected to attend and participate in all scheduled classes and abide by the University's drop/withdrawal policies.

**Tiffin Seated Programs**

Faculty must notify Registration and Records office that a student be administratively withdrawn from their seated course if they do not attend scheduled class meetings and do not submit an assignment for 14 consecutive calendar days. The final grade will be based on the last date of attendance. The student's financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy.

**Online Programs**

For online courses, students will be administratively withdrawn if they do not demonstrate attendance by participating in an academically related activity in accordance with the Department of Education regulations for 14 consecutive calendar days (this does not include logging into an online class without active participation). The final grade will be based on the last date of documented academically related activity. The student's financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy.

**Medical Withdrawal**

As a result of medical necessity, a student may be withdrawn from a class or classes. Such withdrawals will only be granted based on appropriate medical documentation attached with the drop slip. A grade of "WD" will be assigned. Where appropriate and with an instructor's permission, a student could receive a grade of "I" (incomplete) in one or more classes.

Any form of medical withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

## Student Athletes - Academic Eligibility Requirement

Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Office of Registration and Records will monitor your academic progress, it is your responsibility to know and understand the rules that govern your eligibility.

### NCAA Progress Toward Degree Requirements

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of six semester hours of academic credit every semester (fall or spring semester) in which the student-athlete has been enrolled full-time.
- A student-athlete must complete 24 semester hours of credit a year (fall-to-fall) to be eligible for competition the following academic year. The 24 hours are considered as the hours countable towards satisfactory progress.
- A student-athlete must earn at least 75% of the hours required for satisfactory progress during the regular academic year. No more than 25% of the hours required for satisfactory progress can be earned during the summer.

#### EXAMPLE:

- 24 hours counted towards satisfactory progress each academic year.
- Minimum of 18 hours must be completed during the academic year (fall and spring semester).
- Maximum of 6 hours can be completed during summer school.
- If a student-athlete earns 24 hours or more during the academic year he/she has met the satisfactory progress requirements for the following academic year and is not held to a minimum number of hours that can be taken during summer school.
- A student-athlete must declare a major (i.e. designate a degree program) by the beginning of the third year of enrollment (or fifth semester).

In addition, student athletes must follow the policies regarding Academic Standing including grade point average and Minimum Academic Progress found on page XX.

1. In order to meet the Missed Class Time requirement of NCAA Bylaw 17.1.6, the following policy is in effect at Tiffin University.
  - A. Student athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Activities considered practice include:
    1. Preparation and conditioning time (weight training, running, etc.)
    2. Training room time (rehab, taping, etc.)
    3. Meetings (to include individual film watching)
    4. On field practice
  - B. Media and recruiting requests will not interfere with class or exam schedules.
  - C. Exceptions to the above will only be approved by the Faculty Athletic Representative (FAR) who will report exceptions to the faculty at the last meeting of each semester.

2. For home competition, student athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the FAR, the Vice President for Academic Affairs (VPAA), and faculty via email at least one month prior to the start of a sport's season, a listing of all competition in that sport which will necessitate student athletes being absent from class. This listing will include the time and date of competition, destination, departure time, and competition. The FAR or the VPAA may request that modifications to the travel plans to be made.
6. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each contest which affects their class attendance.
7. Student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student athlete for any assignments which will be missed.
8. Faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
9. Coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class related field trips (within reason) for which student athletes are enrolled. It is recommended that faculty email coaches with details for a class related field trip a minimum of a week ahead of the scheduled date.
10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the VPAA.
11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by then FAR and the VPAA.
12. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the VPAA.
13. Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the FAR.
14. Faculty having any questions about the application of these statements may contact the FAR or the VPAA.

**TIFFIN CAMPUS - UNDERGRADUATE PROGRAMS  
TUITION, FEES AND EXPENSES FOR 2014 – 2015**

Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees. These fees are for both bachelor and associate degree programs in a seated format on the Tiffin Campus.

**Admission fees, undergraduate**

|   |                     |
|---|---------------------|
| Application Fee .....                                       | Non-refundable \$20 |
| Confirmation Fee (not refundable after May 1).....          | \$50                |
| Due 30 days after acceptance and is applied toward tuition. |                     |
| Registration Fee (non-refundable) .....                     | \$30                |

**Tuition and fees, undergraduate, Tiffin Campus**

|  |                               |
|--|-------------------------------|
| Tuition per semester, full-time (12-16 credits).....   | \$10,755                      |
| Tuition per semester, more than 16 credits .....   | \$10,755                      |
| .....  | + \$717 per additional credit |
| Tuition per credit, less than full-time (1-11 credits).....  | \$717                         |
| Auditing, per 3 credit course .....  | \$1,075                       |
| Laboratory Fees (see course description) .....   | Varies                        |
| Music Fee for Private Lessons (15 lessons per instrument) .....  | \$350                         |
| Portfolio fee (per course) .....   | \$200                         |
| Incomplete Fee, per seated credit .....  | \$15                          |
| Health Insurance   |                               |
| International students .....   | \$1008                        |
| *Insurance is required for international students unless a waiver is signed and proof of coverage is provided. |                               |
| Student Participation Fee.....   | \$25                          |
| Student Athlete fee (required) .....   | \$100                         |
| Transcript Fee .....   | \$5                           |
| Graduation Fee .....   | \$100                         |
| Returned check fee .....   | \$40                          |

**On-Campus Housing Expenses**

|   |       |
|---|-------|
| Housing Confirmation Fee - New Residents .....                | \$100 |
| Applied to first semester housing; not refundable after May 1 |       |
| Returning Residents .....                                     | \$25  |
| Not refundable after June 1                                   |       |
| Hall Council Fee for all residential students .....           | \$15  |

**Residence Hall/House, per year**

|                                    |         |
|------------------------------------|---------|
| Single - residence hall/house..... | \$6,206 |
| Double - residence hall/house..... | \$5,120 |
| Triple - residence hall.....       | \$4,476 |
| Quad - residence hall.....         | \$4,228 |

**Junior/Senior Housing, per year**

|             |         |
|-------------|---------|
| Single..... | \$5,460 |
| Double..... | \$4,506 |
| Triple..... | \$3,938 |
| Quad.....   | \$3,718 |

|                                       |         |
|---------------------------------------|---------|
| Apartment Living Learning Center..... | \$6,608 |
| 106 Benner Street Apartments.....     | \$6,608 |
| 316 Benner & Adams Apartments.....    | \$5,260 |
| Clay Street Residence Hall            |         |
| Single.....                           | \$6,344 |
| Double.....                           | \$5,242 |

**Food Expenses, per year**

**Resident Meal Plans**

|                           |         |
|---------------------------|---------|
| 14 Meals-a-Week Plan..... | \$4,500 |
| Unlimited Plan.....       | \$4,750 |

**Block Meal Plans**

|                                    |         |
|------------------------------------|---------|
| 150 Meal Plan.....                 | \$1,400 |
| 75 Meal Plan.....                  | \$730   |
| 10 meals + \$125 flex dollars..... | \$200   |

**ONLINE AND OFF-CAMPUS PROGRAMS**

**Bachelor of Business Administration, Bachelor of Arts, and Bachelor of Criminal Justice**

|                         |       |
|-------------------------|-------|
| Tuition per credit..... | \$430 |
| Portfolio fee.....      | \$200 |

**PAYMENT PLAN**

Tiffin University provides a tuition payment plan option to allow for monthly payments. Interest is charged on past due accounts @ 1% per month. Contact the Bursar for more information.

**TRANSCRIPTS**

An official transcript shall be issued at a charge of \$5.00 if all financial obligations to the University have been satisfied. Students wanting transcripts sent must submit a Transcript Request Form. The Transcript Request Form can be found and printed from [www.tiffin.edu](http://www.tiffin.edu). Payment must be made before transcripts will be sent.

## REFUND POLICY

The tuition refund for withdrawal from courses for all student types, undergraduate, online and off-campus programs, and graduate.

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, refund of tuition will be computed based on their last date of attendance for seated courses or last date of participation or submission of work for online courses.

|   |           |
|---|-----------|
| Before the start of the course:             | 100%      |
| During the first calendar week of classes:  | 100%      |
| During the second calendar week of classes: | 25%       |
| After the second calendar week of classes:  | No Refund |

The following refund policy will apply to students who are current residents of the state of Maryland:

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, refund of tuition will be computed based on their last date of attendance for seated courses or last date of participation or submission of work for online courses.

Before the start of the course: 100%

| Proportion of Total Course, Program,<br>or Term Completed as of Date of<br>Withdrawal or Termination | Tuition<br>Refund |
|--|-------------------|
| Less than 10% .....  | 90% Refund        |
| 10% up to but not including 20% .....  | 80% Refund        |
| 20% up to but not including 30% .....  | 60% Refund        |
| 30% up to but not including 40% .....  | 40% Refund        |
| 40% up to but not including 60% .....  | 20% Refund        |
| 60% or more .....  | No Refund         |

## WITHDRAWAL FOR MILITARY CALL-UP TO ACTIVE DUTY

Students must provide documentation of their call to active duty to the Office of Registration and Records. A student who does not have time to make the necessary arrangements may authorize another person to act on his/her behalf. A letter signed by the student or a power of attorney is required. Students enrolled in courses through a traditional academic year may complete course requirements early upon making individual arrangements with faculty members. Final grades for course work completed prior to reporting to duty will be reported by the faculty members.

Students also have the following options:

- Complete course requirements at a later date. The student may take an incomplete in a course(s) and complete coursework upon release from active duty.
- Course completion may be accomplished by independent study upon consultation with the appropriate faculty member.

- If a student has completed the majority of the course work for the semester, incompletes may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take incompletes in two and then drop the remaining three classes.
- Or, a student enrolled in an online or off-campus program may have already completed three or four courses and could receive an incomplete for the fourth or fifth. It would be recommended that if the student has not started a course that he/she be completely withdrawn from the course(s).
- Withdraw from all classes for the semester. Each class will be dropped from the student's record with notation made on the transcript for the semester: WD/Student called to serve in the military.

If a student is called for active duty and subsequently released in a manner that would allow him/her to re-enroll during the semester in which they withdraw, Tiffin University will make every effort to accommodate the request. Individual contact with appropriate faculty will determine return to a course.

The standard refund policies will be used. In most cases students will be withdrawn from their classes and "WD/Student called to serve" in the military will appear on the transcript. The student's financial aid will be reviewed by the Financial Aid Office. Refunds for tuition and fees will be reviewed and calculated by the Office of the Bursar.

- If a student is the recipient of federal and state financial aid Tiffin University will use the standard federal refund policy. If calculation of the standard refund policy would result in the student owing money to federal aid programs and/or to Tiffin University, this repayment will be waived.
- Students who are not receiving any federal or state aid will be withdrawn from classes and 100% of the tuition will be refunded.

## **UNDERGRADUATE - FINANCIAL AID POLICIES**

The decision to award certain federal grants and loans rests with the Director of Financial Aid who acts in compliance with policy established by the University's Financial Aid Committee and applicable federal and state regulations. To qualify for federal financial aid an undergraduate student must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree granting program and registered for at least a half-time load of six hours a semester. It is necessary to complete the FAFSA each year in order to receive assistance. All Tiffin University grants and scholarships, including Athletic, can only be used for tuition, fees and on-campus housing charges.

Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP), according to federal and state laws.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program

- Federal Supplemental Educational Opportunity Grant
- Federal PLUS Loan
- Federal Stafford Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal and state regulations.

### **Satisfactory Academic Progress**

To receive assistance under the Federal Student Aid (FSA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters or termination of financial aid.

For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed at the end of the each semester. All periods of enrollment at the University are considered regardless of whether the student received Title IV aid. A copy of the policy is enclosed with the initial financial aid award letter and is also specified in the Tiffin University Academic Bulletin under the section on Financial Aid. The following components are measured to determine if satisfactory progress has been achieved:

#### **Qualitative:**

Financial aid recipients must maintain a minimum cumulative GPA for his or her academic standing.

#### **Undergraduate Associate Degree Students**

| Semester Hours Attempted | Minimum GPA |
|--------------------------|-------------|
| 0-11                     | 1.60        |
| 12-23                    | 1.70        |
| 24-47                    | 1.80        |
| 48-71                    | 1.90        |
| 72+                      | 2.00        |

#### **On-Campus Tiffin Undergraduate Students**

Full-Time Students (minimum of 12 credits per semester)

| Semester hours attempted | Minimum GPA |
|--------------------------|-------------|
| 0-47                     | 1.80        |
| 48-71                    | 1.90        |
| 72+                      | 2.00        |

#### **Part-Time Students (no more than 11 credits per semester)**

| Semester hours attempted | Minimum GPA |
|--------------------------|-------------|
| 0-11                     | 1.60        |
| 12-23                    | 1.70        |
| 24-47                    | 1.80        |
| 48-71                    | 1.90        |
| 72+                      | 2.00        |

### **Undergraduate Degree Completion Program Students**

Must maintain a 2.0 Cumulative GPA in order to be in good academic standing.

### **Graduate Program Students**

Must maintain a 3.0 Cumulative GPA in order to be in good academic standing.

A 3.0 GPA could result in a warning status.

### **Quantitative:**

Credit Hour Completion. All students must successfully complete 67% of all of the courses that they attempt. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.

### **Maximum Time Frame (Undergraduate Students Only)**

To receive a degree, a full-time student may attempt up to 182 hours (150 percent of the 121 semester hours required for graduation) in a six year (12 semester) period. Original hours for failed, withdrawn, repeated courses and transfer hours (including post-secondary option and dual enrollment credits) accepted toward Tiffin University's graduation requirements are included in the calculation of maximum time-frame of 182 attempted hours. Students that change majors and transfer from other institutions are subject to the same maximum time frame limitations. Students attending less than full-time must still complete 67% of the courses they attempt and must graduate in a time frame comparable to the 10 semesters.

### **SAP Procedures**

1. Satisfactory Academic Progress is determined at the end of each semester.
2. A report is generated to identify students who received Title IV funding and did not make satisfactory progress.
3. A comparison is made of attempted hours, earned hours, GPA and number of increments against the recommended standards of the University.
4. Students are placed on Financial Aid Warning or Financial Aid Termination. If a student appeals, a probation status may be considered.
5. Letters are mailed to students and emails are sent to the email on file with the university.

### **Financial aid warning status**

As outlined above, a student is automatically placed on financial aid warning (no appeal needed) for one semester and the student continues to receive financial aid for which they are eligible. However, it may be determined that it is not mathematically possible for the student to meet either the qualitative and/or quantitative measures by the end of just one semester. In this situation, the student would be notified in a letter that before they are allowed to continue they must develop an academic plan for their pace of progression that will extend beyond one semester. Details about how to develop this plan, which must be approved, will be enclosed with the financial aid warning letter.

### **Satisfactory Academic Progress — withdrawal or stop-out**

A student who is notified at the end of a semester that they will be on financial aid warning in the next semester may of their own choosing and for their own reasons withdraw or stop-out for the upcoming semester(s). Upon reenrollment, the student will automatically be placed on financial aid warning as outlined above.

### **Financial Aid Probation Status and Appeals**

A student not meeting the standards for satisfactory academic progress after a semester of financial aid warning will have their aid terminated. A student who has had financial aid terminated has the opportunity to appeal such action to the financial aid appeals committee within 30 days of the Financial Aid notification. The appeal may be on the basis of any undue hardship or unforeseen circumstance (e.g., documented serious illness, severe injury or death of a family member). The appeal must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress, including all supporting documentation. If it is not mathematically possible to meet satisfactory academic progress by the end of the next semester, the appeal must include an academic plan that will allow the student to meet satisfactory progress requirements by a specific point in time. The financial aid committee will only allow a student to appeal financial aid one time within the Associate/Bachelors/Masters degree that they are seeking.

If an appeal is approved, the student will be placed on financial aid probation for a maximum of one semester (or for the time period of an approved academic plan). The financial aid office will communicate to the student the semesters of their continued financial assistance. This might include (but is not limited to) meeting with an academic advisor to develop an academic plan, mandatory follow-up sessions and meet with an academic advisor.

During this approved financial aid probation period, a student will receive the financial aid for which he or she is eligible. At the end of the probation period, a student who meets all of the satisfactory academic progress requirements will be removed from financial aid probation. When it has been determined a student has failed to meet any one or more measures of satisfactory academic progress (SAP) the student's financial aid eligibility will be terminated

### **Academic Plan**

An Academic Plan is granted after a student is approved an appeal of reinstatement of Financial Aid and if more than one semester is necessary to meet Satisfactory Academic Policy. This plan will provide the student the opportunity to earn hours to successfully meet the Quantitative and Qualitative measurements of Satisfactory Academic Progress towards a degree within a designated timeframe.

The Academic Plan will be outlined on a final notification to the student from the Financial Aid office and will include:

- The expected GPA of 2.00, to be accomplished by the end of the probationary designated timeframe.
- The expected "B" or better for a Graduate Student.

- The expected number of credit hours to be completed by the end of the probationary designated timeframe.
- Cannot drop any courses with a “WD” grade on your transcript.

If the student fails to meet the terms of the Academic Plan, the student’s eligibility for financial aid would be terminated and no further appeals will be considered.

### **Reinstatement of Financial Aid**

A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions:

1. Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at the student’s own expense.
2. Demonstrate special or extenuating circumstances through the appeals process.
3. Cannot appeal if you have been on Probation with an Academic Plan and failed to meet the plan.

### **Scholarship and Financial Aid Committee**

The Director of Financial Aid appoints the Scholarship and Financial Aid Committee. Membership includes administrators and staff. The Financial Aid Office convenes the Committee as needed.

### **The Financial Aid Appeals Committee Appeal Process**

1. Student submits a letter of appeal along with supporting documentation to the Satisfactory Academic Progress committee via the Office of Financial Aid.
2. The letter along with supporting documentation is reviewed by the Director of Financial Aid for supporting documentation.
3. The Director presents letter of appeal, supporting documentation and institutional data to the Chairperson of the Committee.
4. The Committee reviews information and issues a decision to the Director of Financial Aid and/or student.
5. The Director of Financial Aid notifies the student of the decision of the Committee.

Note: The Satisfactory Academic Committee’s decision is final and cannot be overturned and only one appeal per degree is allowed. The Committee reserves the right to request additional information from the student and/or other parties.

### **Repeated Coursework**

A student who repeats a failed course will receive financial aid for the repeated course each time it is attempted. A student who repeats a previously passed course in order to receive a higher grade can only receive financial aid for the repeated course one time. Note that credits for all attempted courses, including repeated courses, count in the maximum time frame calculation

For additional information you may contact the TU Financial Aid Office at (800) 968-6446.

## **RETURN OF FEDERAL FINANCIAL AID POLICY: TITLE IV FUNDS**

The law specifies how Tiffin University must determine the amount of Title IV program assistance that the student earns if the student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal Perkins Loans.

When the student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that the student was scheduled to receive for that period. If the student did not receive all of the funds that the student earned, the student may be due a Post-withdrawal disbursement. If the student's Post-withdrawal disbursement includes loan funds, your school must get the student's permission before it can disburse them.

The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The student's school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give their permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and the student has not completed the first 30 days of the program before the student withdraws, the student will not receive any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student received excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if the student didn't keep this amount of their Title IV program funds. If your school is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that the student must return, you (or your parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy that your school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. If the student does not already know what our school's refund policy is, the student can ask the school for a copy. If you have questions about Title IV program funds, the student can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **POTENTIAL SOURCES OF INTERNAL FINANCIAL ASSISTANCE**

### **Bachelor's Degree Discount**

Individuals who already hold a bachelor's degree will receive a fifty percent discount of the tuition rate for undergraduate courses. Confirmation of the degree, in the form of an official transcript must be presented to the Office Registration and Records before enrollment.

### **Senior Citizen Discount**

Those who are 60 years old or older may take courses for personal enrichment, and not for credit, for a fee of \$25.00 for each course. Such enrollment is subject to availability of space and discretion of the University.

### **Tuition Exchange**

Tiffin University belongs to two separate tuition exchange programs, Tuition Exchange, Inc. and the CIC (Council of Independent Colleges) Tuition Exchange Program. Dependents of full-time employees at colleges and universities, usually private institutions, may be eligible to participate in a tuition exchange program. Contact the Human Resources Department at the college or university to determine if your employer participates and whether or not you would be eligible. The Tuition Exchange is awarded only to eligible undergraduate students for study on the campus in Tiffin, Ohio. For information about Tuition Exchange at Tiffin University, contact the Office of Human Resources.

## POTENTIAL OUTSIDE SOURCES OF FINANCIAL AID

### **Air Force & Army ROTC**

Tiffin University students who are in the ROTC programs may be eligible for ROTC scholarships. These scholarships are controlled through the parent ROTC programs located at Bowling Green State University. Students interested in those programs should contact the program offices at <http://www.bgsu.edu/departments/mils/> (Army ROTC) or <http://www.bgsu.edu/departments/airforce/> (USAF ROTC).

### **The Ohio National Guard Scholarship Program**

The Ohio National Guard Scholarship Program provides funding to Army and Air Guard members attending a two or four year public college or university; funding can also be applied toward the costs at a private, proprietary institution. The scholarship is available for up to twelve (12) full-time quarters or eight (8) full-time semesters. Participants must commit to and/or complete a six-year enlistment in the Ohio Guard. New enlistees must complete basic training and obtain a military job skill to qualify for a scholarship. For more information or to apply, contact the Ohio National Guard Scholarship Program Office by phone at (614) 336-7032 or toll-free 1-888-400-6484, or by e-mail at: [ongsp@ongsp.org](mailto:ongsp@ongsp.org)

### **Bureau of Services for the Visually Impaired**

Assistance is provided for tuition, fees, books, and supplies based on financial need. Visually impaired persons may apply to the local office of the bureau for further information.

### **Department of Veterans Affairs**

Students with VA eligibility may be certified to receive Veteran's Educational Benefits by registering with Tiffin University's VA Certifying Official and applying with the Department of Veterans Affairs. VA benefits include: Chapter 30 (Montgomery GI Bill - Active Duty), Chapter 33 (Post - 9/11 GI Bill), Chapter 35 (Survivors' of Dependents' Educational Assistance Program), Chapter 31 (Vocational Rehabilitation Program), Chapter 1607 (Reserve Educational Assistance Program), and Chapter 1606 (Montgomery GI Bill - Selective Reserve). Other groups that may be entitled to VA Educational Benefits include children of deceased or service-connected disabled veterans, service personnel, widows, and war orphans. For more information contact the VA Certifying Official or visit [www.tiffin.edu/va](http://www.tiffin.edu/va) , [www.gibill.va.gov](http://www.gibill.va.gov)

# Special Academic Programs

## **English Language and American Culture Program (ELAC)**

The English as a Second Language Program (ESL) is designed to help International Students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ESL program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are four levels: Beginning (I), Intermediate (II), High Intermediate (III), and Advanced (IV). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage, listen to a brief lecture segment and write an answer to a question about the two sources. Depending on the scores in these two sections, students may also need to complete an oral interview. The assessment procedure is used to determine whether a student needs any ESL courses and what level is best suited to that student's abilities. The ESL program is part of the university's plan to prepare international students for their studies and campus life.

## **ATIC, Advanced Technical Intelligence Center, Fairfield, OH**

ATIC offers an intelligence internship program including classroom training, research experience, and the sponsorship of the student for a Top Secret security clearance. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. ATIC short courses cover fundamental and specialized topics including Fundamentals of the IC, Critical Thinking Skills, Technical Writing & Briefing Skills for the IC, Geo-Political Implications, Intro to Cyber Threat, Fundamentals of GEOINT, and Analytic Software tools. Specialized instruction includes a wide variety of Intelligence Analysis topics including: OSINT, HUMINT, SIGINT, IMINT, Terrorism, and hands-on training on many state-of-the-art software tools, like MATLAB and ArcGIS Desktop. For more information visit [www.atichcd.org](http://www.atichcd.org)

## **Washington Center Internships, Washington, D.C.**

The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full time in his or her chosen field in a placement which matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website [www.twc.edu](http://www.twc.edu)

### **Washington Semester Program, American University, Washington, D.C.**

The Washington Semester Program, through American University, offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12 – 15 hours at Tiffin University. The course work and internship experience are directly related to the student's major. Areas of study are not limited to any one major and include American Politics, Public Affairs, Global Economics and Business, International Environment and Development, Journalism, Middle East and World Affairs, and Peace and Conflict resolution, among others. There are also opportunities for international travel and learning. Additional information can be found at <http://www.american.edu/spexs/washingtonsemester/A-Semester-in-DC.cfm>

### **Study Abroad**

Tiffin University has established a number of semester abroad programs in cooperation with Regent's College in London, Oxford University in Oxford, England, American Institute for Foreign Study (AIFS), Council on International Educational Exchange (CIEE), and Webster University in St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe, Asia, Latin America, the Pacific, and South Africa. All courses are accredited in the United States and most are taught in English. There are also opportunities for internships and language study.

Under agreement with host institutions, all courses through these programs are fully accepted by Tiffin University. To take advantage of these programs students must meet the following standards:

- Students must be in good academic standing at Tiffin University with an overall grade point average of 3.00 or higher and have achieved Junior status. A 3.50 is required for the Oxford Programme.
- Students must be favorably recommended by Tiffin University's Vice President for Academic Affairs and the Dean of Students. Faculty recommendation is also required for the Oxford Programme.
- Students will enroll for at least 12 semester hours of course work. Students may be less than full-time for limited summer programs.
- Students applying for financial aid for one of these study abroad programs must have filed all necessary documents, including financial aid, by July 1 for the fall semester and October 1 for the Spring Semester.
- Students enrolled in an approved study abroad program will be considered enrolled at Tiffin University for the purposes of applying for financial assistance under Title IV.

The Study Abroad Program Coordinator and the Registrar will advise students on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition at all locations, as well as room and board for most locations. Students eligible for financial aid may be able to receive assistance to attend one of these programs.

Institutional scholarships, grants and discounts may be used for only one study abroad semester. International students or students who have lived or studied outside the U.S. may not use T.U. financial aid for a study abroad program in their home country or in the country in which they lived or studied.

# Academic Support Programs

## Academic Advising

### *Mission Statement and Goals*

The responsibility of the academic advising program at Tiffin University is to provide student-centered, developmental advising to prepare traditional college age students and adult learners for successful careers and for productive and satisfying lives of excellence, leadership and service.

### **Academic Advising should be:**

- An integral part of the educational and academic process.
- A resource to provide students with a framework for planning educational and career goals.
- Referral to campus resources, services and academic regulations and policies.
- Accurate, consistent, timely and accessible.
- A shared responsibility between the university and its students.
- Developmental – helping students learn how to help themselves.

Tiffin University has a three tiered Academic Advising system. Full-time first year students are advised through the First Year Seminar their first semester. During the second semester, students are assigned to either a faculty mentor in their major field, or in the case of undecided students, a transitional advisor. Students on academic probation may also be assigned a transitional advisor. After students have met specified criteria and declared a major, they will be assigned to a faculty mentor in their field. Faculty mentors will assist students with more than course selection and meeting graduation requirements. The faculty mentor can also help students determine if an internship is required or recommended, assist with locating an internship, provide career guidance, and discuss graduate school opportunities.

## **Career Development**

Tiffin University provides a career development resource center for students at all levels of their college education. The office has a variety of services for students as they prepare for their careers. These services include internships, part-time, summer, and full-time employment opportunities, one-on-one career counseling, workshops and sessions on jobs and job searches, assistance with résumé and cover letter writing, and practicing for interviews.

Other resources available include: networking contacts, job leads, information on career requirements, trends, assessments, and graduate schools.

## **Internships**

Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan, fieldwork, a résumé, a weekly journal of activities, and a final evaluative paper relevant to the intern's field of activity.

Students in the baccalaureate programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing in the major (2.50 cumulative grade point average) to enroll for an internship. Additional requirements may be determined by departments. The internship application must be submitted to the Registrar prior to beginning an internship and at least six weeks before the start of the semester in which the student is requesting enrollment.

## **Disability Services**

All student accommodations are extended through the office of Disability Services. Students with disabilities are encouraged to contact the Director of Disability Services @ 419-443-3021 (kloepfers@tiffin.edu) to set up a confidential appointment to discuss accommodations guidelines and available services. Any student who feels s/he may need an accommodation based on the impact of a documented disability should contact the Director prior to the start of each academic term to coordinate reasonable accommodations.

## **The Murphy Academic Support Center**

The Murphy Center helps students become more effective and efficient learners. It provides access to in-person and online academic support. Students may visit the center, located in the Murphy Center adjacent to Pfeiffer Library, for individual or group tutoring. All tutors are trained to assist students with basic study skills problems. Tutors have also demonstrated superior ability in certain subjects that enable them to provide help related to specific courses. The Center also schedules workshops related to various success skills such time management and study skills, along with seminars on English skills.

## **Freshman Interaction and Registration Experience (FIRE)**

FIRE is a one-day orientation session for students and their families to begin the transition to Tiffin University. Students will meet with a financial aid advisor, register for classes, meet other incoming students and upper class leaders, and learn about a variety of student support services available at TU. FIRE is an opportunity to meet students, faculty, and staff who will become a significant part of a student's college experience.

## **New Student Orientation**

New Student Orientation is a required event for new students serving as an introduction to virtually everything TU has to offer. This is an opportunity for new students to make connections while being led by upper-class peer leaders. Throughout the weekend, students will meet with faculty within their major, meet in small groups with other students, and are encouraged to participate in a variety of fun-filled events including speakers, games, and a variety of activities.

### **Wellness and Counseling Services**

Tiffin University operates a Wellness and Counseling Center on campus staffed by a licensed counselor who specializes in the well-being and treatment of college students whether they are living on-campus, commuting, or taking online classes. In addition, the Dean of Students Office will assist any student who seeks counseling or will assist the student in making counseling referrals. The Office of Student Affairs is committed to providing a safe and open platform for all students who may be in need of mental health services.

### **University Health Services**

Tiffin University has established a health clinic on campus staffed by a licensed nurse practitioner and support staff. The dedicated staff work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. Some of the services available include diagnosis and treatment of common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; sexually transmitted disease diagnosis; and a variety of health education and prevention materials.

### **Information Technology Services**

Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and Internet and Intranet sites. All faculty, staff, and students have network, e-mail and portal accounts. The residence halls have network connections for students to gain access to the campus network and to the Internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus.

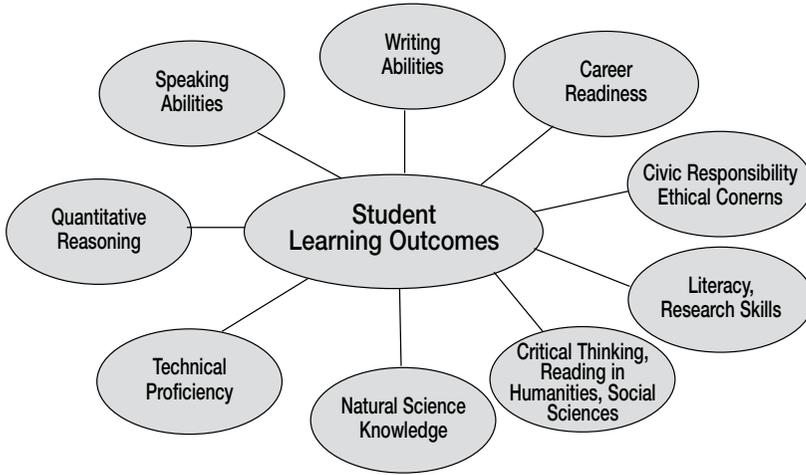
### **Pfeiffer Library**

Pfeiffer Library has an outstanding and growing book collection supporting the University's academic programs. In addition to the print resources, the Library provides online access to articles and books. As a member of OPAL (Ohio Private Academic Libraries) and OhioLINK, Pfeiffer Library provides the University community with online access to inter-library loans for books, full-text online journal articles, and a growing collection of ebooks. Ohio students may request books from any OhioLINK member library be sent to the nearest OhioLINK library for pickup. Every student may access the online databases, full-text articles, and ebooks.

All students are encouraged to access the Library's webpage, containing LibGuides, hints for searching for books, hints for searching for articles, Library hours, and contact information. Students having any questions should contact Pfeiffer Library staff via email or phone.

## BACCALAUREATE DEGREES

Tiffin University believes that undergraduate education must develop the specific intellectual abilities as depicted below. These are integrated into a coherent educational experience so that students are prepared for positions of leadership in professional, business, and service careers.



In order to develop such capabilities within the framework of undergraduate education, Tiffin University's Baccalaureate Program is made up of five components: Knowledge Skills Core, General Education Core (GEC), Professional Major Field, Open Electives or Minor, and a Co-Curricular Program. No course may be used to meet the requirement of more than one baccalaureate curriculum component. Thus, a course selected to meet a GEC requirement cannot also be used to meet a School, Major or Open Elective/Minor requirement. Also, no more than fifteen (15) courses from any one department as identified by the departmental alpha-prefix can be counted to fulfill baccalaureate degree requirements.

### **Knowledge Skills Core**

A sound educational experience begins with the connected abilities of understanding and communicating. Essential ideas first require essential capabilities. Primary among these capabilities is the ability to write and speak with clarity and precision and to read and listen with comprehension and with critical spirit. The complexity of modern information technologies and the necessity of logical thinking and critical analysis dictate the acquisition of skills in both verbal and quantitative arenas.

### **General Education Core (GEC)**

At Tiffin University, we believe that the general education of the student is really what it means to have a college education, regardless of the major. The GEC program spans the entire college experience from the freshman year on, in the classroom and out, building a sense of the social and ethical dimensions of all human knowledge and activity. The GEC program at Tiffin University provides the competencies and knowledge considered essential for all graduates of the University.

The General Education Core is designed to provide each student with the experience of how a variety of academic disciplines approach learning and the development of knowledge. Courses are offered in three broad areas, Humanities, Mathematics and Natural Sciences, and Social Sciences. Although the core is rich in diversity, it is welded together by the fundamental skills of language and thought, our shared heritage, and the common themes of human life and values.

### **Professional Major Field**

The professional major provides the student with the opportunity to study an area of interest or specialization in depth, in a way that enlarges the perspective of the student rather than in a way which narrows it. Tiffin University believes that the ability to view the major area of study as it relates to other disciplines and in its large social and ethical context is crucial to the future success of the student.

**Open Electives or Optional Minor**

Open Electives - The Tiffin University General Education Program is designed to avoid the lock-step curricular approach by providing open elective courses for most programs. While these are true electives to be selected by the student according to his or her wishes and interests, the University also offers a variety of Minor Programs.

Optional Minor – An Optional Minor can be taken in any department except the Professional Major. Students are encouraged to select a minor and should discuss their interests with their Academic Advisor. A minor is required for the Global Leadership Honors major.

**Co-Curricular Program**

Education continues outside of the classroom, across the campus, and in the community. The Co-Curricular Program, the fifth component of the Undergraduate Education, builds on the theme of integration of knowledge and human values. Through this component, the University provides access to opportunities that expand the personal and social perspectives of the student.

**Baccalaureate Degree ..... 121-128 semester hours**  
**Baccalaureate Degree that includes Education ..... 127-158 semester hours**

**Knowledge Skills Core ..... 16 hours**  
 Writing or Composition (above ENG140) ..... 6 hours  
 Oral Communication..... 3 hours  
 Information Systems ..... 3 hours  
 Mathematics (above MAT173). ..... 3 hours  
 Freshman Seminar ..... 1 hour

**General Education Core ..... 33 hours**

*Humanities*

Literature ..... 3 hours  
 Courses fulfilling this requirement are designated (L) in the ENG and CUL course descriptions.

Fine Arts ..... 3 hours  
 Courses fulfilling this requirement are all courses with ART or THR prefix and one three-credit MUS/MUP. Three one-credit MUS courses may be used to meet the FA requirement when all three are performed on the same instrument.

History ..... 3 hours

Cultural Studies ..... 3 hours  
 No 100-200 level language class may be used to satisfy this CUL requirement.

Philosophy ..... 3 hours

*Mathematics and Natural Sciences*

Mathematics ..... 3 hours

Natural Sciences ..... 3 hours

Social Sciences ..... 12 hours  
 One three-hour course from four of the following disciplines:  
 Communication, Economics, GLM205, Management, Political Science, Psychology, Sociology

**Professional Major Field..... 48 - 51 hours**

Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.

**Open Electives ..... up to 24 hours**

A minimum of fifteen (15) hours of electives must be taken at the 200 - 400 level.

**Co-curricular Program ..... 2 units**

Tiffin University believes that learning occurs in the classroom as well as on-campus, education is to develop into a well-rounded, educated individual. To help facilitate the development process, Tiffin University requires all bachelor degree students to participate in the co-curricular program. Students must earn one unit of co-curricular credit for personal development (13 hours) and one unit of credit for service learning (13 hours).

Information about the seminars, workshops, activities, and projects that qualify for co-curricular credit may be obtained from the Office of Student Development.

Graduating seniors must submit all required co-curricular paperwork to the Co-Curricular Committee no later than April 15 the year they plan to graduate. If the paperwork is not submitted by April 15, the Committee cannot guarantee that the student will receive a diploma at graduation.

## Writing Intensive Courses

Tiffin University is committed to the total education of the student. Good writing skills are an undeniable requirement for a well-rounded education. With that as a goal, certain courses across the curriculum are designated Writing Intensive Courses and noted with a (w) in the Academic Bulletin. Writing Intensive Courses require writing assignments in which writing skill and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process information so that knowledge can be applied in practical and abstract areas.

The following courses are designated as writing intensive courses:

ACC304 Individual Federal Income Taxation  
ART201 Introduction to Art History  
ART340 Topics in Art History  
BIO310 Human Anatomy and Physiology I  
CDS356 Malware Analysis  
CDS491 Senior Seminar in Cyber-Defense  
CIS212 Systems Analysis and Design  
CIS312 Information Systems for Managers  
COM212 Introduction to Public Relations  
COM218 News Writing  
COM300 Communications Research Methods and Information Sources  
COM324 Communicating Across Cultures  
COM329 Writing for Electronic Media  
COM341 Political Communication  
COM410 Advanced Reporting  
COM438 History and Tradition of American Journalism  
COM450 Critical Analysis of Media  
CUL290H Honors Special Topics  
CUL300 Our Cultural Heritage  
CUL410 Women, Culture and Visual Arts  
CUL443 Comparative Mythology  
CUL448 Women and Literature  
CUL449 Minority Experience in American Literature  
ENG142 Writing, Research and Literature  
ENG251, 252, 253, 254 Creative Writing Workshops  
All Literature coursework in the ENG prefix  
ENF293 Criminology  
ENF460 Evidence Processing  
ENT469 Entrepreneurship Research Project  
FOR344 Psychology of Violence and Aggression  
FOR460 Psychology and Law  
GLM210H Markets and Economies  
GLM310H Culture, Business and Markets  
GLM410H Global Leadership Professional Seminar

HIS as designated in the course descriptions  
HCA312 Healthcare Informatics  
ITS106 Introduction to Computer Science  
ITS375 Open Source Security  
ITS495 Capstone Project  
JUS461 Pro-Seminar in Criminal Justice  
JUS463 Applied Research Design  
MAT370 Teaching Mathematics in Middle School  
MGT201 Management of Organizations  
MGT351 Managing Diversity in the Workplace  
MGT495 Organizational Strategy  
MGT496 Research Project I  
MGT497 Research Project II  
MKT402 Marketing Research  
MUS324 Survey of American Popular Music  
NAT146 Introduction to Exercise Science  
NAT291 Drugs and the Body  
NAT310 Human Anatomy and Physiology  
NAT342 Exercise Assessment and Prescription  
PAR112 Legal Research and Writing I  
PAR113 Legal Research and Writing II  
PAR223 Contract and Sales Law  
PAR344 Criminal Law and Procedures  
PAR441 Estate Planning  
PHI210 Philosophical Problems  
POL205 The Presidency  
POL491 Senior Seminar in Government and National Security  
PSY201 Introduction to Professional Practices  
PSY445 Psychometrics  
SAS470 Internship for General Science Majors  
SCS300 Research Design  
SOC360 Multicultural Issues in Society  
SRM360 Business of Sport

## **GRADUATION REQUIREMENTS**

### **Baccalaureate Degrees**

A Bachelor's Degree candidate must meet the following requirements to be eligible for the appropriate degree:

1. The student must successfully complete the course work laid out in the Knowledge Skills Core and Liberal Education Core.
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 2.50 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree.
4. The student must complete the core course work in the student's major program with a minimum cumulative point average of 2.50. These courses are designated with an asterisk (\*) in the bulletin and on curriculum sheets.
5. No more than 30 semester credits can be received from CLEP, Credit by exam, proficiency exam, Advanced Placement, or Prior Learning Credit/Portfolio combined.

### **Transfer of Credits from Other Institutions**

Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:

1. Transfer credits may be granted for courses from other regionally accredited institutions and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of C.
2. A student must complete or transfer in at least 54 semester hours of course work at an accredited four-year college or university to receive a baccalaureate degree from Tiffin University.
3. A student must complete at least 30 semester hours of course work at Tiffin University to receive a baccalaureate degree from Tiffin University.
4. A student must complete at least half of the 300 – 400 level courses in their major field of study at Tiffin University.

### **Other Bachelor's Degree Graduation Requirements**

Students must have a 2.50 cumulative grade point average in their major courses in order to graduate, regardless of the overall cumulative grade point average. Major courses are indicated by an asterisk (\*) in the academic bulletin or on the student's curriculum sheet. The grade point average for major courses does not appear on the transcript and is calculated individually for each student through the Academic Plan in Self Service. Students should monitor these grades carefully as they take required major courses.

## Associate's Degrees

Associate's Degree candidates must meet the following requirements to be eligible for the appropriate degree:

- Successfully complete the Core Curriculum courses specified for their degree.
- Complete a minimum of 50% of the courses required for their degree at Tiffin University.
- Successfully complete the course work and number of semester hours required for their specific major.
- Earn a minimum 2.00 cumulative point average for all course work.

## POSTHUMOUS DEGREE POLICY

A deceased student may be considered a candidate for a posthumous degree when minimum academic degree requirements have been verified and approved. Posthumous degrees may be awarded at any degree level.

### Requirements:

- A student must have been in good academic standing with Tiffin University at the time of death. Good standing is defined as not being academically deficient (probation or dismissal). A posthumous degree may not be awarded if the death was due to an unlawful activity.
- Student must have been enrolled at the time of death (summer excluded) or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
- An Undergraduate student must have been within one semester (15 semester hours) of degree requirements completed to be nominated for a posthumous degree.
- A Graduate student must have been within 9 semester hours of degree completion to be nominated for a posthumous degree.

### Approval Process:

- Tiffin University must be notified by the deceased family or by a representative of the University to recommend the deceased student for a posthumous degree. This recommendation is suggested to the dean of the appropriate school for consideration and to begin the formal process.
- The student's degree audit will be verified by the Office of Registration and Records.
- The dean of the school in which the student was enrolled will recommend the candidate for a posthumous degree in writing to the Vice President for Academic Affairs (VPAA). The request must include the deceased student's name, the program/degree/curriculum to be awarded and the recommended semester for degree conferral.

If supported by the VPAA, the VPAA will submit a recommendation to the President for formal approval. If approved by the President, the VPAA will notify the Office of Registration and Records to begin the process for degree posting and commencement proceedings. The VPAA will notify the Dean to inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until or unless approved at all levels). The name of the deceased student will be included in the printed Commencement program, and the diploma will be mailed to the appropriate member of the deceased student's family.

## **ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS**

### **Individual Guided Study**

Advanced, self-directed students may complete University courses through individual guided study (IGS), in which they work one-on-one with a faculty member. The standards for permitting a student to pursue an IGS are rigorous, and its availability is normally restricted to senior level or associate degree students who would otherwise be delayed by more than one semester in fulfilling graduation requirements due to course scheduling conflicts. Applicants for individual guided study must have completed a minimum of seventy-five (75) credit hours for a baccalaureate degree program and achieved a 2.50 quality point average in their major, or forty-five (45) for an associate degree program with a cumulative grade point average of at least 2.00. A student may not pursue an IGS for a course in which an F was received.

### **Advanced Placement \***

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board, which has encouraged the establishment of college-level courses in high school. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>.

### **Credit for Prior Learning (Portfolio) \***

Under certain circumstances students may receive credit for life or work experience or training. Contact the Office of the Registrar on the Tiffin Campus for information.

### **CLEP \***

Tiffin University is an approved testing center for the College Level Examination Program (CLEP). Credit may be awarded for either general or subject tests taken through CLEP. TU is a closed site and tests are administered for Tiffin University students only. Contact the Office of Registration and Records for details.

\*The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is thirty (30) toward an associate's degree program.

## **SCHOLASTIC HONORS – Undergraduate Bachelor’s Degree**

### *Dean’s List*

Students are placed on the Dean’s List at the end of the fall and spring semesters if they achieve a grade point average of 3.50 for the semester. A minimum of twelve hours of credit for that semester is required. The Dean’s List is published twice a year, in January and in June.

### **Graduation Awards and Honors**

#### *Dean’s Award*

This honor is given to the graduating student in the baccalaureate program with the highest cumulative grade point average. To qualify for this award, the student must have completed 54 credit hours at Tiffin University and no Incomplete grades as of midterm of the spring semester. If more than one graduating student has achieved a perfect 4.0, the final decision for the award rests with the Vice President for Academic Affairs.

#### *Scholar-Athlete Award*

The award is given to a graduating student in a baccalaureate program who has a 3.50 cumulative grade point average or higher, has played intercollegiate athletics for four years, and in their senior year participated as a starter in 75% of the team’s games.

#### *Student Leadership Award*

This award is given to a graduating student in the baccalaureate program for outstanding scholarship, participation in extracurricular activities, and communication with other students. The graduating class selects the students from the nominees submitted by the faculty.

### **Graduation Honors – Bachelor’s Degree Programs**

All Tiffin University coursework that is used to meet TU degree requirements will be used in calculating graduation with honors.

| <b>Distinction</b> | <b>GPA Range</b> |
|--------------------|------------------|
| Summa Cum Laude    | 3.90-4.00        |
| Magna Cum Laude    | 3.70-3.89        |
| Cum Laude          | 3.50-3.69        |

### **Associate’s Degree Program**

| <b>Distinction</b> | <b>GPA Range</b> |
|--------------------|------------------|
| Cum Laude          | 3.50-4.00        |

A student who has a 3.90 grade point average in Tiffin University classes, but transferred in mostly C’s and B’s from previous coursework, may have less than a 3.50 grade point average when grades for all transfer credits are included. The grades and credits transferred from another college are listed on the TU transcript. However, the cumulative grade point average on the TU transcript only reflects TU credit hours.

### **Academic Honors – Bachelor's Degree Programs**

Each year seniors who have achieved high levels of academic performance during their academic career are honored at a ceremony hosted by the Vice President for Academic Affairs. Awards are presented for overall academic achievement and for achievement in major fields of study.

#### *Academic Distinction*

This medal is given to baccalaureate degree students graduating with a cumulative grade point average of 3.50 or above.

#### *Excellence in Field of Study*

The glass flame award is given to graduating students (one in each major) in the baccalaureate program with a cumulative grade point average of 3.50 or above with a minimum of 54 credit hours completed at Tiffin University and no Incomplete grades as of midterm of the spring semester. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and their contribution to learning and life at Tiffin University.

# Undergraduate Academic Programs

Tiffin University offers the following undergraduate degree programs:

## **BACHELOR OF ARTS**

Arts Administration

Music Industry

Visual Arts

Communication

Electronic Media

Journalism

Public Relations

Cyber-Defense and Information Assurance

English

English with licensure in Integrated Language Arts, grades 7-12

in conjunction with Lourdes College

English, History or Science with licensure in Middle School Education, grades 4-9

in conjunction with Lourdes College

General Science

Behavioral Science

Chemistry

Green Technologies

Government and National Security

Intelligence and Security Studies

Politics and Government

History

History with licensure in Integrated Social Studies, grades 7-12

in conjunction with Lourdes College

Paralegal Studies

Professional Music

Professional Studies

Psychology

Addictions Counseling

Experimental Psychology

Human Services

## **BACHELOR OF BUSINESS ADMINISTRATION**

Accounting

Computer and Information Systems

Application Specialist

Software Development

System and Network Support

Finance

Global Leadership Honors

Management

Equine Business Management

Hospitality and Tourism Management

Human Resources Management

International Business

Managerial Studies

Supply Chain Management

Marketing

Organizational Management - *online and off-campus programs only*

Entrepreneurship

Health Care Management

Information Systems

Sports and Recreation Management

Recreation and Tourism

Sports and Athletic Administration

Sports Marketing

## **BACHELOR OF CRIMINAL JUSTICE**

Corrections

Digital Forensics

Forensic Psychology

Forensic Science

Homeland Security and Terrorism

Justice Administration - *online and off-campus programs only*

Law Enforcement

## **BACHELOR OF SCIENCE**

Exercise Science

Forensic Science

Information Technology - *online and off-campus programs only*

Healthcare Administration - *online and off-campus programs only*

## **ASSOCIATE OF BUSINESS ADMINISTRATION**

Accounting

Business

Information Systems

## **ASSOCIATE OF CRIMINAL JUSTICE**

Law Enforcement

## **MINOR PROGRAMS**

Accounting  
Addictions Counseling  
Arabic Studies  
Art  
Business Administration  
Computer and Information Systems  
Corrections  
Creative Writing  
English  
Exercise Science  
Finance  
Forensic Accounting  
Forensic Psychology  
Forensic Science  
Government  
Green Technologies  
Homeland Security/Terrorism  
Hospitality and Tourism Management  
Human Resource Management  
Human Services  
Individualized Studies  
Industrial/Organizational Psychology  
Intelligence Analysis  
International Business  
Journalism  
Latin American Studies  
Law Enforcement  
Leadership Studies  
Management  
Marketing  
Music  
Psychology  
Public Relations  
Regional Studies  
Sociology  
Sports and Recreation Management  
Sports Writing and Promotion  
Theatre

## **CERTIFICATE PROGRAMS**

Addictions Counseling  
Arabic Studies  
Latin American Studies

**BACHELOR OF ARTS**

The Bachelor of Arts Degree is awarded in the following programs of study:

- Arts Administration
- Communication
- Cyber Defense and Information Assurance
- English
- English with licensure in Integrated Language Arts, grades 7-12 in conjunction with Lourdes College
- English, History or Science with Licensure in Middle School Education, grades 4-9 in conjunction with Lourdes College
- General Science
- Government and National Security
- History
- History with licensure in Integrated Social Studies, grades 7-12 in conjunction with Lourdes College
- Paralegal Studies
- Professional Music
- Professional Studies
- Psychology

BA degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (\*) under each major count toward the core major 2.50 cumulative grade point average requirement.

|   |                               |
|---|-------------------------------|
| <b>Knowledge Skills and General Education Core*</b> .....     | <b>49 hours</b>               |
| <b>Total Semester hours for the major</b> .....               | <b>48 hours</b>               |
| <b>Open Electives/ Minor</b> .....                            | <b>24 hours</b>               |
| <b>Minimum Total hours for the degree</b> .....               | <b>121-123 semester hours</b> |
| <b>Total hours for a degree that includes Education</b> ..... | <b>127-158 semester hours</b> |

\*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for the major:

- Arts Administration: CIS111
- English and English Education: ENG360 or ENG361
- Government and National Security: HIS112, CUL220
- History Education: CUL210 or 220, HIS111, CUL448 or 449 to meet Literature requirement.

## Major: Arts Administration

The program incorporates four branches of learning: the arts, business, research and technology. The program is flexible enough to allow students to achieve a balance of artistic and managerial concerns and of theory and hands-on experience. The high degree of flexibility allows students to tailor a degree program according to their individual needs and interests. Arts Administration also serves students who plan to pursue graduate studies in Arts Management at a variety of institutions across the country.

### Core Courses

|   |         |
|---|---------|
| MGT201 Management of Organizations .....    | 3 hours |
| MKT151 Introductory Marketing .....         | 3 hours |
| MKT364 Event Marketing and Management ..... | 3 hours |
| *SAS465 Managing the Arts .....             | 3 hours |
| *SAS470 Internship (w) .....                | 3 hours |

Three of the following:

|   |         |
|---|---------|
| ACC201 Survey of Accounting                 |         |
| CIS255 Internet and Website Development I   |         |
| COM212 Introduction to Public Relations (w) |         |
| COM329 Writing for Electronic Media (w)     |         |
| LAW211 Business Law I                       |         |
| MGT301 Organizational Behavior              |         |
| MKT402 Marketing Research (w)               |         |
| SRM325 Facilities Management .....          | 9 hours |

**Total .....** 24 hours

### Concentration: Visual Arts

Studio and art history courses will use a global thematic approach to develop the student's vocabulary and interpretive skills with an emphasis on contemporary applications and interpretations. Visual applications will originate from either formal art studio courses or digitally based visual communication courses, or a combination of the two areas.

|   |         |
|---|---------|
| ART201 Introduction to Art History (w)..... | 3 hours |
| ART340 Topics In Art History (w) .....      | 3 hours |
| *ART392 Advanced Studio Practice .....      | 3 hours |
| *ART415 Art, Audience, and Community .....  | 3 hours |

\*Four of the following:

|                                  |          |
|----------------------------------|----------|
| *ART120 2D Foundations           |          |
| *ART130 3D Foundations           |          |
| *ART220 Digital Design           |          |
| *ART320 New Media Arts           |          |
| *COM134 Digital Photography..... | 12 hours |

**Total .....** 24 hours

**Concentration: Musical Industry**

The curriculum includes a core of courses in music theory, practices, and historical development, combined with applied musical study. These courses provide the common foundation knowledge required of all music industry professionals.

|  |                 |
|--|-----------------|
| *MUP121 Musicianship I .....                                       | 3 hours         |
| *MUS230 Intro to Sound and Recording Technology .....              | 3 hours         |
| *MUS327 Survey of Music Business .....                             | 3 hours         |
| *MUS427 Music Business Seminar .....                               | 3 hours         |
| *Two of the following:   |                 |
| *MUP221 Musicianship II .....                                      | 3 hours         |
| *MUP240 The Rhythm Section .....                                   | 3 hours         |
| *MUS324 Survey of American Popular Music (w) .....                 | 3 hours         |
| *MUS330 Recording Studio Performance & Practice .....              | 3 hours         |
| One of the following sequences:                                    |                 |
| MUS110, MUS210, and MUS310 Instrumental Ensembles, or              |                 |
| MUS112, MUS212, and MUS312 Choral Ensembles .....                  | 3 hours         |
| One of the following sequences performed on only one instrument:   |                 |
| MUS115, MUS215, MUS315 Private Music Instruction: Instrumental, or |                 |
| MUS117, MUS217, MUS317 Private Music Instruction: Vocal .....      | 3 hours         |
| <b>Total .....</b>   | <b>24 hours</b> |

## Major: Communication

The communication curriculum is closely aligned with the University's mission of offering premiere professional education and offers concentrations that will lead to opportunities across the communication professions that are desired by our undergraduate students and needed in industry. The degree program offers a thorough grounding in communication skills, knowledge, and ethics along with specific professional training needs for students interested in Public Relations, Electronic Media, or Journalism. The program allows Tiffin University graduates to receive a 21st century Professional Communication education.

### Communication Core

|  |                 |
|--|-----------------|
| COM134 Digital Photography .....   | 3 hours         |
| COM204 Visual Communication, Graphics and<br>Presentational Strategies ..... | 3 hours         |
| COM212 Introduction to Public Relations (w) .....                            | 3 hours         |
| COM241 Introduction to Mass Communication .....                              | 3 hours         |
| *COM300 Communications Research Methods and<br>Information Sources (w) ..... | 3 hours         |
| *COM320 Argumentation/Persuasion Theory and Practice .....                   | 3 hours         |
| COM330 Video Production .....  | 3 hours         |
| *COM340 Law and Communication .....  | 3 hours         |
| *One of the following:   |                 |
| *COM310 Human, Interpersonal and Small Group Communication                   |                 |
| *COM324 Communicating Across Cultures (w)                                    |                 |
| *COM341 Political Communication (w)  |                 |
| *COM450 Critical Analysis of Mass Media (w) .....                            | 3 hours         |
| (Electronic Media – choose from COM310, COM324, COM341)                      |                 |
| One of ENG200-300 writing intensive classes (w).....                         | 3 hours         |
| *One of the following:   |                 |
| *SAS470 Internship   |                 |
| *SAS499 Senior Seminar (capstone) .....                                      | 3 hours         |
| <b>Total .....</b>   | <b>33 hours</b> |

**Concentration: Electronic Media**

|  |                 |
|--|-----------------|
| CIS255 Internet and Website Development .....                      | 3 hours         |
| *COM190, 290, 390 Special Topics, or ENG262 Editing .....          | 3 hours         |
| *COM329 Writing for Electronic Media (w) .....                     | 3 hours         |
| *COM441 Organizational Communication and Conflict Resolution ..... | 3 hours         |
| COM450 Critical Analysis of Mass Media (w) .....                   | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

**Concentration: Journalism**

|   |                 |
|---|-----------------|
| COM190, 290, 390 Special Topics, or ENG262 Editing .....      | 3 hours         |
| COM218 News Writing (w) .....                                 | 3 hours         |
| *COM318 Feature Writing .....                                 | 3 hours         |
| *COM410 Advanced Reporting (w) .....                          | 3 hours         |
| *COM438 History and Tradition of American Journalism (w)..... | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

**Concentration: Public Relations**

|  |                 |
|--|-----------------|
| COM190, 290, 390 Special Topics, or ENG262 Editing .....           | 3 hours         |
| COM218 News Writing (w) .....                                      | 3 hours         |
| *COM329 Writing for Electronic Media (w) .....                     | 3 hours         |
| *COM416 Public Relations Cases, Campaigns and non-Profits .....    | 3 hours         |
| *COM441 Organizational Communication and Conflict Resolution ..... | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

## Major: Cyber-Defense and Information Assurance

The BA in Cyber Defense and Information Assurance is a course in the Security Studies program of the School of Criminal Justice and Social Sciences. It is intended to prepare students to embark on national security careers in Information Assurance and cyberspace policy. While professional certification will not be the stated aim of the curriculum, after taking the core curriculum, students will be prepared to test for various common industry certifications, such as Security+, Certified Information Systems Security Professional (CISSP), etc.

### Cyber-Defense Core

|  |                 |
|--|-----------------|
| *CDS152 Introduction to Cyber Defense .....            | 3 hours         |
| *CDS345 Cyber Law and Ethics.....                      | 3 hours         |
| POL151 Introduction to National Security Studies ..... | 3 hours         |
| POL313 American National Security Policy.....          | 3 hours         |
| <b>Total .....</b>                                     | <b>12 hours</b> |

### Major: Cyber-Defense and Information Assurance

|   |                 |
|---|-----------------|
| JUS215 Homeland Security and Legal System .....             | 3 hours         |
| CIS201 Programming.....                                     | 3 hours         |
| *CDS315 Penetration Testing and Vulnerability Analysis..... | 3 hours         |
| *CDS344 Information Security.....                           | 3 hours         |
| CDS348 Incident Management.....                             | 3 hours         |
| *CDS356 Malware Analysis (w) .....                          | 3 hours         |
| CDS445 Cyber Warfare .....                                  | 3 hours         |
| *CDS491 Senior Seminar In Cyber Defense (w) .....           | 3 hours         |
| CIT155 Operating Systems.....                               | 3 hours         |
| CIT320 Architecture and Diagnostics .....                   | 3 hours         |
| CIT361 Network Management and Administration .....          | 3 hours         |
| *SCS300 Research Design (w).....                            | 3 hours         |
| *SCS470 Internship .....                                    | 3 hours         |
| <b>Total .....</b>  | <b>39 hours</b> |

## Major: English

The study of literature develops critical and analytical thinking, sharpens research skills, and provides a context for questioning assumptions and articulating responses. As a discipline, the study of literature allows students to explore and to synthesize a diverse range of cultural, experiential, and linguistic sources. By studying the world's literary genres, students gain mastery of the arts of appreciation and communication, and a deeper understanding of human behavior. Fluency in writing is developed through the practice of writing in a variety of techniques and modes, and through the comprehension and mastery of the grammar, syntax, and structure of the English language. The major seeks to give students the essential skills for gaining and maintaining successful and lifelong careers as productive citizens and creative professionals of the global community.

|   |                 |
|---|-----------------|
| CUL443 Comparative Mythology (w) .....                          | 3 hours         |
| ENG221 History of the English Language .....                    | 3 hours         |
| ENG223 Advanced Grammar .....                                   | 3 hours         |
| *ENG291 British Literature I (Old English to 18th C) (w) .....  | 3 hours         |
| *ENG292 British Literature II (Romantics to WWII) (w).....      | 3 hours         |
| *ENG293 American Literature I (Colonial to Civil War) (w) ..... | 3 hours         |
| *ENG294 American Literature II (Civil War to present) (w) ..... | 3 hours         |
| *ENG380 Shakespeare (w) .....                                   | 3 hours         |
| *ENG422 World Literature (w) .....                              | 3 hours         |
| *ENG453 Major Authors in British and American Lit. (w) .....    | 3 hours         |
| *ENG463 Literary Theory (w) .....                               | 3 hours         |
| One of the following  |                 |
| ENG499 Senior Seminar   |                 |
| SAS470 Internship .....   | 3 hours         |
| One of the following:   |                 |
| CUL448 Women and Literature (w)                                 |                 |
| CUL449 Minority Experience in American Literature (w) .....     | 3 hours         |
| One of the following:   |                 |
| CUL351 History of Film in Society                               |                 |
| CUL352 Film Genre and History                                   |                 |
| ENG350 History of Dramatic Literature (w) .....                 | 3 hours         |
| One of the following:   |                 |
| ENG347 American Novel (w)                                       |                 |
| ENG348 British Novel (w).....                                   | 3 hours         |
| One of the following:   |                 |
| COM329 Writing for Electronic Media (w)                         |                 |
| ENG251, 252, 253 or 254 Creative Writing Workshop (w)           |                 |
| ENG262 Editing .....  | 3 hours         |
| <b>Total.....</b>   | <b>48 hours</b> |

Note: English majors should fulfill their GEC Literature Requirement with either ENG360 American Poetry or ENG361 English Poetry.

## Major: English with licensure in Integrated Language Arts

This major is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in English and license requirements for Adolescent and Young Adult teaching credentials for Integrated Language Arts, grades 7 - 12.

General Education Requirements not included below ..... 22 hours

### The following courses meet both the Integrated Language Arts Major and University General Education Requirements

|   |                 |
|---|-----------------|
| COM329: Writing for Electronic Media (w)<br>[Social Sciences - Communication] ..... | 3 hours         |
| One of the following:   |                 |
| CUL448 Woman and Literature (w)   |                 |
| CUL449 Minority Experience in American Literature (w) .....                         | 3 hours         |
| ENG141 Rhetoric and Introductory Research Writing [Composition] .....               | 3 hours         |
| ENG142 Writing, Research and Literature [Composition] (w) .....                     | 3 hours         |
| Choose one of the following [Humanities - Literature]:                              |                 |
| ENG360 American Poetry (w)  |                 |
| ENG361 English Poetry (w) .....   | 3 hours         |
| THR222 Introduction to Theatre [Humanities - Fine Arts] .....                       | 3 hours         |
| <b>Total</b> .....  | <b>18 hours</b> |

### The following courses meet both the Professional Education and General Education Requirements

|  |                |
|--|----------------|
| EDU150 Introduction to Technology in Education [Technology].....                       | 3 hours        |
| EDU250 Educational Psychology [Social Sciences – Psychology] .....                     | 3 hours        |
| EDU316 Multicultural and Social Issues in Education<br>[Social Sci. - Sociology] ..... | 3 hours        |
| <b>Total</b> .....   | <b>9 hours</b> |

### Integrated Language Arts Major Requirements

|  |                 |
|--|-----------------|
| ENG221 History of the English Language .....                   | 3 hours         |
| ENG223 Advanced Grammar .....                                  | 3 hours         |
| ENG291 British Literature I (Chaucer to Romantics) (w).....    | 3 hours         |
| ENG292 British Literature II (Romantics to WWII) (w).....      | 3 hours         |
| ENG293 American Literature I (Colonial to Civil War) (w) ..... | 3 hours         |
| ENG294 American literature II (Civil War to WWII) (w) .....    | 3 hours         |
| ENG313 Theoretical Approaches to Writing and Reading .....     | 3 hours         |
| ENG380 Shakespeare (w) .....                                   | 3 hours         |
| ENG422 World Literature (w) .....                              | 3 hours         |
| ENG463 Literary Theory (w) .....                               | 3 hours         |
| One of the following:  |                 |
| ENG348 British Novel (w)                                       |                 |
| ENG347 American Novel (w) .....                                | 3 hours         |
| CUL443 Comparative Mythology (w) .....                         | 3 hours         |
| <b>Total</b> .....   | <b>36 hours</b> |

**Professional Education requirements**

|  |                |
|--|----------------|
| EDU100 Foundations of Education .....                                  | 3 hours        |
| EDU230 Survey of Special Needs Education .....                         | 3 hours        |
| EDU319 Classroom Management for Middle Childhood & AYA Education ..... | 3 hours        |
| <b>Total .....</b>   | <b>9 hours</b> |

**Adolescent to Young Adult requirements**

|   |                 |
|---|-----------------|
| EDA210 Teaching Adolescents and Young Adults .....                | 3 hours         |
| EDA235 AYA Curriculum, Instruction & Management .....             | 3 hours         |
| EDA250 General Teaching Methods and Field Experience I .....      | 3 hours         |
| EDA353 Language Arts Methods and Field Experience II .....        | 3 hours         |
| EDA450 Adolescent and Young Adult Student Teaching .....          | 12 hours        |
| EDU312 Teaching Reading through Literature for Young Adults ..... | 3 hours         |
| EDU329 Differentiated Instruction & Assessment .....              | 3 hours         |
| EDU330 Developmental Reading Through Content Area Reading .....   | 3 hours         |
| <b>Total .....</b>  | <b>33 hours</b> |

**Total Hours Required .....** 127 hours

\*Must have a 2.50 cumulative grade point average in all courses.

## Major: General Science

This major provides the student with a broad-based science curriculum with interdisciplinary components for those seeking certification to teach science at the middle school level or with a broad base of content knowledge and lab skills in each of the major scientific disciplines to pursue a science related career.

### Science Core

|  |                 |
|--|-----------------|
| BIO101 Biology and lab .....                   | 4 hours         |
| CHM131 Chemistry I and lab .....               | 4 hours         |
| *MAT273 Applied Statistics .....               | 3 hours         |
| *MAT275 Elementary Analysis .....              | 3 hours         |
| NAT elective .....                             | 3 hours         |
| NAT205 Introduction to Earth Science .....     | 3 hours         |
| NAT114 Survey of Science .....                 | 3 hours         |
| NAT201 Principles of Physical Science .....    | 3 hours         |
| NAT215 Environmental Science .....             | 3 hours         |
| *NAT310 Human Anatomy and Physiology (w) ..... | 3 hours         |
| *SAS470 Internship (w) .....                   | 3 hours         |
| <b>Total</b> .....                             | <b>35 hours</b> |

### Concentration: Behavioral Science

|   |                  |
|---|------------------|
| NAT220 Survey of Health Issues .....                          | 3 hours          |
| *NAT291 Drugs and the Body (w) .....                          | 3 hours          |
| *PSY (two) from: PSY320, PSY360, PSY362, PSY363, PSY401 ..... | 6 hours          |
| *SOC (one) from: SOC250, SOC310, SOC320 .....                 | 3 hours          |
| <b>Total</b> .....  | <b>15 hours</b>  |
| <b>Total Hours for Degree</b> .....                           | <b>123 hours</b> |

### Concentration: Chemistry

|   |                  |
|---|------------------|
| *CHM132 General Chemistry II and lab .....  | 4 hours          |
| *CHM331 Organic Chemistry and lab .....     | 4 hours          |
| *CHM381 Quantitative Analysis and lab ..... | 4 hours          |
| *CHM481 Instrumental Analysis and lab ..... | 4 hours          |
| <b>Total</b> .....                          | <b>16 hours</b>  |
| <b>Total Hours for Degree</b> .....         | <b>124 hours</b> |

### Concentration: Green Technologies

Choose two of the following:

|  |                  |
|--|------------------|
| *CIS340 Green Computing .....                              | 3 hours          |
| *CUL250 World Cultural Geography .....                     | 3 hours          |
| *ECO424 Global Trade .....                                 | 6 hours          |
| NAT210 Oceanography .....                                  | 3 hours          |
| *NAT300 Introduction to Green Technologies .....           | 3 hours          |
| *NAT450 Renewable Energies and Sustaining Ecosystems ..... | 3 hours          |
| <b>Total</b> .....   | <b>15 hours</b>  |
| <b>Total Hours for Degree</b> .....                        | <b>123 hours</b> |

## Major: Government and National Security

The major, housed in the School of Criminal Justice and Social Sciences, takes a global view of American national security policy and security issues. There are two concentrations available, one focused on the workings of the American politics and government processes, and the second on the national security and intelligence structures. The emphasis in the major is on career skills, research methods, critical thinking, scholarly writing and public speaking.

### The Structure of Government and Federalism

The first part of this major draws on those parts of a traditional Government curriculum that bear directly upon the workings of our governmental system in general, and our national security system in particular, at the international, federal, state, and local levels.

#### Core Courses

|  |                 |
|--|-----------------|
| POL101 Introduction to the American Political Process..... | 3 hours         |
| POL151 Introduction to National Security Studies .....     | 3 hours         |
| POL201 Political Geography .....                           | 3 hours         |
| *POL311 Federalism .....                                   | 3 hours         |
| <b>Total .....</b>   | <b>12 hours</b> |

#### Major Courses

One of the following:

|  |                 |
|--|-----------------|
| HIS225 United States Diplomatic History Since 1895 (w)                     |                 |
| HIS226 United States Military History Since 1895 (w) .....                 | 3 hours         |
| *POL345 Economic Instruments of Security Policy.....                       | 3 hours         |
| *POL350 International Security .....                                       | 3 hours         |
| *POL491 Capstone Senior Seminar in Homeland and National Security (w)..... | 3 hours         |
| SCS300 Research Design (w).....  | 3 hours         |
| *SCS470 Internship I .....   | 3 hours         |
| <b>Total .....</b>   | <b>18 hours</b> |

Each of the following Concentrations, then, allows a student to develop the specific body of knowledge most appropriate to his/her chosen career field. Intelligence and Security Studies is focused on the student contemplating a career in the Intelligence Community or working for the Department of Defense, State, or in an international organization. The Politics and Government Concentration is focused on the student looking for a career as a civil servant or policy advisor in other aspects of federal, state, or local government.

#### Concentration: Intelligence and Security Studies

|   |                 |
|---|-----------------|
| *ENF441 Counterintelligence/Counter-terrorism .....   | 3 hours         |
| JUS215 Homeland Security and the Legal System .....   | 3 hours         |
| *POL313 American National Security Policy.....        | 3 hours         |
| *POL341 Covert Action and Intelligence.....           | 3 hours         |
| POL420 Transnational and Unconventional Threats ..... | 3 hours         |
| *POL425 Intelligence Analysis .....                   | 3 hours         |
| <b>Total .....</b>                                    | <b>18 hours</b> |

**Concentration: Politics and Government**

|  |                 |
|--|-----------------|
| *POL205 The Presidency (w).....                  | 3 hours         |
| *POL206 The Congress.....                        | 3 hours         |
| *POL207 The Courts .....                         | 3 hours         |
| *POL320 Public Administration.....               | 3 hours         |
| POL391 Comparative Political Systems .....       | 3 hours         |
| POL400 The Constitution, Liberty, and Order..... | 3 hours         |
| <b>Total .....</b>                               | <b>18 hours</b> |

**Major: History**

The History major is designed for students interested in pursuing graduate studies in History and related fields. It also serves as an anchor for individuals seeking to teach social studies at the high school level. History majors have the opportunity to concentrate on selected areas of specialization. In all cases, they will learn critical thinking skills and hone their communication skills in both the written and spoken word.

|   |                 |
|---|-----------------|
| CUL250 Cultural Geography.....                    | 3 hours         |
| ECO222 Principles of Microeconomics .....         | 3 hours         |
| HIS122 Research and Writing for History (w) ..... | 3 hours         |
| *HIS231 Creating a Nation (w).....                | 3 hours         |
| *HIS242 US 1865 - 1945 (w).....                   | 3 hours         |
| *HIS267 US after 1945 (w).....                    | 3 hours         |
| *HIS303 Dawn of Human Kind (w).....               | 3 hours         |
| *HIS323 The Emerging West (w) .....               | 3 hours         |
| *HIS410 The Interconnected World (w).....         | 3 hours         |
| *HIS425 Historiography (w) .....                  | 3 hours         |
| TWO HIS Elective (w) .....                        | 6 hours         |
| POL201 Political Geography .....                  | 3 hours         |
| POL391 Comparative Political Systems .....        | 3 hours         |
| *SAS499 Senior Seminar OR SAS470 Internship.....  | 3 hours         |
| SOC360 Multicultural Issues in Society (w) .....  | 3 hours         |
| <b>Total .....</b>                                | <b>48 hours</b> |

Note: History majors should fulfill GEC History requirement with HIS121, the GEC Culture requirement with CUL 220 and Social Sciences with POL101, ECO221, and SOC101.

**Major: History with licensure in Integrated Social Studies**

This major is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in History and license requirements for Adolescent and Young Adult teaching credentials for Integrated Social Studies, grades 7 - 12.

**General Education Requirements not included below ..... 25 hours**

**The following courses meet both the Integrated Social Studies Major and University General Education Requirements**

|   |                 |
|---|-----------------|
| CUL210 Comparative Cultures or CUL220 Religions of the World<br>[Humanities – Cultural Studies] ..... | 3 hours         |
| CUL448 Women in Literature (w) or<br>CUL449 Minority Experience in American Literature (w) .....      | 3 hours         |
| HIS121 Thinking Historically .....  | 3 hours         |
| POL101 Intro to the Amer. Political Process<br>[Social Sciences – Political Science] .....            | 3 hours         |
| SOC101 Principles of Sociology .....  | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

**The following courses meet both the Professional Education and General Education Requirements**

|  |                |
|--|----------------|
| EDU150 Introduction to Technology in Education [Technology].....                       | 3 hours        |
| EDU250 Educational Psychology [Social Sciences – Psychology] .....                     | 3 hours        |
| EDU316 Multicultural and Social Issues in Education<br>[Social Sci. - Sociology] ..... | 3 hours        |
| <b>Total .....</b>   | <b>9 hours</b> |

**Integrated Social Studies Major Requirements**

|  |                 |
|--|-----------------|
| CUL250 Cultural Geography .....            | 3 hours         |
| ECO221 Principles of Microeconomics .....  | 3 hours         |
| ECO222 Principles of Microeconomics .....  | 3 hours         |
| HIS122 Research for History (w).....       | 3 hours         |
| HIS231 Creating a Nation (w).....          | 3 hours         |
| HIS242 US History 1865 to 1945 (w).....    | 3 hours         |
| HIS267 US History after 1945 (w).....      | 3 hours         |
| HIS303 Dawn of Humankind (w) .....         | 3 hours         |
| HIS323 The Emerging West (w).....          | 3 hours         |
| HIS410 The Interconnected World (w).....   | 3 hours         |
| HIS425 Historiography (w) .....            | 3 hours         |
| POL201 Political Geography .....           | 3 hours         |
| POL391 Comparative Political Systems ..... | 3 hours         |
| <b>Total .....</b>                         | <b>39 hours</b> |

**Professional Education Requirements**

|  |                |
|--|----------------|
| EDU100 Foundations of Education .....                                  | 3 hours        |
| EDU230 Survey of Special Needs Education .....                         | 3 hours        |
| EDU319 Classroom Management for Middle Childhood & AYA Education ..... | 3 hours        |
| <b>Total .....</b>   | <b>9 hours</b> |

**Adolescent to Young Adult Requirements**

|  |                 |
|--|-----------------|
| EDA210 Teaching Adolescents and Young Adults .....             | 3 hours         |
| EDA235 AYA Curriculum, Instruction & Management .....          | 3 hours         |
| EDA250 General Teaching Methods and Field Experience I .....   | 3 hours         |
| EDA351 Social Studies Methods and Field Experience II .....    | 3 hours         |
| EDA450 Adolescent and Young Adult Student Teaching .....       | 12 hours        |
| EDU329 Differentiated Instruction & Assessment .....           | 3 hours         |
| EDU330 Developmental Reading Through Content Area Reading..... | 3 hours         |
| <b>Total .....</b>   | <b>30 hours</b> |

**Total Hours Required .....** 127 hours

\*Must have a 2.50 cumulative grade point average in all courses.

**Major: ENGLISH, HISTORY, or SCIENCE with licensure in Middle School Education**

This degree and licensure is offered in partnership with Lourdes College and provides the student with all of the coursework for a degree in one major area chosen from English, history, or science; one minor area chosen from English, history, mathematics, or science; and license requirements for Middle School teaching credentials for grades 4-9.

**General Education Requirements not included below .....7 hours**  
 (These courses include FRE 100 and the ART and PHI electives in the Humanities GEC.)

**The following courses meet both the Middle School Major and the University General Education Requirements**

|  |                 |
|--|-----------------|
| COM130 Introduction to Speech Communication<br>[Communication (for ENG majors)] .....                                    | 3 hours         |
| COM329 Writing for Electronic Media (w)<br>[GEC: Social Science for English majors] .....                                | 3 hours         |
| CUL210 Comparative Cultures or CUL220 Religions of the World<br>[Humanities – Cultural Studies for History majors] ..... | 3 hours         |
| ECO221 Principles of Macroeconomics<br>[GEC Social Science (for HIS majors)].....  | 3 hours         |
| ENG141 Rhetoric and Introductory Research Writing<br>[Composition (for ENG majors)] .....                                | 3 hours         |
| ENG142 Writing, Research and Literature (w)<br>[Composition (for ENG majors)] .....                                      | 3 hours         |
| ENG360 American Poetry or ENG361 English Poetry (w)<br>[GEC: Humanities—Literature (for ENG majors)].....                | 3 hours         |
| HIS111 American Society to 1865<br>[GEC: Humanities – History (for HIS majors)] .....                                    | 3 hours         |
| MAT174 Finite Mathematics [Mathematics (for MA minors)] .....  | 3 hours         |
| MAT181 College Algebra [LEC: Mathematics (for MA minors)].....   | 3 hours         |
| NAT114 Survey of Science<br>[GEC: Natural Science (for Science majors)] .....  | 3 hours         |
| POL101 Intro to American Political Process<br>[GEC Social Science (for HIS majors)] .....                                | 3 hours         |
| THR222 Introduction to Theatre [GEC: Fine Art (for ENG majors)] .....  | 3 hours         |
| <b>Total .....</b>   | <b>39 hours</b> |

**The following courses meet both the Professional Education and General Education Requirements**

|  |                |
|--|----------------|
| EDU150 Introduction to Technology in Education [Technology].....                       | 3 hours        |
| EDU250 Educational Psychology [Social Sciences – Psychology] .....                     | 3 hours        |
| EDU316 Multicultural and Social Issues in Education<br>[Social Sci. - Sociology] ..... | 3 hours        |
| <b>Total .....</b>   | <b>9 hours</b> |

**Middle School Requirements**  
**Major Field of Study**

**English Major**

|   |                 |
|---|-----------------|
| ENG221 History of the English Language .....                | 3 hours         |
| ENG223 Advanced Grammar .....                               | 3 hours         |
| ENG291 British Lit. I (w) .....                             | 3 hours         |
| ENG292 British Lit II (w) .....                             | 3 hours         |
| ENG293 American Lit I (w) .....                             | 3 hours         |
| ENG294 American Lit II (w) .....                            | 3 hours         |
| ENG313 Theoretical Approaches to Writing & Reading .....    | 3 hours         |
| ENG380 Shakespeare (w) .....                                | 3 hours         |
| ENG422 World Literature (w) .....                           | 3 hours         |
| ENG463 Literary Theory (w) .....                            | 3 hours         |
| One of the following:                                       |                 |
| ENG348 British Novel (w)                                    |                 |
| ENG347 American Novel (w) .....                             | 3 hours         |
| One of the following:                                       |                 |
| CUL443 Comparative Mythology (w)                            |                 |
| CUL448 Women and Literature (w)                             |                 |
| CUL449 Minority Experience in American Literature (w) ..... | 3 hours         |
| <b>Total .....</b>  | <b>36 hours</b> |

**History Major**

|  |                 |
|--|-----------------|
| CUL250 Cultural Geography .....  | 3 hours         |
| ECO222 Principles of Microeconomics .....                              | 3 hours         |
| HIS122 Research for History (w).....                                   | 3 hours         |
| HIS231 Creating a Nation (w).....                                      | 3 hours         |
| HIS242 US History 1865 to 1945 (w).....                                | 3 hours         |
| HIS267 Challenges of Global Leadership: US History after 1945 (w)..... | 3 hours         |
| HIS303 Dawn of Humankind (w) .....                                     | 3 hours         |
| HIS323 The Emerging West (w).....                                      | 3 hours         |
| HIS410 The Interconnected World (w).....                               | 3 hours         |
| HIS425 Historiography (w) .....  | 3 hours         |
| HIS 200-400 elective (w) .....   | 3 hours         |
| POL201 Political Geography .....                                       | 3 hours         |
| POL391 Comparative Political Systems .....                             | 3 hours         |
| <b>Total .....</b>   | <b>39 hours</b> |

**Science Major**

|   |                 |
|---|-----------------|
| BIO101 Biology .....  | 4 hours         |
| NAT201 Principles of Physical Science .....                   | 3 hours         |
| NAT205 Earth Science .....                                    | 3 hours         |
| NAT215 Environmental Science .....                            | 3 hours         |
| NAT Elective .....  | 3 hours         |
| NAT220 Survey of Health Issues .....                          | 3 hours         |
| NAT275 Introduction to General Chemistry .....                | 3 hours         |
| NAT291 Drugs and the Body (w) .....                           | 3 hours         |
| NAT310 Anatomy and Physiology (w).....                        | 3 hours         |
| *PSY (two) from: PSY320, PSY360, PSY362, PSY363, PSY401 ..... | 6 hours         |
| *SOC (one) from: SOC250, SOC310, SOC320 .....                 | 3 hours         |
| SCI370 Integrated Science for Teachers .....                  | 3 hours         |
| <b>Total .....</b>  | <b>40 hours</b> |

**Secondary Field of Study**

**Language Arts**

|   |                |
|---|----------------|
| ENG313 Theoretical Approaches to Reading and Writing..... | 3 hours        |
| ENG422 World Literature (w) .....                         | 3 hours        |
| <b>Total .....</b>  | <b>6 hours</b> |

**Mathematics**

|  |                 |
|--|-----------------|
| MAT251 Applied Mathematics .....                       | 3 hours         |
| MAT271 Geometry for Middle School Teachers.....        | 3 hours         |
| MAT273 Applied Stats I .....                           | 3 hours         |
| MAT275 Pre-Calculus .....                              | 3 hours         |
| MAT370 Teaching Mathematics in Middle School (w) ..... | 3 hours         |
| <b>Total .....</b>                                     | <b>15 hours</b> |

**Science**

|  |                 |
|--|-----------------|
| BIO101 Biology .....                         | 4 hours         |
| NAT105 Earth Science .....                   | 3 hours         |
| NAT201 Physical Science .....                | 3 hours         |
| NAT215 Environmental Science .....           | 3 hours         |
| SCI370 Integrated Science for Teachers ..... | 3 hours         |
| <b>Total .....</b>                           | <b>16 hours</b> |

**Social Studies**

|  |                 |
|--|-----------------|
| CUL250 World Cultural Geography .....                                  | 3 hours         |
| ECO222 Principles of Microeconomics .....                              | 3 hours         |
| HIS267 Challenges of Global Leadership: US History after 1945 (w)..... | 3 hours         |
| HIS323 The Emerging West (w) .....                                     | 3 hours         |
| HIS410 The Inter-Connected World (w) .....                             | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

**Total (major and electives) ..... 48-61 hours**

**Professional Education requirements**

|   |                |
|---|----------------|
| EDU100 Foundations of Education .....                                 | 3 hours        |
| EDU230 Survey of Special Needs Education .....                        | 3 hours        |
| EDU319 Classroom Management for Middle Childhood & AYA Education..... | 3 hours        |
| <b>Total .....</b>  | <b>9 hours</b> |

**Reading Core requirements**

|  |                 |
|--|-----------------|
| EDU218 The Role of Phonics in Emergent Literacy .....                  | 3 hours         |
| EDU312 Teaching Reading through Literature for Young Adolescents ..... | 3 hours         |
| EDU330 Developmental Reading through Content Area Reading .....        | 3 hours         |
| EDU332 Reading, Diagnosis & Assessment .....                           | 3 hours         |
| <b>Total .....</b>   | <b>12 hours</b> |

**Middle School requirements**

|  |                 |
|--|-----------------|
| EDM210 Education for Young Adolescents .....                       | 3 hours         |
| EDM235 Middle Childhood Curriculum, Instruction & Assessment ..... | 3 hours         |
| EDM250 Middle Childhood Methods & Field Experience I .....         | 3 hours         |
| EDM350 Middle Childhood Methods and Field Experience II .....      | 3 hours         |
| EDM450 Middle Childhood Student Teaching .....                     | 12 hours        |
| EDU329 Differentiated Instruction & Assessment .....               | 3 hours         |
| <b>Total .....</b>   | <b>27 hours</b> |

**Total for the degree ..... 145-158 hours**

### Major: Paralegal Studies

This degree is designed for students who are interested in acquiring substantive and procedural knowledge of the legal system in order to gain employment under the supervision of a licensed attorney. The student will develop knowledge and expertise concerning the legal system, engage in analytical research and writing methods, draft court and legal documents, learn law office management and docketing systems and professional interviewing. Graduates will be qualified to assist attorneys in the delivery of legal services. A legal assistant or paralegal can be employed or retained by a lawyer, law office, corporation, governmental agency or other entity to perform specifically delegable substantive legal work for which a lawyer is primarily responsible.

|  |                 |
|--|-----------------|
| PAR110 Introduction to Paralegal .....         | 3 hours         |
| PAR112 Legal Research and Writing I (w) .....  | 3 hours         |
| PAR113 Legal Research and Writing II (w) ..... | 3 hours         |
| PAR115 Legal Ethics .....                      | 3 hours         |
| *PAR222 Litigation I .....                     | 3 hours         |
| *PAR223 Contract and Sales Law (w) .....       | 3 hours         |
| *PAR224 Business Organizations .....           | 3 hours         |
| *PAR228 Litigation II .....                    | 3 hours         |
| *PAR341 Property Law and Transactions.....     | 3 hours         |
| PAR343 Bankruptcy Law for Paralegals .....     | 3 hours         |
| *PAR344 Criminal Law and Procedures (w) .....  | 3 hours         |
| PAR400 Law Office Management .....             | 3 hours         |
| *PAR441 Estate Planning (w) .....              | 3 hours         |
| PAR442 Probate Case Administration .....       | 3 hours         |
| *PAR443 Family Law .....                       | 3 hours         |
| PAR470 Internship I .....                      | 3 hours         |
| <b>Total.....</b>                              | <b>48 hours</b> |

Note: Majors should take PHI215 Ethics MGT201 Management of Organizations, and SOC101 Principles of Sociology to meet GEC requirements.

## Major: Professional Music

This program provides students with a professionally-focused and learning-centered degree program that would prepare students for successful careers as entrepreneurial musicians. Students will gain the necessary intellectual and technical skills to be flexible and adaptable to the ever-changing face of contemporary popular music.

|   |                 |
|---|-----------------|
| MUP121 Musicianship I .....                           | 3 hours         |
| MUP221 Musicianship II .....                          | 3 hours         |
| *MUP240 The Rhythm Section .....                      | 3 hours         |
| *MUP321 Musicianship III .....                        | 3 hours         |
| *MUP322 Musicianship IV .....                         | 3 hours         |
| MUP351 Music Listening & Analysis I .....             | 3 hours         |
| *MUP352 Music Listening & Analysis II .....           | 3 hours         |
| *MUP440 Teaching Music .....                          | 3 hours         |
| One of the following sequences:                       |                 |
| Instrumental: MUS115,116,215,216,315,316              |                 |
| Vocal: MUS117,118,217,218,317,318 .....               | 6 hours         |
| One of the following sequences:                       |                 |
| Instrumental: MUS110, 210, 310                        |                 |
| Vocal: MUS112, 212, 312 .....                         | 3 hours         |
| MUS230 Intro to Sound and Recording.....              | 3 hours         |
| *MUS324 Survey of American Popular Music (w).....     | 3 hours         |
| MUS327 Survey of Music Business .....                 | 3 hours         |
| *MUS330 Recording Studio Performance & Practice ..... | 3 hours         |
| *SAS499 Senior Seminar .....                          | 3 hours         |
| <b>Total .....</b>                                    | <b>48 hours</b> |

**BA in Professional Studies - Online and on the Tiffin Campus**

The program provides courses which rely on student projects, team assignments, and experiential learning. The program incorporates liberal studies requirements, business courses, political science, psychology and social science courses. The following courses are offered in the program. Six of the major courses (18 semester hours) are selected by the student upon admission to the program from the 54 hours offered in the BA Professional Studies Program. These six courses (18 semester hours) along with 30 semester hours of major coursework taken at the transfer institution will comprise the 48 hours for the major requirement. Of the 30 hours transferred as major course work, 24 will be recorded under the major and 6 will be recorded under elective requirements.

This major is offered online and on the Tiffin Campus. Students enrolled on the Tiffin Campus will take the courses in parentheses ( ) to meet graduation requirements.

|   |                 |
|---|-----------------|
| ART310 American Art .....   | 3 hours         |
| *CIS312 Information Systems for Managers (w) .....                      | 3 hours         |
| COM441 Organizational Communication & Conflict Resolution .....         | 3 hours         |
| *CUL443 World Mythology (w) .....                                       | 3 hours         |
| *ENG365 Issues in Literature (ENG422 Tiffin Campus) (w) .....           | 3 hours         |
| *HIS312 History of the Middle East (w) .....                            | 3 hours         |
| LAW211 Business Law I .....   | 3 hours         |
| MAT273 Applied Statistics I .....                                       | 3 hours         |
| MGT301 Organizational Behavior .....                                    | 3 hours         |
| MGT317 Human Resource Management .....                                  | 3 hours         |
| MGT359 Small Business Management .....                                  | 3 hours         |
| *NAT220 Survey of Health Issues .....                                   | 3 hours         |
| PHI305 Applied Ethics (PHI200-400 Tiffin Campus).. .....                | 3 hours         |
| *POL320 Public Administration .....                                     | 3 hours         |
| PSY301 Adult Development & Life Assessment (PSY265 Tiffin Campus) ..... | 3 hours         |
| PSY320 Motivational Psychology (PSY325 Tiffin Campus) .....             | 3 hours         |
| SOC250 Social Psychology .....  | 3 hours         |
| SOC360 Multicultural Issues in Society (w) .....                        | 3 hours         |
| <b>Total .....</b>  | <b>54 hours</b> |

## Major: Psychology

This major, housed in the School of Criminal Justice and Social Sciences, offers students a generalist orientation to the field of psychology. Students will be required to take courses that lay a solid foundation for research and graduate studies as this degree is intended to provide a basis for a non-practitioner career.

### Psychology Core

|   |                 |
|---|-----------------|
| *PSY201 Introduction to Professional Practices (w)..... | 3 hours         |
| PSY263 Theories of Personality .....                    | 3 hours         |
| PSY265 Lifespan Development .....                       | 3 hours         |
| PSY302 History and Systems of Psychology.....           | 3 hours         |
| PSY362 Abnormal Behavior .....                          | 3 hours         |
| *PSY401 Biological Foundations of Behavior .....        | 3 hours         |
| SOC250 Social Psychology .....                          | 3 hours         |
| *SCS300 Research Design (w) .....                       | 3 hours         |
| <b>Total .....</b>                                      | <b>24 hours</b> |

### Concentration: Addictions Counseling

|   |                 |
|---|-----------------|
| CSL310 Introduction to Addiction Theory and Practice .....  | 3 hours         |
| *CSL320 Counseling Procedures and Strategies with Addicted<br>and Disordered Populations .....      | 3 hours         |
| CSL425 Group Process and Techniques Working with Addicted<br>and Disordered Populations .....       | 3 hours         |
| CSL430 Cultural Competence in Counseling or<br>SOC360 Multicultural Issues In Society (w).....      | 3 hours         |
| *CSL435 Assessment & Diagnosis of Addictive &<br>Behavioral Health Problems .....                   | 3 hours         |
| *CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....                        | 3 hours         |
| *CSL445 Theory and Practice of Relationship Counseling in Addictions<br>and Behavioral Health ..... | 3 hours         |
| *SCS470 Internship I .....  | 3 hours         |
| <b>Total .....</b>  | <b>24 hours</b> |

**Concentration: Experimental Psychology**

|                                       |         |
|---------------------------------------|---------|
| MAT373 Applied Statistics II .....    | 3 hours |
| *PSY333 Experimental Psychology ..... | 3 hours |
| SCS491 Senior Seminar I.....          | 3 hours |
| *SCS492 Senior Seminar II .....       | 3 hours |

One of the following:

|  |         |
|--|---------|
| CSL430 Cultural Competence in Counseling         |         |
| SOC360 Multicultural Issues in Society (w) ..... | 3 hours |

\*Three of the following:

- \*FOR344 Psychology of Violence and Aggression (w)
- \*PSY320 Motivational Psychology
- \*PSY363 Cognitive Psychology
- \*PSY364 Evolutionary Psychology
- \*PSY390 Special Topics
- \*PSY445 Psychometrics
- \*FOR, CSL, or PSY (200-400 approved by advisor)

|                            |         |
|----------------------------|---------|
| *SCS470 Internship I ..... | 9 hours |
|----------------------------|---------|

**Total .....** 24 hours

**Concentration: Human Services**

|  |         |
|--|---------|
| *FOR423 Case Management .....            | 3 hours |
| *FOR430 Crisis Intervention.....         | 3 hours |
| *PSY360 Introduction to Counseling ..... | 3 hours |
| *SCS450 Human Services Capstone .....    | 3 hours |
| *SCS470 Internship I .....               | 3 hours |

One of the following:

|  |         |
|--|---------|
| CSL430 Cultural Competence in Counseling         |         |
| SOC360 Multicultural Issues in Society (w) ..... | 3 hours |

Two of the following:

- COM310 Human, Interpersonal and Small Group Communication
- FOR365 Drugs and Society
- FOR485 Death and Dying
- POL320 Public Administration
- PSY269 Human Sexuality
- PSY390 Special Topics
- PSY440 Comparative Psychotherapies and Therapeutic Techniques
- PSY445 Psychometrics
- SCS471 Internship II
- SOC310 Sociology of the Family
- SOC320 Community Sociology
- SOC361 Sociology of Gender
- FOR, CSL, or PSY (200-400 approved by advisor) .....

|       |         |
|-------|---------|
| ..... | 6 hours |
|-------|---------|

**Total .....** 24 hours

## BACHELOR OF BUSINESS ADMINISTRATION

School of Business awards the Bachelor of Business Administration Degree in the following programs of study:

- Accounting
- Computer and Information Systems
- Finance
- Global Leadership Honors
- Management
- Marketing
- Organizational Management *offered through Online and Off-campus programs*
- Sports and Recreation Management

BBA degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (\*) under each major count toward the major core 2.50 cumulative grade point average requirement.

|   |                  |
|---|------------------|
| <b>Knowledge Skills and General Education Core*</b> ..... | <b>49 hours</b>  |
| <b>Core Curriculum of the School of Business</b> .....    | <b>18 hours</b>  |
| <b>Total Semester hours for the Major</b> .....           | <b>30 hours</b>  |
| <b>Open Electives/Minor</b> .....                         | <b>24 hours</b>  |
| <b>Total semester hours for the degree</b> .....          | <b>121 hours</b> |

\*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for both the School of Business Core and the major:

- ECO221 Principles of Macroeconomics
- MAT273 Applied Statistics I
- MGT201 Management of Organizations (w)

### **Business Core**

|   |                 |
|---|-----------------|
| ACC201 Survey of Accounting .....         | 3 hours         |
| ECO222 Principles of Microeconomics ..... | 3 hours         |
| LAW211 Business Law I .....               | 3 hours         |
| FIN301 Business Finance .....             | 3 hours         |
| MKT151 Introductory Marketing .....       | 3 hours         |
| *MGT495 Organizational Strategy (w) ..... | 3 hours         |
| <b>Total</b> .....                        | <b>18 hours</b> |

### Major: Accounting

Accounting provides information that is useful for decision-making in predicting cash flows about economic resources, claims to economic resources, and changes in economic resources of an organization. Students are encouraged to work toward becoming a Certified Public Accountant (CPA) or a Certified Management Accountant (CMA).

|   |                 |
|---|-----------------|
| ACC210 Analysis of the Accounting Process ..... | 3 hours         |
| *ACC228 Managerial Accounting .....             | 3 hours         |
| *ACC301 Intermediate Accounting I .....         | 3 hours         |
| ACC302 Intermediate Accounting II .....         | 3 hours         |
| *ACC304 Federal Income Tax (w).....             | 3 hours         |
| *ACC313 Cost Accounting I .....                 | 3 hours         |
| *ACC314 Cost Accounting II .....                | 3 hours         |
| *ACC403 Accounting Information Systems .....    | 3 hours         |
| *ACC404 Auditing .....                          | 3 hours         |
| ACC470 Internship .....                         | 3 hours         |
| <b>Total .....</b>                              | <b>30 hours</b> |

### Major: Computer Information Systems

The major is designed for students who wish to work with all facets of an organization, from technology to people. The curriculum blends technology, software, programming, business theory and practice while emphasizing the application of computers and technology in the business organization. Graduates could start their careers as Programmer/Analysts, Systems Analysts, Network Technicians, PC Specialists, Web Developers/Administrators, or Database Specialists. Advancement in their careers could lead to higher levels within the organization such as Software Engineers, Data Centers Managers, Network Managers, Project Managers, System Managers, Database Architects, MIS Director or Chief Information Officer (CIO).

#### Computer Information Systems Core

|   |                 |
|---|-----------------|
| CIT155 Operating Systems .....                    | 3 hours         |
| *CIS201 Programming .....                         | 3 hours         |
| *CIS212 Systems Analysis and Design (w) .....     | 3 hours         |
| *CIS312 Information Systems for Managers (w)..... | 3 hours         |
| *CIS315 Database Design and Applications I .....  | 3 hours         |
| *CIS470 Internship .....                          | 3 hours         |
| <b>Total.....</b>                                 | <b>18 hours</b> |

**Concentration: Application Specialist**

|   |                 |
|---|-----------------|
| CIS316 Database Design and Applications II .....          | 3 hours         |
| *CIS355 Spreadsheet Applications for Decision Making..... | 3 hours         |
| *CIS411 Microsoft Office Mastery .....                    | 3 hours         |
| CIS412 Project Management .....                           | 3 hours         |
| <b>Total .....</b>  | <b>12 hours</b> |

**Concentration: Software Development**

|  |                 |
|--|-----------------|
| PHI212 Symbolic Logic .....                    | 3 hours         |
| *CIS255 Internet and Website Development ..... | 3 hours         |
| CIS412 Project Management .....                | 3 hours         |
| *CIS450 Current Trends in Programming .....    | 3 hours         |
| <b>Total .....</b>                             | <b>12 hours</b> |

**Concentration: System and Network Support**

|   |                 |
|---|-----------------|
| *CIT320 Computer Architecture and Diagnostics ..... | 3 hours         |
| *CIT361 Network Management and Administration ..... | 3 hours         |
| CIT362 Telecommunications & Networking II.....      | 3 hours         |
| One of the following:                               |                 |
| CIT340 Green Computing                              |                 |
| CIT344 Information Security .....                   | 3 hours         |
| <b>Total .....</b>                                  | <b>12 hours</b> |

**Major: Finance**

Finance is an integral part of decision making in the private sector (for-profit and not-for-profit organizations), and the public sector (local, state, and national levels). The finance curriculum prepares students for positions in industry (manufacturing), retailing, finance (banks, insurance companies, pension funds, finance companies), and in financial planning. The curriculum strikes a balance between applications and theory.

|   |                 |
|---|-----------------|
| ACC210 Analysis of the Accounting Process ..... | 3 hours         |
| ACC301 Intermediate Accounting I.....           | 3 hours         |
| *LAW212 Business Law II .....                   | 3 hours         |
| *ECO322 Intermediate Microeconomics .....       | 3 hours         |
| *ECO420 Money and Banking .....                 | 3 hours         |
| *ECO422 Managerial Economics .....              | 3 hours         |
| *FIN314 Risk Management and Insurance .....     | 3 hours         |
| *FIN421 Investments .....                       | 3 hours         |
| *FIN426 International Finance .....             | 3 hours         |
| FIN470 Internship .....                         | 3 hours         |
| <b>Total .....</b>                              | <b>30 hours</b> |

**Major: Global Leadership Honors**

The purpose of the Global Leadership Honors major is to offer students a unique, honors-based program in one of the critical management arenas of the 21st Century. Students who have completed 12-24 or more semester hours of college coursework may apply for admission to the major. The program will have a business base with an interdisciplinary global core curriculum and a required minor program to insure that students have both leadership and discipline skill sets sought by employers and graduate schools. Students must also complete at least one of the following; study abroad, intern abroad (4-6 weeks), or achieve proficiency in a second language.

|  |                 |
|--|-----------------|
| ACC228 Managerial Accounting .....                         | 3 hours         |
| *GLM205 Introduction to Global Leadership.....             | 3 hours         |
| *GLM210H Markets and Economies (w).....                    | 3 hours         |
| *GLM310H Culture, Business and Markets (w).....            | 3 hours         |
| *GLMH395H Global Leadership Theory .....                   | 3 hours         |
| *GLM410H Global Leadership Professional Seminar (w) .....  | 3 hours         |
| *GLM470H Study/Intern Abroad or language proficiency ..... | 3 hours         |
| *MGT351 Managing Diversity in the Workplace (w).....       | 3 hours         |
| *MGT404 Organizational Theory .....                        | 3 hours         |
| *One of the following:                                     |                 |
| ECO424 International Trade                                 |                 |
| FIN426 International Finance                               |                 |
| MKT404 Global Marketing .....                              | 3 hours         |
| <b>Total .....</b>   | <b>30 hours</b> |

**Required Minor: choose from list below ..... 15-18 hours**

- Accounting
- Computer and Information Systems
- Finance
- Green Technology
- Individualized Studies
- Intelligence Analysis
- Journalism
- Marketing
- Public Relations
- Regional Studies

## Major: Management

The Management curriculum is designed to provide skills and competencies necessary for the world of work in the 21st century. Students complete the courses in the Management Core (9 hours) covering different functional areas, and undertake an in depth study in an Area of Concentration (21 hours). Concentrations are offered in the areas of Equine Business Management, Hospitality and Tourism, Human Resources Management, International Business, Managerial Studies, and Supply Chain Management. The curriculum takes the approach of total development of the individual, placing emphasis on personal as well as professional growth. It prepares them for both a career and for graduate studies.

### Management Core (Required for all Management majors)

|  |                |
|--|----------------|
| *ACC228 Managerial Accounting .....                | 3 hours        |
| *CIS312 Information Systems for Managers (w) ..... | 3 hours        |
| *MGT301 Organizational Behavior .....              | 3 hours        |
| <b>Total .....</b>                                 | <b>9 hours</b> |

### Concentration: Equine Business Management

Tiffin University's Equine Management program is a unique curriculum combining business management tools and techniques with training in equine science. Because the horse industry has many considerations that may not be common to other small businesses, we have created a curriculum which covers the important business knowledge managers and owners need in marketing, management, accounting, and finance.

|  |                 |
|--|-----------------|
| *EQM254 Functional Anatomy .....                   | 3 hours         |
| *EQM257 Equine Nutrition .....                     | 3 hours         |
| EQM342 Equine Reproduction .....                   | 3 hours         |
| *EQM412 Management of the Equine Environment ..... | 3 hours         |
| MGT359 Small Business Management .....             | 3 hours         |
| *MGT470 Internship .....                           | 3 hours         |
| SRM360 Business of Sport (w).....                  | 3 hours         |
| <b>Total .....</b>                                 | <b>21 hours</b> |

### Concentration: Hospitality and Tourism Management

The hospitality and tourism industry employs more than 10% of the global workforce. In the United States, it is the first, second or third largest employer in 32 states. This concentration prepares students for managerial positions in this field.

|   |                 |
|---|-----------------|
| HOS104 Introduction to the Hospitality and Tourism Industry ..... | 3 hours         |
| HOS215 Food Service and Safety Management .....                   | 3 hours         |
| *HOS280 Hospitality Facilities Management .....                   | 3 hours         |
| *HOS330 Hospitality and Tourism Strategic Management .....        | 3 hours         |
| MGT351 Managing Diversity in the Workplace (w).....               | 3 hours         |
| *MGT475 Internship and Professional Development Seminar .....     | 3 hours         |
| *MKT364 Event Marketing and Management .....                      | 3 hours         |
| <b>Total .....</b>  | <b>21 hours</b> |

**Concentration: Human Resources Management**

This concentration prepares students for careers in human resources management and for advanced study in the human resources field.

|  |                 |
|--|-----------------|
| LAW321 Employment and Labor Law .....                              | 3 hours         |
| *MGT317 Human Resource Management .....                            | 3 hours         |
| MGT318 Total Compensation .....                                    | 3 hours         |
| *MGT351 Managing Diversity in the Workplace (w).....               | 3 hours         |
| *MGT402 Training and Development .....                             | 3 hours         |
| *MGT403 Strategic Human Resource Management & Emerging Issues..... | 3 hours         |
| MGT470 Internship .....  | 3 hours         |
| <b>Total .....</b>   | <b>21 hours</b> |

Students should take MGT320 Human Resource Risk Management as an open elective.

**Concentration: International Business**

Emphasis is on the global issues in management such as trade, competition, markets, organizational design, information technology and human resources management. Impact of globalization on all business is explored. Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

|  |                 |
|--|-----------------|
| *FIN426 International Finance .....  | 3 hours         |
| *MGT351 Managing Diversity in the Workplace (w).....                         | 3 hours         |
| *MGT411 International Management .....                                       | 3 hours         |
| *MKT404 Global Marketing .....   | 3 hours         |
| ECO424 Global Trade .....  | 3 hours         |
| One of the following:  |                 |
| CUL312 Middle Eastern Cultures   |                 |
| HIS312 History of the Middle East (w)  |                 |
| One course related to specific world area (e.g. Russia, Europe, Africa)..... | 3 hours         |
| MGT470 Internship .....  | 3 hours         |
| <b>Total .....</b>   | <b>21 hours</b> |

### Concentration: Managerial Studies

This concentration takes a generalist approach and focuses on skill development and managerial problem solving. The field of management is studied as a science and a craft, with emphasis on ethical conduct.

|  |         |
|--|---------|
| *MGT221 Supply Chain Management.....     | 3 hours |
| *MGT317 Human Resources Management ..... | 3 hours |
| *MGT404 Organization Theory .....        | 3 hours |
| *MGT411 International Management .....   | 3 hours |

Two of the following:

|  |                 |
|--|-----------------|
| LAW321 Employment and Labor Law                |                 |
| MGT351 Managing Diversity in the Workplace (w) |                 |
| MGT359 Small Business Management               |                 |
| MGT390 Special Topics .....                    | 6 hours         |
| MGT470 Internship .....                        | 3 hours         |
| <b>Total .....</b>                             | <b>21 hours</b> |

### Concentration: Supply Chain Management

This concentration is designed to prepare students for positions in organizations with SCM needs. The goal is to have graduates who are conversant in the language, applications and techniques of Supply Chain Management. The Certification examination administered by the American Production and Inventory Control Society leading to the Designation of Certified Supply Chain Professional (CSCP) will be taken by all students.

|   |                 |
|---|-----------------|
| *MGT221 Supply Chain Management.....              | 3 hours         |
| MGT317 Human Resources Management .....           | 3 hours         |
| *MGT324 Logistics and Distribution.....           | 3 hours         |
| MGT356 Quality Management .....                   | 3 hours         |
| MGT422 Materials Management and Procurement ..... | 3 hours         |
| *MGT455 Lean Organizations .....                  | 3 hours         |
| *MGT470 Internship .....                          | 3 hours         |
| <b>Total .....</b>                                | <b>21 hours</b> |

## Major: Marketing

The primary focus of the curriculum is on marketing function management that provides an integrated approach to the discipline. Emphasis is on the development and implementation of marketing strategies and on the effective use of the marketing mix.

|                                       |                 |
|---------------------------------------|-----------------|
| ACC228 Managerial Accounting .....    | 3 hours         |
| MGT301 Organizational Behavior .....  | 3 hours         |
| *MKT252 Buyer Behavior .....          | 3 hours         |
| MKT253 Marketing Communications ..... | 3 hours         |
| *MKT350 Retailing Management .....    | 3 hours         |
| *MKT354 Personal Selling .....        | 3 hours         |
| *MKT357 Business Marketing .....      | 3 hours         |
| *MKT402 Marketing Research (w) .....  | 3 hours         |
| *MKT404 Global Marketing .....        | 3 hours         |
| *MKT470 Marketing Internship .....    | 3 hours         |
| <b>Total .....</b>                    | <b>30 hours</b> |

Online students may opt to do the internship or MKT491. This option will not be available beginning Fall 2015.

## Major: Organizational Management

*Offered through Online and Off-Campus Programs Only.*

This major is designed from a general managerial perspective and is meant only for adult students. The instruction is cohort-based and relies heavily on student projects, team assignments, and experiential learning from experience. The program incorporates some General Studies requirements, the School of Business core requirements, the Professional Major, and the Concentration.

|   |                 |
|---|-----------------|
| *ACC305 Accounting for Decision-Making .....          | 3 hours         |
| CIS312 Information Systems for Managers (w) .....     | 3 hours         |
| COM441 Organizational Communication .....             | 3 hours         |
| ENG365 Issues in Literature (w) .....                 | 3 hours         |
| FIN301 Business Finance .....                         | 3 hours         |
| LAW302 Business Law for Managers .....                | 3 hours         |
| *MGT301 Organizational Behavior .....                 | 3 hours         |
| *MGT317 Human Resource Management .....               | 3 hours         |
| *MGT321 Operations Management .....                   | 3 hours         |
| *MGT361 Managerial Research Design and Analysis ..... | 3 hours         |
| MGT404 Organization Theory .....                      | 3 hours         |
| *MGT411 International Management .....                | 3 hours         |
| *MGT495 Organizational Strategy (w) .....             | 3 hours         |
| *MGT496 Research Project I (w) .....                  | 3 hours         |
| *MGT497 Research Project II (w) .....                 | 3 hours         |
| MKT355 Marketing Management .....                     | 3 hours         |
| PHI306 Business Ethics .....                          | 3 hours         |
| PSY301 Adult Development and Life Assessment .....    | 3 hours         |
| <b>Total .....</b>                                    | <b>54 hours</b> |

**Major: Organizational Management - Entrepreneurship Concentration**

*Offered through Online and Off-Campus Programs Only.*

|  |                 |
|--|-----------------|
| *ACC305 Accounting for Decision-Making .....               | 3 hours         |
| CIS312 Information Systems for Managers (w) .....          | 3 hours         |
| COM441 Organizational Communication .....                  | 3 hours         |
| ENG365 Issues in Literature (w) .....                      | 3 hours         |
| *ENT302 Innovative Entrepreneurship .....                  | 3 hours         |
| *ENT315 Creative Strategy .....                            | 3 hours         |
| *ENT362 Entrepreneurial Research Design and Analysis ..... | 3 hours         |
| ENT408 Venture Capital .....                               | 3 hours         |
| ENT470 Entrepreneurship Internship .....                   | 3 hours         |
| FIN301 Business Finance .....                              | 3 hours         |
| LAW302 Business Law for Managers .....                     | 3 hours         |
| *MGT301 Organizational Behavior .....                      | 3 hours         |
| MGT317 Human Resources Management .....                    | 3 hours         |
| MGT404 Organization Theory .....                           | 3 hours         |
| MGT411 International Management .....                      | 3 hours         |
| *MGT495 Organizational Strategy (w) .....                  | 3 hours         |
| MKT355 Marketing Management .....                          | 3 hours         |
| PSY301 Adult Development and Life Assessment .....         | 3 hours         |
| <b>Total .....</b>   | <b>54 hours</b> |

**Major: Organizational Management - Health Care Concentration**

*Offered through Online and Off-Campus Programs Only.*

This major is designed from a general managerial perspective and is meant only for adult students. The instruction is cohort-based and relies heavily on student projects, team assignments, and experiential learning from experience. The program incorporates some General Studies requirements, the School of Business core requirements, the Professional Major, and the Concentration.

|  |                 |
|--|-----------------|
| *ACC305 Accounting for Decision-Making .....                     | 3 hours         |
| CIS312 Information Systems for Managers (w) .....                | 3 hours         |
| COM441 Organizational Communication .....                        | 3 hours         |
| ENG365 Issues in Literature (w) .....                            | 3 hours         |
| FIN301 Business Finance .....                                    | 3 hours         |
| *HCA318 Human Resource Management for Health Care Managers ..... | 3 hours         |
| *HCA327 Health Care Operations .....                             | 3 hours         |
| *HCA362 Research and Analysis for Health Care .....              | 3 hours         |
| *HCA412 Health Care Systems and Government .....                 | 3 hours         |
| LAW303 Health Care Law .....                                     | 3 hours         |
| *MGT301 Organizational Behavior .....                            | 3 hours         |
| MGT404 Organization Theory .....                                 | 3 hours         |
| *MGT495 Organizational Strategy (w) .....                        | 3 hours         |
| *MGT496 Research Project I (w) .....                             | 3 hours         |
| *MGT497 Research Project II (w) .....                            | 3 hours         |
| MKT355 Marketing Management .....                                | 3 hours         |
| PHI306 Business Ethics .....                                     | 3 hours         |
| PSY301 Adult Development and Life Assessment .....               | 3 hours         |
| <b>Total .....</b>   | <b>54 hours</b> |

## Major: Sports and Recreation Management

This major is designed to prepare students for careers and advanced study in the field of sports, the manufacture and marketing of sports equipment and services as well as the growing fields of recreation and leisure management.

### Sports and Recreation Core

|   |                 |
|---|-----------------|
| *LAW260 Legal Issues in Sports and Recreation Management..... | 3 hours         |
| *MGT301 Organizational Behavior .....                         | 3 hours         |
| SRM160 Introduction to Sport and Recreation Management .....  | 3 hours         |
| *SRM360 Business of Sport (w).....                            | 3 hours         |
| *SRM475 Internship and Professional Development Seminar ..... | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

### Concentration: Athletic Administration

|  |                 |
|--|-----------------|
| ACC228 Managerial Accounting .....                 | 3 hours         |
| *CIS312 Information Systems for Managers (w) ..... | 3 hours         |
| *SRM325 Facilities Design and Management.....      | 3 hours         |
| *SOC280 Sports in American Society .....           | 3 hours         |
| NAT124 Intro to Athletic Training .....            | 3 hours         |
| <b>Total .....</b>                                 | <b>15 hours</b> |

### Concentration: Recreation and Tourism

|  |                 |
|--|-----------------|
| HOS104 Intro to Hospitality and Tourism.....               | 3 hours         |
| *HOS330 Hospitality and Tourism Strategic Management ..... | 3 hours         |
| *MKT364 Event Marketing and Management .....               | 3 hours         |
| NAT260 Lifetime Fitness and Wellness .....                 | 3 hours         |
| *SRM291 Recreation and Sport Program Administration.....   | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

### Concentration: Sports Marketing

|  |                 |
|--|-----------------|
| COM212 Intro to Public Relations (w) .....           | 3 hours         |
| MKT253 Marketing Communication .....                 | 3 hours         |
| *MKT364 Event Marketing and Management .....         | 3 hours         |
| *SOC280 Sports in American Society .....             | 3 hours         |
| *SRM235 Sport Writing, Marketing and Promotion ..... | 3 hours         |
| <b>Total .....</b>                                   | <b>15 hours</b> |

## BACHELOR OF CRIMINAL JUSTICE

Tiffin University awards the Bachelor of Criminal Justice Degree in the following programs of study:

- Corrections
- Digital Forensics
- Forensic Psychology
- Forensic Science
- Homeland Security/Terrorism
- Law Enforcement
- Justice Administration

BCJ degree candidates must complete the course work and semester hours as specified below. Courses marked with an asterisk (\*) under each major count toward the major core 2.50 cumulative grade point average requirement.

|  |                       |
|--|-----------------------|
| <b>Knowledge Skills and General Education Core*</b> .....      | <b>49 hours</b>       |
| <b>Core Curriculum of the School of Criminal Justice</b> ..... | <b>21 hours</b>       |
| <b>Total Semester hours for the Major</b> .....                | <b>up to 33 hours</b> |
| <b>Open Electives/Minor</b> .....                              | <b>up to 24 hours</b> |
| <b>Total semester hours for the degree</b> .....               | <b>121 hours</b>      |

\*In selecting courses to fulfill the General Education Core requirements, the following courses are recommended to insure that pre-requisites are satisfied for both the Bachelor of Criminal Justice core and the major:

- PSY101 Introduction to Psychology and/or SOC101 Principles of Sociology
- MAT273 Applied Statistics I
- Forensic Science majors will take BIO101 to fulfill their Natural Science requirement.
- Homeland Security and Terrorism majors will take POL101 American Political Process as one of the Social Science courses.

### Criminal Justice Core

The Criminal Justice curricula are designed to help students grasp the fundamental values and purposes of criminal justice in American society. This program prepares students for entry level administrative and advocacy positions in criminal justice. Students may choose to major in corrections, cyber-defense and information security, forensic psychology, forensic science, homeland security/terrorism, and law enforcement.

|  |                 |
|--|-----------------|
| JUS110 Introduction to Criminal Justice .....    | 3 hours         |
| JUS201 Criminal Law .....                        | 3 hours         |
| JUS202 Criminal Procedures .....                 | 3 hours         |
| *JUS361 Ethical Issues in Criminal Justice ..... | 3 hours         |
| ENF293 Criminology (w) .....                     | 3 hours         |
| *SCS300 Research Design (w) .....                | 3 hours         |
| *SCS470 Internship I .....                       | 3 hours         |
| <b>Total.</b> .....                              | <b>21 hours</b> |

**Major: Corrections**

|   |                 |
|---|-----------------|
| COR120 Correctional Thought and Practice .....                | 3 hours         |
| COR231 Juvenile Justice Systems .....                         | 3 hours         |
| COR245 Probation, Parole, and Community Corrections .....     | 3 hours         |
| *COR336 Constitutional Rights of Prisoners .....              | 3 hours         |
| COR420 Agency Management .....                                | 3 hours         |
| *FOR423 Case Management .....                                 | 3 hours         |
| *FOR430 Crisis Intervention Strategies .....                  | 3 hours         |
| *JUS461 Capstone Senior Seminar in Criminal Justice (w) ..... | 3 hours         |
| *PSY362 Abnormal Behavior .....                               | 3 hours         |
| One of the following:   |                 |
| FOR365 Drugs and Society                                      |                 |
| PSY269 Human Sexuality  |                 |
| SOC360 Multicultural Issues in Society (w) .....              | 3 hours         |
| <b>Total .....</b>  | <b>30 hours</b> |

**Major: Digital Forensics**

|   |                 |
|---|-----------------|
| CIS201 Programming.....                                       | 3 hours         |
| CIT155 Operating Systems .....                                | 3 hours         |
| CIT361 Network Management and Administration .....            | 3 hours         |
| *CDS152 Introduction to Cyber Defense .....                   | 3 hours         |
| CDS334 Technology and Crime .....                             | 3 hours         |
| CDS 341 Survey of Digital Forensics .....                     | 3 hours         |
| *CDS344 Information Security .....                            | 3 hours         |
| *CDS345 Cyber Law and Ethics.....                             | 3 hours         |
| *CDS435 Advanced Digital Forensics.....                       | 3 hours         |
| *CDS491 Senior Seminar in Cyber Defense (w) .....             | 3 hours         |
| ENF239 Applied Criminal Investigation and Criminalistics..... | 3 hours         |
| <b>Total .....</b>  | <b>33 hours</b> |

**Major: Forensic Psychology**

|   |                 |
|---|-----------------|
| FOR105 Victimology .....                                      | 3 hours         |
| *FOR344 Psychology of Violence and Aggression (w) .....       | 3 hours         |
| FOR430 Crisis Intervention Strategies .....                   | 3 hours         |
| *FOR460 Psychology and Law (w) .....                          | 3 hours         |
| *JUS461 Capstone Senior Seminar in Criminal Justice (w) ..... | 3 hours         |
| *PSY360 Introduction to Counseling .....                      | 3 hours         |
| *PSY362 Abnormal Behavior .....                               | 3 hours         |
| SOC250 Social Psychology .....                                | 3 hours         |
| SOC360 Multicultural Issues in Society (w) .....              | 3 hours         |
| One of the following:   |                 |
| FOR347 Sex Crimes   |                 |
| FOR365 Drugs and Society                                      |                 |
| FOR485 Death and Dying  |                 |
| PSY269 Human Sexuality .....                                  | 3 hours         |
| <b>Total.....</b>   | <b>30 hours</b> |

**Major: Forensic Science**

|  |                 |
|--|-----------------|
| *FSC115 Intro to Forensic Science.....         | 3 hours         |
| *ENF460 Evidence Processing (w) .....          | 4 hours         |
| *NAT310 Human Anatomy and Physiology (w) ..... | 3 hours         |
| CHM131 General Chemistry I and lab .....       | 4 hours         |
| CHM132 General Chemistry II and lab .....      | 4 hours         |
| CHM331 Organic Chemistry and lab .....         | 4 hours         |
| *CHM381 Quantitative Analysis and lab .....    | 4 hours         |
| *CHM481 Instrumental Analysis and lab .....    | 4 hours         |
| <b>Total .....</b>                             | <b>30 hours</b> |

**Major: Homeland Security/Terrorism**

|   |                 |
|---|-----------------|
| *ENF154 Homeland Security Overview .....                                  | 3 hours         |
| *ENF212 Concepts of Terrorism .....                                       | 3 hours         |
| ENF240 Critical Infrastructure Protection .....                           | 3 hours         |
| *ENF245 Emergency Organizations and Management .....                      | 3 hours         |
| ENF390 Special Topics.....  | 3 hours         |
| *JUS215 Homeland Security and the Legal System .....                      | 3 hours         |
| POL151 Introduction to National Security Studies .....                    | 3 hours         |
| POL341 Covert Action and Intelligence .....                               | 3 hours         |
| *POL491 Capstone Senior Seminar in Homeland & National Security (w) ..... | 3 hours         |
| PSY344 Psychology of Terrorism .....                                      | 3 hours         |
| <b>Total .....</b>  | <b>30 hours</b> |

**Major: Law Enforcement**

|   |                 |
|---|-----------------|
| COR120 Correctional Thought and Practice.....                 | 3 hours         |
| COR231 Juvenile Justice Systems .....                         | 3 hours         |
| *ENF150 Police and Society .....                              | 3 hours         |
| ENF239 Applied Criminal Investigation and Criminalistics..... | 3 hours         |
| ENF334 Computers in Law Enforcement .....                     | 3 hours         |
| *ENF335 Law Enforcement Supervision .....                     | 3 hours         |
| *ENF400 Comparative Criminal Justice Systems .....            | 3 hours         |
| *ENF450 Crime Analysis .....                                  | 3 hours         |
| ENF460 Evidence Processing (w) .....                          | 4 hours         |
| *JUS461 Capstone Senior Seminar in Criminal Justice (w) ..... | 3 hours         |
| <b>Total .....</b>  | <b>31 hours</b> |

**Major: Justice Administration**

|   |                 |
|---|-----------------|
| COR120 Correctional Thought and Procedures.....       | 3 hours         |
| COR231 Juvenile Justice Systems.....                  | 3 hours         |
| COR420 Agency Management .....                        | 3 hours         |
| ENF150 Police and Society .....                       | 3 hours         |
| *ENF154 Homeland Security Overview .....              | 3 hours         |
| *ENF245 Emergency Organizations and Management .....  | 3 hours         |
| *ENF335 Law Enforcement Supervision .....             | 3 hours         |
| *ENF450 Crime Analysis .....                          | 3 hours         |
| *JUS461 Senior Capstone in Criminal Justice (w) ..... | 3 hours         |
| POL320 Public Administration.....                     | 3 hours         |
| SOC360 Multicultural Issues in Society (w) .....      | 3 hours         |
| <b>Total.....</b>                                     | <b>33 hours</b> |

## BACHELOR OF SCIENCE

Tiffin University awards the Bachelor of Science Degree in the following program of study:

- Exercise Science
- Forensic Science
- Healthcare Administration - *online and off-campus programs only*
- Information Technology - *online and off-campus programs only*

All students interested in a Forensic Science major will first be admitted to the Bachelor of Criminal Justice in Forensic Science. Students may apply for admission to the Bachelor of Science in Forensic Science major during their fourth semester, or after achieving a 3.30 grade point average in the following courses: MAT174/181, MAT273, BIO101 and Lab, CHM131 with Lab, CHM132 with Lab, JUS110, JUS115, JUS201, and JUS202. These courses can be completed by carefully following the BCJ Forensic Science curriculum.

### Major: Exercise Science

|   |                  |
|---|------------------|
| NAT124 Introduction to Athletic Training .....                        | 3 hours          |
| NAT146 Introduction to Exercise Science (w) .....                     | 3 hours          |
| *NAT225 Motor Development .....                                       | 3 hours          |
| CHM245 Organic and Biological Chemistry .....                         | 3 hours          |
| NAT260 Lifetime Fitness and Wellness .....                            | 3 hours          |
| NAT291 Drugs and the Body (w) .....                                   | 3 hours          |
| BIO310 Human Anatomy and Physiology (w) and BIO310 Lab .....          | 4 hours          |
| *NAT315 Biomechanics of Sport and Exercise and NAT315 Lab .....       | 4 hours          |
| *NAT316 Nutrition for Sport and Exercise .....                        | 3 hours          |
| *NAT322 Kinesiology .....   | 3 hours          |
| CHM331 Organic Chemistry and CHM331 Lab .....                         | 4 hours          |
| *NAT342 Exercise Assessment and Prescription (w) and NAT342 Lab ..... | 4 hours          |
| CHM411 Biochemistry .....   | 3 hours          |
| *NAT422 Exercise Physiology and NAT422 Lab .....                      | 4 hours          |
| *SAS470 Internship (w) .....  | 3 hours          |
| <b>Total.....</b>   | <b>50 hours</b>  |
| <b>Total for Major.....</b>   | <b>124 hours</b> |

Exercise Science majors must take BIO101 and BIO101 Lab as a pre-requisite and NAT220 to meet the General Education Natural Science requirement.

### Criminal Justice Core

The Criminal Justice curricula are designed to help students grasp the fundamental values and purposes of criminal justice in American society. This program prepares students for entry level administrative and advocacy positions in criminal justice. Students may choose to major in corrections, cyber-defense and information security, forensic psychology, forensic science, homeland security/terrorism, and law enforcement.

|  |                 |
|--|-----------------|
| JUS110 Introduction to Criminal Justice .....    | 3 hours         |
| JUS201 Criminal Law .....                        | 3 hours         |
| JUS202 Criminal Procedures .....                 | 3 hours         |
| *JUS361 Ethical Issues in Criminal Justice ..... | 3 hours         |
| *SCS300 Research Design (w) .....                | 3 hours         |
| *SCS470 Internship I .....                       | 3 hours         |
| <b>Total.....</b>                                | <b>18 hours</b> |

### Major: Forensic Science

|   |                  |
|---|------------------|
| *FSC115 Introduction to Forensic Science.....             | 3 hours          |
| *BIO310 Human Anatomy and Physiology I with Lab (w) ..... | 4 hours          |
| BIO333 Genetics with Lab.....                             | 4 hours          |
| BIO373 Microbiology with Lab .....                        | 4 hours          |
| CHM131 General Chemistry I with Lab .....                 | 4 hours          |
| CHM132 General Chemistry II with Lab.....                 | 4 hours          |
| CHM331 Organic Chemistry I with Lab .....                 | 4 hours          |
| CHM332 Organic Chemistry II with Lab.....                 | 4 hours          |
| *CHM381 Quantitative Analysis with Lab.....               | 4 hours          |
| CHM411 Biochemistry .....                                 | 3 hours          |
| *CHM481 Instrumental Analysis with Lab .....              | 4 hours          |
| *ENF460 Evidence Processing (w) .....                     | 4 hours          |
| FSC391 Forensic Anthropology.....                         | 3 hours          |
| FSC422 Forensic Pharmacology .....                        | 3 hours          |
| MAT281 Calculus I .....                                   | 3 hours          |
| PHY211 General Physics and PHY211 Lab .....               | 4 hours          |
| <b>Total.....</b>   | <b>59 hours</b>  |
| <b>Total for Major.....</b>                               | <b>128 hours</b> |

**Major: Healthcare Administration**

*This B.S. in Healthcare Administration is offered through online and off-campus programs only.*

|  |                 |
|--|-----------------|
| BIO101 Contemporary Biological Problems and BIO101 Lab .....                     | 4 hours         |
| CHM131 General Chemistry I and CHM131 Lab .....                                  | 4 hours         |
| MGT140 Survey of Healthcare Organizations.....                                   | 3 hours         |
| *MGT151 Medical Terminology .....  | 3 hours         |
| ACC201 Survey of Accounting.....   | 3 hours         |
| ECO222 Principles of Economics .....   | 3 hours         |
| LAW403 Healthcare Law .....  | 3 hours         |
| *MGT301 Organizational Behavior .....  | 3 hours         |
| MGT495 Organizational Strategy (w) .....   | 3 hours         |
| HCA301 Healthcare Finance .....  | 3 hours         |
| *HCA312 Healthcare Informatics (w) .....   | 3 hours         |
| *HCA318 Human Resource for Healthcare Managers.....                              | 3 hours         |
| HCA355 Healthcare Marketing .....  | 3 hours         |
| *HCA362 Research and Analysis for Healthcare .....                               | 3 hours         |
| HCA427 Healthcare Operations .....   | 3 hours         |
| *HCA470 Internship or<br>HCA491 Healthcare Administration Research Project ..... | 3 hours         |
| <b>Total.....</b>  | <b>50 hours</b> |

Open Electives: Choose eight (8) from the following courses: CUL428, FIN201, NAT260, NAT291, NAT312, NAT321, NAT418, HCA473, HCA474, HCA475, PSY265, PSY362

**Total for Major..... 124 hours**

To meet General Education requirements Healthcare Administration majors should take MAT273, NAT150/150L, ECO221, PSY101, MGT201, COM441.

**Major: Information Technology**

*This B.S. in Information Technology is offered through online and off-campus programs only.*

**Computer Information Systems Core**

|  |                 |
|--|-----------------|
| CIS201 Programming .....                             | 3 hours         |
| CIS315 Database Design and Applications I .....      | 3 hours         |
| CIT320 Computer Architecture and Diagnostics .....   | 3 hours         |
| CIT344 Information Security .....                    | 3 hours         |
| CIT361 Network Management and Administration .....   | 3 hours         |
| ITS106 Introduction to Information Science (w) ..... | 3 hours         |
| ITS120 Current Trends in Virtual Computing.....      | 3 hours         |
| ITS215 Open Source Computing .....                   | 3 hours         |
| ITS345 Computer Law and Ethics.....                  | 3 hours         |
| <b>Total.....</b>                                    | <b>27 hours</b> |

**Concentration: Systems Administration**

|   |                 |
|---|-----------------|
| CIS412 Project Management .....                 | 3 hours         |
| CIT362 Telecommunications and Networking .....  | 3 hours         |
| ITS370 Server Administration .....              | 3 hours         |
| ITS375 Open Source Security (w) .....           | 3 hours         |
| ITS430 Enterprise Administration .....          | 3 hours         |
| ITS465 Wide Area Networking and Switching ..... | 3 hours         |
| ITS495 Capstone Project (w) .....               | 3 hours         |
| <b>Total .....</b>                              | <b>21 hours</b> |

Students should take PHI212 Symbolic Logic to meet General Education philosophy requirement.

## MINOR PROGRAMS

Tiffin University offers students the option of pursuing a minor program in the academic areas outlined below. A student may not pursue a minor in the same academic discipline as their baccalaureate degree major.

### Minor: Accounting

|  |                 |
|--|-----------------|
| Three ACC courses at the 300-400 level ..... | 9 hours         |
| Recommended ACC403, 404, 405                 |                 |
| Three ACC electives .....                    | 9 hours         |
| <b>Total .....</b>                           | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

### Minor: Addictions Counseling (also professional certificate program)

|   |                 |
|---|-----------------|
| CSL310 Introduction to Addiction Theory and Practice .....                            | 3 hours         |
| CSL320 Counseling Procedures & Strategies with Addicted/Disordered .....              | 3 hours         |
| CSL425 Group Process & Techniques Working with Addicted/Disordered .....              | 3 hours         |
| CSL435 Assessment & Diagnosis of Addictive and Behavioral<br>Health Problems .....    | 3 hours         |
| CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....           | 3 hours         |
| CSL445 Theory & Practice of Relationship Counseling in<br>Addictions/Behavioral ..... | 3 hours         |
| <b>Total .....</b>  | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

### Minor: Arabic Studies

|   |                 |
|---|-----------------|
| ARB101 Elementary Modern Standard Arabic I .....    | 3 hours         |
| ARB102 Elementary Modern Standard Arabic II .....   | 3 hours         |
| ARB201 Intermediate Modern Standard Arabic I .....  | 3 hours         |
| ARB202 Intermediate Modern Standard Arabic II ..... | 3 hours         |
| CUL312 Middle Eastern Culture .....                 | 3 hours         |
| HIS312 History of the Middle East (w) .....         | 3 hours         |
| <b>Total .....</b>                                  | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

### Minor: Art

|  |                 |
|--|-----------------|
| ART201 Introduction to Art History (w) ..... | 3 hours         |
| ART392 Advanced Studio Practice .....        | 3 hours         |
| Three of the following:                      |                 |
| ART120 2-D Foundations                       |                 |
| ART130 3-D Foundations                       |                 |
| COM134 Digital Photography                   |                 |
| ART220 Digital Design                        |                 |
| ART320 New Media Arts                        |                 |
| ART340 Topics in Art History (w)             |                 |
| ART415 Art, Audience, and Community .....    | 9 hours         |
| <b>Total .....</b>                           | <b>15 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Business Administration**

|   |                 |
|---|-----------------|
| CIS355 Spreadsheet Applications for Decision Making ..... | 3 hours         |
| FIN101 Personal Finance .....                             | 3 hours         |
| MGT121 How Business Works .....                           | 3 hours         |
| MKT253 Marketing Communications .....                     | 3 hours         |
| MGT301 Organizational Behavior .....                      | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

Students enrolled in a BBA degree program may not select this minor.

*Some courses may have pre-requisites. See course description for details.*

**Minor: Computer and Information Systems**

|   |                 |
|---|-----------------|
| CIS212 Systems Analysis and Design (w) .....              | 3 hours         |
| CIS255 Internet and Website Development .....             | 3 hours         |
| CIS315 Database Design and Applications I .....           | 3 hours         |
| CIS355 Spreadsheet Applications for Decision Making ..... | 3 hours         |
| CIT155 Operating Systems .....                            | 3 hours         |
| CIT361 Network Management and Administration .....        | 3 hours         |
| <b>Total .....</b>  | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Corrections**

|   |         |
|---|---------|
| COR120 Correctional Thought and Practice .....            | 3 hours |
| COR231 Juvenile Justice Systems .....                     | 3 hours |
| COR420 Agency Management .....                            | 3 hours |
| COR245 Probation, Parole, and Community Corrections ..... | 3 hours |
| FOR423 Case Management .....                              | 3 hours |

One of the following:

|   |         |
|---|---------|
| COR336 Constitutional Rights of Prisoners |         |
| FOR365 Drugs and Society                  |         |
| FOR430 Crisis Intervention Strategies     |         |
| PSY269 Human Sexuality .....              | 3 hours |

**Total .....** **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Creative Writing**

|   |         |
|---|---------|
| ENG251 Creative Writing I (w) .....                   | 3 hours |
| ENG252 Creative Writing II (w) Short Story .....      | 3 hours |
| ENG253 Creative Writing III (w) Poetry.....           | 3 hours |
| ENG254 Creative Writing (w) Creative Non-fiction..... | 3 hours |
| ENG262 Editing .....                                  | 3 hours |

One of the following:

|                                       |         |
|---------------------------------------|---------|
| ENG242 Short Story Interpretation (w) |         |
| ENG360 American Poetry (w)            |         |
| ENG361 English Poetry (w) .....       | 3 hours |

**Total .....** **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: English**

|   |                 |
|---|-----------------|
| ENG223 Advanced Grammar .....                                 | 3 hours         |
| ENG200 level elective .....                                   | 3 hours         |
| One of the following:   |                 |
| CUL443 Comparative Mythology (w)                              |                 |
| CUL448 Women and Literature (w) .....                         | 3 hours         |
| Three ENG Literature electives at the 300-400 level (w) ..... | 9 hours         |
| <b>Total .....</b>  | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Exercise Science**

|   |                 |
|---|-----------------|
| NAT124 Introduction to Athletic Training .....        | 3 hours         |
| NAT260 Lifetime Fitness and Wellness.....             | 3 hours         |
| NAT310 Anatomy and Physiology (w).....                | 3 hours         |
| NAT322 Kinesiology .....                              | 3 hours         |
| NAT342 Exercise Assessment and Prescription (w) ..... | 3 hours         |
| NAT422 Exercise Physiology .....                      | 3 hours         |
| <b>Total .....</b>                                    | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Finance**

|  |                 |
|--|-----------------|
| ECO322 Intermediate Microeconomics .....   | 3 hours         |
| ECO420 Money and Banking .....             | 3 hours         |
| FIN314 Risk Management and Insurance ..... | 3 hours         |
| FIN421 Investments .....                   | 3 hours         |
| FIN426 International Finance .....         | 3 hours         |
| <b>Total .....</b>                         | <b>15 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Forensic Accounting**

|   |                 |
|---|-----------------|
| JUS110 Introduction to Criminal Justice ..... | 3 hours         |
| JUS201 Criminal Law .....                     | 3 hours         |
| JUS202 Criminal Procedures .....              | 3 hours         |
| ACC405 Fraud Examination in Accounting.....   | 3 hours         |
| LAW406 Fraud Prevention .....                 | 3 hours         |
| <b>Total .....</b>                            | <b>15 hours</b> |

\* Non-accounting majors may take this minor, but must also take ACC201, ACC210, and ACC403 in addition to the courses listed above. Begin this minor in Sophomore year. *Some courses may have pre-requisites. See course description for details.*

**Minor: Forensic Psychology**

|  |         |
|--|---------|
| FOR105 Victimology .....                               | 3 hours |
| FOR344 Psychology of Violence and Aggression (w) ..... | 3 hours |
| FOR460 Psychology and Law (w) .....                    | 3 hours |
| PSY362 Abnormal Behavior .....                         | 3 hours |

Two of the following:

|                                       |         |
|---------------------------------------|---------|
| FOR365 Drugs and Society              |         |
| FOR430 Crisis Intervention Strategies |         |
| PSY269 Human Sexuality                |         |
| SCS300 Research Design (w)            |         |
| SOC250 Social Psychology .....        | 6 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Forensic Science**

|  |         |
|--|---------|
| CHM131 General Chemistry I and lab .....   | 4 hours |
| CHM132 General Chemistry II and lab .....  | 4 hours |
| CHM331 Organic Chemistry and lab .....     | 4 hours |
| CHM381 Quantitative Analysis and lab ..... | 4 hours |
| CHM481 Instrumental Analysis and lab ..... | 4 hours |
| ENF460 Evidence Processing (w) .....       | 4 hours |

**Total** ..... **24 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Government**

|  |         |
|--|---------|
| POL101 Introduction to the American Political Process..... | 3 hours |
| POL205 The Presidency (w) .....                            | 3 hours |
| POL206 Congress .....                                      | 3 hours |
| POL207 The Courts .....                                    | 3 hours |
| POL311 Federalism.....                                     | 3 hours |
| Elective from POL .....                                    | 3 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Green Technologies**

|   |         |
|---|---------|
| NAT210 Oceanography .....                                 | 3 hours |
| NAT300 Introduction to Green Technologies .....           | 3 hours |
| NAT370 Pollution Prevention and Conservation .....        | 3 hours |
| NAT450 Renewable Energies and Sustaining Ecosystems ..... | 3 hours |

Choose two of the following:

|                                 |         |
|---------------------------------|---------|
| CIS340 Green Computing          |         |
| CUL250 World Cultural Geography |         |
| ECO424 Global Trade .....       | 6 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Homeland Security/Terrorism**

|   |                 |
|---|-----------------|
| ENF154 Homeland Security Overview .....             | 3 hours         |
| ENF212 Concepts of Terrorism .....                  | 3 hours         |
| ENF240 Critical Infrastructure Protection .....     | 3 hours         |
| ENF245 Emergency Organizations and Management ..... | 3 hours         |
| JUS215 Homeland Security and the Legal System ..... | 3 hours         |
| POL341 Covert Action and Intelligence .....         | 3 hours         |
| <b>Total .....</b>                                  | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Hospitality and Tourism Management**

|   |                 |
|---|-----------------|
| HOS104 Introduction to the Hospitality and Tourism Industry ..... | 3 hours         |
| HOS215 Food Service and Safety Management .....                   | 3 hours         |
| HOS280 Hospitality Facilities Management .....                    | 3 hours         |
| HOS330 Hospitality and Tourism Strategic Management .....         | 3 hours         |
| MKT364 Event Marketing and Management .....                       | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Human Resource Management**

|  |         |
|--|---------|
| LAW321 Employment and Labor Law .....                    | 3 hours |
| MGT317 Human Resources Management .....                  | 3 hours |
| MGT351 Managing Diversity in the Workplace (w).....      | 3 hours |
| MGT403 Strategic Human Resource and Emerging Issues..... | 3 hours |

One from the following:

MGT318 Total Compensation

MGT320 Human Resource Risk Management

MGT402 Training and Development..... 3 hours

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Human Services**

|   |         |
|---|---------|
| COM310 Human, Interpersonal & Small Group Communication ..... | 3 hours |
| PSY201 Introduction to Professional Practices (w).....        | 3 hours |
| PSY265 Human Development .....                                | 3 hours |
| PSY360 Introduction to Counseling .....                       | 3 hours |

Two of the following:

|                                  |         |
|----------------------------------|---------|
| FOR365 Drugs and Society         |         |
| FOR485 Death and Dying           |         |
| PSY362 Abnormal Behavior         |         |
| PSY269 Human Sexuality           |         |
| SOC250 Social Psychology         |         |
| SOC320 Community Sociology       |         |
| SOC361 Sociology of Gender ..... | 6 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Individualized Studies (Specify discipline)**

|   |         |
|---|---------|
| Three courses in specified discipline concentration 200 level ..... | 9 hours |
| Three courses in specified discipline concentration 300-400.....    | 9 hours |

**Total** ..... **18 hours**

The choice of discipline and courses must be approved by the academic advisor and the dean of the school in which it is housed.

*Some courses may have pre-requisites. See course description for details.*

**Minor: Industrial/Organizational Psychology**

|  |         |
|--|---------|
| MGT301 Organizational Behavior .....                             | 3 hours |
| MGT351 Managing Diversity in the Workplace (w).....              | 3 hours |
| PSY320 Motivational Psychology .....                             | 3 hours |
| PSY325 Introduction to Industrial/Organizational Psychology..... | 3 hours |

Two of the following:

|                                     |         |
|-------------------------------------|---------|
| COM441 Organizational Communication |         |
| SOC250 Social Psychology            |         |
| PSY445 Psychometrics (w) .....      | 6 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Intelligence Analysis**

|   |         |
|---|---------|
| JUS215 Homeland Security and Legal System ..... | 3 hours |
| MAT273 Applied Statistics I .....               | 3 hours |

Two of the following:

|  |         |
|--|---------|
| CIS201 Programming                                       |         |
| CIS315 Database Design and Applications I                |         |
| CIS355 Spreadsheet Application for Decision Making ..... | 6 hours |

One of the following:

|                                    |         |
|------------------------------------|---------|
| ENF344 Information Security        |         |
| ENF450 Crime Analysis .....        | 3 hours |
| POL425 Intelligence Analysis ..... | 3 hours |

**Total .....** 18 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: International Business**

|   |         |
|---|---------|
| ECO424 Global Trade .....                           | 3 hours |
| FIN426 International Finance .....                  | 3 hours |
| MGT351 Managing Diversity in the Workplace (w)..... | 3 hours |
| MGT411 International Management .....               | 3 hours |
| MKT404 Global Marketing .....                       | 3 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Journalism**

|   |         |
|---|---------|
| COM134 Digital Photography .....                          | 3 hours |
| COM218 News Writing (w) .....                             | 3 hours |
| COM241 Introduction to Mass Communication .....           | 3 hours |
| COM318 Feature Writing .....                              | 3 hours |
| COM320 Argumentation/Persuasion Theory and Practice ..... | 3 hours |
| COM340 Law and Communications .....                       | 3 hours |

**Total .....** 18 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Latin American Studies**

|  |         |
|--|---------|
| SPA101 Elementary Spanish I.....                   | 3 hours |
| SPA102 Elementary Spanish II .....                 | 3 hours |
| SPA201 Intermediate Spanish .....                  | 3 hours |
| SPA202 Advanced Spanish Literature: The Novel..... | 3 hours |
| CUL441 Latin American Culture .....                | 3 hours |
| HIS341 History of Latin America .....              | 3 hours |

**Total .....** 18 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Law Enforcement**

|  |                 |
|--|-----------------|
| ENF150 Police and Society .....                                | 3 hours         |
| ENF239 Applied Criminal Investigation and Criminalistics ..... | 3 hours         |
| ENF293 Criminology (w).....                                    | 3 hours         |
| ENF334 Computers in Law Enforcement .....                      | 3 hours         |
| ENF400 Comparative Criminal Justice Systems.....               | 3 hours         |
| ENF450 Crime Analysis .....                                    | 3 hours         |
| <b>Total .....</b>   | <b>18 hours</b> |

*Some courses may have pre-requisites. See course description for details.*

**Minor: Leadership Studies**

|  |         |
|--|---------|
| SCS220 Introduction to Leadership.....                 | 3 hours |
| SCS440 Theory and Application of Leadership .....      | 3 hours |
| One of the following:                                  |         |
| COM310 Human, Interpersonal, Small Group Communication |         |
| COM324 Communicating Across Cultures (w)               |         |
| COM341 Political Communication (w) .....               | 3 hours |

|  |         |
|--|---------|
| One of the following:                                |         |
| COR420 Agency Management                             |         |
| MGT301 Organizational Behavior                       |         |
| MGT317 Human Resources Management                    |         |
| MGT351 Managing Diversity in the Workplace (w) ..... | 3 hours |

|  |         |
|--|---------|
| One of the following:                        |         |
| POL205 The Presidency (w)                    |         |
| SOC250 Social Psychology                     |         |
| SOC320 Community Sociology                   |         |
| SOC380 Social Movements and Ideologies ..... | 3 hours |

|   |         |
|---|---------|
| One of the following:                     |         |
| JUS361 Ethical Issues in Criminal Justice |         |
| PHI215 Ethics .....                       | 3 hours |

|                    |                 |
|--------------------|-----------------|
| <b>Total .....</b> | <b>18 hours</b> |
|--------------------|-----------------|

*Some courses may have pre-requisites. See course description for details.*

**Minor: Management**

|   |         |
|---|---------|
| MGT301 Organizational Behavior .....                | 3 hours |
| MGT317 Human Resources Management .....             | 3 hours |
| MGT351 Managing Diversity in the Workplace (w)..... | 3 hours |
| MGT404 Organization Theory .....                    | 3 hours |

One of the following:

|   |         |
|---|---------|
| CIS312 Information Systems for Managers (w) |         |
| MGT221 Supply Chain Management              |         |
| MGT359 Small Business Management            |         |
| MGT411 International Management             |         |
| MGT390 Special Topics .....                 | 3 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Marketing**

|                                       |         |
|---------------------------------------|---------|
| MKT252 Buyer Behavior .....           | 3 hours |
| MKT253 Marketing Communications ..... | 3 hours |
| MKT354 Personal Selling .....         | 3 hours |
| MKT402 Marketing Research (w) .....   | 3 hours |
| MKT404 Global Marketing .....         | 3 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Music**

|   |         |
|---|---------|
| MUP121 Musicianship I.....                                      | 3 hours |
| MUP221 Musicianship II.....                                     | 3 hours |
| MUS115, 116, 215 or MUS 117, 118, 217 Private Instruction ..... | 3 hours |

Plus two of the following:

|  |         |
|--|---------|
| MUS110, 210, 310 or MUS112, 212, 312 Ensembles |         |
| MUS324 Survey of American Popular Music (w)    |         |
| MUS327 Survey of Music Business                |         |
| MUS230 Intro to Sound & Recording              |         |
| MUP240 The Rhythm Section                      |         |
| MUP321 Musicianship III                        |         |
| MUP351 Music Listening and Analysis I          |         |
| MUP352 Music Listening and Analysis II         |         |
| MUP440 Teaching Music .....                    | 6 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Psychology**

PSY201 Introduction to Professional Practices (w)..... 3 hours

One of the following:

PSY265 Human Development

SOC250 Social Psychology ..... 3 hours

Three PSY electives at the 300-400 level ..... 9 hours

PSY elective ..... 3 hours

**Total ..... 18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Public Relations**

COM134 Digital Photography ..... 3 hours

COM212 Introduction to Public Relations (w). ..... 3 hours

COM218 News Writing (w) ..... 3 hours

COM241 Introduction to Mass Communication ..... 3 hours

COM320 Argumentation/Persuasion Theory and Practice ..... 3 hours

COM416 Public Relations Cases, Campaigns and Non-Profits..... 3 hours

**Total ..... 18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Regional Studies**

Foreign Language I ..... 3 hours

Foreign Language II ..... 3 hours

Advanced Foreign Language I ..... 3 hours

Advanced Foreign Language II ..... 3 hours

Two courses in related Culture or History courses 200-400 level ..... 6 hours

**Total ..... 18 hours**

*The choice of minor must be approved by the Dean of Arts and Sciences. It is recommended that students spend at least one semester or summer at an appropriate foreign study sight approved by the Study Abroad Coordinator or Dean of Arts and Sciences.*

**Minor: Sociology**

SOC250 Social Psychology ..... 3 hours

SOC360 Multicultural Issues in Society (w) ..... 3 hours

Two SOC electives at the 300-400 level ..... 6 hours

Two SOC electives ..... 6 hours

**Total ..... 18 hours**

*Some courses may have pre-requisites. See course description for details.*

**Minor: Sport and Recreation Management**

|  |         |
|--|---------|
| LAW260 Legal Issues in Sports & Recreation .....           | 3 hours |
| SRM160 Introduction to Sport & Recreation Management ..... | 3 hours |
| SRM360 Business of Sports (w) .....                        | 3 hours |

Two of the following:

|  |         |
|--|---------|
| NAT260 Lifetime Fitness and Wellness               |         |
| SRM235 Sports Writing for Marketing & Promotions   |         |
| SRM291 Recreation and Sport Program Administration |         |
| SRM325 Facility Design and Management .....        | 6 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Sports Writing and Promotion**

|   |         |
|---|---------|
| COM212 Introduction to Public Relations (w) .....             | 3 hours |
| COM241 Introduction to Mass Communication .....               | 3 hours |
| COM320 Argumentation/Persuasion Theory and Practice .....     | 3 hours |
| COM416 Public Relations Cases, Campaigns and Non-Profits..... | 3 hours |
| SRM160 Introduction to Sport and Recreation Management .....  | 3 hours |
| SRM235 Sport Writing for Marketing and Promotions .....       | 3 hours |

**Total .....** 18 hours

*Some courses may have pre-requisites. See course description for details.*

**Minor: Theatre**

|   |         |
|---|---------|
| ENG350 History of Dramatic Literature (w) ..... | 3 hours |
| ENG380 Shakespeare (w) .....                    | 3 hours |
| THR222 Introduction to Theatre .....            | 3 hours |
| THR250 The Art of Acting.....                   | 3 hours |
| THR261 Elements of Theatre .....                | 3 hours |

**Total .....** 15 hours

*Some courses may have pre-requisites. See course description for details.*

## CERTIFICATE PROGRAMS

### Certificate: Addictions Counseling (CSL)

|   |         |
|---|---------|
| CSL310 Introduction to Addiction Theory and Practice .....                            | 3 hours |
| CSL320 Counseling Procedures & Strategies with Addicted/Disordered .....              | 3 hours |
| CSL425 Group Process & Techniques Working with Addicted/Disordered .....              | 3 hours |
| CSL435 Assessment & Diagnosis of Addictive and Behavioral<br>Health Problems .....    | 3 hours |
| CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....           | 3 hours |
| CSL445 Theory & Practice of Relationship Counseling in<br>Addictions/Behavioral ..... | 3 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

### Certificate: Arabic Studies

|   |         |
|---|---------|
| ARB101 Elementary Modern Standard Arabic I .....    | 3 hours |
| ARB102 Elementary Modern Standard Arabic II .....   | 3 hours |
| ARB201 Intermediate Modern Standard Arabic I .....  | 3 hours |
| ARB202 Intermediate Modern Standard Arabic II ..... | 3 hours |
| CUL312 Middle Eastern Culture .....                 | 3 hours |
| HIS312 History of the Middle East (w) .....         | 3 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

### Certificate: Latin American Studies

|  |         |
|--|---------|
| SPA101 Elementary Spanish I.....                   | 3 hours |
| SPA102 Elementary Spanish II .....                 | 3 hours |
| SPA201 Intermediate Spanish .....                  | 3 hours |
| SPA202 Advanced Spanish Literature: The Novel..... | 3 hours |
| CUL441 Latin American Culture .....                | 3 hours |
| HIS341 History of Latin America .....              | 3 hours |

**Total** ..... **18 hours**

*Some courses may have pre-requisites. See course description for details.*

# Associate Degree Programs

## ASSOCIATE OF BUSINESS ADMINISTRATION

- Accounting
- Business
- Computer and Information Systems

## ASSOCIATE OF CRIMINAL JUSTICE

- Law Enforcement

## ASSOCIATE OF BUSINESS ADMINISTRATION

Tiffin University awards the Associate of Business Administration Degree in the following programs of study:

- Accounting
- Business
- Computer and Information Systems

Each degree candidate must complete the University core curriculum (25 hours) and the additional course work specified for the major (36 hours).

|  |                 |
|--|-----------------|
| <b>Core Curriculum</b> .....                     | <b>25 hours</b> |
| <b>Total Semester hours for the Major</b> .....  | <b>36 hours</b> |
| <b>Total Semester hours for the Degree</b> ..... | <b>61 hours</b> |

### Core Curriculum

|   |                 |
|---|-----------------|
| FYS100 First Year Seminar .....                   | 1 hour          |
| Writing or Composition (ENG141 or higher) .....   | 6 hours         |
| Communication .....                               | 3 hours         |
| Information Systems (CIS111 for CIS majors) ..... | 3 hours         |
| Mathematics (MAT174 or higher) .....              | 3 hours         |
| ACC201 Survey of Accounting .....                 | 3 hours         |
| ECO221 Principles of Macroeconomics .....         | 3 hours         |
| Elective from the Social Sciences* .....          | 3 hours         |
| <b>Total</b> .....                                | <b>25 hours</b> |

\* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, SCS110, SOC.

## Major: Accounting

This Accounting curriculum is designed to equip students with the skills needed for entry-level accounting positions.

|   |                 |
|---|-----------------|
| ACC210 Analysis of the Accounting Process .....           | 3 hours         |
| ACC228 Managerial Accounting .....                        | 3 hours         |
| ACC304 Federal Income Tax (w) .....                       | 3 hours         |
| ACC301 Intermediate Accounting I .....                    | 3 hours         |
| LAW211 Business Law I .....                               | 3 hours         |
| LAW212 Business Law II .....                              | 3 hours         |
| MGT201 Management of Organizations (w) .....              | 3 hours         |
| MKT151 Introductory Marketing .....                       | 3 hours         |
| CIS355 Spreadsheet Applications for Decision Making ..... | 3 hours         |
| One Business Elective .....                               | 3 hours         |
| Two Open Electives .....                                  | 6 hours         |
| <b>Total .....</b>  | <b>36 hours</b> |

## Major: Business

The Business curriculum prepares students for administrative and supervisory positions. The areas of study provide students with an overall understanding of management tasks and functions and organizations.

|   |                 |
|---|-----------------|
| ACC228 Managerial Accounting .....                        | 3 hours         |
| CIS355 Spreadsheet Applications for Decision Making ..... | 3 hours         |
| ECO222 Principles of Microeconomics .....                 | 3 hours         |
| LAW211 Business Law I .....                               | 3 hours         |
| MGT201 Management of Organizations (w) .....              | 3 hours         |
| MGT Electives (two) .....                                 | 6 hours         |
| MKT151 Introductory Marketing .....                       | 3 hours         |
| MKT Elective (one) .....                                  | 3 hours         |
| Elective from the Social Sciences* .....                  | 3 hours         |
| Two Open Electives .....                                  | 6 hours         |
| <b>Total .....</b>  | <b>36 hours</b> |

\* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, SCS110, SOC

**Major: Computer and Information Systems**

|  |                 |
|--|-----------------|
| CIS201 Programming .....                                     | 3 hours         |
| CIS212 Systems Analysis and Design (w) .....                 | 3 hours         |
| CIS255 Internet & Website Development .....                  | 3 hours         |
| CIS355 Spreadsheet Applications for Decision Making .....    | 3 hours         |
| CIT155 Operating Systems .....                               | 3 hours         |
| CIT320 Computer Architecture and Diagnostics .....           | 3 hours         |
| LAW211 Business Law I .....                                  | 3 hours         |
| MAT273 Applied Statistics I .....                            | 3 hours         |
| MGT161 Introduction to Business (MGT121 Tiffin Campus) ..... | 3 hours         |
| MGT201 Management of Organizations (w) .....                 | 3 hours         |
| Two Open Electives .....                                     | 6 hours         |
| <b>Total .....</b>   | <b>36 hours</b> |

## ASSOCIATE OF CRIMINAL JUSTICE

Tiffin University awards the Associate of Criminal Justice Degree in the following program of study:

- Law Enforcement

|  |                 |
|--|-----------------|
| <b>Core Curriculum</b> .....                     | <b>25 hours</b> |
| <b>Total Semester hours for the Major</b> .....  | <b>36 hours</b> |
| <b>Total Semester hours for the Degree</b> ..... | <b>61 hours</b> |

### Core Curriculum

|  |                 |
|--|-----------------|
| FYS100 First Year Seminar .....                            | 1 hour          |
| Writing or Composition (ENG141 or higher) .....            | 6 hours         |
| Communication .....  | 3 hours         |
| Information Technology .....                               | 3 hours         |
| Mathematics (MAT174 or higher) .....                       | 3 hours         |
| POL101 Introduction to the American Political Process..... | 3 hours         |
| PSY101 Introduction to Psychology.....                     | 3 hours         |
| Elective from the Social Sciences* .....                   | 3 hours         |
| <b>Total</b> .....   | <b>25 hours</b> |

\* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, SCS110, SOC

### Major: Law Enforcement

|  |                 |
|--|-----------------|
| COR231 Juvenile Justice Systems .....                        | 3 hours         |
| ENF150 Police and Society .....                              | 3 hours         |
| ENF239 Applied Criminal Investigation Criminalistics .....   | 3 hours         |
| ENF293 Criminology (w).....                                  | 3 hours         |
| ENF334 Computers in Law Enforcement .....                    | 3 hours         |
| FOR105 Victimology .....                                     | 3 hours         |
| JUS110 Introduction to Criminal Justice .....                | 3 hours         |
| JUS201 Criminal Law .....                                    | 3 hours         |
| JUS202 Criminal Procedures .....                             | 3 hours         |
| SOC101 Principles of Sociology .....                         | 3 hours         |
| Two Open Electives from 100/200 level in ENF, JUS, COR ..... | 6 hours         |
| <b>Total</b> .....   | <b>36 hours</b> |

# Course Descriptions

The University reserves the right to add, delete, or modify the course offerings in the schedules, based on curricular demands, enrollment, or student and institutional needs.

Courses designated with a (w) are writing intensive and those with a (L) may be used to meet the General Education Literature requirement.

## OFFICE OF ACADEMIC AFFAIRS

### FOUNDATIONS COURSES\*

**CRS100 Introduction to College Reading Skills\* ..... 3 hours**

Development of skills that are integral to the reading process will be practiced, with particular emphasis on building contextual vocabulary. Other reading skill related topics include recognizing main ideas and important supporting details, drawing literal and inferential conclusions, and identifying patterns of organization. The course will use an electronic lab for homework assignments. This course does not count for credit toward graduation. Students must pass with a C or better and will be allowed to attempt to pass this class two times.

*Offered Fall, Spring*

**ENG100 Introduction to Writing \* ..... 3 hours**

This course will provide an in-depth introduction to college writing integrated with college reading, college life, college realities, college expectations, study skills and time management. Placement based upon university assessment. This course does not count for credit toward graduation. Students must pass with a C or better and will be allowed to attempt to pass this class two times.

*Offered Fall, Spring*

**ENG140 Fundamentals of College Writing\* ..... 3 hours**

This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction. The course will use an electronic lab for homework assignments. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG140. This course does not count toward graduation. Students must pass with a C or better and will be allowed to attempt to pass this class two times.

**Prerequisite:** ENG100 with a “C” or better, or placement based on university assessment.

*Offered Fall, Spring*

**MAT100 Foundations of College Mathematics\*..... 3 hours**

An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications. This course does not count for credit toward graduation. Students must pass with a C or better and will be allowed to attempt to pass this class two times. Individuals who have earned credit in College Mathematics or higher level mathematics may not earn credit in MAT100.

*Offered Fall, Spring*

**MAT173 College Mathematics\*..... 3 hours**

An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems. This course does not count for credit toward graduation. Students must pass with a C or better and will be allowed to attempt to pass this class two times.

**Prerequisite:** MAT100 (“C” or better) or placement

*Offered Fall, Spring*

\*Foundation courses meet eligibility for financial aid, but do not fulfill graduation requirements. Students required to take these courses may need to attend an additional semester to meet graduation requirements.

**FIRST-YEAR STUDIES PROGRAM (FYS)**

**FYS100 First-Year Seminar ..... 1 - 3 hours**

The purpose of this course is to help each new freshman student make a successful transition from high school to college by building social connections and improving academic preparedness.

*Offered Fall, Spring*

**EXP101 Exploring Your Future ..... 1 hour**

This course is designed to assist students who are undecided on their major or who are exploring their career options. The course seeks to identify how knowledge, skills, and values are matched to major and career choices. It will expand the student’s knowledge of major, occupational, and career opportunities and to find the career path that is the best fit. This is a graded course.

**Prerequisite:** FYS100

*Offered Spring*

**HONORS PROGRAM**

Participation in the Freshman Honors Program includes enrollment in a sequence of four courses designated as the Intellectual Core, as well as one Honors Special Topics course. The four Core courses each substitute for a specific General Education course requirement.

**ART190H Honors Fine Art ..... 3 hours**

Examines the ways in which different understandings of truth, knowledge, and morality are expressed in the Fine Arts.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Fall*

**CUL290H Honors Culture (w) ..... 3 hours**

Examines interpretations and applications of the ideas of truth, knowledge and morality across time and in a variety of cultural settings. This is a writing intensive course.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Spring*

**ENG290H Honors Literature (w)(L) ..... 3 hours**

Pursues the concepts and ideas related to and questions about the natures of truth, knowledge and morality in the context of critical theoretical approaches in literature. This is a writing intensive course. This course may meet one of the graduation requirements for ENG142 or Literature in the General Education Core.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Spring*

**HIS170H Honors History (w)..... 3 hours**

Examines interpretations and applications of the ideas of truth, knowledge and morality across time and in a variety of historical settings. This is a writing intensive course.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Spring*

**HON290H Honors Special Topics ..... 3 hours**

This is a seminar-style course that explores a unique topic or issue developed from the program core courses in consultation between program faculty and participants

**Prerequisite:** Completion of all honors program core courses and 2nd year student in Honors Program.

*Offered Fall*

**NAT180H Honors Science ..... 3 hours**

Focuses on the nature of scientific inquiry, in general, as a method of acquiring an understanding of our physical reality, and offers a contrast of science to other “ways of knowing.”

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Fall*

**PHI120H Honors Philosophy** ..... **3 hours**  
Provides a foundation of concepts related to and questions about the natures of truth, knowledge and morality that are addressed from alternative perspectives in the other honors program courses.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Fall*

**SOC190H Honors Sociology** ..... **3 hours**  
Examines the ways in which different understandings of truth, knowledge, and morality are expressed in the study of sociology.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Fall*

**THR190H Honors Introduction to Theatre** ..... **3 hours**  
Students do not have to be actors to take this course. This course is a study of theatre as an art form, in conjunction with its nature and practice, along with the artists who work in the theatre and the nature of their work. Students will gain hands-on experience in theatre production by taking part in Tiffin University's fall production. They will also learn to appreciate and critique theatrical productions by attending and discussing two live productions. From reading, attending class sessions, responding critically to live performances, and participating in one production, students will develop an appreciation for the many facets of theatre, along with the various types of work that contribute to the overall success of theatrical productions. Since this is an honors course, the tasks assigned for Tiffin's fall production will be more time consuming than those assigned in other theatre courses. All students will be required to take on a role in stage crew, such as props, as well as paint and tear down the set after the production.

**Prerequisite:** Admission to the Freshman Honors Program

*Offered Fall*

**ACCOUNTING (ACC)**

**ACC190, 290, 390, 490 Special Topics** ..... 3 hours

Topics will vary. May or may not be writing Intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**ACC201 Survey of Accounting**..... 3 hours

An introduction to the fundamentals of accounting from the user's perspective. The primary emphasis is the relationship between cash flow and accrual based income measurement. Includes financial reporting requirements and standards.

**Prerequisite:** MAT173 or concurrent with 174

*Offered Fall, Spring*

**ACC210 Analysis of the Accounting Process** ..... 3 hours

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision making.

**Prerequisite:** ACC201

*Offered Fall and Spring*

**ACC228 Managerial Accounting** ..... 3 hours

This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.

**Prerequisite:** ACC201

*Offered Fall, Spring*

**ACC231 Computerized Accounting** ..... 3 hours

A comprehensive study of the entire accounting cycle using computerized accounting software (currently Quickbooks). *Offered through online and off-campus programs only.*

**Prerequisite:** CIS111, ACC210, ACC228

**ACC301 Intermediate Accounting I** ..... 3 hours

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting I includes the role of accounting as an information system and economic resources.

**Prerequisite:** ACC210

*Offered Fall*

**ACC302 Intermediate Accounting II**..... 3 hours

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

**Prerequisite:** ACC301 ("C" or better)

*Offered Spring*

**ACC304 Federal Income Tax (w)** ..... 3 hours  
 Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system. This is a writing intensive course.

**Prerequisite:** ACC210

*Offered Spring*

**ACC305 Accounting for Decision-Making** ..... 3 hours  
 The course will build on the fundamentals covered in earlier, introductory accounting courses. Students will develop relevant accounting related skills and integrate accounting knowledge with broader management issues. External, financial accounting topics will be explored by moving through the sequence of balance sheet accounts and the related revenue and expense accounts. Cost accounting issues will be addressed. The course will explore the relationship of these two accounting environments and integrate the two fields. *Offered through online and off-campus programs only.*

**Prerequisite:** ACC201

**ACC313 Cost Accounting I** ..... 3 hours  
 A comprehensive study of the cost accounting cycle. Includes job order costing techniques and procedures.

**Prerequisite:** ACC228

*Offered Fall*

**ACC314 Cost Accounting II** ..... 3 hours  
 Continuation of Accounting 313. Emphasis is on process and standard costing techniques. Includes cost control and management decision concepts.

**Prerequisite:** ACC313 (“C” or better)

*Offered Spring*

**ACC403 Accounting Information Systems** ..... 3 hours  
 This course lays a foundation for understanding accounting user support, information technology, and business problem solving. The emphasis of this course is the interrelationship between different facets of an accounting information system. A detailed study of both a manual system and a computerized system is included.

**Prerequisites:** ACC210, CIS111, Junior Standing

*Offered Fall*

**ACC404 Auditing** ..... 3 hours  
 Presents a basic overall framework of auditing and assurance services including both conceptual and procedural matters. Discusses ethical concepts of the accounting profession.

**Prerequisite:** ACC403

*Offered Spring*

**ACC405 Fraud Examination in Accounting ..... 3 hours**

Covered in this course are the nature of fraud, and general concepts about fraud detection and prevention. Investigative methods cover several elements of fraud: the theft act, the concealment of fraud, and the conversion of assets taken. Various types of fraud studied include financial statement (management) fraud, fraud against the organization, and consumer fraud.

**Prerequisite:** ACC403 or concurrent

*Offered Fall*

**ACC470 Internship ..... 3 hours**

Provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**ACC491 Accounting Research Project ..... 3 hours**

The Research Project is a challenging part of this major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an Individual's entire professional career. The Research Project spans the complete curriculum and involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report.

*Offered through online and off-campus programs only.*

**AMERICAN SIGN LANGUAGE (ASL)**

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

**ASL101 American Sign Language I ..... 3 hours**

An introduction to the fundamentals of American Sign Language using a Functional-Notational approach. Primary attention is given to receptive skills and using the language in context. Areas of grammar covered include: spatial referencing, WH questions, yes/no questions, non-manual markers, classifiers, possessive pronouns, negative responses, sentence types, role shifting, and topic/comment structure.

*Offered Fall*

**ASL102 American Sign Language II ..... 3 hours**

This continuation of ASL I with eight units covering topics such as personal and possessive pronouns, numerical incorporations, one-character role, contrastive structure, cultural language uses, time signs associated with frequency, above/below perspective, signer's and receptor's perspective, and temporal sequencing. This course stresses the use of the language in context as well as through reviewing and repetition and is designed to help students acquire a certain level of skill in using some of the major grammatical features of ASL.

**Prerequisite:** ASL101 or placement

*Offered Spring*

**ARABIC (ARB)**

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

**ARB101 Elementary Modern Standard Arabic I ..... 3 hours**

This course is the first of a two-term sequence in elementary Arabic. It begins with an introduction to the phonology and script of Modern Standard Arabic. During this initial phase the student is also introduced to common greetings, expressions, and simple phrases. This is followed by combined listening, speaking, reading, and writing exercises supported by simple texts, audio recordings, and interactive communicative drills involving instructor-student, student-student, and group interactions. These tasks complement the introduction of elementary grammatical features. Cultural skills, required for effective communication, are developed through short texts and dialogues. Lab fee \$25

*Offered Fall*

**ARB102 Elementary Modern Standard Arabic II ..... 3 hours**

This course builds upon those skills developed in ARB101. Having learned sound and script and basic grammatical features, this course continues to develop the student's vocabulary and understanding of fundamental grammatical structures through situational exercises. Learning is supported by texts, audio recordings, and interactive communicative exchanges with other students and the instructor. As the student's comprehension develops the language of instruction and interaction in the classroom incrementally shifts to Arabic. Basic texts and audio recordings further enhance cultural understanding and awareness in communication. Lab fee \$25

**Prerequisite:** ARB101

*Offered Spring*

**ARB201 Intermediate Modern Standard Arabic I ..... 3 hours**

This course continues the process of acquiring proficiency in the language. It presents more complex structures of Arabic to enable students to analyze and comprehend authentic texts and audio recordings. Listening, speaking, and writing skills are developed through texts, audio, and practice focused on previous and newly introduced vocabulary and grammatical structures. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Whenever feasible, Arabic is the language of instruction and interaction in the classroom. Students are required to integrate cultural understanding and expression into communicative exchanges. Lab fee \$25

**Prerequisite:** ARB102

*Offered Fall*

**ARB202 Intermediate Modern Standard Arabic II ..... 3 hours**

Students will continue training in order to develop speaking, reading, and writing skills through a variety of exercises and activities based on the previous three terms, new vocabulary, and the introduction of further grammatical structures. These tasks are supported by authentic texts and audio recordings covering a wide range of topics to include history, culture, and contemporary events. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Students are required to integrate socio-cultural understanding and expression into communicative exchanges. Lab fee \$25

**Prerequisite:** ARB201

*Offered Spring*

**ART (ART)**

**ART120 Two-Dimensional Foundations..... 3 hours**

In this hands-on introductory course, students will use two-dimensional media to learn specific techniques for creative problem solving, and methods to increase visual creativity and perception. Students will explore the elements and principles of visual design including (but not limited to) line, shape, color, texture, value, composition and space using graphite, inks, charcoal, and acrylic paint. Students are exposed to the role of two-dimensional art in contemporary society. Problem solving on an individual and group level is stressed.

*Offered Fall, Spring*

**ART130 Three-Dimensional Foundations ..... 3 hours**

This hands-on, introductory course will introduce students to the language and experience of three-dimensional form. Assignments will encourage students to develop concepts, work through ideas, to experiment, and to embrace risks in the design process. Both traditional as well as non-traditional three-dimensional media will be emphasized. Students are exposed to the role of three-dimensional concepts as a basis for sculpture, architecture, and industrial design. Problem solving on an individual and group level is stressed.

*Offered Fall*

**ART190, 290, 390, 490 Special Topics ..... 3 hours**

These courses offer students topics of special interest that will increase knowledge and understanding of a particular subject area in the visual arts. Problem solving on an individual and group level will be stressed. Research and basic computer imaging applications will be incorporated in various assignments. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**ART201 Introduction to Art History (w)..... 3 hours**

This course is an introduction to the history of art and covers works from the Prehistoric through the Modern Period. Painting, sculpture, architecture and design, as well as contemporary works that cross various disciplines, will be explored within the context of the world and how art defines societies and cultures. Students will learn to describe and analyze various artistic periods, styles, and movements that have influenced contemporary art and culture. Emphasis will be placed on analyzing and interpreting works of art using established guidelines and terminology. This is a writing intensive course. Lab fee \$15.

**Prerequisite:** ENG142

*Offered Fall*

**ART210 Art Appreciation..... 3 hours**

This art course introduces the non-art major to the fundamentals of art, the Formal Elements and Principles of the visual and plastic arts. It will provide the student with the opportunity through experiential learning to explore methods, materials and processes used in the creation of visual art. The student will further develop critical thinking skills, individual problem solving and group problem solving. There is a lab fee of \$20.00

*Offered Fall*

**ART220 Digital Design..... 3 hours**

This introductory course will investigate the basic mechanics of visual perception using digital design tools. Focus will be on the formal properties of design including space, line, plane, mass, shape, texture, and color; and the organizational fundamentals of unity, balance, rhythm, and movement. Emphasis will be given to the principles of planning and visual thinking needed to communicate ideas. Problem solving on an individual and group level will be stressed. Lab fee \$40.

*Offered Fall, Spring*

**ART310 American Art..... 3 hours**

This course addresses the material culture of what is now the continental United States. Material culture in this context emphasizes painting, sculpture and architecture, but also explores the decorative arts and crafts, from 1500 to the present. The course traces the development of the visual arts and the historical references associated with the arts in the United States. Emphasis will be placed on learning to identify and interpret artists, styles and international influences.

**Prerequisite:** ENG142

*Offered Spring odd numbered years*

**ART320 New Media Arts ..... 3 hours**

This course examines the aesthetic, conceptual, and technical foundations of new media art-making. Students explore the form and space of new media images through a wide variety of materials and media, including creating and editing digital images, audio, and video, and embedding multimedia in Web pages. The course emphasizes strategies for idea generation and story-telling on multiple platforms through hands-on production of new media art combined with discussion of its place in contemporary society.

**Prerequisites:** ART220, COM134 or permission of the instructor

*Offered Spring even numbered years*

**ART340 Topics in Art History (w) ..... 3 hours**

Students in this course engage in an in-depth study a specific topic, time period or genre of art history. Topics may include the history of photography, Modern art, American art, or others as determined by the instructor, and will rotate each time the course is offered. Emphasis will be placed on exploring different art historical methodologies, as well as understanding the importance and impact of the course theme on the study of art history as a whole. This is a writing intensive course.

**Prerequisites:** ENG142 with a C or better

*Offered Spring*

**ART391 Independent Study ..... 3 hours**

Individual directed projects. Requires written approval of the instructor to register for the course.

**Prerequisite:** MGT 201, and one from ART201 or MUS223 or THR222

*Offered as needed*

**ART392 Advanced Studio Practice ..... 3 hours**

Students will explore different media and develop their studio art skills. Emphasis will be placed on critiques and creative problem-solving, and on developing a working creative process. Students will also develop a long-term project that will result in a final portfolio. This is a writing intensive course.

**Prerequisites:** One or more from ART101, ART102, ART110, ART120, ART130, COM134, or COM204

*Offered Spring even numbered years*

**ART415 Art, Audience and Community ..... 3 hours**

This course is an overview of organizational practices and theory related to audience development in non-profit arts organizations. Students will examine the different contexts in which we find visual art, including museums, galleries, public art and community-based projects. We will discuss audience participation and the factors determining audience perception, decision making, and reception of these different art forms. Students will collaborate with the Diane Kidd Gallery during the many phases of an exhibition, including curating, installation, and marketing. The course encourages students to recognize and implement innovative opportunities for reaching target audiences. This course may involve field trips.

*Offered Spring odd numbered years*

## ARTS & SCIENCES (SAS)

### SAS465 Managing the Arts..... 3 hours

This course provides an overview of the conceptual and practical structures of arts management for not-for-profit cultural organizations with some attention paid to the for-profit marketplace. Serving as an introduction to the workings of arts organizations, including boards, fundraising, grant-writing, non-profit organizations, artist representation, programming, and audience development, the course gives practical applications of arts management for gallery administrators and performing arts presenters.

**Prerequisite:** MGT201 and one from ART201 or MUS223 or THR222

*Offered Spring odd numbered years*

### SAS470 Internship (w)..... 3 hours

The internship requires fieldwork in an agency appropriate to the student's career objectives. This course is required for arts administration, general sciences and psychology majors. The course is a choice with SAS 499 Senior Seminar for the Communication, English, and History majors. This is a writing intensive course for General Science Majors.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

### SAS499 Senior Seminar..... 3 hours

Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged. This is a writing intensive course.

**Prerequisite:** Senior Status Bachelor of Arts degree candidates only.

## BIOLOGY (BIO)

### BIO101 Contemporary Biological Problems ..... 3 hours

An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.

*Offered Fall and Spring semesters*

### BIO101L Contemporary Biological Problems Lab ..... 1 hour

Lab fee \$30

*Offered Fall and Spring semesters*

**BIO310 Human Anatomy and Physiology (w) ..... 3 hours**

This is an advanced course that will provide an understanding of the human anatomy and how the body functions. The course will cover basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; special senses; and the endocrine system; the cardiovascular and respiratory systems; the gastrointestinal and the urinary system; the reproductive and developmental processes. The course will review the application of these concepts in the identification, diagnosis and treatment of diseased condition and will also cover selected topics on clinical case studies. This is a writing intensive course. There is a lab component to this course.

**Prerequisites:** BIO101 and CHM132 or CHM245

**BIO310L Human Anatomy and Physiology Lab ..... 1 hour**

Lab fee \$30

*Offered Fall and Spring semesters*

**BIO333 Genetics ..... 3 hours**

This course is an introduction to the concepts of genetics. The course will cover the basic fundamentals of genetics and their applications. It will cover the current principles of heredity including gene structure, function, regulation and gene transfer. Other areas will include DNA technology, genomics, heritable diseases and population genetics, quantitative genetics, and evolutionary genetics. There is a required lab component to this course.

**Prerequisites:** BIO101

*Offered Spring*

**BIO333L Genetics Lab ..... 1 hour**

This laboratory will cover principles of Mendelian inheritance, drosophila genetics and other biotechnology processes applied in the field of genetics. The students will be expected to apply the principle covered in lecture to processes in the lab.

Lab fee \$30

*Offered Spring*

**BIO345 Cellular and Molecular Biology..... 3 hours**

This course is an introduction to Cell and Molecular Biology, which deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. Finally, the course will investigate how genes are maintained or change in a population, potentially resulting in the evolution of entirely new types of living organisms. The relationship of Biology to everyday life and human society will also be emphasized throughout the course.

**Prerequisites:** CHM411, BIO373 **Co-requisite:** BIO345L

*Offered Fall*

**BIO345L Cellular and Molecular Biology Lab..... 3 hours**

This introductory laboratory course in Cell and Molecular Biology is part of the lecture course. The lab experiments and exercises include experiments that re the basis of cell and lo

Lab fee \$30

**Co-requisite:** BIO345

*Offered Fall*

**BIO373 Microbiology ..... 3 hours**

This is an introductory course that will provide an understanding of the key microbiological concepts including the basic characteristics of microorganisms as well as the relationship between microbes, humans and their environment. The course will review the application of these concepts in the identification, prevention and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microbiology. Throughout the course both harmful and beneficial aspects of microorganisms will be covered. There is a required lab component to this course.

**Prerequisites:** BIO333

*Offered Fall*

**BIO373L Microbiology Lab ..... 1 hour**

This one credit laboratory component will cover basic techniques in microbiology such as methods of staining and the microscopic, colonial and biochemical identification of microorganisms as well a pure culture techniques.

Lab fee \$30

*Offered Fall*

**BUSINESS LAW (LAW)**

**LAW115 Survey of Healthcare Law in the United States ..... 3 hours**

This course examines the current healthcare law relevant to the current healthcare environment. Students will learn about legal terminology and legal procedures. They will learn about patient confidentiality, privacy and how these laws effect the healthcare providers, healthcare organizations, and patients.

*Offered through online and off-campus programs only.*

**LAW190, 290, 390, 490 Special Topics..... 3 hours**

Investigation of selected areas or contemporary problems. May or may not be writing intensive.

**Prerequisite:** Listed in schedule of courses found in Self Service

**LAW211 Business Law I ..... 3 hours**

An examination of civil and criminal law and process and their interrelationship. The course also examines application of the constitution to business with particular emphasis on the court system and administrative agencies. Substantively, the content areas of torts and contracts will be examined.

**Prerequisite:** ENG141

*Offered Fall*

**LAW212 Business Law II ..... 3 hours**

Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

**Prerequisite:** LAW211

*Offered Spring*

**LAW260 Legal Issues in Sports and Recreation ..... 3 hours**

Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

**Prerequisite:** LAW211

*Offered Spring*

**LAW301 Legal Regulation of Business ..... 3 hours**

This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

**Prerequisite:** LAW211

*Offered as needed*

**LAW302 Business Law for Managers ..... 3 hours**

This course studies the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities, with particular emphasis upon business litigation, legal liabilities, and the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations.

*Offered through online and off-campus programs only.*

**LAW403 Health Care Law ..... 3 hours**

This course examines the ever changing legal trends faced in the healthcare environment. This course will provide the student with the skills necessary to mitigate liability through risk management principles, develop relationship management skills, incorporate employment law procedures, and manage communication.

*Offered through online and off-campus programs only.*

**LAW321 Employment and Labor Law ..... 3 hours**

This course provides a study of the interface between the individual, formal and informal groups in organizational settings. The focus will be on individual growth, developing Interpersonal skills, and understanding group dynamics.

**Prerequisites:** MGT201

*Offered Spring*

**LAW406 Fraud Prevention and the Legal Environment ..... 3 hours**

This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.

**Prerequisite:** ACC405

*Offered Spring*

**CHEMISTRY (CHM)****CHM131 General Chemistry I ..... 3 hours**

A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.

**Prerequisite:** MAT174/181

*Offered Fall*

**CHM131L General Chemistry I Lab ..... 1 hour**

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

**CHM132 General Chemistry II ..... 3 hours**

This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. Lab required.

**Prerequisite:** CHM131 with a 'C' or better.

*Offered Spring*

**CHM132L General Chemistry II Lab ..... 1 hour**

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

*Offered Spring*

**CHM190, 290, 390, 490 Special Topics** ..... 3 hours  
Topics will vary.

**Prerequisite:** None, unless listed in the schedule of courses.

**CHM245 General Organic and Biological Chemistry**..... 3 hours

This course will serve as an introduction into the basic concepts of Organic Chemistry and how it relates to biological functions. It will serve as the introductory chemistry course requirement for the Bachelor of Exercise Science Degree. The student will be expected to learn and apply general chemistry concepts.

*Offered Fall*

**CHM331 Organic Chemistry I** ..... 3 hours

The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.

**Prerequisite:** CHM132 or CHM245 with a 'C' or better

*Offered Fall*

**CHM331L Organic Chemistry I Lab** ..... 1 hour

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

*Offered Fall*

**CHM332 Organic Chemistry II** ..... 3 hours

This course will serve as an introduction into the advanced concepts of organic chemistry and will serve as the chemistry requirement for the general science major, for the middle school certification program, and for the forensic science program. Students will be expected to apply these concepts in the required lab.

**Prerequisites:** CHM331

*Offered Spring*

**CHM332L Organic Chemistry II Lab** ..... 1 hour

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

*Offered Spring*

**CHM381 Quantitative Analysis** ..... 3 hours

This course will serve as an introduction into the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

**Prerequisites:** CHM132

*Offered Fall*

**CHM381L Quantitative Lab ..... 1 hour**

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30

*Offered Fall*

**CHM411 Biochemistry ..... 3 hours**

This course will serve as an introduction into the basic concepts of biochemistry. This includes the study of principal types of biochemical compounds, nature of reactions taking place in plant and animal tissue and functions of enzymes, carbohydrates, lipids and nucleotides in the metabolic control of these processes. The student will be expected to apply concepts learned in Biology and Chemistry. There is no laboratory requirement.

**Prerequisites:** BIO101 (with a 'C' or better) and BIO310 and CHM332

*Offered Spring*

**CHM481 Instrumental Analysis..... 3 hours**

This course will serve as a complement to the Quantitative Analysis course. The course focuses on the analytical techniques that use instrumentation that is most generally found in the laboratories today. Students will be expected to apply concepts learned in Quantitative Analysis and General Chemistry. Lab required.

**Prerequisites:** CHM381

*Offered Spring*

**CHM481L Instrumental Analysis Lab ..... 1 hour**

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

*Offered Spring*

**MANDARIN CHINESE (CHI)**

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

**CHI101 Mandarin Chinese 1..... 3 hours**

The purpose of this course is to enable students to begin to acquire proficiency in Mandarin Chinese through a linguistic, communicative, and cultural approach to language learning. Emphasis is placed on the development of listening, speaking, reading, and writing skills and on the acquisition of the fundamentals of applied Chinese grammar. Students will also begin the acquisition of the fundamentals of Pinyin, the Phonological System of Chinese sounds and the basic grammar. Cross-cultural understanding is focused and real-life applications are emphasized throughout the course. Lab fee \$25.

*Offered Fall*

**CHI102 Mandarin Chinese 2..... 3 hours**  
 Chinese 102 builds on Chinese 101 to help students continue to consolidate their Pinyin knowledge and to learn more vocabulary words and phrases. They will also learn more sentence patterns, grammar, and develop better listening and speaking skills. Students will improve both of their oral communication and reading comprehension skills. Students will continue to explore Chinese culture, customs and history along the way. Lab fee \$25.

**Prerequisite:** CHI101 or permission

*Offered Spring*

## **COMMUNICATION (COM)**

**COM130 Oral Communication and Presentation ..... 3 hours**  
 Oral Communication and Presentation Is a course in spoken communication that emphasizes public speaking and small group communication. Two speeches, a group presentation, a series of practical exercises and tests are required of all students.

*Offered Fall, Spring*

**COM134 Digital Photography ..... 3 hours**  
 Introduction to black and white and color photography in its applications as fine art and visual communication. Introduction to computer editing software. Lab fee at the discretion of the instructor, not to exceed \$50.

**Prerequisite:** Quality digital camera required (3.0 megapixels or more, 4.0 or above recommended).

*Offered Fall, Spring*

**COM190, 290, 390, 490 Special Topics ..... 3 hours**  
 Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**COM204 Visual Communication, Graphics and Presentational Strategies .... 3 hours**  
 This course explores visual design, graphics and presentational strategies by introducing students to digital photography and layout and design skills. Students will learn digital and graphic design techniques using the leading industry software applications for desktop publishing and graphics illustration. Students will incorporate visual expression techniques and presentational strategies to produce brochures and newsletters.

**Prerequisite:** COM130

*Offered Spring odd*

**COM212 Introduction to Public Relations (w) ..... 3 hours**  
 Survey of the theory, philosophy, and function of public relations practices and programs in American institutions with special attention given to public relations in various fields. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered Fall*

**COM218 News Writing (w) ..... 3 hours**

This course covers methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered Fall*

**COM241 Introduction to Mass Communication ..... 3 hours**

A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.

**Prerequisite:** ENG141 or concurrent

*Offered Fall odd numbered years*

**COM300 Communications Research Methods and Information Sources (w) 3 hours**

This is an introductory research methods course for all Communication majors. It is designed to teach students search strategies in mass communication that will help them identify primary and secondary sources that match information needs and to use this information for responsible media decision making. Students will learn how to gain access to these sources and retrieve information through a variety of approaches, including using electronic data bases. Students will design a final project that emphasizes the computer-assisted research methods learned throughout the course. This is a writing intensive course.

**Prerequisite:** COM130 and MAT273

*Offered Spring*

**COM310 Human, Interpersonal and Small Group Communications ..... 3 hours**

This course explores three related disciplines of communication as they pertain to the basic process of human interaction, both interpersonally and in small groups. Students will survey some of the main theories of human communication, including those that explain the processes involved in dyadic relationships, self-disclosure and listening. These principles will be integrated into larger communication contexts in order to understand how decision-making and problem solving occurs in small groups.

**Prerequisite:** COM130

*Offered Fall odd numbered years*

**COM318 Feature Writing ..... 3 hours**

This course prepares the student for newspaper features and special articles for general circulation magazines, business, and trade journal sources, materials, markets, and other factors pertinent to nonfiction writing. Students will analyze and write a variety of types of feature stories.

**Prerequisite:** ENG141

*Offered Spring odd numbered years*

**COM320 Argument/Persuasion Theory and Practice ..... 3 hours**

The course develops understanding of theories of and critical attitudes toward argument and persuasion in formal and informal situations. Exercises include preparation, analysis, and criticism of arguments and oral argumentation and persuasive messages, persuasive campaigns, and media persuasion.

**Prerequisite:** COM130

*Offered Fall even*

**COM324 Communicating Across Cultures (w) ..... 3 hours**

Introduction to the study of cultural and intercultural theory and behavior, discussion of various culturally specific patterns of communication. This is a writing intensive course.

*Offered Fall even numbered years*

**COM329 Writing for Electronic Media (w) ..... 3 hours**

Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered Spring even numbered years*

**COM330 Video Production ..... 3 hours**

Finding, producing, directing, scripting, and editing magazine style/documentary short stories. Interviewing techniques will be stressed. Pre-production, production, and post-production processes will be covered. All students will be required to produce their own story.

*Offered Spring*

**COM340 Law and Communications ..... 3 hours**

Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscenity, advertising and broadcast regulation.

**Prerequisite:** Junior Standing

*Offered Fall even numbered years*

**COM341 Political Communication (w) ..... 3 hours**

Examination of how interpersonal, group, and mass communication processes intersect political processes. A focus on the ways communication constructs political expectations and practice. This is a writing intensive course.

*Offered Fall odd numbered years*

**COM350 Elements of News Production ..... 3 hours**

This course introduces students to news production techniques through participation as a staff member of the student newspaper. Students will explore reporting and writing news stories, photojournalism, copy editing, and layout and design of the newspaper in a multimedia format, using print and electronic platforms. Students will have the opportunity to create a portfolio of their work as well as learn transferable skills for a variety of employment settings. In addition, this course gives students the opportunity to learn problem-solving skills individually and in a group setting.

**Prerequisites:** ENG141 and COM218 or COM329

*Offered Fall*

**COM410 Advanced Reporting (w) ..... 3 hours**

The purpose of this course is to give students training in news reporting and gathering methods. Course is a continuation of 218 and will give students further instruction in news story development and writing, as well as interviewing and note taking skills, as students pursue their own news stories. Students will be required to produce several, in-depth news stories and will explore Computer-Assisted Reporting methods. This is a writing intensive course.

**Prerequisite:** COM218

*Offered Spring even numbered years*

**COM414 Crisis and Risk Communication ..... 3 hours**

This course explores crisis and risk communication in the context of recent national and global events and through case studies of corporate, organizational and individual crises. Students will learn how to communicate with the public prior to a potential event and how to react to crisis situations. From natural disasters to intentional tragedies, public health emergencies, accidents, product recalls and financial crises, different situations and audiences require different approaches for communicating with stakeholders and the public. This course will help students become aware of ways to respond credibly, effectively and ethically.

**Prerequisites:** Junior or Senior standing.

**COM416 Public Relations Cases, Campaigns and Non-Profits ..... 3 hours**

This course covers the theory and practice of producing the public relations material used in campaigns to promote and interpret personal, institutional and organizational objectives and activities. This will include an exploration of the challenges non-profit organizations face in analyzing and executing public relations strategies to achieve organizational goals and objectives. Students will work with a client in researching and apply problem-solving techniques to an actual case for a major project.

**Prerequisite:** COM130

*Offered Fall odd numbered years*

**COM438 History and Tradition of American Journalism (w) ..... 3 hours**

This course explores the cultural, intellectual and social history of journalism in America: the impact of new technologies for gathering and disseminating news; popular expectations about the duties and uses of the press and the business of journalism.

Examines the press' role in war, reform movements, political exercises, and other historic events. This is a writing intensive course.

**Prerequisite:** ENG141 and Junior standing

*Offered Spring even numbered years*

**COM441 Organizational Communication and Conflict Resolution ..... 3 hours**

This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

**Prerequisite:** COM130 (or COM241 for DCP)

*Offered Spring odd numbered years*

**COM450 Critical Analysis of Mass Media (w) ..... 3 hours**

This course provides an introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media. This is a writing intensive course.

**Prerequisite:** ENG141 and COM241

*Offered Spring odd numbered years*

## COMPUTER INFORMATION SYSTEMS (CIS)

### **CIS111 Information Systems & Applications ..... 3 hours**

This course is a survey of basic computer concepts and the MS Office Applications Suite. Topics covered include responsible use of information technology, hardware concepts, word processing (Word), the use, development and maintenance of spreadsheets (Excel), the creation of electronic presentations (PowerPoint), and an introduction to databases (Access). This is a hands-on skills and a conceptual course. Participants will be required to demonstrate software proficiency in the lab, as well as, through objective written tests. Students receiving credit for CIS103 may not enroll in this course. Lab Fee of \$45

*Offered Fall, Spring*

### **CIS190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

### **CIS201 Programming ..... 3 hours**

Introduces structured programming using a programming language such as Visual Basic. The student will learn to design and develop Windows based applications that are event-driven (point and click). Record structures will be developed along with file storage and manipulation techniques. The course will expose the student to the object-oriented programming environment.

**Prerequisite:** CIS111, and one of MAT174/181/273/275/281

*Offered Fall*

### **CIS212 Systems Analysis and Design (w)..... 3 hours**

This course covers the systems development life cycle (SDLC) using a case study based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource. This is a writing intensive course.

**Prerequisite:** CIS201

*Offered Spring*

### **CIS255 Internet and Website Development ..... 3 hours**

Topics covered are the Internet and its parts such as the World Wide Web and Website development. The student will learn to create websites using current tools such as SharePoint, Notepad++, and Dreamweaver along with languages such as HTML, JavaScript, and CSS for the Internet, intranets and extranets.

**Prerequisite:** CIS201 or concurrent (waived for Arts Administration majors only)

*Offered Fall*

### **CIS312 Information Systems for Managers (w) ..... 3 hours**

Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.

**Prerequisites:** CIS111 and MGT201 and Jr. Standing or Permission

*Offered Spring*

**CIS315 Database Design and Applications I ..... 3 hours**

This course addresses technologies for developing database applications. It covers the principles of database design, and database models using Access. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment.

**Prerequisite:** CIS111

*Offered Fall even numbered years*

**CIS316 Database Design and Applications II ..... 3 hours**

This course expands the student's understanding of the fundamentals introduced in Database Design and Applications I (CIS315) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and data manipulation languages such as Structured Query Language (SQL) and Visual Basic (VB) are covered.

**Prerequisite:** CIS315

*Offered Spring odd numbered years*

**CIS355 Spreadsheet Applications for Decision Making ..... 3 hours**

This course focuses on the use of spreadsheet applications as a tool for decision making. Included are topics such as design and management of worksheets and templates, and the use of built-in functions. Organizational uses in the areas of accounting, finance, marketing, human resources are discussed.

**Prerequisites:** CIS111 and MAT174 or MAT181

*Offered Spring*

**CIS411 Microsoft Office Mastery ..... 3 hours**

On completion of the course students should be professional Office Applications users prepared to sit and pass the MOS Specialist examinations in the Word, Excel, PowerPoint, and Access or Outlook products. Microsoft designed the MOS certification to demonstrate a broad yet detailed knowledge of the applications in the Office Suite. Topics may include: Creating advanced templates and forms in Word; Working with filters, pivot tables and maps in Excel; Editing macros in Excel; Building relational databases in Access and customizing forms and reports; Preparing and publishing professional presentations in PowerPoint; Publishing to and sharing results on the web and intranet; Integrating all the office application; and, Scheduling resources with Outlook.

**Prerequisites:** CIS111 and CIS315 and CIS355

*Offered Fall*

**CIS412 IT Project Management ..... 3 hours**

This course is mainly designed to prepare IT project managers, with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed, from inception to post implementation review.

**Prerequisite:** CIS111

*Offered Spring*

**CIS450 Current Trends in Programming ..... 3 hours**

This course explores the latest programming methodologies, particularly the newest web-based programming languages in use today. This may include projects such as programming mobile applications in Java.

**Prerequisite:** CIS201 and junior standing

*Offered Fall*

**CIS470 Internship I ..... 3 hours**

Internship provides the student with on-the-job experience in varied aspects of Information Systems. Hours and work assignments will be arranged on an individual basis.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**CIS480 Senior Seminar ..... 3 hours**

Involves selecting a project, systems study, data input and output planning, flowcharting, programming, and testing of the project. A formal oral presentation of the project is required. A team approach is typically utilized.

**Prerequisite:** Senior standing majoring in CIS

**COMPUTER INFORMATION TECHNOLOGY (CIT)**

**CIT155 Operating Systems ..... 3 hours**

This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.

**Prerequisite:** CIS111

*Offered Spring*

**CIT320 Computer Architecture and Diagnostics (Technology Lab) ..... 3 hours**

This course enables students to identify, configure, and upgrade various components of computer systems, peripherals, and software. The subsystems examined include memory, disk drives, video, I/O ports, and power supplies. Peripherals examined include printers, modems and various I/O devices. Students will learn preventative maintenance and troubleshooting techniques. This course covers semiconductor theory and devices. Operation of devices such as diodes, transistors, and operation amplifiers will be examined. The lab work includes the application of semiconductor devices in practical circuits such as power supplies, voltage regulators, and amplifiers, etc.

**Prerequisite:** CIS111

*Offered Spring even numbered years*

**CIT340 Green Computing ..... 3 hours**

Students in this course will be introduced to Green Computing (aka, sustainable computing) which is broadly defined as the reduction in the overall carbon footprint (emissions) of computing and communication infrastructure by using energy efficient design and operations. Technical issues in high-performance green computing that span the spectrum from green infrastructure (energy-efficient buildings, intelligent cooling systems, green/renewable power sources) to green hardware (multi-core computing systems, energy-efficient server design, energy-efficient solid-state storage) to green software and applications (parallelizing computational science algorithms to run on modern energy efficient multi-core clusters) will be examined.

**Prerequisite:** CIS111 (with a C or better) and CIS155, CIT155 or CIS255

**CIT344 Information Security ..... 3 hours**

This course will introduce information security as an essential component in our war against terrorism. All information must be secure or the probability of winning the war will be diminished. With advances in technology and software, cyber-terrorism has become very real. Computer hackers and terrorists can shut down our nation's most critical infrastructures. There can be no doubt that cyber-terror can pose a very real threat to this nation's security. Students will become familiar with the entire arena of information security.

*Offered Spring*

**CIT361 Network Management and Administration ..... 3 hours**

This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

**Prerequisites:** CIS155, CIT155 or ITS120 and MAT174 or MAT181

*Offered Fall*

**CIT362 Telecommunications and Networking (Technology Lab) ..... 3 hours**

More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.

**Prerequisites:** CIS212 and CIS361 or CIT361

*Offered Spring odd numbered years*

## **CORRECTIONS (COR)**

### **COR120 Correctional Thought and Practice..... 3 hours**

An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.

**Prerequisite:** JUS110

*Offered Fall and Spring*

### **COR190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

### **COR231 Juvenile Justice Systems ..... 3 hours**

The history, concepts, and scope of the juvenile justice system and its contrast with the adult system of justice. Includes an analysis of the juvenile justice process from initial intervention of delinquency and status offenses by law enforcement personnel and others through release from intervention.

**Prerequisite:** COR120

*Offered Fall, Spring*

### **COR236 Correctional Legal Issues ..... 3 hours**

An introductory tier approach to the study of legal issues that affect the correctional field. Concentration will be on institutional due process, Religion, and legal services.

*Offered through online and off-campus programs only.*

**Prerequisite:** JUS202

### **COR245 Probation, Parole, and Community Corrections..... 3 hours**

Course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.

**Prerequisite:** COR120

*Offered Fall*

### **COR320 Correctional Thought and Procedures ..... 3 hours**

Course considers the social, economic, and political consequences of crime and punishment from a number of critical perspectives. These perspectives enable adult learners to understand the causal relationships between various social factors.

*Offered through online and off-campus programs only.*

**Prerequisite:** JUS110

### **COR336 Constitutional Rights of Prisoners ..... 3 hours**

An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures.

**Prerequisite:** JUS202

*Offered Fall*

**COR420 Agency Management ..... 3 hours**

This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

**Prerequisites:** Senior Standing

*Offered Spring*

**COUNSELING (CSL)**

**CSL310 Introduction to Addiction Theory and Practice ..... 3 hours**

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

**Prerequisite:** PSY101

*Offered Fall*

**CSL320 Counseling Procedures and Strategies with Addicted and Disordered Populations ..... 3 hours**

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

**Prerequisite:** CSL310 or permission from instructor

*Offered Fall*

**CSL425 Group Process and Techniques Working with Addicted Populations and Disordered Populations ..... 3 hours**

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

**Prerequisite:** CSL320 or permission from instructor

*Offered Fall*

**CSL430 Cultural Competence in Counseling ..... 3 hours**  
 Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence. (Corrections, Psychology, or Forensic Psychology majors may substitute SOC360 “Multicultural Issues in Society” for CSL430)

**Prerequisite:** CSL320 or permission from instructor.

*Offered Spring*

**CSL435 Assessment & Diagnosis of Addictive & Behavioral Health Problems ..... 3 hours**

Course examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. It also provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems in order to determine the most appropriate initial course of action given the client’s needs, characteristics and available resources. Finally, it provides significant opportunity for hands-on practice in documentation and ethical decision-making.

**Prerequisite:** CSL320 or permission from instructor

*Offered Spring*

**CSL440 Prevention, Intervention, and Treatment Planning in Addictions .... 3 hours**

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

**Prerequisite:** CSL435 or permission from instructor

*Offered Spring*

**CSL445 Theory and Practice of Relationship Counseling in Addictions and Behavioral Health ..... 3 hours**

Course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

**Prerequisite:** CSL320 or permission from instructor.

*Offered Fall*

**CRIMINAL JUSTICE (JUS)**

**JUS110 Introduction to Criminal Justice ..... 3 hours**

A survey of the Criminal Justice System and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only on structure and functions of the various components, but also their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.  
*Offered Fall, Spring*

**JUS190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.  
**Prerequisite:** None, unless listed in the schedule of courses.

**JUS201 Criminal Law ..... 3 hours**

An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.  
**Prerequisite:** JUS110  
*Offered Fall, Spring*

**JUS202 Criminal Procedures ..... 3 hours**

An understanding of the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure, and evidence.  
**Prerequisite:** JUS201  
*Offered Fall, Spring*

**JUS215 Homeland Security and the Legal System ..... 3 hours**

This course will examine the Homeland Security Act of 2002 (organizational restructuring of U.S. investigative, security and catastrophic response agencies). An overview will be provided of the CONPLAN (U.S. Governments Interagency Domestic Terrorism Concept of Operations Plan). Presidential Directives 39 and 62, the Patriot Act and evolving case law will also be discussed. The legal approach to terrorism and homeland security will be examined along with the potential effect of these laws and procedures on the civil liberties of citizens of the United States. Additionally, there will be an analysis of international borders and airport security relating to the 4th amendment.  
**Prerequisite:** ENF154, POL151 or CDS152  
*Offered Fall, Spring*

**JUS361 Ethical Issues in Criminal Justice ..... 3 hours**

This course is designed to identify and examine ethical issues among practitioners and students in the criminal justice fields. Such issues may include the discretionary power of arrest, the use of deadly force, the decision to prosecute, participation in plea bargaining, representation of the guilty, and the imposition of punishment, to name a few. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.

**Prerequisites:** JUS202 and any PHI

*Offered Fall, Spring*

**JUS461 Capstone Senior Seminar in Criminal Justice (w) ..... 3 hours**

A capstone course that will concentrate on contemporary problems in the criminal justice system. Will include a unit on career planning in the field of criminal justice. This is a writing intensive course.

**Prerequisite:** ENF293 and Senior standing

*Offered Fall, Spring*

**JUS463 Applied Research Design (w) ..... 6 hours**

This course provides a unique, integrative research experience. Students will learn the fundamental steps of the research process including formulating research questions, developing specific hypotheses, designing various types of studies, and collecting, analyzing and interpreting the results. With this knowledge, students will design, conduct, and write a formal report on a research project in a criminal justice agency. Students will stay current in the field by reading and understanding articles that appear in scholarly and professional journals. This is a writing intensive course.

*Offered through online and off-campus programs only.*

**JUS497 Independent Research in Criminal Justice ..... 3 hours**

Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.

**Prerequisite:** Permission of the instructor.

**CULTURAL STUDIES (CUL)**

**CUL190, 290, 390, 490 Special Topics** ..... 3 hours  
 Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**CUL210 Comparative Cultures**..... 3 hours

Introduces the concept of culture, discusses its role in a society, and explores different manifestations of culture. This course may discuss culture in microcosm or macrocosm.

**Prerequisite:** ENG141

*Offered Fall*

**CUL220 Religions of the World** ..... 3 hours

A survey of the prominent religions that influence the lives of people around the world.

**Prerequisite:** ENG141

*Offered Fall*

**CUL250 World Cultural Geography** ..... 3 hours

This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems, and cultural interaction.

**Prerequisite:** ENG141

*Offered Fall even numbered years*

**CUL300 Our Cultural Heritage (w)** ..... 3 hours

Through an interdisciplinary approach the student comes to understand the influence of cultural backgrounds on modern humanity. Topical areas vary. This is a writing intensive course.

**Prerequisite:** ENG142

*Offered Spring*

**CUL312 Middle Eastern Cultures**..... 3 hours

This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.

**Prerequisites:** ENG142, one history course, and junior standing

*Offered Spring even numbered years*

**CUL313 East Asian Cultures** ..... 3 hours

This course is an in-depth study of the geography, social mores, religious beliefs of the people who make up the region known as East Asia.

**Prerequisites:** ENG141

*Spring as needed*

**CUL351 History of Film in Society..... 3 hours**

This course examines the role that the medium of motion pictures played in society from the 1890s to present. It emphasizes the development of film as a predominantly American art form that had world-shaping ramifications. The influence of international film styles, notably German Expressionism, and other innovations of American film will be studied to provide a context for the growth of the American film canon.

**Prerequisite:** ENG142

*Offered Fall even numbered years*

**CUL352 Film Genre and History ..... 3 hours**

This course examines the role of genre in shaping the medium of motion pictures. It emphasizes the technological, artistic, and corporate developments that made film a significant part of the American and world culture. Emphasis is on the development of film through societal and other changes and showcases the significance of genre in the cinematic canon. While many genres will be examined, two will be emphasized, and the transgression of genre borders will be discussed.

**Prerequisite:** ENG142

*Offered Spring odd numbered years*

**CUL375 Exploring America's Historical Cities ..... 3 hours**

In the same tradition as our Education Abroad programs, CUL 375, Exploring America's Historical Cities will be a domestic program of studying away from the Tiffin Main Campus and Ohio itself. Each year a different city will be the subject of cultural, historical, and environmental study. The cities studied will vary but may include New Orleans, Washington, D.C., Boston, Chicago, and others. The cities may rotate in sequence.

**Prerequisite:** Permission of instructor, and be in good standing

*Offered Fall and Spring*

**CUL410 Gender, Culture, and Visual Art (w) ..... 3 hours**

This course will explore the production and performance of gender in the visual imagery of art, pop culture and mass media. This visual culture includes not only the world of fine art, but also film, television, music videos, video games, and advertising. The primary objectives are to introduce issues of gender in the production of visual culture and how those visual ideas about gender demonstrate and question the accepted ideologies of our culture. The intersections between gender, race, class and consumerism will be explored. A comparison with earlier time periods will be made to emphasize the ways that ways that our ideas about gender have both evolved and remained the same. The construction of gender ideologies from male and female perspectives will be stressed. This is a writing intensive course.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring even numbered years*

**CUL428 Issues of Dying and Death ..... 3 hours**

This course addresses all aspects of dying and death one may experience and must contemplate while working within the healthcare industry. Dying and death is addressed from a psychological, social and physical perspective for all ages. Students are exposed to various theories and models concerning both human development and grief.

**Prerequisites:** Any 300 level HCA

**CUL441 Latin American Culture ..... 3 hours**

This course is designed to provide a study of Latin American cultures around the world; geography and linguistic differences between the Spanish speaking world. This course is taught in English and will be open to the entire student body. Students will explore Latin American culture through the study of art, film, history, and food. Students will be given opportunities to discuss lessons in conversation.

**Prerequisite:** None for general student population, HIS341 for Latin American Studies Minor

**CUL443 Comparative Mythology (w)(L) ..... 3 hours**

This course is a study of the great epics and myths of the world, emphasizing at least three classical western texts which may include Homer's Iliad and/or Odyssey, Hesiod's Theogony, Virgil's Aeneid, Ovid's Metamorphoses, the prose and/or poetic Eddas, and/or Dante's Inferno or Divine Comedy. Students will analyze common themes in myth and folklore around the world and their role in influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths and epics. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisites:** ENG142 ("C" or better) and 200 level ENG or CUL or PHI

*Offered Fall odd numbered years*

**CUL448 Women and Literature (w)(L) ..... 3 hours**

A literary study of the perceptions of women and their roles in society. This course may focus on the images of women as they are portrayed in literature, on particular female authors, or on both. This course can be used to fulfill General Education core literature requirement. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisites:** ENG142 ("C" or better) and 200 level ENG or CUL or PHI

*Offered Spring even numbered years*

**CUL449 Minority Experience in American Literature (w)(L) ..... 3 hours**

An examination of life in immigrant and minority cultures with emphasis on the breadth and diversity of literary culture in 20th Century America, but may include earlier literature. It may include historical development of the minority culture's experiences in America. It may be run as a survey of a particular minority experience, or it may concentrate on certain major works. Students may read and report on readings from a secondary list as well. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisites:** ENG142 ("C" or better) and 200 level ENG or CUL or PHI

*Offered Spring odd numbered years*

## **CYBER-DEFENSE (CDS)**

### **CDS152 Introduction to Cyber Defense..... 3 hours**

This course will provide a foundational overview of the basics of computer network operations, their vulnerabilities, the various types of automated network intrusions, and some basic defense strategies, including Defense in Depth. Students will become familiar with the differences between major categories of malware, such as viruses, worms, and Trojan Horses. The importance of security policy, a trained workforce, and the roles of Information Technology specialists within organizations will be examined. Rudimentary cryptologic, cryptographic, and Public Key Infrastructure concepts will be introduced.

### **CDS315 Penetration Testing and Vulnerability Analysis ..... 3 hours**

This course will equip students to evaluate a network to discover potential security vulnerabilities and rectify those issues. Students will learn the most common security mistakes as well as the necessary corrective action, and will be able to probe networks to determine if any of those common vulnerabilities can be exploited. The roles, missions, and appropriate applications of Red Teams and Blue Teams will be discussed.

**Prerequisite:** CDS152, CIS201

### **CDS334 Technology and Crime ..... 3 hours**

This course is a survey of the use and potential of technology in justice agencies. The use of technology will be examined. Criminological theories related to the cyber-crime typologies will be evaluated.

**Prerequisite:** CIS111

### **CDS341 Survey of Computer Forensics ..... 3 hours**

This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A comparative analysis of computer forensics and other criminal forensic sciences will be conducted to provide the student understanding of the forensics field. The student will become familiar with computer hardware, operating systems, programming and networking (including a comprehensive review of internet protocols and routing). The course will conclude with a review of typical computer crimes and common computer intruder methods.

**Prerequisites:** JUS202

*Offered Fall*

### **CDS344 Information Security ..... 3 hours**

This course will introduce information security as an essential component in our war against terrorism. All information must be secure or the probability of winning the war will be diminished. With advances in technology and software, cyber-terrorism has become very real. Computer hackers and terrorists can shut down our nation's most critical infrastructures. There can be no doubt that cyber-terror can pose a very real threat to this nation's security. Students will become familiar with the entire arena of information security.

*Offered Spring*

**CDS345 Cyber Law and Ethics ..... 3 hours**

This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

**Prerequisites:** CDS152

*Offered Fall*

**CDS348 Incident Management..... 3 hours**

This course will train students in methods used to work through and recover from a network incident, be it the result of network failure, natural disaster, or cyber attack. Course material will include the various Mission Assurance Levels used by major portions of the U.S. Government, as well as how to plan, conduct, and gather lessons-learned from war games where Intentional failures have been planned in as part of the exercise. Finally, the role that damage assessment plays in post-incident response/recovery will be emphasized.

**Prerequisites:** CDS344, CDS345

**CDS356 Malware Analysis (w) ..... 3 hours**

Malware (virus, worms, rootkits, spam, etc.) represents an increasing information security threat to computer systems and networks. Students will review software engineering design fundamentals and reverse engineering techniques used to conduct static and dynamic forensic analysis on computer systems and networks on multiple platforms, such as Windows and Linux. This is a writing intensive course.

**Prerequisites:** CDS152 and CIS 201

**CDS435 Advanced Digital Forensics..... 3 hours**

This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data's Forensic Tool Kit (FTK). E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital evidence controls, and documentation of forensic procedures. This course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

**CDS445 Cyber Warfare..... 3 hours**

This course explores the past, current, and future threats of information warfare and cyber terrorism. It provides an overview of information warfare and cyber terrorism techniques and capabilities of state and non-state actors through case study analysis. An exploration of current and future technology and development of Information warfare and cyber terrorism techniques is utilized to develop future threat matrices and countermeasures.

**Prerequisites:** CDS315, CDS344, and CDS345

**CDS491 Senior Seminar in Cyber Defense (w)..... 3 hours**

This course provides a capstone experience in cyber defense. It develops more advanced skills in penetration testing, network vulnerability assessments, and detecting and responding to intrusion. The course utilizes a laboratory setting to enhance learning objectives. This is a writing intensive course.

**Prerequisite:** Senior Standing or Permission

**ECONOMICS (ECO)**

**ECO190, 290, 390, 490 Special Topic ..... 3 hours**

Topics will vary. May or may not be writing Intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**ECO221 Principles of Macroeconomics ..... 3 hours**

A study of macroeconomics (the “whole” economy), concepts and principles, plus current issues in macroeconomics. Required for all majors in the BBA.

**Prerequisite:** Sophomore standing and MAT174/181

*Offered Fall, Spring*

**ECO222 Principles of Microeconomics ..... 3 hours**

A study of microeconomics (the “parts” of the economy), concepts and principles, international trade, and current issues in micro-economics. Required for all majors in the BBA.

**Prerequisite:** Sophomore standing and MAT174/181

*Offered Fall, Spring*

**ECO322 Intermediate Microeconomics ..... 3 hours**

Advanced study in the foundations of microeconomics theory, and current issues in microeconomics.

**Prerequisite:** ECO222

*Offered Fall*

**ECO420 Money and Banking ..... 3 hours**

In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.

**Prerequisite:** ECO221

*Offered Spring*

**ECO422 Managerial Economics ..... 3 hours**

The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm’s use of limited information in an uncertain environment.

**Prerequisite:** ECO222

*Offered Spring*

**ECO424 Global Trade ..... 3 hours**

A study of international trade and the geographical, economic, and nationalistic characteristics which challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy “guided/influenced” by national and regional political and economic considerations.

**Prerequisite:** ECO222

*Offered Fall*

**EDUCATION (EDU)**

See Lourdes College courses, page 235.

**ENGLISH (ENG)**

Courses designated with a (w) are writing intensive and those with a (L) may be used to meet the General Education Literature requirement.

**ENG100 Introduction to College Reading and Writing ..... 3 hours**

See Foundations Courses at the beginning of the course description section for more information.

**ENG140 Fundamentals of College Writing ..... 3 hours**

See Foundations Courses at the beginning of the course description section for more information.

**Prerequisite:** ENG100 with a “C” or better, or placement based on university assessment.

*Offered Fall, Spring*

**ENG141 Rhetoric and Introductory Research Writing ..... 3 hours**

This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing, and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (pro/con, cause/effect, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements; focused, coherent, and logically ordered paragraphs; correct grammar; and correct documentation in APA style. Must receive a grade of ‘C’ or better to enroll in ENG142.

**Prerequisite:** ENG140 with a “C” or better or Placement

*Offered Fall, Spring*

**ENG142 Writing, Research and Literature (w) ..... 3 hours**

This course presents a range of literary genres that may include short story, drama, creative non-fiction, poetry, and/or the novel and helps students develop research skills. Through reading, discussion, critical analysis, and research, students become familiar with literary genres as well as a range of critical approaches to literature. Students must receive a grade of 'C' or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.

**Prerequisite:** ENG141 with a "C" or better

*Offered Fall, Spring*

**ENG190, 290, 390, 490 Special Topics (w)..... 3 hours**

Students will complete in-depth research about a topic in literature, composition, or theory, with regular supervision and instruction by a faculty member. Students will complete in-depth research about a topic in literature, composition, or theory, with regular supervision and instruction by a faculty member. Some English Special Topics may meet the General Education Literature requirement. See the course description for details. This is a writing intensive course.

**Prerequisite:** None, unless listed in the schedule of courses.

**ENG221 History of the English Language..... 3 hours**

This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English, through Middle English to Modern English. It may look at British English, American English and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.

**Prerequisite:** ENG142 with a 'C' or better.

*Offered Spring odd*

**ENG223 Advanced Grammar ..... 3 hours**

This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basic patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.

**Prerequisite:** ENG141 with a 'C' or better

*Offered Spring even numbered years*

**ENG242 Short Story Interpretation (w)(L)..... 3 hours**

The course examines the short story as a literary genre. Students will read a wide range of stories from around the world and from different time frames. Emphasis is given to an understanding and critical appreciation of the structure and function of the short story. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better.

*Offered Fall even numbered years*

**ENG245 Technical Writing ..... 3 hours**

This course will explore the principles and procedures of technical writing beginning with the task of analyzing audience and determining purpose. Students will also develop strategies and techniques for organizing information, integrating graphics, and producing specialized texts relevant to the scientific, technical, and law enforcement fields. This course also covers strategies for reading technical and functional texts.

**Prerequisite:** ENG141 with a 'C' or better.

**ENG251 Creative Writing I (w) ..... 3 hours**

An introductory creative writing course that encourages and develops a student's freelance abilities in the communicative arts. Students will write and criticize their own material and that of classmates and professional writers in three genres (short story, poetry, essay). Students will learn to tactfully criticize, edit, and help fellow writers. Completion of a portfolio of original work with a minimum of three short stories, six poems, and one academic piece, or other equivalent combination of material will be required. Creative Writing courses can be taken out of sequence. This is a writing intensive course.

**Prerequisite:** ENG142 with a 'C' or better.

**ENG252 Creative Writing II: Short Story (w)..... 3 hours**

An introductory creative writing course that encourages and develops the student's short story writing skills. Students will write portfolios of original work with a minimum of four short stories and participate in classroom discussion demonstrating modern critical thought with the goal of development and improvement. Creative Writing courses can be taken out of sequence. This is a writing intensive course.

**Prerequisite:** ENG142 with a 'C' or better.

**ENG253 Creative Writing III: Poetry (w) ..... 3 hours**

An introductory creative writing course that encourages and develops the student's skill and knowledge in writing and understanding different forms of poetry, with an emphasis on formal verse. One half of the semester will be spent in the study of a variety of metrical and rhyme patterns, and the second half of the semester will be spent employing these patterns in both western and foreign verse forms. Students will write portfolios of original work with a minimum of eight to ten original poems with an introduction. Creative Writing courses can be taken out of sequence. This is a writing intensive course.

**Prerequisite:** ENG142 with a 'C' or better.

**ENG254 Creative Writing IV: Creative Nonfiction (w)..... 3 hours**

An introductory writing course that encourages and develops a student's freelance abilities in the area of creative nonfiction. Memoir, autobiography, creative and satirical essays, New Journalism, magazine, and other styles of nonfiction writing will be explored. Samples of the different genres will be analyzed. Creative Writing techniques will be applied to nonfiction subject. Students will criticize their own and each other's material in light of modern critical thought and development. Creative Writing courses can be taken out of sequence. This is a writing intensive course.

**Prerequisite:** ENG142 with a 'C' or better.

**ENG255 Business Writing..... 3 hours**

This introductory course prepares students for reading, writing, and communicating in the professional environment by exposing students to the specialized vocabulary and categories of written and verbal communication that are common to numerous professional fields, through the examination and composition of documents common to numerous professions.

**Prerequisite:** ENG141 with a 'C' or better.

*Offered Fall*

**ENG262 Editing..... 3 hours**

An advanced course in evaluating a written text for quality, value, tone, and voice for a variety of audiences. Attention will be given to proofreading, grammar, premise, logic, content, and holistic value of the finished piece.

*Offered Fall odd numbered years*

**ENG291 British Literature I (Old English through the Restoration) (w)(L) .. 3 hours**

This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic Beowulf, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, Marlow, more, and Restoration and eighteenth-century works by Milton, Dryden, Swift, Pope, and Johnson, students will gain an understanding of the cultural, societal, political, religious, and linguistic influences that shaped British literature. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Fall even numbered years*

**ENG292 British Literature II (Romanticism to WWII) (w)(L) ..... 3 hours**

This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, the Rosettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring odd numbered years*

**ENG293 American Literature I (Colonial to Civil War) (w)(L) ..... 3 hours**

This course will introduce students to major trends in American literature from the Colonial Period through the Civil War. Students will read works by authors such as John Winthrop, William Bradford, Mary Rowlandson, Benjamin Franklin, Frederick Douglass, Nathaniel Hawthorne, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, and Herman Melville with a focus on issues such as American identity and purpose, the relationship of self to community, the role of religion in early American life, the impact of secularism, the value and the limits of human reason, and the role of imaginative expression in human life. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Fall odd numbered years*

**ENG294 American Literature II (Civil War to WWII) (w)(L) ..... 3 hours**

This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F. Scott Fitzgerald, Flannery O'Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring even numbered years*

**ENG313 Theoretical Approaches to Reading and Writing ..... 3 hours**

Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring odd numbered years*

**ENG347 American Novel (w)(L)..... 3 hours**

A study of major trends and themes in the American novel. Literature describes a nation; likewise, the nation influences the literature it produces. We examine what in American culture and history has influenced the novel and made it one of our most prized art forms. Major authors will be examined from the point of view of their unique contribution to the novel as art and commentary. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring*

**ENG348 The British Novel (w)(L) ..... 3 hours**

This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel as well as their influences on English culture, society, and literature. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG 142 with a 'C' or better

*Offered Fall*

**ENG350 History of Dramatic Literature (w)(L)..... 3 hours**

A survey course in dramatic literature designed to help develop an aesthetic awareness of dramaturgy as not only an art form, but also a study of human nature in all its proportions. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to playwrights, literary themes, social backdrops, character analyses, and interpretation of ideas conveyed in a presentational, rather than explanatory, format. Through a study of representative historical and contemporary plays, students will learn to become passionate readers of dramatic literature, participating minute-by-minute in the lives and problems of dramatic figures and arriving at an understanding of their motives and conduct. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring even numbered year*

**ENG351 Greek Drama (w)(L) ..... 3 hours**

This course is a study of the major Greek dramatists, their works, their themes, and their culture. Fifth century Athens experienced an explosion of political, cultural, and architectural development, and plays were performed regularly in competition at the annual City Dionysia, a festival in honor of the god Dionysus. Though the myths on which these plays are based were familiar to fifth century Athenians, the manner in which each playwright dramatized a particular myth was the product of his distinctive creative genius. Students will become acquainted with the theatrical and intellectual contributions made by the three most successful and celebrated Greek playwrights--Aeschylus, Sophocles, and Euripides--by addressing their plays as works of literature and by examining concomitant analyses provided by renowned critics. Students will gain an understanding of the plays' major conflicts, the characters as both mythic heroes and personifications of human nature, and the dramatic spectacle that fifth century audiences enjoyed. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring odd numbered years*

**ENG360 American Poetry (w)(L) ..... 3 hours**

A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Freneau, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Cullen, Zukofsky, Auden, Roethke, Bishop, Berryman, Brooks, Lowell, Plath, Glück, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better

*Offered Spring odd numbered years*

**ENG361 English Poetry (w)(L) ..... 3 hours**

A survey of selected English poetry drawn from the Old English period to the twentieth century. The course examines leading figures from the eras studied. Trends and influences of each respective age in the progressive development of poetry in England are studied.

Authors and works studied may include Beowulf, Taliesin, Marie de France, Malory, Chaucer, Dunbar, Skelton, Wyatt, Spenser, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Wroth, Herrick, Herbert, Marvel, Philips, Milton, Swift, Pope, Gray, Blake, Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, The Rosettis, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better.

*Offered Spring even numbered years*

**ENG365 Issues in Literature (w)(L) ..... 3 hours**

This course is conducted as a forum wherein students read, analyze, and discuss different works of fiction and poetry. Special attention is given to those literary works that focus on the challenges of being responsible adults. Students will be asked to make personal connections with the material, using their own lives and work experiences as a means to focus on literary technique in the established literary canon. They will be challenged to make the transition from superficial reading of a text to a deeper interpretation and appreciation for literary theories and concepts. This is a writing intensive course. Meets literature requirement for graduation.

*Offered through online and off-campus programs only.*

**Prerequisite:** ENG142 with a 'C' or better.

**ENG380 Shakespeare (w)(L) ..... 3 hours**

This is a course covering the life, works, and contributions of William Shakespeare. His plays are the standard by which all other drama is judged, so his influence on other works will also be part of the course. Presentation of Shakespeare's plays as well as analysis of the plays and poetry will be parts of the course. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better and ENG221 for majors

*Offered Fall*

**ENG422 World Literature (w)(L)..... 3 hours**

This course is an examination of World Literature. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature affected particular areas of the world in these turbulent times. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG 142 with a 'C' or better

*Offered Fall even numbered years*

**ENG453 Major Authors in British and American Literature (w)(L) ..... 3 hours**

Students in this course engage in an in-depth of no more than two major authors in either British or American literature over the course of the semester. These two authors will be drawn from the same or adjacent periods and will both be from the same country. Offerings alternate between British and American authors every semester that the course is offered. Authors studied in this course include major texts by authors ranging from Chaucer to Fielding, Mary Shelly, Tennyson, and Dickens in British literature to Poe, Emerson, Thoreau, Twain, Dickinson and Whitman in American literature. British and American Modernist era authors such as Cummings, Eliot, Pound, Woolf, and Joyce will also be taught in some years. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 grade of 'C' or better

*Offered Fall*

**ENG463 Literary Theory (w)(L) ..... 3 hours**

This course is a study of literary critical theory beginning with selected classical texts, such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and as well as contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-Francois Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelationships between writer, reader, and analysis will be explored through advanced literary critical theory. This is a writing intensive course. Meets literature requirement for graduation.

**Prerequisite:** ENG142 with a 'C' or better and 200 level ENG, CUL, or PHI

*Offered Fall odd numbered years*

**ENG499 Senior Seminar ..... 3 hours**

The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.

**Prerequisite:** ENG142 with a 'C' or better, 200 level ENG, CUL, or PHI, and Senior Standing

*Offered Spring*

**ENTREPRENEURSHIP (ENT)**

**ENT302 Innovative Entrepreneurship ..... 3 hours**

This course will examine different aspects of entrepreneurship and its relationship to innovation in organizations. Students will learn the processes associated with identifying opportunities, allocating resources, and creating value. They will learn to create value by identifying unmet needs and/or the opportunities for change. While the class will discuss the obvious example of entrepreneurship, starting a new business, it will also include social and political forms of entrepreneurial activity, including entrepreneurship which describes activities within a firm or large organization.

**Prerequisite:** MGT201

**ENT315 Creative Strategy ..... 3 hours**

This course will focus on planning, organization and implementing decisions for entrepreneurs. Students will learn how to apply creative processes to decisions made in entrepreneurial environments. Cases, simulations, and other exercises will be used to help students develop entrepreneurial creative strategic thinking and decision-making skills.

**Prerequisite:** ENT302

**ENT362 Entrepreneurship Research Design and Analysis ..... 3 hours**

This class will introduce students to research and its tools. Students will learn and apply the research process to their Entrepreneurship Research Project. Quantitative research methods will be explored in the class. This module has specific emphasis upon helping the student complete the Entrepreneurship Research Project using statistical tools.

**Prerequisite:** ENT302

**ENT408 Venture Capital ..... 3 hours**

This course will help managers make better investment and financing decisions in entrepreneurial settings. The course covers all stages of the process, from startup to selling the business. This course explores different sources of capital available to finance entrepreneurial activities. The class will analyze advantages and disadvantages of each source of funding. Students will create a funding proposal as part of the class.

**Prerequisite:** ENT302

**ENT470 Internship ..... 3 hours**

Under faculty member guidance and reporting to an agent of a selected firm, the individual student works in some aspect of the field. This real-world work experience contributes directly and substantially to the student's major area of interest. Work assignments are arranged on an individual student/company basis.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

## **EQUINE BUSINESS MANAGEMENT (EQM)**

### **EQM254 Equine Functional Anatomy ..... 3 hours**

This course presents a comprehensive overview of the basic design of the horse. Heavy emphasis will be placed on the musculoskeletal and digestive systems as well as common disease processes associated with these systems. Other topics to be covered include the special senses, the skin and endocrine system. At least one laboratory covering the basic physical examination of the horse will be incorporated into the course.

*Offered Fall odd*

### **EQM257 Equine Nutrition ..... 3 hours**

This course covers the basics of equine nutrition including the classes of nutrients, nutrient requirements, balancing rations, and the different nutritional needs of equine populations (foals, broodmares, performance horses, etc.). Disease conditions of nutritional origin will be discussed.

*Offered Spring even*

### **EQM342 Equine Reproduction ..... 3 hours**

Equine reproductive efficiency is generally considered inferior to that of the other livestock species. While not entirely true, certain management practices directly influence the ability to get a mare into foal. This course describes the basic reproductive anatomy and physiology of the mare and stallion. Other topics to be discussed include the estrous cycle and its manipulation, reproductive disorders and foaling.

*Offered Fall even*

### **EQM412 Management of the Equine Environment ..... 3 hours**

From a management perspective, the equine environment is the most challenging of the different livestock species. The capstone equine course is designed to integrate the functional management concepts and techniques from the foundation courses in the equine management curriculum. It emphasizes the role of the general manager within an equine business, regardless of the industry, with an emphasis on strategic business planning.

**Prerequisites:** EQM254, EQM257, EQM342, MGT359, MGT360

*Offered Spring odd*

### **EQM470 Internship ..... 3 hours**

Provides the student with on-the-job experience in varied aspects of the equine environment. Hours and work assignments will be arranged on an individual basis.

**Prerequisite:** Junior standing and Permission of Dean or Designee

**FINANCE (FIN)****FIN101 Personal Finance ..... 3 hours**

This course describes the study of methods for planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

*Offered Fall, Spring*

**FIN190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**FIN201 Survey of Health Insurance in the United States ..... 3 hours**

This course includes understanding various health insurance plans and coverage. It explores the concepts of insurance as well as financial, legal and social issues related to the health insurance industry. The course focuses on reimbursement methods and proper coding procedures and in addition addresses eligibility requirements, claims processing, collection, and patient accounting processes. It will instruct the student on the completion of insurance forms and interpretation of insurance codes. The course will provide each student with the framework for understanding the critical concepts and components of health care reimbursement and billing. Offered through online and off-campus programs only.

**Prerequisites:** MGT140 and NAT150

**FIN301 Business Finance ..... 3 hours**

This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ration analysis, organization of financial markets, and international (global) finance.

**Prerequisites:** ACC201 and ECO221 and ECO222

*Offered Fall, Spring*

**FIN314 Risk Management and Insurance ..... 3 hours**

Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies for risk.

**Prerequisite:** FIN301

*Offered Spring*

**FIN421 Investments** ..... 3 hours  
 The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH) portfolio theory, and international diversification.  
**Prerequisite:** FIN301  
*Offered Fall*

**FIN426 International Finance** ..... 3 hours  
 The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.  
**Prerequisite:** FIN301 or concurrent  
*Offered Spring*

**FIN470 Internship** ..... 3 hours  
 Provides the student actual experience in applying the concepts, principles, and rules of finance in real-world circumstances. Hours and work assignments are arranged with the business or organizational sponsor on an individual basis.  
**Prerequisite:** Junior standing and permission of the School Dean or Designee

**FORENSIC PSYCHOLOGY (FOR)**

**FOR105 Victimology** ..... 3 hours  
 This course focuses on the victims rather than the offenders; why they have been recently rediscovered, why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.  
*Offered Spring*

**FOR190, 290, 390, 490 Special Topics** ..... 3 hours  
 Topics will vary. May or may not be writing intensive.  
**Prerequisite:** None, unless listed in the schedule of courses.

**FOR344 Psychology of Violence and Aggression (w) ..... 3 hours**

Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed. This is a writing intensive course.

**Prerequisites:** FOR105 and PSY101

*Offered Fall*

**FOR347 Sex Crimes ..... 3 hours**

There are few crimes that shock people's sensibilities as sex crimes. Sex offenders are the only type of criminal who have to register with local law enforcement, have restrictions on where they can live and can be involuntarily committed to a psychiatric hospital at the end of their prison sentence. This course explores the myths and realities surrounding the wide range of behaviors encompassed by sex crimes. Students will also analyze the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.

**Prerequisite:** PSY101

*Offered Spring Odd*

**FOR365 Drugs and Society ..... 3 hours**

Considers various types of drugs, dynamics of use, abuse, addiction, and recovery; social, legal, economic, and psychological impact on structure and function of society; current trends; diagnosis and treatment; prevention strategies.

**Prerequisites:** PSY101 and PSY362

*Offered Spring*

**FOR366 Substance Abuse ..... 3 hours**

This is a comprehensive course that explores the topic of substance abuse from many perspectives including the history of drug abuse and drug laws; physiological and physical effects of drugs on the body, emotional, psychological, & social perspectives/effects; the differentiation of use, abuse, and addiction and how they affect therapy; and comprehensive examination of therapies. The course provides an in-depth overview of the multi-faceted issues related to substance abuse.

*Offered through online and off-campus programs only.*

**FOR423 Case Management ..... 3 hours**

A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.

**Prerequisites:** Senior standing and PSY362

*Offered Fall*

**FOR430 Crisis Intervention Strategies** ..... 3 hours  
Focuses on the theory and practice of intervention in various acute situations common in work with criminal justice clients, e.g., domestic violence, suicide threat/attempt, physical or sexual abuse, and acute chemical dependency episodes.

**Prerequisites:** Senior standing and PSY362

*Offered Spring*

**FOR460 Psychology and Law (w)** ..... 3 hours  
Course studies the psychology assumptions that the law makes and the differences between law and psychology regarding models of behavior, theories of change, morality, and values. Role of psychology in the legal process, the rules of procedure, the jury system, and the psychologist in the courtroom are examined in depth. This is a writing intensive course.

**Prerequisites:** SOC250 and SCS300 and Junior standing

*Offered Fall*

**FOR485 Death and Dying** ..... 3 hours  
This interdisciplinary course examines the reality of death and dying as it affects the helping professional, the terminal person, and the survivors. Incorporates the work of relevant sociological, philosophical, and religious viewpoints from a multicultural perspective.

**Prerequisites:** PSY101 and SOC101

*Offered Fall*

## **FORENSIC SCIENCE (FSC)**

**FSC115 Introduction to Forensic Science** ..... 3 hours  
This course will provide a general introduction to the field of forensic science and its various functions and specialties from the crime scene to the laboratory.

*Offered Fall and Spring*

**FSC190, 290, 390, 490 Special Topics** ..... 3 hours  
Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**FSC391 Forensic Anthropology** ..... 3 hours  
This course considers the forensic application of anthropology and archaeology to identification of human remains in criminal and human rights cases. Students will be introduced to methods used to determine age at death, sex, stature and ancestry of a skeleton and will practice the application of these methods in a laboratory setting. The course also addresses issues of recovery and processing of human remains from crime scenes and review actual cases involving forensic anthropology.

**Prerequisite:** any college level biology class

*Offered Fall*

**FSC422 Forensic Pharmacology ..... 3 hours**

Forensic Pharmacology is the study of basic physiological process and pathways of drug metabolism in the human body. Course work will include Behavioral modifications due to drug use, exposure to drug laws in the US and internationally, identifying drug offspring at various stages of metabolism and a brief historical and geographical perspective of the illegal drug trade.

**Prerequisites:** CHM332 and NAT/BIO310

*Offered Spring*

**GLOBAL LEADERSHIP HONORS (GLM)**

**GLM190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**GLM205 Introduction to Global Studies ..... 3 hours**

This course will introduce students to the concepts and complexity of globalization. Emphasis will be on how globalization impacts overall business practices. Attention will be given to cultural sensitivity and how today's leaders need to adapt their behavior to meet these sensitivities. Students will also evaluate their current leadership skills.

**Prerequisite:** ENG141 or concurrent

*Offered Fall, Spring*

**GLM210H Markets and Economies (w) ..... 3 hours**

An examination of the variety of markets and economies encountered in a globalized business environment. Particular attention is given to the predominant business models in various regions of the globe and interaction between businesses and their environments. The level of analysis is the organization embedded within national and ethnic cultures.

**Prerequisite:** MGT201

*Offered Spring*

**GLM310H Culture, Business and Markets (w) ..... 3 hours**

This course will develop awareness and knowledge of cultural influences on business. Students will develop a systematic approach to examine the cultural environment of business. Both affective and cognitive methodologies will be used. Students will develop skills for use in international business, learn a framework for understanding culture and address management and marketing issues. This is a writing intensive course.

**Prerequisite:** GLM210H

*Offered Fall*

**GLM395H Global Leadership Theory ..... 3 hours**

This course examines theories and approaches to leadership in a global society. A variety of leadership models will be examined in relationship to the cultural complexity within the global business arena. Focus will be on leading across national borders and within multi-national companies. Students will also evaluate their current leadership skills.

**Prerequisite:** GLM205

*Offered Spring*

**GLM410H Global Leadership Professional Seminar (w) ..... 3 hours**

This course will draw on the previous courses in the GLM curriculum and present the students with assignments that require critically thinking about and applying concepts from the curriculum. Case studies from the Harvard Business Review will be used as the focal point for in-class discussions and a final paper will allow the students the latitude to apply their own learning to posed questions. This is a writing intensive course.

**Prerequisite:** GLM310H, Senior Standing

*Offered Fall*

**GLM470H Internship/Experience ..... 3 hours**

Global Leadership majors must complete a study abroad experience in one of the following ways: A one semester overseas educational program in a non-English speaking country. A four to six week internship program in a country outside of North America. Completion with a minimum grade of B an intensive language program either inside or outside of the United States. Rosetta Stone programs with a competency exam (ie: CLEP) will meet this requirement

**Prerequisite:** Junior standing and permission of the School Dean or Designee

*Offered Fall, Spring*

**HEALTH CARE ADMINISTRATION (HCA)**

*Offered through Online and Off-Campus Programs only.*

**HCA301 Healthcare Finance ..... 3 hours**

This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized. *Offered through online and off-campus programs only.*

**Prerequisite:** ACC201 and ECO221

**HCA312 Healthcare Informatics (w)..... 3 hours**

This course provides the student with a comprehensive understanding of informatics in the healthcare industry. Healthcare informatics is addressed from a systemic, patient, management, and educational perspective. *Offered through online and off-campus programs only.*

**Prerequisite:** CIS111

**HCA318 Human Resource Management for Health Care Managers ..... 3 hours**

This course is an introduction to the human resources function and related elements and activities as they apply to the healthcare industry. The course outlines the roles and functions of members of the human resources department as well as educating others outside human resources, in how their roles include human resources-related activities in healthcare. Topics will include compensation, benefit programs, employee counseling, discipline and termination. Equal Employment Opportunity, training and development, staffing and strategy will also be explored as they apply to the healthcare environment.

*Offered through online and off-campus programs only.*

**Prerequisite:** MGT301

**HCA327 Health Care Operations ..... 3 hours**

This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and on understanding managerial decision-making, as it pertains to the health care industry. *Offered through online and off-campus programs only.*

**Prerequisite:** MAT174

**HCA355 Healthcare Marketing ..... 3 hours**

Healthcare Marketing provides students with the exposure to essential marketing concepts and strategies utilized within the healthcare industry. Control and monitoring of healthcare marketing programs is emphasized to address the continual change in the healthcare industry. *Offered through online and off-campus programs only.*

**Prerequisite:** ECO221 or ECO222

**HCA362 Research and Analysis for Health Care ..... 3 hours**

This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and on understanding managerial decision-making, as it pertains to the health care industry. *Offered through online and off-campus programs only.*

**Prerequisite:** MAT174

**HCA412 Health Care Systems and Governance ..... 3 hours**

This course focuses on administration of complex health systems and individual organizations. Topics include organizational analysis, strategic planning, multi-organizational management issues, and evolving governance structures and methods in healthcare administration. The course will use quantitative methods to analyze many of the issues.

*Offered through online and off-campus programs only.*

**HCA473 Service Delivery of Acute Care Management ..... 3 hours**

This course delves into an in-depth assessment of hospitals. Areas of study entail its foundation structure, leadership and management, clinical and non-clinical services. *Offered through online and off-campus programs only.*

**Prerequisites:** Any 300 level HCA

**HCA474 Social Aspects of Aging ..... 3 hours**

This course introduces the student to core components and trends in social gerontology. Social, physical, economic, and political viewpoints are taken into account to assess the interdisciplinary nature within the field.

*Offered through online and off-campus programs only.*

**Prerequisites:** Any 300 level HCA

**HCA475 Service Delivery of Long Term Care ..... 3 hours**

This course introduces students to managing and leading the system of long-term care. Various elements of the system are addressed, reflecting on past, current, and future trends in the healthcare industry and aging population.

*Offered through online and off-campus programs only.*

**Prerequisites:** Any 300 level HCA

**HCA491 Healthcare Administration Research Project ..... 3 hours**

The Research Project is a challenging part of the Healthcare Administration Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Healthcare Administration Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. *Offered through online and off-campus programs only.*

**Prerequisite:** Healthcare Administration Major and Senior Level Standing

**HISTORY (HIS)**

**HIS111 American Society to 1865 ..... 3 hours**

This survey course focuses on the social, political, religious, economic and cultural experiences of the inhabitants of North America (excluding Canada) from colonization through revolution, to westward expansion and finally the American Civil War. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary source materials to develop both content knowledge and process skills. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

*Offered Fall odd numbered years*

**HIS112 American Society since 1865 ..... 3 hours**

This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

*Offered Spring even numbered years*

**HIS121 Thinking Historically (w)..... 3 hours**

Students will learn why history is important, as well as receive a brief historiographical survey of changing interpretations of historical study over time. They will next be introduced to the basic tools and methodology employed by historians. These include: reading comprehension, using maps, understanding graphs and charts, analyzing sources, using Chicago Manual of Style for citations, test taking, and preparation and performance in history classes. This is a writing intensive course.

**Prerequisite:** ENG141 or concurrent

*Offered Fall*

**HIS122 Research and Writing for History (w) ..... 3 hours**

This class is designed to develop the research and communication skills common to the history profession. Each student will complete a variety of research projects using primary and secondary source material, scholarly journals, oral histories, artifacts, and photographs. The advantages and shortcomings of online research will be presented. Students will also learn how to work successfully in groups to prepare and deliver an oral presentation of their joint research. This is a writing intensive course.

**Prerequisite:** HIS121 with a C or better

**HIS137 Civilizations of the World ..... 3 hours**

Students will study the history of the major world civilizations. For each, they will learn about the origins, their contributions, and reasons for their collapse. A key component of the course will be to discover areas of similarity or overlap among the various civilizations studied.

*Offered Spring odd numbered years*

**HIS190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary.

**Prerequisite:** None, unless listed in the schedule of courses.

**HIS211 Western Society to 1500 ..... 3 hours**

This survey course focuses on the social, political, religious, economic, and cultural experiences of the inhabitants of the ancient Middle East, through Classical Greece and Rome, to the beginnings of the European nation-state. Students learn the historical process, tracing themes through time and noting important connections among them. In addition, they will work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

*Offered Fall even numbered years*

**HIS225 United States Diplomatic History since 1895 (w) ..... 3 hours**

Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America's role in the world today. This is a writing intensive course.

**Prerequisites:** HIS112, ENG142

*Offered Fall odd numbered years*

**HIS226 United States Military History since 1895 (w)..... 3 hours**

This course seeks to explain the role of the military in the growth and expansion of the country's history. It begins with the early reliance on colonial militias, through nineteenth century wars of consolidation and expansion, to the emergence of the nation as a formidable world power in the two world wars of the twentieth century. From that point, the course will investigate the emphasis on a professional army over militias and the role of these forces in events around the world since 1945. This is a writing intensive course.

**Prerequisites:** HIS112, ENG142

*Offered Spring even numbered years*

**HIS231 Creating a Nation: The United States through the Civil War (w)..... 3 hours**

Beginning with the Pre-Columbian Native American culture, the course investigates European colonization of the Americas, with emphasis on the English experience. The causes and key elements of the American Revolution are analyzed, as are the challenges faced and opportunities enjoyed by the newly independent nation. Students will explore the interacting social, political, economic, military, and religious themes that underscore the nation's development. The course concludes with an investigation of growing tensions between the North and the South that emerged as the nation moved westward, generating irreconcilable conflicts that culminated in civil war. This is a writing intensive course.

**Prerequisite:** HIS122 with a C or better

**HIS242 The United States, 1865-1945: Consolidation, Industrialization, and the Rise to Global Leadership (w) ..... 3 hours**

Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this class. Students will also trace the remarkable rise of industrialization and unionism, the “winning of the West,” the challenges of urbanization, unprecedented immigration around 1900, and the country’s growing commitment in Asia following the Spanish-American War. The uncertainties associated with capitalism are explored through investigations of the various depressions that rocked the nation periodically during the 19th and 20th centuries. Finally, an investigation of America’s role in two world wars helps students understand how the United States emerged as a world leader in 1945. This is a writing intensive course.

**Prerequisite:** HIS122 with a C or better

**HIS267 The Challenges of Global Leadership: the United States after 1945 (w)..... 3 hours**

The class follows the post-war trail of mutual misunderstanding and mistrust between the United States and the Soviet Union, which solidified into intransigent ideological positions during the nearly four decades of threat and counter-threat known as the Cold War. Seeking to check perceived Soviet expansion, the nation found itself embroiled in a number of wars in far-flung corners of the post-colonial world. As home, students will discover that the United States enjoyed unprecedented economic growth, but also strident racial and gender equality debates, environmental issues, generational and cultural differences, and increasing commercialization. By the late 20th century, issues of globalization, terrorism, population growth and migration, growing political discord, and technological innovation left the United States facing a world of uncertainty, but also of opportunity. This is a writing intensive course.

**Prerequisite:** HIS122 with a C or better

**HIS303 Dawn of Humankind: Civilizations Emerge and Develop (w)..... 3 hours**

This course explores the birth and diffusion of world civilizations from the dawn of recorded history to 1350 CE. First, the course will begin by examining the development of early civilizations and then will follow their developments into the classical age by exploring the Mediterranean societies of Greece and Rome, the Indian subcontinent, China, and the Persian Empire. Finally, the course will conclude with the establishment of post-classical empires and the expansion of world religions. Over time, technology and human enterprise led to regular encounters between distant societies. This course highlights the ways these interactions came to shape the modern world. This is a writing intensive course.

**Prerequisite:** HIS122 with a C or better

**HIS312 History of the Middle East (w) ..... 3 hours**

A survey of the history of the Middle East from the time of Muhammad (500 AD) through the beginning of the 21st Century. Specific emphasis is placed on the 20th Century and the decisions made that have resulted in the current world situation. The countries covered include Turkey, Syria, Lebanon, Jordan, Israel, Egypt, Saudi Arabia, Iraq, Iran and Afghanistan. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered Fall*

**HIS313 History of East Asia (w)..... 3 hours**

A survey of the history of East Asia focusing on the histories of China and Japan, their relationships with the other countries of East Asia and their relationships with the world at large. The majority of the course will concentrate on the 20th Century and particular emphasis will be placed on the impact these countries had on the United States and the Vietnam War. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered as needed*

**HIS323 The Emerging West, Exploration, Colonization,  
and Commerce (w)..... 3 hours**

This course will examine the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change led to political, scientific, economic, social, and cultural changes both in European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution, and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia, and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world. This is a writing intensive course.

**Prerequisite:** HIS122 with a C or better

**HIS341 Latin American History ..... 3 hours**

This course is designed to provide a study of Latin American history; geography, and linguistic differences between peoples who speak Spanish. Students will explore Latin American history through the study of the historical forces and great movements from indigenous cultures, through colonialism, and to present day globalization.

**HIS410 The Inter-Connected World: Globalization In a**

**Post-Colonial World (w) ..... 3 hours**

This course will explore the increasing dominance of western ideas and how they continue to have an impact on societies around the world. With the expansions of empires into Africa, Asia, and Oceania, Europeans and Americans gained control over much of the world; and economies, politics, and culture became more intricately intertwined. The course will address the following topics: the spread of industrialization, how the west and non-west viewed one another, the global conflicts of the twentieth century, decolonization movements, the rise of fundamentalism and terrorism worldwide, the competition of human and natural resources, and the constant struggle between local diversity and globalization that characterizes the twenty-first century. This is a writing intensive course.

**Prerequisites:** HIS303 and HIS323 each with a C or better

**HIS425 Historiography (w) ..... 3 hours**

This capstone course investigates how the study of history has evolved, with a special emphasis placed on competing historical theories. Using samples of historical writing from representative historians over time, students will seek to understand the role of objectivity and the temptations of manipulating the past to influence the future. In addition, they will learn how technology has influenced the profession. Material studied will include European as well as American historical thought and practice. This is a writing intensive course.

**Prerequisite:** History major either enrolled in or has completed all major courses  
*Offered Fall odd numbered years*

**HOSPITALITY MANAGEMENT (HOS)**

**HOS104 Introduction to the Hospitality and Tourism Industry ..... 3 hours**

A survey of the interrelated industries that comprise the number one employer in the world: tourism. Introduces the student to the major concepts and components that represent the following industries: lodging, resorts, vacation clubs and spas, restaurants, catering, attractions, theme parks, casinos, club management, convention and event planning, cruises, and tourism services.

*Offered Fall*

**HOS190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**HOS215 Food Service and Safety Management ..... 3 hours**

Students will be required to complete a program that is recognized by the National Restaurant Association Educational Foundation as a preferred Food Protection Manager Certification program. Topics include: how to prepare for a health inspection; HACCP food safety assurance system; local, state and federal regulations and agencies; crisis management; and the significant impact of the food service industry.

*Offered Fall*

**HOS280 Hospitality Facilities Management ..... 3 hours**  
Standard operational functions and procedures involved in servicing the facility will be addressed. The property engineer's role as a manager will be stressed with regard to guest operations.  
*Offered Spring*

**HOS330 Hospitality and Tourism Strategic Management ..... 3 hours**  
This course provides students with a perspective of managing a hospitality and tourism business through strategic eyes, utilizing the unique tools and techniques of the hospitality industry. This course will allow students to develop and implement sound hospitality strategies. Cases are used to provide actual applications of topics such as innovation, entrepreneurship, leadership, ethics, global management and franchising specific to the hospitality and tourism industry.  
**Prerequisite:** HOS104  
*Offered Spring*

**HOS470 Internship ..... 3 hours**  
Provides the student with on-the-job experience in varied aspects of hospitality and tourism management. Hours and work assignments will be arranged on an individual basis.  
**Prerequisite:** Junior standing and permission of the School Dean or Designee

### **INFORMATION TECHNOLOGY (ITS)**

**ITS106 Introduction to Computer Science (w) ..... 3 hours**  
This course is designed to introduce students to the world of computers through teaching the basics behind computer science. *Offered through online and off-campus programs only.*

**ITS120 Current Trends in Virtual Computing ..... 3 hours**  
This course will introduce students to trends in Information Technology to include topics such as: Virtualization, Cloud Computing, and Windows OS. *Offered through online and off-campus programs only.*

**ITS215 Open Source Computing ..... 3 hours**  
This course is designed to develop students' knowledge and aptitude in UNIX and Linux Operating Systems at a command line level. *Offered through online and off-campus programs only.*  
**Prerequisite:** ITS120

**ITS345 Computer Law and Ethics ..... 3 hours**  
This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack. *Offered through online and off-campus programs only.*  
**Prerequisite:** CIT344

**ITS370 Server Administration ..... 3 hours**

This course prepares students to install, configure, and administer Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory. *Offered through online and off-campus programs only.*

**Prerequisite:** CIT361

**ITS375 Open Source Security (w) ..... 3 hours**

This course prepares students to install, configure, secure and administer an Open Source Server. Students who take this course will be able to properly configure a Linux server for LDAP, Email, DHCP, DNS, and VPN access. *Offered through online and off-campus programs only.*

**Prerequisite:** ITS215

**ITS430 Enterprise Administration ..... 3 hours**

This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, Terminal services, Imaging, Virtual machines, Network load balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation the Microsoft MCSA certification. *Offered through online and off-campus programs only.*

**Prerequisite:** ITS370

**ITS465 Wide Area Networking and Switching ..... 3 hours**

This course prepares students for a portion of the CISCO Certified Network Associate (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, Configuring Single area OSPF and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access Control Lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the students will prepare for taking the CCNA Exam. *Offered through online and off-campus programs only.*

**Prerequisite:** CIT362

**ITS495 Capstone Project (w) ..... 3 hours**

This course is designed to encompass every aspect of the Information Technology degree program. Students will design a final project that includes aspects from: Networking, Security, Program Management, Computer Law, Hardware, Windows OS, Linux/Unix OS, and Programming/Scripting. *Offered through online and off-campus programs only.*

**Prerequisite:** CIS412

## LAW ENFORCEMENT (ENF)

### ENF100 Understanding Incident Management and Your Role ..... 3 hours

This course provides overview of strategic practices and serves as a basic and pragmatic guide for emergency response practitioners. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. It includes the role of national, regional and local services in a variety of disasters. This class is appropriate for business and industry, firefighters, Emergency Managers, EMS, police and other interested parties.

*Offered through online and off-campus programs only.*

### ENF150 Police and Society ..... 3 hours

A study of the various response methodologies available to the patrol officer in assisting the citizen's request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.

**Prerequisite:** JUS110

*Offered Fall, Spring*

### ENF154 Homeland Security Overview ..... 3 hours

The course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.

*Offered Fall*

### ENF160 Crime Prevention ..... 3 hours

An examination of crime prevention and security programming responding to commercial, retail, industrial, and governmental proprietary needs. Review of physical, personnel, and informational security.

*Offered through online and off-campus programs only.*

**Prerequisite:** JUS110

### ENF190, 290, 390, 490 Special Topics ..... 3 hours

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**ENF212 Concepts of Terrorism..... 3 hours**

This course provides an introduction into the theories explaining terrorist behavior. It will examine the questions of what constitutes terrorism, terrorist groups, and what economic, social, religious and other issues lead to the conduct of groups like al Qaeda. Additionally, students will be required to think critically about how terrorist groups form, what makes them disband, and how knowledge is transferred among groups and group-members. Further, it will cover the history and development of the term “terrorism” and the development of modern terrorism in practice.

**Prerequisites:** ENG141 and ENF154

*Offered Fall and Spring*

**ENF239 Applied Criminal Investigation and Criminalistics ..... 3 hours**

Emphasis on the investigation of specific crimes including, but not limited to, Homicide, Sexual Assault, Aggravated Assault, Robbery, Burglary, Theft, Auto Theft and Arson. Students will be required to investigate a “mock” crime scene, collect and analyze evidence obtained and present their investigation in a “moot” court.

**Prerequisite:** JUS202

*Offered Fall, Spring*

**ENF240 Critical Infrastructure Protection ..... 3 hours**

This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation’s security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

**Prerequisite:** ENF154

*Offered Spring*

**ENF245 Emergency Organization and Management ..... 3 hours**

Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.

*Offered Fall*

**ENF293 Criminology (w)..... 3 hours**

This course provides and introduction to the subject of criminology. Criminology is the study of both criminal behavior and crime itself, and as such, is one of the foundational courses for criminal justice. It explores the different schools of criminological thought, the different eras of criminology research and the theories proposed for crime and criminal motivation. Additionally, there is an emphasis on the development of the history of criminology as the basis for our justice system today. This is a writing intensive course.  
*Offered Fall, Spring*

**ENF317 Introduction to CJ Leadership ..... 3 hours**

This course introduces students to the leadership process by examining the concepts and theories of leadership in order to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership. Aspects of leadership will have a criminal justice focus.  
*Offered through online and off-campus programs only.*

**ENF323 Issues in Law Enforcement ..... 3 hours**

This course examines decision making in the criminal justice system in the United States. This course is designed to provide the student with a detailed comprehension of how criminal justice professionals make decisions in a multi-faceted civil framework of existence. This course further examines criminal justice decision makers on what they do, the problems they face, and the many reforms and innovations they must evolve into.  
*Offered through online and off-campus programs only.*

**ENF334 Computers in Law Enforcement ..... 3 hours**

The course is a survey of the use and potential of computers in law enforcement agencies. The ethical and legal problems confronting society and police agencies occasioned by the use of computers as information gathering and storage instruments are examined, as well as the advantage of using computers in research and agency operations. Students will know how to use computers for link network analysis, crime mapping, traffic analysis and accident plotting, crime analysis and other functions relating to the administration/operation of a law enforcement agency.

**Prerequisites:** CIS111 or permission of Instructor

*Offered Fall, Spring*

**ENF335 Police Administration and Supervision..... 3 hours**

A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel.

**Prerequisite:** JUS110

*Offered Fall and Spring*

**ENF343 Weapons of Terrorism ..... 3 hours**

This course provides an overview of the various weapons available to terrorists that threaten America and the rest of the nations of the world. Modern applications of technologies by current foreign terrorist organizations will be included. Utilization of such weapons (chemical and/or biological) will likely require a multi-jurisdictional response capability from incident site first responders and possible U.S. military specialty response units. Cyber-terrorism has come of age requiring public and private coordination of responses to such attacks. Other weapon platforms of terrorism to be examined include radiological and explosives (dirty bombs) designed to create mass contamination of the population and surroundings. Resulting decontamination issues will be discussed as well as new tactics the instructor deems appropriate. All shall be covered with students learning about the various means used by terrorist to create fear and death.

**Prerequisite:** JUS215

*Offered Spring*

**ENF346 Disaster Response Operations and Management ..... 3 hours**

This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster.

*Offered through online and off-campus programs only.*

**ENF393 Criminal Nature ..... 3 hours**

An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior. Topics will include social pathology, traditional crime and criminals, and emergent criminal activities such as computer-assisted crime. An examination of the nature, variation, and causes of crime with emphasis on theories of crime and criminal behavior and the study of social institutions and their influence on labeling and labeling behavior.

*Offered through online and off-campus programs only.*

**ENF400 Comparative Criminal Justice Systems ..... 3 hours**

Study of national and international criminal justice systems with emphasis on law enforcement. The historical, cultural, and operational similarities and differences will be explored. Contemporary research relating to law enforcement, adjudicative, and correctional systems will be considered.

**Prerequisite:** JUS110, Junior Standing

*Offered Fall and Spring*

**ENF414 Components of Disasters ..... 3 hours**

This course is designed to overview sociological disaster research, disaster system, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

*Offered through online and off-campus programs only.*

**ENF428 Crisis Management Center ..... 3 hours**

This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC.

Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

*Offered through online and off-campus programs only.*

**ENF441 Counterintelligence/Counter-terrorism ..... 3 hours**

This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.

*Offered Fall and Spring*

**ENF450 Crime Analysis ..... 3 hours**

An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime data to predict future criminal events, including when and where perpetrators will strike. Managerial and supervisory responsibilities in a crime analysis unit will also be discussed. The course is directed toward preparing students to obtain an entry-level crime analysis position in a law enforcement agency.

**Prerequisite:** Senior Standing

*Offered Fall and Spring*

**ENF460 Evidence Processing (w) ..... 4 hours**

This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include: evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence, and presentation of courtroom testimony. This is a writing intensive course.

**Prerequisite:** ENF239 and Senior standing. None required for BS In Forensic Science.

*Offered Fall and Spring*

**MANAGEMENT (MGT)**

**MGT121 How Business Works ..... 3 hours**

This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the student's understanding. Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.

*Offered Fall, Spring*

**MGT131 Introduction to Human Resources and Ethics ..... 3 hours**

This course will provide students with an introduction to human resource topics in business. Concepts in planning, job analysis and design, safety, recruitment and retention, employee development, and employee relations will be covered. An introduction to ethical concepts and systems of moral values will be included. This course will also provide students with skills and information to enable them to make competent ethical business decisions.

*Offered through online and off-campus programs only.*

**Prerequisite:** MGT161

**MGT140 Survey of Healthcare Organizations and Terminology ..... 3 hours**

This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

*Offered through online and off-campus programs only.*

**MGT151 Medical Terminology ..... 3 hours**

This course includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling is emphasized as the student develops a professional vocabulary.

*Offered through online and off-campus programs only.*

**Prerequisite:** NAT150

**MGT161 Introduction to Business ..... 3 hours**

This course is designed to present students with a broad view of the functional departments of business such as management, marketing, finance, human resources, law, economics, communications, social responsibility and ethics in business. Using text, discussions and projects, students deepen their understanding of the role of the integration of functional departments within a successful business. Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.

*Offered through online and off-campus programs only.*

**Prerequisites:** ENG141

**MGT190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**MGT201 Management of Organizations (w)** ..... 3 hours  
 This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job. This is a writing intensive course.  
**Prerequisite:** ENG141 and Sophomore standing  
*Offered Fall, Spring*

**MGT221 Supply Chain Management** ..... 3 hours  
 This course is an overview of supply chain management and will briefly cover the topics of Procurement, Lean Organizations, Total Quality Management, Logistics and Materials Management.  
**Prerequisite:** MGT201, MAT273  
*Offered Spring*

**MGT243 Current Issues in Healthcare** ..... 3 hours  
 This course will address current and foundational topics in the health care Industry necessary for complete effective administration and management.  
*Offered through online and off-campus programs only.*  
**Prerequisite:** MGT201

**MGT301 Organizational Behavior** ..... 3 hours  
 A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.  
**Prerequisite:** MGT201  
*Offered Fall, Spring*

**MGT317 Human Resources Management** ..... 3 hours  
 A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.  
**Prerequisite:** MGT301  
*Offered Fall, Spring*

**MGT318 Total Compensation Management**..... 3 hours  
 A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.  
**Prerequisite:** MGT301 and MGT317  
*Offered Fall*

**MGT320 Human Resource Risk Management..... 3 hours**

This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and more importantly, the interplay between these considerations and how important HR professional is in their success. Topics covered include: OSHA requirements, risk management and loss prevention, management of safety & workers' compensation, employee assistance plans, preventative health issues, emergency response & preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in your organization and avoid costly liability.

**Prerequisite:** MGT317 and LAW321

**MGT321 Operations Management ..... 3 hours**

This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.

*Offered through online and off-campus programs only.*

**Prerequisite:** MGT201

**MGT324 Logistics and Distribution ..... 3 hours**

A study of the movement of material and information throughout the supply chain. Topics include Transportation, Storage, DRP, Warehouse selection and location, and Distribution.

**Prerequisites:** MKT151 and MGT221

*Offered Fall*

**MGT351 Managing Diversity in the Workplace (w) ..... 3 hours**

In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as positive force within organizations. This is a writing intensive course.

**Prerequisite:** MGT201

*Offered Fall, Spring*

**MGT356 Quality Management ..... 3 hours**

A study of Quality Management principles and philosophy including the ideas of Deming, Juran and Crosby, employee involvement, Kaizen, Statistical Process Control, and Six Sigma.

**Prerequisites:** MGT221

*Offered Spring*

**MGT359 Small Business Management ..... 3 hours**

A study and analysis of the problems of operating a small business. Additionally, a discussion of the how's, what's and why's an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.

**Prerequisites:** MGT201 and Junior standing

*Offered Spring*

**MGT361 Managerial Research Design and Analysis ..... 3 hours**

This course is an introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete the Action Research Project and understand managerial decision-making.

*Offered through online and off-campus programs only.*

**Prerequisite:** MAT174

**MGT402 Training and Development ..... 3 hours**

An advanced course designed to develop knowledge and skill in the design, development, delivery and evaluation of organizational and job-related training and performance improvement programs.

**Prerequisite:** MGT317

*Offered Fall*

**MGT403 Strategic Human Resource Management ..... 3 hours**

The course focuses on opportunities, planning, and emerging issues related to strategic human resource management. Learners will explore the alignment of business strategies and human resource management. Strategic human resource management will be defined and understood, emerging challenges will be discussed, how to strategically manage organizational change, and understanding the rationale for the creation of new roles and expectations of organizations required to be successful strategic business partners will be examined.

**Prerequisite:** MGT317 and Junior Standing

**MGT404 Organization Theory ..... 3 hours**

An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.

**Prerequisite:** MGT301 or GLM310H

*Offered Spring*

**MGT411 International Management ..... 3 hours**

This course focuses on business across national boundaries. Topics covered include functional areas of management in MNCs, impact of policy, society, economy, and geography on the international business environment and global strategic management.

**Prerequisite:** MGT301 or GLMH310

*Offered Fall and Spring*

**MGT422 Materials Management and Procurement ..... 3 hours**

Studying the requirements for managing the flow of materials in various processes to include planning and inventory control. The nature of the procurement function in organizations, including Supplier Relations, Supplier Selection, Issuing of Contracts, Contract Law as it relates to Procurement, Long-Term Partnering and Make versus Buy decisions. Possible textbooks: Monczka, Trent and Handfield. (2005). Purchasing

**Prerequisites:** LAW211 and MGT221

*Offered Fall*

**MGT455 Lean Organizations ..... 3 hours**

The application of just-in-time principles throughout the supply chain, including how to define and eliminate waste; the utilization of information in lieu of inventory; Pull versus Push systems; Kanban signaling and material coordination; and an in-depth look at the Toyota Production System.

**Prerequisite:** MGT221

*Offered Spring*

**MGT470 Internship ..... 3 hours**

Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual basis.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**MGT475 Internship and Professional Development Seminar ..... 3 hours**

This class is open to any business major. Students will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Students are required to maintain a weekly journal blog and a daily log sheet provided by the faculty. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as electronic portfolios, interviewing, dining etiquette, and business career information.

**Prerequisite:** Senior Standing

*Offered Fall*

**MGT491 Management Research Project ..... 3 hours**

The Research Project is a challenging part of this major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an Individual's entire professional career. The Research Project spans the complete curriculum and involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report.

*Offered through online and off-campus programs only.*

**MGT495 Organizational Strategy (w) ..... 3 hours**

An advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation. This is a writing intensive course.

**Prerequisites:** BBA major, FIN301 and senior standing

*Offered Fall, Spring*

**MGT496 Research Project I (w) ..... 3 hours**

The research project is the most challenging part of the Organizational Management program. It is demanding, but when finished, it will have a pattern of research that can be sued for an individual's entire professional career. The research project spans the complete curriculum and involves the adult learner in choosing a problem to solve, thoroughly researching It, designing a specific plan of action, and writing an extended report. The project will focus many of the new skills that have been learned from the course work, including the practical application of statistics, time management, and organizational behavior. There is extensive brainstorming, giving and receiving feedback, and cooperative support form classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience in the program. This is a writing intensive class.

*Offered through online and off-campus programs only.*

**Prerequisite:** Enrollment in the Organizational Management Major

**MGT497 Research Project II (w)..... 3 hours**

The research project is the most challenging part of the Organizational Management program. It is demanding, but when finished, it will have a pattern of research that can be sued for an individual's entire professional career. The research project spans the complete curriculum and involves the adult learner in choosing a problem to solve, thoroughly researching It, designing a specific plan of action, and writing an extended report. The project will focus many of the new skills that have been learned from the course work, including the practical application of statistics, time management, and organizational behavior. There is extensive brainstorming, giving and receiving feedback, and cooperative support form classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience in the program. This is a writing intensive class.

*Offered through online and off-campus programs only.*

**Prerequisite:** Enrollment in the Organizational Management Major and MGT496 with a C or better.

**MARKETING (MKT)**

**MKT151 Introductory Marketing..... 3 hours**

This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing's relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations

*Offered Fall, Spring*

**MKT190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**MKT252 Buyer Behavior ..... 3 hours**

This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.

**Prerequisite:** MKT151

*Offered Fall*

**MKT253 Marketing Communications ..... 3 hours**

This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.

**Prerequisite:** MKT151 and MGT201

*Offered Spring*

**MKT350 Retailing Management ..... 3 hours**

This course includes discussions of retailing functions and management of retailing as a system. Emphasis is on understanding the external environment of retailing and on the creation of an appropriate internal environment.

**Prerequisite:** MKT252 or MKT253

*Offered Fall*

**MKT354 Personal Selling ..... 3 hours**

Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions tailored to that specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.

**Prerequisite:** MKT151

*Offered Fall*

**MKT355 Marketing Management ..... 3 hours**

This course will cover marketing theory and terminology. Students will be given the opportunity to apply these principles and concepts to real world, domestic and international situations. This exploration provides students with an appreciation of the role of marketing in organizational strategic planning; an awareness of how customer behavior and decision data are collected and analyzed in the marketing planning process; and the confidence to participate with other organizational members to 'connect with customers' in a variety of effective and meaningful ways.

*Offered through online and off-campus programs only.*

**MKT357 Business Marketing ..... 3 hours**

Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.

**Prerequisite:** MKT253 or MKT350

*Offered Spring*

**MKT364 Event Marketing and Management** ..... 3 hours  
Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.

**Prerequisites:** MKT151 and MGT201 and Junior standing

*Offered Spring*

**MKT402 Marketing Research (w)** ..... 3 hours  
This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls. This is a writing intensive course.

**Prerequisites:** MAT273 and 300 level marketing course.

*Offered Fall*

**MKT404 Global Marketing** ..... 3 hours  
This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.

*Offered Spring*

**MKT470 Internship** ..... 3 hours  
Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field: e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student's major area of marketing interest. Work assignments are arranged on an individual student/company basis.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**MKT471 Research Project I (w)** ..... 3 hours  
The research project is the most challenging part of the Marketing Major. It is demanding, but when finished, it will have a pattern of research that can be sued for an individual's entire professional career. The research project spans the complete curriculum and involves the adult learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The project will focus many of the new skills that have been learned from the course work, including the practical application of statistics, time management, and organizational behavior. There is extensive brainstorming, giving and receiving feedback, and cooperative support form classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience in the program. This is a writing intensive class.

*Offered through online and off-campus programs only.*

**MKT491 Marketing Research Project ..... 3 hours**  
 The Research Project is a challenging part of this major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an Individual's entire professional career. The Research Project spans the complete curriculum and involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report.  
*Offered through online and off-campus programs only.*

**MATHEMATICS (MAT)**

**MAT100 Foundations of College Mathematics ..... 3 hours**  
 See Foundations Course at the beginning of the courses descriptions for more information.

**MAT173 College Mathematics ..... 3 hours**  
 See Foundations Course at the beginning of the courses descriptions for more information.

**MAT174 Finite Mathematics ..... 3 hours**  
 This course applies mathematical techniques to solve real-world problems and involves the study of topics including linear models, systems of equations, financial math, and probability.  
**Prerequisite:** MAT173 with "C" or better, or placement  
*Offered Fall, Spring*

**MAT181 College Algebra ..... 3 hours**  
 The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, and sequences.  
**Prerequisite:** MAT173 with "C" or better, or placement  
*Offered Fall, Spring*

**MAT190, 290, 390, 490 Special Topics ..... 3 hours**  
 Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.  
**Prerequisite:** None, unless listed in the schedule of courses.

**MAT251 Applied Mathematics ..... 3 hours**  
 An applied approach of fundamental arithmetic and algebraic concepts and basic problem-solving skills. Emphasis is placed upon a problem-solving approach that requires students to be active participants in the examination of numerical concepts. (Required for Middle Childhood Math Concentrations)  
**Prerequisite:** MAT173  
*Offered Spring odd numbered years*

**MAT271 Geometry for Middle School Teachers** ..... 3 hours  
 Considers synthetic methods, foundations of Euclidean geometry with a brief treatment of non-Euclidean geometry, and groups of transformations associated with geometry.

**Prerequisite:** MAT174/181

*Offered Spring even*

**MAT273 Applied Statistics I** ..... 3 hours  
 A study in descriptive and inferential statistical methods that aid decision-making.

Includes the following topics: normal probability distributions, calculation of parameters from a universe, calculation of statistics from a sample, hypothesis testing, regression, and correlation. A hand-held calculator with scientific functions is required.

**Prerequisites:** CIS111 or EDU150 and one of MAT174/MAT181/MAT281

*Offered Fall, Spring*

**MAT275 Pre-Calculus** ..... 3 hours  
 This course covers traditional pre-calculus topics, including topics from advanced algebra, trigonometry and analytic geometry.

**Prerequisite:** MAT174 or 181 or placement

*Offered Fall*

**MAT281 Calculus I** ..... 3 hours  
 A first semester introductory course to graphical, numerical, and symbolic approach to differential calculus. Topics covered include functions, rates of change, limits, continuity, differentiability, rules of differentiation, and anti-differentiation. A study in the applications of calculus to motion, optimization, and related concepts.

**Prerequisites:** MAT174/181/275, or permission of instructor

*Offered Fall*

**MAT370 Teaching Mathematics in Middle School (w)** ..... 3 hours

This course will introduce students to current research and issues related to teaching mathematics in middle school. Students in this course will learn how to engage middle school students in meaningful mathematics, how to work with middle school students who are not meeting minimum standards and how to prepare middle school students for high school courses in mathematics. They will become knowledgeable about the current State of Ohio Math Standards. This is a writing intensive course.

*Offered Spring even numbered years*

**MAT373 Applied Statistics II** ..... 3 hours

This course further develops topics introduced in Applied Statistics I. Additional topics covered will include analysis of variance, multiple regression, time series analysis, quality control and decision theory. The course makes use of available computer software as a problem-solving tool.

**Prerequisite:** MAT273

*Offered as needed*

**MAT376 Statistics** ..... 3 hours  
 A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: variable, descriptive statistics, normal distribution, probability distribution, statistical inferences, sampling distribution, levels of confidence, and hypothesis testing. The focus is on the various statistical methods and formulas for analyzing and interpreting data. *Offered through Online and Off-Campus Programs only.*  
**Prerequisites:** CIS111 and MAT174

**MAT381 Calculus II** ..... 3 hours  
 A continuation of the concepts learned in Calculus I. This course includes a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions including logarithmic, exponential, and inverse trigonometric functions. Techniques of integrations, sequences, and various series are covered.  
**Prerequisites:** MAT281 or permission of instructor  
*Offered as needed*

**MAT481 Calculus III** ..... 3 hours  
 A continuation of the concepts learned in Calculus II. This course includes an introduction to the calculus of vectors, vector-valued functions, and three dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple and partial integrals, and surface integrals.  
**Prerequisites:** MAT381, or permission of instructor  
*Offered as needed*

**MUSIC - PROFESSIONAL (MUP)**

**MUP121 Musicianship I** ..... 3 hours  
 This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills, and how to apply these basic theoretical concepts to a keyboard instrument.  
*Offered fall even numbered years.*

**MUP190, 290, 390, 490 Special Topics** ..... 3 hours  
 Topics will vary. May or may not be writing intensive.  
**Prerequisite:** None, unless listed in the schedule of courses.

**MUP221 Musicianship II** ..... 3 hours  
 This course presents an expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will also learn how these concepts apply to keyboard instruments playing scales, chords and harmonic progressions.  
**Prerequisite:** MUP121  
*Offered spring odd numbered years.*

**MUP240 The Rhythm Section ..... 3 hours**  
 This course is designed to introduce students to playing and performing in a pop, jazz or rock rhythm section. Students learn the rhythm section roles and functions of keyboard, guitar, bass and drums, and over the course of the semester are introduced to basic playing technique on three different instruments. The course focuses on playing together in small groups of three or four students, and is open to all students regardless of major or experience level.  
*Offered spring odd numbered years*

**MUP321 Musicianship III ..... 3 hours**  
 This course addresses harmonic and formal analysis, basic part-writing techniques, and gives students a survey of compositional techniques used in Classical, Jazz, and Pop/Contemporary music. Students will simultaneously learn to apply these techniques to keyboard instruments through use of chord/melody playing, stylistic tendencies and practices, and the realization of printed sheet music (lead sheets, chorales, etc.).  
**Prerequisite:** MUP221  
*Offered fall odd numbered years*

**MUP322 Musicianship IV ..... 3 hours**  
 This course presents students with advanced theoretical concepts by way of composition, basic arranging and orchestration, analysis, transcription and the development of advanced aural skills. Keyboard skills studied include the playing of advanced scales, chord inversions, basic accompanying, printed music interpretation, improvisation and sight-reading. The course requires students to demonstrate a minimum level of functional keyboard proficiency.  
**Prerequisite:** MUS321  
*Offered spring even numbered years.*

**MUP351 Music Listening & Analysis I ..... 3 hours**  
**MUP352 Music Listening & Analysis II ..... 3 hours**  
 This sequence is designed to give students an exposure to the evolution of music history, but with an approach that differs from traditional music history courses. Instead of presenting dozens of musical styles and hundreds of composers and performers, the courses explore a limited number of significant pieces at a greater depth, using these representative examples to develop students' critical listening and analytical skills, aesthetic sensibilities, and historical and sociological awareness. This approach allows students to be better equipped to pursue their own study of music that most interests them and is most applicable to their own career aspirations.  
**Prerequisite:** MUP221  
*MUP351 offered Fall odd semesters*  
*MUP352 offered Spring even semesters*

**MUP440 Teaching Music ..... 3 hours**  
 This course is designed to give students the experience they will need to succeed as entrepreneurial musicians running their own private teaching studio and leading their own musical ensembles. The course focuses on basic classroom, studio and ensemble pedagogy, and on helping students develop skills that will help them succeed as teachers, bandleaders, managers and performers. This course was developed to address some of the most important skills not taught in other university music programs.

**Prerequisite:** MUP321  
*Offered fall even years*

**MUSIC (MUS)**

**MUS100 Music Convocation ..... 0 hours**  
 This course requires students to attend on-campus recitals, workshops, presentations and master classes, presented by university staff, faculty and students. These convocations would be held one hour per week at a consistent time, e.g. Wednesdays at noon.

**MUS110/210/310 Instrumental Ensembles ..... 1 hour**  
 Students in the University Bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.  
*Offered Spring*

**MUS111, 113, 211, 213, 311, 313, 410, 412 Instrumental  
 or Vocal Music Ensembles..... 0 hours**  
 This course, typical of university music curricula, allows music ensemble participation that would otherwise carry academic credit, to be reflected on members of TU choirs and bands whose academic plan does not afford room for enrolling in the existing for-credit ensemble courses. Pass/Fail

**MUS112/212/312 Choral Ensembles..... 1 hour**  
 Students in the University Choral and Vocal Ensembles explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.  
*Offered Spring*

**MUS115/215/315 Private Music Instruction: Instrumental ..... 1 hour**

This individual study is based on fundamentals of technique and basic musicianship on the student's primary instrument. Students meet with an instructor of their given instrument 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.

*Offered Fall, Spring*

**MUS116/216/316 Private Music Instruction: Instrumental ..... 1 hour**

This individual study is based on fundamentals of technique and basic musicianship on the student's primary instrument. Students meet with an instructor of their given instrument 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.

*Offered Fall, Spring*

**MUS117/217/317 Private Music Instruction: Vocal ..... 1 hour**

This individual study is based on fundamentals of vocal technique and basic musicianship. Students meet with an instructor of their voice part 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.

*Offered Fall, Spring*

**MUS118/218/318 Private Music Instruction: Vocal ..... 1 hour**

This individual study is based on fundamentals of vocal technique and basic musicianship. Students meet with an instructor of their voice part 50 minutes per week for private lessons in order to address individual issues related to these topics. Studies include technical exercises, etudes, and an appropriate sampling of literature. A final examination is conducted by jury. Private Music Instruction fee required.

*Offered Fall, Spring*

**MUS190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**MUS223 Music Appreciation ..... 3 hours**

The course focuses on the aesthetics of music, listening skills necessary to fully appreciate music, and the societal and cultural roles that music plays. Various folk and art musical styles will be studied, with attention to their historical evolution and influence on one another.

*Offered Fall, Spring*

**MUS230 Introduction to Sound and Recording Technology ..... 3 hours**

Students will explore the basic principles involved in the process of sound reinforcement and recording, including microphones and the principles of sound transduction, basic analog audio electronics, device interconnection, shielding and grounding, analog-to-digital conversion, magnetic recording processes in both analog and digital systems, and standard practices of recording, mixing, editing and mastering. Studio and live sound equipment are used in class, in studio exercises, and student projects.

**Prerequisite:** MAT173

*Offered Fall odd numbered years*

**MUS324 Survey of American Popular Music (w) ..... 3 hours**

This course is designed to provide a general historical overview of the development of popular music in the United States. Students will learn to listen closely and critically to popular musical styles; appreciate the historical and social contexts of popular music; understand some of the people, institutions and conditions that have shaped popular music; and think creatively and critically about the cultural role of popular music. This is a writing intensive course.

**Prerequisite:** ENG142

*Offered Spring even numbered years*

**MUS327 Survey of Music Business ..... 3 hours**

Focuses on the history, procedures, standard practices, economics and technologies involved with all facets of the business of music. Significant objectives include an understanding of important approaches to the recording industry, recognizing other areas of the music industry and understanding how the different areas interrelate. A careful examination of the economic considerations driving the music business will be discussed.

*Offered Fall even numbered years*

**MUS330 Recording Studio Performance & Practice ..... 3 hours**

This course is designed to explore intermediate and advanced principles regarding recording practices and the principles of sound transduction. This will include basic signal flow analyses, digital and analog sound synthesis, advanced microphone selection and placement techniques, MIDI mapping, audio sampling and sequencing using analog and digital interfaces, advanced audio editing using digital audio workstations, basic mixing and mastering techniques and basic sound repair and maintenance. Studio and live sound equipment will be used in class, studio exercises, and student projects.

**Prerequisite:** MUS230

*Offered spring even numbered years.*

**MUS427 Music Business Seminar ..... 3 hours**

This course provides students with the opportunity to explore the current state and the future of the recording industry, music publishing industry, and music industry and intellectual property law. Students conceive and develop ideas and proposals for musical entrepreneurship, and create an individual project that draws together work from previous courses and their own musical and professional experience.

**Prerequisites:** MUS230 and MUS324 and MUS327

*Offered Spring Odd number years*

## NATURAL SCIENCES (NAT)

### **NAT114 Survey of Science ..... 3 hours**

A general science course that entails a brief overview of the major science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate and understanding for the process of scientific discovery and their implications in our society.

*Offered Fall and Spring*

### **NAT124 Introduction to Athletic Training (w) ..... 3 hours**

This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.

*Offered Spring*

### **NAT146 Introduction to Exercise Science (w) ..... 3 hours**

This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

*Offered Fall*

### **NAT150 Introduction to Anatomy & Physiology ..... 3 hours**

This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

*Offered through online and off-campus programs only.*

### **NAT150L Introduction to Anatomy & Physiology Lab ..... 1 hour**

This laboratory will cover foundational anatomy & physiology concepts via the use of virtual dissection, imaging, and histology. The lab allows students to interactively label, dissect, and identify various structures of the human body. This lab is an excellent tool that allows students to implement theoretical concepts and nomenclature of the human body into practice.

**Co-requisite:** NAT150

*Offered through online and off-campus programs only.*

### **NAT190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.

**Prerequisite:** None, unless listed in the schedule of courses.

**NAT201 Principles of Physical Science** ..... 3 hours

An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.

*Offered Fall even numbered years*

**NAT205 Earth Science** ..... 3 hours

An introduction to the basic concepts of earth sciences. Topics to be covered include the structure and composition of earth, physical and chemical processes shaped/ shaping the earth, types and distribution of rocks and minerals, natural resources, and environmental and economic impacts of the earth.

*Offered Spring odd numbered years*

**NAT210 Oceanography** ..... 3 hours

An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

*Offered Fall odd numbered years*

**NAT215 Environmental Science** ..... 3 hours

An introduction to the basic chemical, physical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.

*Offered Spring even numbered years*

**NAT215L Environmental Science Lab** ..... 1 hour

*This lab is offered through online and off-campus programs only.*

**NAT220 Survey of Health Issues** ..... 3 hours

Health decisions made today are the building blocks for future personal health. This course will assist the student in making personal health decisions by introduction of resources and information pertaining to various health issues, health trends and examination of issues pertinent to the life of today's college student.

*Offered Fall odd numbered years*

**NAT225 Motor Development** ..... 3 hours

Students In this course will learn the processes and mechanisms underlying the development of motor skills from birth to adulthood. The study of neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement activities will be Included in this course.

*Offered Spring*

**NAT260 Lifetime Fitness and Wellness ..... 3 hours**

This course examines the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision making skills. Wellness evaluation and assessment are also included.

*Offered Spring*

**NAT275 Introduction to General Chemistry ..... 3 hours**

The General Chemistry course is a three credit hour lecture class with no laboratory required. The course is an introduction into the basic concepts of chemistry and will serve as the chemistry requirement for the general science major and for the training of the middle school teachers.

**Prerequisites:** MAT174/181, and basic chemistry or biology recommended

*Offered Spring*

**NAT291 Drugs and the Body (w) ..... 3 hours**

The focus of this course is to develop an effective perspective on the multifaceted aspects and problems associated with drug use, abuse, addiction, and treatment. This is a writing intensive course.

*Offered Spring odd numbered years*

**NAT300 Green Technology ..... 3 hours**

This foundation course is an introduction to the science of clean or green technologies that are either currently utilized in the world or under development. Special focus will be placed on solar, water, and wind power and their applications to conserve and protect the world's natural resources. Emphasis will be placed on the current trends for preserving and sustaining the world's ecosystems both here in the United States and abroad.

**Prerequisites:** NAT114 and Sophomore standing

*Offered Fall*

**NAT310 Human Anatomy and Physiology (w) ..... 3 hours**

This course will acquaint the student with the general structure (anatomy) and function (physiology) of the human body and its interrelated systems. Focus will be placed on the interdependence of body systems to maintain stability within the human body. This is a writing intensive course.

*Offered Fall*

**NAT312 Environmental Health ..... 3 hours**

This course provides exposure to foundational and emerging issues in environmental health. Impact on human health and approaches to improve current status of the environment are addressed. This course also examines the application of tools to access environmental disease within various domains.

*Offered through Online and Off-Campus Programs only*

**Prerequisites:** CHM131 and CHM131L

**NAT315 Biomechanics of Sport and Exercise ..... 3 hours**

This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

**Co-requisite:** NAT315L

*Offered Fall*

**NAT315L Biomechanics of Sport and Exercise Lab ..... 1 hour**

The course will provide students with practical laboratory experiences related to the field of biomechanics. Lab fee required.

**Co-requisite:** NAT315

*Offered Fall*

**NAT316 Nutrition for Sport and Exercise..... 3 hours**

The course will examine the effects of many of the macronutrients and micronutrients and the specific contexts in which exercise and nutrition interact to cause predictable outcomes in health and performance.

*Offered Fall*

**NAT321 Community and Public Health..... 3 hours**

Students are provided with an overview of past, current, and future status of community and public health, with emphasis placed on awareness and methods to improve existing status. Current health of the nation and society is assessed.

*Offered through Online and Off-Campus Programs only.*

**Prerequisite:** MGT140

**NAT322 Kinesiology ..... 3 hours**

The scientific study of human movement has been defined as Kinesiology, also known as Human Kinetics. This course will examine the relationship of the anatomical, physiological, and also the mechanical principles of human motion.

*Offered Fall*

**NAT342 Exercise Assessment and Prescription (w) ..... 3 hours**

This course is based on fitness assessment and exercise prescription concepts. In this course exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases such as heart disease, diabetes, cancer, osteoporosis, and arthritis.

**Prerequisite:** BIO310 **Co-requisite:** NAT342L

*Offered Fall*

**NAT342L Exercise Assessment and Prescription Lab..... 1 hour**

The course will provide students with practical laboratory experiences related to the field of Exercise Assessment and Prescription.

**Co-requisite:** NAT342

**NAT370 Pollution Prevention and Conservation ..... 3 hours**

A study of pollution prevention techniques and practices both within the United states and around the world. Emphasis will be placed on the history of water reclamation, soil remediation, and air stripping methods. The course will also explore how governments, cities, and industries are conserving natural resources and what is being done with green or clean technologies to improve conservation efforts.

**Prerequisite:** NAT300

*Offered Fall*

**NAT418 Epidemiology ..... 3 hours**

This course provides the student with a comprehensive overview of main concepts and methods of epidemiology. Students will gain the ability to apply these foundational concepts and methods, while also critically interpreting existing findings.

**Prerequisite:** HCA362

**NAT422 Exercise Physiology ..... 3 hours**

The study of the acute responses and chronic adaptations to a wide-range of physical exercise conditions is defined as exercise physiology. The analysis, improvement, and maintenance of health and fitness are possible by the identification of physiological mechanisms underlying physical activity. This course will provide students with an understanding of the functioning of the systems of the human body during exercise.

**Prerequisite:** CHM132 and BIO310 or NAT310

*Offered Spring*

**NAT422L Exercise Physiology Lab ..... 1 hour**

The course will provide students with practical laboratory experiences related to the field of exercise physiology. Lab fee required.

**Co-requisite:** NAT422

**NAT450 Renewable Energies and Sustaining Ecosystems ..... 3 hours**

A comprehensive study of the earth's renewable energy sources including a review of the various types of energies used in society both past and present. The course will also focus on the ecosystems of the world especially the high profile ecosystems in the rainforest areas, Great Lakes, and the polar-regions. A special focus will be placed on the reliance of green or clean technologies to protect and preserve the ecosystems.

**Prerequisite:** NAT300

*Offered Fall*

**PARALEGAL (PAR)**

**PAR110 Introduction to Paralegal Profession ..... 3 hours**

Course Description: Foundation course for the study of the paralegal's role in the legal profession. Explores nature, responsibilities, and ethics of paralegal activities and relationship of paralegals to lawyers and the public. An overview of the legal system is covered. Technical skills used by a paralegal include current law office technologies: use of data management systems, spreadsheet software, litigation support software, legal timekeeping/billing software, calendaring/docket software and case management software.

*Offered Fall*

**PAR112 Legal Research and Writing I (w) ..... 3 hours**

This course provides the student with an introduction to the basic concepts of legal research and writing by using computerized technology. Academic topics covered include the organization, sources, and publication of legal authorities, the formatting of court opinions and other court memoranda and briefs. Technical and academic topics include understanding, locating, and analyzing primary and secondary legal authorities as well as verifying the accuracy of sources for legal writing projects. Students will also learn to prioritize various sources of law and how they are used to provide a basis for legal writing. Students will learn to cite references correctly and will learn to identify the standard of legal citation, and to write forms of legal correspondence. This is a writing intensive course.

**PAR113 Legal Research and Writing II (w) ..... 3 hours**

After completing this course, the student is expected to have acquired the skills necessary for researching and writing legal documents for attorney review. The student will research law and understand the formatting of court opinions and other court memoranda and briefs, and write briefs, pleadings, (including motions, complaints, answers, appeals, etc.) The course will culminate in a legal research and writing project that will require the student to integrate knowledge gained from PAR112. This is a writing intensive course.

**Prerequisite:** PAR112

**PAR115 Legal Ethics ..... 3 hours**

This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals, as paralegals need to follow ethical standards for attorneys and ethical standards in paralegal work. The student will understand issues involving confidentiality, the unauthorized practice of law, conflicts of interest, the handling of client funds, disciplinary procedures and cyber security of client data.

**PAR190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary.

**Prerequisite:** None, unless listed in the schedule of courses.

**PAR222 Litigation I ..... 3 hours**

This course is designed to introduce students to the legal concepts and the practical applications of civil litigation using a transactional approach to the Rules of Civil Procedure as used in the Federal and State Court systems. Topics covered include the role of the paralegal, remedies, pleadings, motions and discovery. This course introduces the procedural concepts jurisdiction, venue, service of process, and discovery. This course focuses on civil filings and electronic filings to the Federal, State and Local courts, following the specific rules in civil, probate and juvenile courts.

**Prerequisite:** PAR113

*Offered Fall*

**PAR223 Contract and Sales Law (w)..... 3 hours**

A study of the basic application of the principles of contract and sales law, which includes the process of contract formation, contract enforcement, and remedies for breach of contract. This course first focuses on the formation of a contract with emphasis on the review of the legal principles and statutes involved in specific types of contracts. Special consideration will be given to the Uniform Commercial Code (UCC). Students must draft for attorney review an applicable contracts and UCC documents. The topic of legal requirements and handling of e-contracts is also covered. This is a writing intensive course.

**Prerequisite:** PAR110

*Offered Spring*

**PAR224 Business Organizations..... 3 hours**

This course presents basic concepts of business organizations with emphasis on the paralegal's role in the application of the substantive law. A student will be able to define specified vocabulary. Application of legal principles will include agency contracts, sole proprietorships, partnerships, corporations, and other emerging business entities.

**Prerequisite:** PAR110

*Offered Spring*

**PAR228 Litigation II..... 3 hours**

This course is designed to continue the legal concepts and the practical applications of civil litigation using a transactional approach to the Rules of Civil Procedures as used in the Federal and State Court systems. Topics covered interrogatories, motions and memorandums in support of motions, trial, and post-trial procedure. This course additionally covers calendaring and docketing the litigation case. This course focuses on civil filings and electronic filings to the Federal, State and Local courts, following the specific rules in civil, criminal, probate and juvenile courts.

**Prerequisite:** PAR222

**PAR341 Property Law and Transactions ..... 3 hours**  
 This course is a study of the principles, application, and documents of property and transactions including estates, licensing, marital and concurrent interests, and landlord/tenant relationships. Emphasis is placed on drafting documents, understanding federal and state requirements in real estate transactions, and document preparation in real estate residential and commercial closings.

**Prerequisites:** PAR110  
*Offered Fall*

**PAR343 Bankruptcy Law ..... 3 hours**  
 This course of study is designed to provide a basic understanding of the practice of bankruptcy law. It will include an understanding of the law of bankruptcy in both the consumer and business areas and provide practical instruction as to application of bankruptcy law in every day practice. This course will include the changes in the bankruptcy law after enactment of the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA).

**Prerequisites:** PAR110  
*Offered Spring*

**PAR344 Criminal Law and Procedure (w)..... 3 hours**  
 The course outlines the purpose and function of criminal law. Topics include but are not limited to: evidence to the state of mind and the criminal act, the elements of criminal acts and the gathering of evidence of the criminal act, the classification of criminal acts, legal documentation regarding the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); constitutional issues; sentencing and other post-conviction social issues. Heavy emphasis is placed on the paralegal role in the criminal law practice. This is a writing intensive course.

**Prerequisites:** PAR110  
*Offered Spring*

**PAR400 Law Office Management ..... 3 hours**  
 Overview of management and techniques as they apply to the law office. Common procedures for various types and sizes of law practices, accounting, fees and billing, records management, and state-of-the-art technology will be discussed. A student will learn preparation of forms, checklists, docket control, personnel problems, and self-management.

*Offered Fall*

**PAR441 Estate Planning (w) ..... 3 hours**  
 This course is designed to provide a general framework of the substance and practice of estate planning and legal documents and transactions. The course also serves to give the student practical information and skills to better enable him to assist in the delivery of estate planning to clients under the supervision of an attorney. Emphasis is placed on document drafting skills. This is a writing intensive course.

**Prerequisites:** PAR110

**PAR442 Probate Case Administration ..... 3 hours**

This course is designed to provide a general framework of the substance and practice of cases in probate courts. The course also serves to give the student practical information and skills to better enable him to assist in the delivery of probate services to clients under the supervision of an attorney. Emphasis is placed on document drafting skills and probate procedures in estates, guardianship and adoption cases.

**Prerequisites:** PAR110

**PAR443 Family Law ..... 3 hours**

Comprehensive study of the concepts of marriage, divorce, dissolution, child custody and support, and related topics. State law and the drafting of appropriate documents are emphasized. Aspects of family law studied include common law marriage, prenuptial agreements, annulments, civil unions, adoptions, paternity and neglect actions. The court emphasizes divorce law and reviews important aspects to consider in property division, alimony, custody and support in a divorce. Students will learn common terminology in family law and some of the procedural concerns to consider in these areas of law. This is a writing intensive course.

**Prerequisites:** PAR110

**PAR470 Internship ..... 3 hours**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Individualized Course Objectives will be identified for each student in a class meeting with the Director of the Paralegal program prior to the beginning of the supervised paralegal duties.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**PHILOSOPHY (PHI)**

**PHI110 The Art of Reasoning ..... 3 hours**

This course introduces students to philosophy through a study of the art of reasoning, which is essential in any field or endeavor that requires clear, skillful and critical thinking. Students will learn how to classify concepts, formulate definitions, analyze and evaluate propositions, analyze, construct and evaluate arguments, and identify common fallacies in reasoning. The study is oriented towards practical applications and involves a variety of skills in the analysis and evaluation of reasoning in daily life, scientific inquiries and professional fields.

**Prerequisite:** ENG141 or Concurrent

*Offered Fall, Spring*

**PHI112 Great Philosophers ..... 3 hours**

This course introduces students to philosophy through a historical study of great philosophers and their representative works. The course study may be a survey of the history of philosophy, or the history of philosophy in a particular culture (e.g., a history of Chinese philosophy), or the history of a particular area in philosophy (e.g., a history of epistemology), or a survey of a particular historical period (e.g., ancient Greek philosophy), or a study of a particular school (e.g., pragmatism) or a study of one philosopher's work (e.g., Plato).

**Prerequisite:** ENG141 or Concurrent

*Offered Fall, Spring*

**PHI190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**PHI210 Philosophical Problems (w) ..... 3 hours**

This course introduces students to philosophy through a survey of the core questions in some of the main areas in philosophy. These areas of philosophy may include philosophy of religion, metaphysics and epistemology, philosophy of mind, ethics, philosophy of life, social and political philosophy, and so on. In the study of each area, students will be exposed to different schools of thought. The course may also be taught as a study of a particular school of thought in philosophy (e.g., rationalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.

**Prerequisite:** ENG141

*Offered Fall*

**PHI212 Symbolic Logic ..... 3 hours**

This course introduces students to philosophy through a study of reasoning in a symbolic system, including sentential (or propositional) and quantificational (or predicate) systems. Students will learn how to translate claims and arguments expressed in a natural language into a system of logical symbols, evaluate those claims and arguments in accordance with logic rules that are also formulated in that system of logical symbols, and enjoy the simplicity and precision of logical thinking.

**Prerequisite:** ENG141

*Offered Spring*

**PHI215 Ethics ..... 3 hours**

This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

**Prerequisite:** ENG141 or concurrent

*Offered Fall, Spring*

**PHI305 Applied Ethics** ..... 3 hours

This course is a critical examination of various moral problems present in contemporary society and involved in various professions from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decisions between conflicting values, each of which represent something good in itself in order to do what is right.

*Offered through Online and Off-Campus Programs only*

**Prerequisites:** ENG142

**PHI306 Business Ethics** ..... 3 hours

Several major ethical theories are reviewed. Adult learners are asked to examine personal values through readings and workplace analyses to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

*Offered through Online and Off-Campus Programs only*

**Prerequisite:** Six hours of writing or composition

**PHI307 Medical Ethics** ..... 3 hours

This course is a critical examination of various moral problems present within the healthcare industry. The emphasis is given to those moral problems that arise daily for stakeholders within the healthcare industry, especially those in a decision making role involving conflicting values, each of which represents something good in itself in order to do what is right.

*Offered through Online and Off-Campus Programs only*

**Prerequisites:** ENG141

**PHYSICS (PHY)**

**PHY211 General Physics I** ..... 3 hours

The course will serve as an introduction into the basic concepts of general physics and will serve as the physical requirement for the advanced forensic science major, for the middle school certification program, and for the general science program. Students will be expected to apply these concepts in the required lab.

**Prerequisites:** MAT181 and MAT275 or MAT282

**Co-requisite:** PHY211L

*Offered Fall*

**PHY211L General Physics I Lab** ..... 1 hour

A lab is required for the corresponding course unless a lab was previously completed with a grade of 'C' or better. Lab fee \$30.

**Co-requisite:** PHY211

*Offered Fall*

**PHY212 Physics II ..... 3 hours**

This course represents the second half of a two-semester physics sequence providing a quantitative problem-based coverage of classical physics. This second semester course will cover Electromagnetism, Light and Optics, and Modern Physics. The course includes a laboratory component to provide hands-on experience with the topics covered.

**Prerequisite:** PHY211

**Co-requisite:** PHY212L

*Offered Spring*

**PHY212L Physics II Lab ..... 1 hour**

A lab is required for the corresponding course, PHY 212, unless a lab was previously completed with a grade of "C" or better. Lab fee \$30.

**Co-requisite:** PHY212

*Offered Spring*

**POLITICAL SCIENCE (POL)****POL101 Introduction to the American Political Process ..... 3 hours**

A survey course that covers the American democratic process and the distribution of authority and responsibility between the federal, state, and local levels.

*Offered Fall, Spring*

**POL151 Introduction to National Security Studies ..... 3 hours**

This course provides an introduction to the study of national security and the national security process. It introduces students to the instruments of national power and how those instruments are used to support and achieve national interests and objectives. The course introduces the key actors, processes, and issues associated with national security. Students will have a better understanding of the complexities and challenges associated with security policy in a world characterized by globalization.

**Prerequisite:** ENG141

*Offered Fall, Spring*

**POL190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**POL201 Political Geography ..... 3 hours**

This course begins with an introduction to the current political map of the world. Students will learn to identify continents, countries, capitals, and major cities. Second emphasis is on the relationships among the physical environment, landforms, climate, resources, and political boundaries.

*Offered Fall*

**POL205 The Presidency (w) ..... 3 hours**

The course studies the American presidency from 1787 to the present and examines the history, development, and operation of the U.S. Presidency. Analysis is of the institution of the presidency, its functions, formal and informal relationships, and its limitations within the American political system. Emphasis is on the dynamics of the presidency, including presidential personality, conceptions of role, impact of public opinion, and responses to changes in the environment. Also considered are the evolution of the presidency, its powers and restraints; organizing and using White House staff; executive decision-making; and contemporary views of the office. This is a writing intensive course.

**Prerequisite:** POL101

*Offered Spring*

**POL206 Congress ..... 3 hours**

The course studies the organization, operation, and politics of Congress; problems of representation, leadership, relations with interest groups, the White House, and the bureaucracy. The course examines the history, development, and operation of the U.S. Congress. Attention is given to congressional elections, congressional-presidential relations, and the policy-making process, and the sociology and politics of legislative process; legislative recruitment, structure and influence of the committee system, impact of party leadership, and nature of legislative decision-making.

**Prerequisite:** POL101

*Offered Spring*

**POL207 The Courts ..... 3 hours**

The course analyzes the political context of the judicial process. Topics covered include the structure and function of American court systems, court staffing, judiciary, roles of lawyers and other actors in the American legal system.

**Prerequisite:** POL101

*Offered Fall*

**POL310 Public Policy ..... 3 hours**

This course uses the case study method to analyze current issues in public policy. Students study both policy formation and implementation. Typical topics include social security, welfare, education, energy, defense, and tax reform.

**Prerequisites:** POL101 and MGT201

*Offered Fall even numbered years*

**POL311 Federalism ..... 3 hours**

The course examines the nature of American Federalism and the dynamics of intergovernmental relationships; its organization, structure, powers, and functions of state and local governments. The course examines the role of the national and the state governments in intergovernmental relations as well as the state, local, interstate and inter-local relations. Issues of federal grants, fiscal outlook of cities, problems of inner cities, and metropolitan governments are also discussed.

**Prerequisite:** POL101

*Offered Fall*

**POL313 American National Security Policy ..... 3 hours**

Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.

**Prerequisite:** POL151

*Offered Spring*

**POL320 Public Administration ..... 3 hours**

This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.

**Prerequisites:** POL101 and MGT201

*Offered Spring odd numbered years*

**POL330 Political Parties and Pressure Groups ..... 3 hours**

This course examines the history, organization, and function of parties and pressure groups. Topics covered include methods of political action, nomination, elections, campaign finance, and interest articulation.

**Prerequisite:** POL101

*Offered Fall*

**POL341 Covert Action and Intelligence ..... 3 hours**

This course examines the function and functioning of the intelligence process – from collection to analysis to policy use – within the three branches of our federal government, within our constitutional system more generally, and with regard to our need to protect our national security and national interests. Students will develop their intelligence analysis through application problems and scenarios.

**Prerequisite:** POL151

*Offered Fall and Spring*

**POL345 Economic Instruments of Security Policy..... 3 hours**

The course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.

**Prerequisites:** POL101 and ECO221

*Offered Spring even numbered years*

**POL350 International Security ..... 3 hours**

Students will study how nations interact with each other. They will study the development of nationalism as the primary model for explaining how nations relate to one another. The course will also trace the recent development of globalism as an alternative model for explaining international politics. It will also examine the concepts of realism and idealism in the conduct of international relations.

**Prerequisite:** POL151

*Offered Fall even numbered years*

**POL391 Comparative Political Systems ..... 3 hours**

An investigation of various types of political institutions, their philosophies and development, and application to social and economic order as expressed in differing systems of national government.

*Offered Fall*

**POL400 The Constitution, Liberty, and Order ..... 3 hours**

This course examines inherent conflicts between individual liberties and social order under our constitutional system. It uses the case study approach to analyze issues including freedom of speech, assembly, press, and religion; due process; equal protection; voting rights; and privacy rights.

**Prerequisite:** POL101 or JUS110 and junior standing

*Offered Spring*

**POL420 Transnational and Unconventional Threats ..... 3 hours**

Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include: globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize American's national security apparatus to respond to these wide-ranging unconventional threats.

**Prerequisite:** POL151

*Offered Fall even numbered years*

**POL425 Intelligence Analysis ..... 3 hours**

The intelligence world is one of ambiguity, nuance, and complexity. Knowing one's enemies and knowing one's self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.

**Prerequisite:** POL341 recommended

*Offered Fall, Spring*

**POL491 Capstone Senior Seminar in Homeland and National Security (w) .... 3 hours**

Students complete a case study/project designed to test the totality of knowledge gained in the GNS major. Seminar projects must demonstrate explicitly, through scholarship, teamwork, and /or creative thinking, a meaningful integration of the student's course of study. This is a writing intensive course.

**Prerequisite:** Senior status

*Offered Fall and Spring*

**PSYCHOLOGY (PSY)****PSY101 Introduction to Psychology ..... 3 hours**

Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.

*Offered Fall, Spring*

**PSY190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**PSY201 Introduction to Professional Practices (w) ..... 3 hours**

Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional resume. Guest speakers, field trips, and other out-of-class experiences expand students' understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.

**Prerequisite:** PSY101

*Offered Fall, Spring*

**PSY263 Theories of Personality ..... 3 hours**

An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.

**Prerequisite:** PSY101

*Offered Fall even numbered years*

**PSY265 Lifespan Development ..... 3 hours**

This course takes a life span approach in studying human development from conception through death. Students will examine the major theories and scientific research findings on our physical, cognitive, social, and personality development.

**Prerequisite:** PSY101

*Offered Spring even numbered years*

**PSY269 Human Sexuality ..... 3 hours**

Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

**Prerequisite:** PSY101

*Offered Fall*

**PSY301 Adult Development and Life Assessment ..... 3 hours**

Course closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by 'mastering the art of self-renewal'. Through a process of self-discover, adult learners come to a new understanding of themselves and others.

*Offered through online and off-campus programs only.*

**PSY302 History and Systems of Psychology ..... 3 hours**

The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.

**Prerequisite:** PSY201

*Offered Spring*

**PSY320 Motivational Psychology ..... 3 hours**

Course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

**Prerequisite:** PSY101

*Offered as needed*

**PSY325 Introduction to Industrial/Organizational Psychology ..... 3 hours**

This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of I/O, methodology, job design and analysis, psychological testing, employee recruitment, selection, training, performance appraisal, motivation, satisfaction, emotions, personnel and organizational development, multiculturalism and diversity, leadership, group dynamics, health and safety, stress and conflict management, ergonomics, and consumer psychology.

**Prerequisite:** PSY101

*Offered as needed*

**PSY333 Experimental Psychology ..... 3 hours**

Intensive instruction and hands-on experience in the designing, conducting, interpreting and reporting of psychological experiments. Ethical considerations, measurement and sampling issues, and various categories of experimentation are discussed.

**Prerequisites:** PSY101 and SCS300

*Offered Spring*

**PSY344 Psychology of Terrorism ..... 3 hours**

This course provides a comprehensive review of the scientific and professional literature analyzing key research findings on the “psychology of terrorism”. The course will identify, describe, and evaluate what contribution psychological theory and research have made to understanding terrorists and terrorism and the impact on victims. Typologies and group differences in terrorism will be explored. Current and future research directions in studying terrorism and counterterrorism are offered.

**Prerequisite:** PSY101

*Offered Fall*

**PSY360 Introduction to Counseling..... 3 hours**

Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.

**Prerequisite:** PSY101

*Offered Spring*

**PSY362 Abnormal Behavior ..... 3 hours**

This course focuses on description, identification, and practical management of behaviors stemming from physiological, psychological and environmental causes.

**Prerequisite:** PSY101

*Offered Fall, Spring*

**PSY363 Cognitive Psychology ..... 3 hours**

An overview of the issues, concepts, and current research evidence regarding the mechanisms, processes and content of thought. Attention and perception, memory, language, and problem solving are discussed.

**Prerequisite:** PSY101

*Offered Fall odd numbered years*

**PSY364 Evolutionary Psychology..... 3 hours**

Students examine current evidence regarding the origins of human thought and behavior from the perspective that many aspects of “human nature” can be understood usefully as sets of processes that were designed by natural selection to solve adaptive problems faced by our evolutionary ancestors. Among the issues to be addressed are human survival, sex, and mating strategies, conflict between the sexes, and the emergence of moral codes.

**Prerequisite:** PSY101 or SOC101

*Offered Spring even numbered years*

**PSY401 Biological Foundations of Behavior ..... 3 hours**

This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells; the structure and functioning of brain components; brain/nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors; physiological regulation of sleep and memory; and, biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer's disease.

**Prerequisites:** PSY101 or EDU250

*Offered Spring*

**PSY440 Comparative Psychotherapies and Therapeutic Techniques ..... 3 hours**

An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to those techniques appropriate for use by an entry level counselor; emphasis will be on behavioral, cognitive and humanistic approaches.

**Prerequisite:** PSY360

*Offered Spring*

**PSY445 Psychometrics (w)..... 3 hours**

A survey of issues and concepts involved in the measurement of psychological characteristics such as knowledge, personality, intelligence, creativity, psychopathology, etc., including demonstrations of some commonly employed psychological tests. This is a writing intensive course.

**Prerequisite:** PSY101 and SCS300

*Offered Fall even numbered years*

**SOCIAL SCIENCES (SCS)**

**SCS110 Foundations of Success..... 3 hours**

This course introduces students to scientific research on the psychology of success. It is designed with the goal of helping the student develop motivation and behavioral strategies for success in college, work, and beyond.

*Offered through online and off-campus programs only.*

**SCS220 Introduction to Leadership ..... 3 hours**

This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.

*Offered Fall*

**SCS300 Research Design (w)** ..... 3 hours

A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project. This is a writing intensive course.

**Prerequisite:** MAT273

*Offered Fall, Spring*

**SCS440 Theory and Application of Leadership** ..... 3 hours

This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approach to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

*Offered Spring*

**SCS450 Human Services Capstone** ..... 3 hours

This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio which can be utilized towards the requirements of National Certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.

**Prerequisite:** SCS300, Senior Standing

**SCS470 Internship I** ..... 3 hours

Internship is fieldwork in an agency appropriate to the student's career objectives.

**Prerequisite:** Junior standing and permission of the School Dean or Designee

**SCS471 Internship II** ..... 3 hours

A continuation of Internship I for students who wish a more rigorous and in-depth experience.

**Prerequisites:** SCS470 and permission of the School Dean or Designee

**SCS491 Senior Seminar I** ..... 3 hours

Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date. This course is a foundation for and an integral part of SCS492.

**Prerequisites:** SCS300, senior Psychology majors only.

**SCS492 Senior Seminar II ..... 3 hours**  
 Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date.  
**Prerequisites:** SCS491, senior Psychology majors only

**SOCIOLOGY (SOC)**

**SOC101 Principles of Sociology ..... 3 hours**  
 Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.  
*Offered Fall, Spring*

**SOC190, 290, 390, 490 Special Topics ..... 3 hours**  
 Topics will vary. May or may not be writing intensive.  
**Prerequisite:** None, unless listed in the schedule of courses.

**SOC250 Social Psychology ..... 3 hours**  
 Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.  
**Prerequisite:** PSY101 or SOC101, Education students: EDU250 or EDU316  
*Offered Spring*

**SOC280 Sports in American Society ..... 3 hours**  
 Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character; providing for social mobility; and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.  
**Prerequisite:** SOC101  
*Offered Fall*

**SOC310 Sociology of the Family ..... 3 hours**  
 The sociological analysis of the family, its development as a social institution, its relationship to society, and its contributions to personality development.  
**Prerequisite:** SOC101  
*Offered Spring even numbered years*

**SOC320 Community Sociology..... 3 hours**

Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the Basis for community research.

**Prerequisite:** SOC101

*Offered Fall even numbered years*

**SOC350 Social Behavior..... 3 hours**

This course focuses on how people think about, influence, and relate to others as well as how others influence our perception of ourselves. This course will also examine how people act in groups and how groups affect their members. Some of the topics in this course include social perception, attitudes and persuasion, prejudice and discrimination, different sources of social influence, helping behavior and aggression. Emphasis will be placed on how concepts and research in social psychology can be applied to various aspects of the criminal justice system.

*Offered through online and off-campus programs only.*

**SOC360 Multicultural Issues in Society (w)..... 3 hours**

An analysis of the issues relating to the economic, political, and social positions of minority groups within the United States will be presented. Interactions among historical and current social forces and institutions that influence groups and individual behaviors will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. The struggles over income, property, and power on the interpersonal, community, national and international levels will be presented. This is a writing intensive course.

**Prerequisite:** SOC101

*Offered Fall, Spring*

**SOC361 Sociology of Gender ..... 3 hours**

Sociopsychological development of sex roles within contemporary society. Analysis of the significant influences social institutions play throughout development of sex roles.

**Prerequisite:** SOC101

*Offered Spring odd numbered years*

**SOC380 Social Movements and Ideologies ..... 3 hours**

The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.

**Prerequisite:** SOC101

*Offered Fall odd numbered years*

**SOC395 Sociological Theory..... 3 hours**

Historical review of the major theoretical contributions and a critical examination of the development of sociological theory.

**Prerequisite:** SOC101

*Offered Fall odd numbered years*

## SPANISH (SPA)

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

### **SPA101 Elementary Spanish I ..... 3 hours**

The course will set the foundation for further language study. All elements of second language acquisition will be addressed. Due to the nature of the course and subject, all students are required to participate orally. Geography and cultural elements will also be covered. Lab fee \$25

*Offered Fall*

### **SPA102 Elementary Spanish II ..... 3 hours**

The course will enhance the student's ability to communicate in the foreign language in the three types of oral communication - interpersonal, presentational, and interpretive. Further emphasis will be placed on cultural items and global awareness. Grammatical elements required to complete the listed tasks will be presented as needed. There will be no English spoken in this course. Lab fee \$25

**Prerequisite:** SPA101 or placement

*Offered Spring*

### **SPA201 Intermediate Spanish I..... 3 hours**

This course is designed to provide an intermediate study of the Spanish language and culture, with emphasis on speaking, listening and reading. The course is taught in Spanish. Students will explore Hispanic culture through study of the language and be given opportunities to discuss lessons in conversation. Lab fee \$25

**Prerequisite:** SPA102 or placement

*Offered Fall*

### **SPA202 Advanced Spanish Language and Literature: The Novel..... 3 hours**

This course is designed to provide an advanced study of the Spanish language and culture through the exploration of a Spanish-language novel, with emphasis on speaking, listening, and reading. The course is taught in Spanish. Students will explore Latin American culture through study of the language and be given opportunities to discuss lessons in conversation.

**Prerequisite:** SPA201 or equivalent as determined by instructor

*Offered Spring*

**SPORTS AND RECREATION MANAGEMENT (SRM)**

**SRM160 Introduction to Sports and Recreation Management ..... 3 hours**

This course will give the students a fundamental understanding of the career avenues in sport and recreation. Industry specialists present an eclectic orientation of the sport and recreation field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.

**Prerequisite:** ENG141

*Offered Spring*

**SRM190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**SRM200 Weight Training ..... 1 hour**

This class is designed to enable the student to discover his or her own level of fitness and develop and implement an exercise program that will address personal fitness concerns as they relate to strength training. Central to this process is introducing the student to various aspects of a balanced fitness program and providing personal assistance to the student in selecting beginning goals and appropriate progression of those goals. The course is designed to promote the basic awareness of weight training and to encourage weight training as a lifetime activity.

**SRM201 Fitness Running and Walking ..... 1 hour**

This course is for beginners and also experienced athletes who want to run and/or walk to improve their fitness. The course will emphasize good running technique and additional exercises and stretching that will improve the student's running performance. It will include a combination of classroom instruction as well as some running/ walking during each class session. Students will be expected to do some running/walking in between class meetings. The course will culminate with the class participating in a 5-k race.

**SRM202 Introduction to Taijiquan ..... 1 hour**

Course will provide an introduction to the exercise and martial art of taijiquan. Based on the Yang Family system of taijiquan, the course will provide an overview of the theory of taiji and of qigong (chi kung) exercises, intended to develop balance and strength, enhance well-being and promote a healthy lifestyle. The class will use the martial aspects of taijiquan as illustrations rather than seeking to train class participants in any of these techniques. Taiji and qigong have been shown to improve balance, lower blood pressure, aid against osteoporosis and arthritis, further stress-relief and relaxation, and generally help participants improve their overall health and wellbeing.

**SRM203 Theory of Coaching Track and Field ..... 1 hour**

Classroom sessions consist of developing a coaching philosophy, training schedules and meet organization. Athletic facility sessions include coaching progressions in field events and running events.

**SRM204 Coaching Basketball ..... 1 hour**  
 This course enables students to practice fundamental basketball skills while stressing leadership and teamwork. Students will learn basic Ohio High School Athletic Association rules. Students will learn to develop practice plans, scouting reports, and game strategies. This course also teaches students to design and supervise drills for position players and for team play.

**SRM205 Basketball Officiating ..... 1 hour**  
 This course explores the Ohio High School Athletic Association rules for the sport of basketball. Students will learn the requirements of certification and the mechanics specific to basketball officiating. Students wishing to become state certified must receive a minimum of 75% on the OHSAA basketball rule and mechanics test AND must complete a minimum of 10 additional hours in a classroom or scrimmage setting [additional hours will be conveniently scheduled at no additional cost]. Note: Only residents of Ohio, Indiana, Kentucky, Michigan, Pennsylvania and West Virginia may become an OHSAA licensed official. A \$60 Fee includes book, state certification test, and whistle.

**SRM206 Practical Self-Defense ..... 1 hour**  
 This is a course in self-defense designed to build up skills and self-confidence. Rape defense techniques will be taught with rape avoidance. Street defense and practical self-defense will help students be prepared for dangerous situations. Confrontation avoidance and de-escalation of violence strategies will also be part of the curriculum.

**SRM207 Introduction to Softball ..... 1 hour**  
 This course is designed for students to prepare themselves to teach softball. Basic softball skills are enhanced during class participation. Emphasis is placed upon learning to become an effective teacher/coach of softball at the elementary and secondary levels.

**SRM208 Track and Field Officiating ..... 1 hour**  
 Classroom sessions include the rules and regulations pertaining to all areas of track and field. Practical sessions include hands-on practice of implementing track and field rules and decisions. The course also prepares students to become a certified USATF/OHSAA track and field official.

**SRM209 Beginning Golf ..... 1 hour**  
 Classroom and practical instruction assists in the development of sufficient basic proficiency in golf to recognize and enjoy it as a lifetime activity. Students will learn U.S.G.A. rules, etiquette, and the fundamental mechanics involved in the use of irons and woods. Some instruction will take place at local courses. Fee: \$50

**SRM235 Sport Writing for Marketing and Promotions ..... 3 hours**

This course is designed to assist students in understanding the techniques of writing common to the sports business with a focus on social and digital media applications for successful marketing and promotion campaigns. Students will gain exposure to writing, designing, and editing a variety of documents used for sport sponsorship proposals, brand awareness campaigns, fan loyalty programs, marketing plans, endorsement deals, and event fundraising plans. Students will apply fundamental principles of sport blogging, meeting deadlines, and web layout for the internet.

**Prerequisite:** ENG141

*Offered Spring*

**SRM291 Recreation and Sport Program Administration..... 3 hours**

This course emphasizes the history, philosophy, scope, and value of recreation administration. Working closely with municipal park and recreation department personnel, students explore the principles and techniques for effective leadership in the organization and operation of recreational sport programming in a variety of settings. Practical experience is available in supervising recreation programs at the YMCA, community parks, college intramurals, and local school systems. This course requires a minimum of ten hours of field experience.

**Prerequisite:** SRM160

*Offered Spring*

**SRM325 Facilities Design and Management ..... 3 hours**

Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.

**Prerequisites:** LAW260, MGT201 (LAW260 waived for Arts Administration Majors only)

*Offered Fall*

**SRM360 Business of Sport (w) ..... 3 hours**

Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis. This is a writing intensive course.

**Prerequisites:** SRM160, ACC201

*Offered Fall*

**SRM475 Internship and Professional Development Seminar ..... 3 hours**

Students majoring in Sport and Recreation Management or Hospitality and Tourism will be required to gain a minimum of 150 hours of volunteer or paid practicum experience related to their chosen field. Hours may be accumulated from May 15 during the summer preceding the class. In addition, the course will cover such elements as interviewing, dining etiquette, and business career information.

**Prerequisite:** Junior standing and Permission of Dean or Designee

*Offered Fall*

**THEATRE (THR)**

**THR190, 290, 390, 490 Special Topics ..... 3 hours**

Topics will vary. May or may not be writing intensive.

**Prerequisite:** None, unless listed in the schedule of courses.

**THR222 Introduction to Theatre ..... 3 hours**

A survey course in theatre and drama designed to help develop an aesthetic awareness of all forms of performance combined with an appreciation of theatre in history. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to the role of playwright, actor/performer, designer, and critic.

Through a study of representative historical and contemporary plays, students will hone skills of thoughtful inquiry important to the pursuit of any profession. Non-actors will not be required to participate in regular rehearsals prior to production. Students do not have to be actors to take this course.

**Prerequisite:** ENG141, students must be available for play production.

*Offered Spring*

**THR250 The Art of Acting ..... 3 hours**

This course is the study and practice of the art of acting through identification with one's own personality and vision of oneself in the development of a character. Students will learn to appreciate themselves as human beings, with experiences, emotions, and intellect that must be employed in the development of a role, and to replace masks, clichés, and stereotypes with human behavior, instinct, and action in the characters they portray. Students will gain an appreciation for discipline, practice, and concentration as necessary components of theatrical success. Through lecture and object exercises, students will practice their craft and learn new ways to “wear the pants” of a specific role. They will learn to conduct research as an initial preparation step, as they study and explore a specific role to be portrayed in a final class presentation. Students do not have to be actors to take this course.

**Prerequisite:** THR222

*Offered Spring odd*

**THR261 Elements of Theatre ..... 3 hours**

This class is designed to offer students an amalgamation of the various elements that make up theatre, including play production, dramatic literature, and the artisans of theatre. Students will gain hands-on experience in play production by joining a specific crew for TU's semester theatre production, and they will read and discuss a sampling of dramatic works by modern playwrights, including O'Neill, Synge, Shepard, and Miller. By looking at theatre as both literature and performance, students will learn to appreciate the social and psychological elements of modern dramatic works, as well as the creative measures used in turning a dramatic work into a production. Students do not have to be actors to take this course.

**Prerequisite:** ENG141, students must be available for play production

*Offered Fall*

## PARTNERSHIP SCHOOLS COURSE OFFERINGS

### LOURDES COLLEGE ADOLESCENT AND YOUNG ADULTS and MIDDLE SCHOOL

Education majors must receive a grade of “C” or better in the Education Core Cluster courses, EDU100 or 101, EDU150, EDU230, and EDU250.

#### EDA

**EDA210 Teaching Adolescents and Young Adults ..... 3 hours**

Provides students with opportunities to examine the developmental needs and unique aspects of educating adolescents and young adults and how schools and teachers effectively respond to such needs. Students will not only examine the history and philosophy of adolescent education but will also explore the latest theories regarding learning and effective instructional practices.

**Prerequisites/Co-requisite:** EDU250

**EDA235 Adolescent to Young Adult Curriculum, Instruction & Assessment ..... 3 hours**

Building on the general concepts presented in EDA 210, Teaching Adolescents and Young Adults, this course begins to bridge the gap between content and practice. The course examines adolescent to young adult curriculum and provides an in depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for adolescents and young adults that are developmentally appropriate and inclusive.

**Prerequisites:** EDA210 and EDU230 (co-requisite).

**EDA250 General Teaching Methods and Field Experience I ..... 3 hours**

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the adolescence to young adult level. This course will examine various instructional methods used to teach adolescents and young adults. The course includes a field experience in an adolescent to young adult setting. Lab fee \$50.

**Prerequisite:** EDA235

**EDA351 Social Studies Methods and Field Experience II..... 3 hours**

Provides students with opportunities to learn and practice Adolescence to Young Adult Social Studies pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult social studies setting.

**Prerequisite:** EDA250

**EDA353 Language Arts Methods and Field Experience II ..... 3 hours**

Provides students with opportunities to learn and practice Adolescence to Young Adult Language Arts pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult language arts setting.

**Prerequisite:** EDA250

**EDA450 Adolescent & Young Adult Student Teaching ..... 12 hours**

Provides the teacher candidate with an intensive opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student's educational program. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course will include intense experiences and practices in an Adolescent and Young Adult classroom along with seminars.

**Prerequisite:** Gate 2

**EDM****EDM210 Education for Young Adolescents ..... 3 hours**

Fosters an understanding of the unique developmental needs and aspects of young adolescents. This course will examine not only the history and philosophy of middle school education but will explore exemplary practices, which are characteristics of effective middle childhood education.

**Prerequisite:** EDU250 or concurrent

**EDM235 Middle Childhood Curriculum, Instruction & Assessment ..... 3 hours**

Building on the general concepts presented in EDM 210, Education for Young Adolescents, this course begins to bridge the gap between content and practice. The course examines middle childhood curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for young adolescents that are developmentally appropriate and inclusive.

**Prerequisite:** EDM210 and EDU230 (co-requisite)

**EDM250 Middle Childhood Methods & Field Experience I..... 3 hours**

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the middle childhood level. This course will examine various instructional methods used to teach young adolescents in all four curriculum content area and reading. The course includes a field experience in a middle childhood setting.

**Prerequisite:** EDM235

**EDM350 Middle Childhood Methods and Field Experience II..... 3 hours**

Provides students with opportunities to learn and practice middle childhood content specific pedagogy in the two selected areas of concentration. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a middle childhood setting in both areas of concentration.

**Prerequisite:** EDM250

**EDM450 Middle Childhood Student Teaching ..... 12 hours**

Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include intense experiences and practices in a Middle Childhood setting along with seminar sessions.

**Prerequisite:** Gate 2 and EDM350, EDU319

## EDU

### **EDU100 Foundations of Education..... 3 hours**

Provides a historical philosophical, legal, and social overview of education. Students will examine how schools are organized, administered and financed. In addition, students will explore the skills and competencies (Teacher Performance Standards) necessary to be an effective teacher. Students are required to participate in field experiences in two of the following settings; Early Childhood (grades PK-3), Middle Childhood (grades 4-9), or Adolescence to Young Adult (grades 7-12). Such experience will assist students in determining if teaching is a career for them and will also help students decide which major (program) they will pursue. Education majors must receive a grade of “C” or better. (A “C-“ is not acceptable.) Required Field Base Experience.

### **EDU101 Foundations of Education Bridge Course ..... 1 hour**

This course is intended for students transferring in EDU 100 from other colleges and universities. EDU 101 provides students with an understanding of the requirements and expectations of the Lourdes University Department of Education. This course will focus specifically on the program requirements such as, but not limited to, the assessment gates and teacher development portfolio. Students will be required to participate in a two-day field experience if they have not had a field experience as part of their EDU 100 transfer course. Education majors must receive a grade of “C” or better. (A “C-“ is not acceptable.)

### **EDU150 Introduction to Technology in Education ..... 3 hours**

Provides practical skills in various ways to incorporate technology into the student’s personal educational program as well as integrating instructional technology into the classroom. Materials will aid students in development and application of ISTE/NETS standards in the classroom setting. It will provide instructions from basic through more advanced computer technologies. The class will be as practical and hands-on as possible using computer, printers, scanner, digital camera, camcorder, web cam, and other multimedia technologies as they become available. Topics will include computer applications, use of computer related technologies, integration of technology into lesson plans, Internet, use of productivity tools, and computer based portfolio assessment techniques. Education majors must receive a grade of “C” or better. (A “C-“ is not acceptable.)

### **EDU218 The Role of Phonics in Emergent Literacy..... 3 hours**

Integrates cognitive and language development in children and across cultures, the linguistic aspects of language (content), and pedagogy or the teaching of phonics (theory and research) and its role in emergent literacy (reading). The focus is on the physiological, developmental, and sociological aspects of cognition and receptive and expressive language. The course uses the Ohio Academic Content Standards as the basis for curriculum development of literacy approaches and content in early childhood and middle school classrooms.

**Prerequisites:** ENG141 and ENG142

**EDU230 Survey of Special Needs Education ..... 3 hours**  
 Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom. Education majors must receive a grade of “C” or better. (A “C-“ is not acceptable.)

**Prerequisites:** EDU100

**EDU250 Educational Psychology ..... 3 hours**  
 The emphasis of this course will be on the education implications of the research on child psychology, cognitive science, teaching, learning and child behavior. Theory and application will be considered together. Education majors must receive a grade of “C” or better. (A “C-“ is not acceptable.)

**Prerequisite:** EDU100

**EDU312 Teaching Reading Through Literature for Young Adolescents ..... 3 hours**  
 Focuses on the acquisition and development of reading skills, and the nature, implementation and process of reading instruction through literature. Students study the psychological and linguistic foundations of reading instruction with emphasis on the value of reading aloud to learners and strategies and skills needed to encourage and motivate students to pursue and respond to reading and writing. The course presents a practical study of fiction and nonfiction literature for young adolescents, including a study of literary elements, reading strategies, the implementation of flexible literacy programs, critical evaluation of texts and their use in the classroom. It also examines ways that various factors, such as content, purpose, tasks, settings, and cultural, linguistic, and ethnic diversity influence the reading process.

**Prerequisites:** ENG142 and EDU218 (EDU218 not needed for AYA).

**EDU316 Multicultural and Social Issues in Education ..... 3 hours**  
 Examines historical and legal multicultural issues in society. The course assists teacher candidates in the development of cultural consciousness toward and reverence for the diversity of individuals and groups within society. Teacher candidates are expected to develop an awareness of the implications and application of instruction and curriculum which demonstrate the obligation to respect, accept, adapt and work in communion for all students’ learning. EDU316 also examines social issues within the P-12 classrooms.

**Prerequisite:** EDM235 or EDA235

**EDU319 Classroom Management for Middle Childhood and  
 Adolescence to Young Adult Education ..... 3 hours**  
 This course provides students with the knowledge and skills necessary to create an effective learning environment for a Gr. 4-12 classroom and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.

**Prerequisite:** EDM250 or EDA250

**EDU329 Differentiated Instruction & Assessment ..... 3 hours**

This course provides specific pedagogy in the differentiation of instruction through various models such as Response to Intervention (RIT), Multiple Intelligence Theory, Integration of Fine Arts, and specific technology adaptations. Students will also develop specific assessment tools and strategies to use classroom settings.

**Prerequisite/Co-requisite:** EDM350, EDA 351 or EDA353.

**EDU330 Developmental Reading Through Content Area Reading ..... 3 hours**

Focuses on reading as a tool for constructing meaning from text by accessing prior knowledge, applying schema, developing a purpose for reading, and emphasizing the value of reading aloud to learners. A basic understanding of the reading process combined with the application of reading strategies to build knowledge of study strategies will be examined. Explores questioning techniques, and cognitive processing in the comprehension of narrative and expository text, application of readability factors to the content textbook, study/learning strategies for the teacher and the student, and techniques for developing higher level thinking skills.

**Prerequisite:** EDM250 or EDA250

**EDU332 Reading Diagnosis & Assessment ..... 3 hours**

Focuses on the practice and process of Authentic Reading Assessment that contribute to student learning. This course focuses on the teacher's role in the diagnostic and assessment process, the nature and interrelatedness of factors that affect reading performance, and the instruments and techniques available for the assessment and diagnosis of reading performance.

**Prerequisites:** EDU218 and EDU330, **Prerequisite/Co-requisite:** EDU312

**SCI370 Integrated Science for Teachers ..... 3 hours**

An interdisciplinary science course for education majors designed to provide content knowledge in areas outlined in the National Science Standards and Science for All Americans. The course will demonstrate, through praxis, themes/project based approaches to teaching and learning science. The course will focus on science as an inquiry process. The course will involve students in lecture, relevant classroom projects, participation in hands-on-science labs, resource portfolio development and creation of a teachable science unit.

## ENGLISH AS A SECOND LANGUAGE (ESL)

The English as a Second Language Program (ESL) is designed to help international students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ESL program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are three levels: Beginning (I), Intermediate (II), and Advanced (III). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage, listen to a brief lecture segment and write an answer to a question about the two sources. Depending on the scores in these two sections, students may also need to complete an oral interview. The assessment procedure is used to determine whether a student needs any ESL courses and what level is best suited to that student's abilities. The ESL program is part of the university's plan to prepare international students for their studies and campus life.

### English Language Proficiency Policy

This policy will apply to all students for whom English is their second language and/or are admitted to seated TU degree programs in the United States or any foreign site. Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, India, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

1. TU requires all other students whose native language is not English, and who do not submit an acceptable English language proficiency test score, to take the following battery of tests for seated courses in any undergraduate or graduate program:
  - Accuplacer ESL (online assessment) - Reading Skills, Sentence Meaning, and Language Usage
  - TU Integrated Essay (timed) - Reading passage, Related lecture/listening section, Essay prompt requiring students to use material from both the reading and the listening in response
  - TU Oral Interview –
    - Undergraduate students will be interviewed by the ESL director and/or a faculty member from the school of their major if deemed necessary.
    - Graduate students will be interviewed by the Dean and/or the program chair of their degree program if deemed necessary.

2. Students entering degree programs who have achieved university-stated scores (found in the Academic Bulletin) on the TOEFL, IELTS, MELAB, Cambridge tests, SAT, ACT, or any other English proficiency test accepted by the university will not take the Accuplacer test. Undergraduates will take the integrated essay test to determine their enrollment in ENG 140 or ENG 141 and other credit courses and may also take a university Math placement test. These students must enroll in an international seated section of ENG140/141; they will not be allowed in online or regular seated sections of these courses. Graduate students will take the integrated essay, the oral interview, and a plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes. Graduate students who have sufficient TOEFL or other scores, but who score below a 3.5 on the essay and/or below a 4.4 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT 505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
3. Graduate and undergraduate students who do not have a score from an approved proficiency test will take the Accuplacer, integrated essay, and oral interview. Students who have received certificates that indicate completion of English language training at other English-speaking universities or language schools will not take the Accuplacer, but will take the integrated essay and may participate in an oral interview. Students who have taken English classes, but have not completed a formal program and have no TOEFL, etc., will complete the entire battery of tests to determine appropriate placement in classes. For graduate students, this includes an additional plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes.

Placement levels in the English as a Second Language Program:

- a. Level 3: ESL 109/114/130/132/172, no regular classes
  - b. Level 2: ESL 102/104/106/112/171, no regular classes
  - c. Level 1: ESL 101/103/105/110/170, no regular classes
4. Promotions from ESL levels will be based on the scores achieved in the TU battery of proficiency tests and assigned by the Proficiency Placement Grid. Students will be tested and placed upon arrival. When they are placed in ESL courses, they must pass those courses in order to earn admission to be retested at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to take the proficiency tests. They must repeat the level. Promotions will not be granted simply because a student has attended class consistently. Each student must demonstrate the ability to read, write, and speak according to the requirements for each ESL level on the Proficiency Placement Grid, e.g. a student in level 1 must achieve scores on the Accuplacer, essay, and oral interview that attain level 2 (or higher) in order to move to the next level (or the level their scores indicate; a student may move from level 1 to level 3 or higher if there is sufficient improvement). Once they have entered the ESL program, students will not be allowed to move to the next level based on a more recent English proficiency test score (TOEFL, IELTS, etc.) during the semester; they will still be expected to follow the aforementioned promotion policy.

5. Promotions from the graduate bridge program will be based on their progress in the prerequisite courses (MGT 505/506/507). Students who do not pass all three of the MGT prerequisites with a B or higher will not be allowed to move into their chosen graduate program. They must repeat all of the courses the following semester.
6. Students must pass each level within two consecutive semesters; if they fail to do so, they will be dismissed from the program. Students are allowed to complete the levels in three consecutive semesters, and undergraduate students are allowed to enroll full-time in regular classes upon completion of any level if they earned the scores defined in the Proficiency Placement Grid. Graduate students who complete the levels will be enrolled in the bridge program and will have two semesters to successfully pass all three prerequisites.
7. Once a student begins a semester of ESL courses, he or she must complete the entire semester. This is especially important for graduate students. They may not enroll in ESL level 1 or 2 and decide they want to move to graduate classes at the end of the first 7-week term.
8. Late arrivals: International students must arrive by the last day to add classes (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in Level 1 ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.
9. Proficiency test scores: These averages will be used for placement when the student is initially tested. They will also be applied when students are retested at the end of each semester to demonstrate progress in their proficiency. Students who average 79 or below on the Accuplacer are placed in level 1. Students who average 80 or above take the integrated essay and oral interview. The three tests are evaluated together and placement is made based on the grid that is found below.
  - Accuplacer
    - 100+ (average on RS, LU, SM\*) – Graduate bridge/Undergrad regular classes
    - 99-90 – Level 3
    - 89-80 – Level 2
    - 79- = Level 1
  - \*RS=Reading Skills; LU=Language Usage; SM=Sentence Meaning
  - Integrated essay is graded on a scale of 0-4 based on the rubric.
  - Oral interview is graded on a scale of 1-5 based on the rubric.

## English as a Second Language (ESL) Academic Policies

1. Students in Level I, II & III are graded on the same scale used in credit courses in the university. They must pass each course with a 'C'. Successful completion of levels I-II will also be based on the improvement students make on assessment test scores at the end of each semester. The scores on this testing will determine if students can successfully move from one level to the next. If they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I or II semester, they can qualify for a higher level. Students who do not successfully complete any level will be required to repeat it. If they do not complete that level on the second try, they will be dismissed from the program.
2. All undergraduate international students must pass the required English composition and literature courses. Students who successfully complete Level III will receive a certificate to signify their completion of the ESL program. Then, these students and other ESL students who test out of the ESL program, will be placed in the ESL section of ENG 140 or ENG141 based on their performance in their writing classes and/or on the integrated essay section of the assessment test. These students must enroll in an international seated section of ENG140/141; they will not be allowed in online or regular seated sections of these courses.
3. Graduate students who successfully complete Level III, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program non-native English speakers who are unfamiliar with American business and academic writing formats).
4. Undergraduate international students must pass the ESL sections of ENG140 and/ or 141. They will not be permitted to enroll in other sections of these classes. Graduate students must pass all of the courses in the bridge program (505/506/507) before they will be allowed to enroll in their Master's classes. Non-ESL students will not be permitted to enroll in the ESL sections.
5. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.

**CERTIFICATE: English as a Second Language (ESL)**

**Level 1 (One)**

|  |         |
|--|---------|
| ESL101 Reading Comprehension for ESL Learners I .....  | 3 hours |
| ESL103 Conversation English I .....                    | 3 hours |
| ESL105 Writing in English .....                        | 3 hours |
| ESL110 Foundational English Grammar.....               | 3 hours |
| ESL170 Community Partnership Program for Level I ..... | 1 hour  |

**Level 2 (Two)**

|   |         |
|---|---------|
| ESL102 Reading Comprehension for ESL Learners II .....  | 3 hours |
| ESL104 Conversational English II .....                  | 3 hours |
| ESL106 Academic Writing.....                            | 3 hours |
| ESL112 Foundational English Grammar II .....            | 3 hours |
| ESL171 Community Partnership Program for Level II ..... | 1 hour  |

**Level 3 (Three)**

|   |         |
|---|---------|
| ESL109 Academic Reading Skills.....                     | 3 hours |
| ESL114 Foundational English Grammar III.....            | 3 hours |
| ESL130 College Communication .....                      | 3 hours |
| ESL132 Advanced Academic Writing .....                  | 3 hours |
| ESL172 Community Partnership Program for Level III..... | 1 hour  |

**Course Descriptions**

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**ESL100 First-Year Seminar (International) ..... 1 hour**

The purpose of this course is to help each new international student make a successful transition from their country’s high school or college to an American university by building social connections and improving academic preparedness. A student must pass with a “C” or better. This course can take the place of FYS 100 for undergraduate students entering a degree program.

*Offered Fall, Spring*

**ESL101 Reading Comprehension for 2nd Language Learners I ..... 3 hours**

Designed for foreign students with low to intermediate skills in reading English texts, this course provides the second language student with the basic skills necessary for reading texts in English and understanding them. Understanding a foreign language is more than simply knowing the correct translation of its words. Students learn how to read, evaluate, and comprehend texts written in English. A student must pass with a “C” or better.

Lab fee \$25

**Prerequisite:** Placement is based on performance on the university assessment

*Offered Fall, Spring*

**ESL102 Reading Comprehension for 2nd Language Learners II ..... 3 hours**

Designed for high-intermediate to advanced students, this course focuses on developing skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. The topics will include politics, history, popular culture and general fiction. Many of the articles that the students will read and review will be current events. Reading for pleasure is encouraged. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** ESL101 or performance on the university assessment instruments

*Offered Fall, Spring*

**ESL103 Conversational English I..... 3 hours**

This course is designed for low to intermediate level students who have demonstrated control of basic English grammatical structures and who need practice in oral expression of idea and thought. The course aims to increase fluency in spoken English and to expand vocabulary. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** Placement is based on performance on the university assessment

*Offered Fall, Spring*

**ESL104 Conversational English II ..... 3 hours**

This course is designed for high-intermediate to advanced students who have general fluency in spoken English. The course aims to develop oral expression as well as to expand vocabulary necessary for academic study in American higher education programs. Students will be required to read, synthesize and discuss passages from various educational resources selected by the instructor and discuss their own ideas, opinions and life experiences. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** ESL103 or performance on the university assessment instruments

*Offered Fall, Spring*

**ESL105 Writing in English ..... 3 hours**

This course is designed to increase ESL students’ understanding of the process and structure for writing effective sentences and paragraphs. The course seeks to develop writing abilities at all levels of the writing process, including generating ideas, planning and organizing content, drafting, proofreading, and revising. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** Placement is based on performance on the university assessment

*Offered Fall, Spring*

**ESL106 Academic Writing ..... 3 hours**

This is a course in written communication in an academic environment. Emphasis is placed on development, structure, and writing of summaries, reactions and critiques in paragraph and essay formats. The elements of academic research and writing are introduced. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** ESL105 or performance on the university assessment instruments

*Offered Fall, Spring*

**ESL109 Academic Reading Skills ..... 3 hours**

This course is designed to expand the student’s ability to learn at the college level through effective and efficient reading strategies. Combining class lecture, collaborative groups, and individualized instruction, students will participate in a variety of activities focused on learning from textbooks. These activities will develop individualized approaches to before, during, and after reading strategies. This completes the ESL reading sequence for the Certificate. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** ESL102 or performance on the university assessment instruments  
*Offered Fall, Spring*

**ESL110 Foundational English Grammar ..... 3 hours**

In this comprehensive English grammar course, topics include a verb tense review, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals (e.g., gerunds). A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** Placement is based on performance on the university assessment  
*Offered Fall, Spring*

**ESL112 Foundational English Grammar II ..... 3 hours**

In this comprehensive English grammar course, topics will include the effective use of phrases and clauses, use of verbals (e.g. gerunds, infinitives), extensive work with verb tenses, and passive/active voice. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills. A student must pass with a “C” or better. Lab fee \$25

**Prerequisite:** ESL110 or performance on the university assessment instruments  
*Offered Fall, Spring*

**ESL114 English Grammar III ..... 3 hours**

This course is the third in a sequence that provides a comprehensive study of English grammar. The topics include a verb tense review with emphasis on irregular verb forms, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals (e.g., gerunds). This completes the ESL grammar sequence for the Certificate. A student must pass with a “C” or better. Lab fee \$25.

**Prerequisite:** ESL112 or performance on the university assessment instruments  
*Offered Fall, Spring*

**ESL130 College Communication ..... 3 hours**

This course is designed for advanced students in the development and improvement of communication and listening skills needed to successfully participate and contribute in an academic learning environment. Listening and communicating in group situations and class presentations will be required. Accurate pronunciation will also be a main focal point of the class. This completes the ESL conversation sequence for the Certificate. A student must pass with a “C” or better. Lab fee \$25.

**Prerequisite:** ESL104 or performance on the university assessment instrument  
*Offered Fall, Spring*

**ESL132 Advanced Academic Writing ..... 3 hours**

This course continues the ESL instruction in written communication for an academic environment. Emphasis is placed on development, structure, and writing of, summaries, reactions, and critiques in paragraph and essay formats. This course includes thorough practice of the basic and advanced rules of grammar, sentence structure, and diction. The preliminary elements of academic research and writing are explored. This completes the ESL writing sequence for the Certificate. A student must pass with a “C” or better. Lab fee \$25.

**Prerequisite:** ESL106 performance on the university assessment instrument  
*Offered Fall, Spring*

**ESL170 Community Partnership for Level 1..... 1 hour**

This course is designed to expose beginning international students to American culture and communication through community involvement in the local school districts. Students are required to gain a minimum of 36 contact hours at an assigned school during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community. Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

*Offered Fall, Spring*

**ESL171 Community Partnership for Level 2..... 1 hour**

This course is designed to expose intermediate international students to American culture and communication through community involvement in the local school districts. Students are required to gain a minimum of 36 contact hours at an assigned school during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community. Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

*Offered Fall, Spring*

**ESL172 Community Partnership for Level 3..... 1 hour**

This course is designed to expose advanced international students to American culture and communication through community involvement in the local school districts. Students are required to gain a minimum of 36 contact hours at an assigned school during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community. Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

*Offered Fall, Spring*

**ENG140 Introduction to College Reading and Writing (ESL emphasis) ..... 3 hours**

An introductory writing course, English 140 concentrates on the development, structure, basic and advanced rules of grammar, sentence structure, and diction. This section offers special emphasis on the needs of ESL students. Students must receive a grade of “C” or better in this course to enroll in ENG141. Lab fee \$25

**Prerequisite:** Placement is based on performance on the university assessment

*Offered Fall, Spring*

\* ESL courses, ESL100 through ESL172 and ENG140, cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.

**ENG141 Rhetoric and Introduction to Research Writing (ESL emphasis)..... 3 hours**

This is a course in written communication, culminating in a research paper. Emphasis is placed on paraphrasing, development, structure, and writing summaries. Literary devices such as cause/effect, comparison/contrast, persuasion/argumentation are practiced, and research/synthesis skills are developed. This section offers special emphasis on the needs of ESL students. A student must receive a grade of “C” or better to enroll in ENG142. Lab fee \$25

**Prerequisite:** ENG140 or performance on the university assessment Instruments

*Offered Fall, Spring*

**GRADUATE****English as a Second Language (ESL) Academic Policies**

1. Students in Level I, II & III are graded on the same scale used in credit courses in the university. They must pass each course with a ‘C’. Successful completion of levels I-II will also be based on the improvement students make on assessment test scores at the end of each semester. The scores on this testing will determine if students can successfully move from one level to the next. If they demonstrate exceptional progress in their courses and on the assessment test at the end of their Level I or II semester, they can qualify for a higher level. Students who do not successfully complete any level will be required to repeat it. If they do not complete that level on the second try, they will be dismissed from the program.
2. Graduate students who successfully complete Level III, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program. The graduate bridge program includes MGT 505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
3. Graduate students must pass all of the courses in the bridge program (505/506/507) before they will be allowed to enroll in their Master’s classes. Non-ESL students will not be permitted to enroll in the ESL sections.
4. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.

**Graduate Bridge for MBA students only**

- MGT505 Fundamentals of Business Enterprise..... 2 hours
- MGT506 Fundamentals of Quantitative Business Methods..... 2 hours
- MGT507 Fundamentals of Graduate Business Research & Writing..... 4 hours

**MGT505 Fundamentals of Business Enterprise ..... 2 hours**

This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenets of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including Business Policy, Business Ethics, Legal Issues, Globalization, Marketing, and Management (Organizational Behavior, Human Resources and Operation Management). Students must receive a B or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

**MGT506 Fundamentals of Quantitative Business Methods..... 2 hours**

This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of Accounting, Economics, Finance, Information Systems and Statistics. Students must receive a B or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

**MGT507 Fundamentals of Professional Research, Writing, and Communication..... 4 hours**

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism. Students must receive a grade of “B” or better to move on in graduate program. Cannot be used to fulfill graduation requirements.

**Prerequisite:** Graduate level international students accepted into the MBA program. These courses will be required of all international students from non-English speaking countries who cannot demonstrate familiarity with American academic writing requirements (specifically, APA documentation and source citations) based on university assessment.

\* ESL courses, MGT505, MGT506, and MGT 507 cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements

# Graduate Programs

## **ACCREDITATION**

Academic programs at Tiffin University are authorized by the Ohio Board of Regents. Tiffin University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, [www.ncahlc.org](http://www.ncahlc.org). BBA and MBA degrees offered by Tiffin University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, [www.acbsp.org](http://www.acbsp.org) and the European Council for Business Education (ECBE), En Brison 1832, Chamby, Switzerland, [www.ecbe.eu](http://www.ecbe.eu)

## **NONDISCRIMINATION POLICY**

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs, policies, athletics, activities, admissions, and other school administered programs.

## **CAMPUS AND PROGRAM LOCATIONS**

Graduate Academic programs are offered by Tiffin University at the following locations:

### **Tiffin Campus (MBA, MS)**

The Tiffin Campus offers master's degree programs in a seated, classroom format. On-campus housing and food services are provided in addition to student and university services, intercollegiate athletics, and extracurricular activities.

### **Foreign Countries (MBA)**

Tiffin University offers its MBA degree, taught in English in Bucharest, Romania and Taipei, Taiwan.

### **Tiffin University Online (MBA, MEd, MH, MS)**

Tiffin University offers the MBA, MEd, MH, and MS programs in an online format. The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University.

Tiffin University offers four graduate degrees: Master of Business Administration (MBA), Master of Education (MEd), Master of Humanities (MH) and the Master of Science (MS). Tiffin University seeks highly motivated students with strong intellect and a desire to learn and apply knowledge from their graduate education to their personal, academic and professional lives. Possession of such attributes is demonstrated by past academic performance, professional success and achievement, a written statement of interest and other supporting materials that may be submitted as part of an application, including a professional resume. Candidates are reviewed for admission by the Graduate Admissions Committee in accordance with established university policy.

### **Certificate Programs**

Certificate programs are designed for working professionals who wish to take additional courses in a particular area of study. Certificate programs are made up of courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling Program is only offered in a seated format on the Tiffin Campus.

## GRADUATE ADMISSION POLICIES

1. A bachelor's degree from a regionally accredited U.S. college or university, or its equivalent, is required to be considered for admission.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
  - a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE; generally a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
  - b. If applicant has below a 3.00 G.P.A. the application will be reviewed and considered admission on a probationary status.
  - c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate's application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. A completed online application, including a personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her educational and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant. This is also a requirement for Certificate Programs.

### Non-matriculated admissions

Non-matriculated status is also available for students who choose to take a few (no more than three) graduate level courses outside the degree track or for students who do not fulfill the admission process requirements (résumé, transcripts, or application) in time for enrollment. Students must be able to provide some documentation (e.g., transcript, University Registrar verbal confirmation, and diploma) of completion of a bachelor's degree. Successful graduate course completion, while considered in any admission decision, is no guarantee of admission. Students admitted as non-matriculated are not eligible for federal financial aid.

### **Conditional Admission**

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their college performance. They are admitted on the condition that they provide the Office of Graduate Admissions and Student Services with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts are provided. Note: Some students may be accepted on both a conditional and a probationary basis. Students admitted conditionally are not eligible to receive federal financial aid.

### **International Graduate Students**

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

### **Admission Requirement for International Graduate Applications**

1. A bachelor degree or a three-year undergraduate professional degree from an officially recognized higher education institution.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
  - a. If the applicant has fewer than five years of work experience, a minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE; generally a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
  - b. If applicant has below a 3.00 GPA, the Graduate Admissions Committee will review and consider admission on a probationary status.
  - c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide a letter of recommendation, writing samples, a phone interview, or other material that supports the candidate's application.
3. Work and life experience of an applicant is another factor considered in the admissions process. Quality of academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. Personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her education and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant.
5. Satisfactory TOEFL score (550 PBT/79-80 iBT) or IELTS score 6 or iTEP score of 5.5, ACT score of 18, and SAT score of 820.

Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they will be enrolled in the English as a Second Language (ESL) program at the appropriate level, which will be determined by a placement test.

Applicants from the following English-only countries may not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, India, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

### **Required Documents for International Graduate Application**

1. A completed International Student Application for Admission.
2. Copies of all undergraduate transcripts and, for MBA transfer applicants, a copy of the transcript from current MBA program.
3. A copy of TOEFL, IELTS, iTEP, ACT, or SAT score.
4. Personal Statement
5. Current Resume
6. Proof of financial responsibility, including a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation.
7. Copy of passport.

### **Scholarships**

Tiffin University offers international scholarships to eligible international students.

### **Grade Conversion**

In order to evaluate the grades for international applicants Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

### **Placement**

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in ESL courses and/or credit courses.

### **Semesters for Admissions**

Fall Semester (late August-mid December)

Spring Semester (mid-January-early May)

### **Application Deadline**

Fall Semester-July 15th

Spring Semester-November 15th

### **Medical Insurance and Medical Records**

All undergraduate and graduate international students must purchase TU student insurance and must provide medical records, including proof of immunizations. With approval from the appropriate department, students may choose not to accept TU insurance if they can provide proof of comparable coverage.

### **Late Arrival Policy**

Late arrivals: International students must arrive by the last day to add a class to an existing schedule (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ELAC courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

## MASTER'S DEGREE PROGRAMS 2014-2015

Tuition and fees are in effect as of the date of publication of this bulletin. They are subject to change by vote of the Board of Trustees.

|   |        |
|---|--------|
| MBA Tuition per credit hour .....                   | \$700  |
| MS Criminal Justice Tuition per credit hour .....   | \$700  |
| MS Forensic Psychology Tuition per credit hour..... | \$700  |
| MS Psychology Tuition per credit hour.....          | \$500  |
| MH Tuition per credit hour .....                    | \$500  |
| MEd Tuition per credit hour .....                   | \$450  |
| Incomplete fee, per seated course .....             | \$15   |
| Health Insurance                                    |        |
| International students (required) .....             | \$1008 |
| Application Fee .....                               | \$50   |
| Transcript Fee .....                                | \$5    |
| Graduation Fee .....                                | \$100  |
| Returned Check Fee .....                            | \$40   |
| Language Lab Fee for ESL courses .....              | \$25   |

Information about insurance coverage is available to full-time Tiffin campus graduate students upon request. Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides a tuition payment plan option to allow for monthly payments. Contact the Bursar, 419-448-3409, for more information.

### Tuition Fees for Preparatory Course Work

Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course.

### Add or Withdraw from classes

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online, or met one time for seated.

The student is responsible for notifying the Office of Graduate Admissions and Student Services of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA, MEd and MS or the semester for MH. If, after 60% of a graduate course has been completed the professor of the course agrees that the circumstances are such that withdrawal and not an Incomplete is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the School of Graduate and Distance Education

for reconsideration. If the Dean of the School of Graduate and Distance Education agrees with the student, after first consulting with the course professor, the Dean can approve the student's withdrawal, if so warranted.

If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

**REFUND POLICY**

The tuition refund for withdrawal from courses for all student types, undergraduate, online and off-campus programs, and graduate.

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, refund of tuition will be computed based on their last date of attendance for seated courses or last date of participation or submission of work for online courses.

|   |           |
|---|-----------|
| Before the start of the course:             | 100%      |
| During the first calendar week of classes:  | 100%      |
| During the second calendar week of classes: | 25%       |
| After the second calendar week of classes:  | No Refund |

The following refund policy will apply to students who are current residents of the state of Maryland:

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, refund of tuition will be computed based on their last date of attendance for seated courses or last date of participation or submission of work for online courses.

Before the start of the course: 100%

| Proportion of Total Course, Program,<br>or Term Completed as of Date of<br>Withdrawal or Termination | Tuition<br>Refund |
|--|-------------------|
| Less than 10% .....  | 90% Refund        |
| 10% up to but not including 20% .....  | 80% Refund        |
| 20% up to but not including 30% .....  | 60% Refund        |
| 30% up to but not including 40% .....  | 40% Refund        |
| 40% up to but not including 60% .....  | 20% Refund        |
| 60% or more .....  | No Refund         |

### **Re-admission to Tiffin University**

Any student who falls into any of the following categories below must apply for readmission to Tiffin University.

- Was enrolled at Tiffin University, but has not taken classes for two or more semesters.
- Was academically dismissed.

### **Re-admission Procedures**

A student seeking re-admission to Tiffin University's Graduate Programs must complete and submit an application for re-admission. The application form is available from the Office of Graduate Admissions and Student Services. The re-admission application must also include a listing of, and transcripts from, all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating his/her intention to return to the graduate program. Students should contact the Office of Graduate Admissions and Student Services for assistance in processing necessary paperwork.

Re-admission applications will be decided by the Dean of the School of Graduate and Distance Education, based in consultation with the Graduate Admissions Committee, the student's former graduate faculty instructors, and other necessary parties the School Dean deems helpful.

## **STUDENT RESPONSIBILITIES**

Students are responsible for being familiar with all program requirements listed in the catalog. The university reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the catalog is subject to change. Be sure to check with Graduate Admissions and Student Services for the latest catalog and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up to date curriculum sheets from the Office of Graduate Admissions and Student Services or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the academic bulletin for the year they entered or the year they officially changed their major. Regardless of the term of matriculation, students are typically governed by the policies in the most current annual academic bulletin. First-time students are governed by the degree requirements in the annual academic bulletin in effect the year of their matriculation.

## **STUDENT EXPECTATIONS**

Tiffin University expects that graduate students will:

1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates. They will participate as partners, not merely subjects, in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
3. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
4. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.

## **STUDENT RECORDS AND RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the (s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, University will notify the student of the decision and advise the student of his or her right to have a statement by the student entered into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational purpose. A school official is a person employed by the University in an, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Office of Registration and Records.

### **Directory Information**

The University designates the following items as directory information, which may be disclosed without the student's written consent. The student's name, local address, and telephone listing; home address, telephone listing, and email address; parent's or legal guardian's name, address and telephone listing; student's date and place of birth, major field of study, class standing, and participation in officially recognized activities and sports; weight and height of members of athletic teams; student's dates of attendance, enrollment status, and degrees and awards received; most recent previous educational institution attended by the student; and photographs of students. A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Office of Registration and Records.

## **GRADUATE ACADEMIC POLICIES**

Tiffin University awards credit based on semester hours. Graduate courses are numbered 500 through 699.

### **Transcripts**

Official transcripts are issued at a charge of \$5.00 if all financial obligations to the University have been satisfied. Transcripts will not be released if a student has a balance due on his/her account. Students requesting transcripts must submit a written request to the Office of Registration and Records. Payment must be made before transcripts are released.

### **Transfer of Credit from Other Institutions\***

Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of 'B' or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Graduate Program Chair will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the office of Graduate Admissions and Student Services. In admitting transfer or returning students, the University will, when possible, allow credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and generally occurs after the student has matriculated or been readmitted.

### **CLEE Certified Law Enforcement Executive\***

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (three courses) toward the Master of Science in Criminal Justice degree. The student must have completed the entire CLEE program, meet the admissions criteria for the MSCJ, write an 8 - 12 page paper on an assigned topic related to the TU graduate course for credit, and pay an administrative and processing fee of \$100 per course. Contact the Office of Graduate Admissions and Student Services for more information.

### PELC Police Executive Leadership College\*

A student who has successfully completed the PELC may receive up to six hours of credit (two courses) toward the Master of Science in Criminal Justice degree. The student must have completed the entire PELC program, meet the admissions criteria for the MSCJ, write an 8 - 12 page paper on an assigned topic related to the TU graduate course for credit, and pay an administrative and processing fee of \$100 per course, \$200 total. Contact the Office of Graduate Admissions and Student Services for more information.

\* The maximum number of semester credit hours a student may accumulate toward a master's degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.

### Class Load

Full-time student class load is eight credits per semester for all graduate programs. Students who wish to enroll beyond eight credit hours for the MBA, or MEd and 10 credit hours for the MSCJ or MH must receive permission from the Office of Graduate Admissions and Student Services with confirmation from the Graduate Program Chair before enrolling. Financial Aid regulations require that a student be enrolled in and take four credits per semester to be considered a half-time student.

### GRADING SYSTEM

Tiffin University awards credit based on semester hours.

| Grade | Quality Points | Remarks  |
|-------|----------------|--|
| A     | 4              | –  |
| B     | 3              | –  |
| C     | 2              | –  |
| F     | 0              | Failure  |
| I     | –              | Incomplete Work                                  |
| WD    | –              | Withdrew before deadline notifying the Registrar |

Grades of A, B, or C may be indicated with a '+' or '-' on the student's transcript. However, the '+' or '-' is not used in the computation of the quality point average.

### Grades

When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcribing it. Any change of grade must be reviewed by the Vice President for Academic Affairs.

## Appeal of Grade Received

If a student believes that a course grade has been assigned in a capricious, discriminatory, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, discriminatory, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester following assignment of the grade. For individuals enrolled in courses completed in less than a semester length (7-week terms for MBA, MEd, and CJSS), the appeal process must be started by the midpoint of the next regularly scheduled series of classes following assignment of the grade.

The appeal begins with the faculty member who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member. The faculty member must acknowledge, in writing, to the student within one week of the receipt of the appeal. Should the faculty member grant the appeal, a change of grade form will be submitted to the VPAA who will then forward the change of grade to the Office of Registration and Records. The student will receive a letter (or e-mail) from the faculty member indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School of Graduate and Distance Education. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Vice President for Academic Affairs (VPAA) will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member who assigned the original grade, and respond in writing, to the student and the faculty member, within two weeks of the receipt of the appeal as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated. The decision of the Dean is final.

Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the VPAA, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the VPAA will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member who assigned the original grade, consult the Dean, and respond in writing, to the student, the faculty member, the Dean and the VPAA, within three weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the VPAA that the grade be changed. The Vice President for Academic Affairs will submit a change of grade form to the registrar, indicating that the grade has been changed on appeal. If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal.

In a case where the faculty member is no longer employed by the university, the appeal begins directly with the Dean of the School of Graduate and Distance Education. The Dean will attempt to notify the faculty member of the appeal, in writing, within one week of the receipt of the appeal. The faculty member will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above.

### **Graduate Incomplete Policy**

If a student cannot finish the work by the end of the course, the student may request an incomplete (grade of 'I') by submitting a written incomplete grade contract request form to the instructor. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the grade of 'I' will automatically become an 'F'. Any student with more than 2 incompletes on their transcript will not be allowed to register for courses.

### **Academic Probation and Dismissal**

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on academic probation and given one semester in order to achieve the required 3.00.

A graduate student is allowed a maximum of two 'C' grades in any graduate program. A third 'C' or lower grade will result in academic dismissal. A grade of 'F' in any course in a graduate program will also result in academic dismissal. The student may submit an application for readmission, but will not be allowed to return to class until the student has sat out at least one academic semester, 15 weeks.

When an application for re-admission is received in the Office of Graduate Admissions and Student Services, the request for re-admission will be forwarded to the Graduate Program Chair who will consult with the Graduate Admissions Committee to consider the request. Based on the student's past record, reasons for previous poor achievement, and the student's plan for improvement, the committee will decide whether to re-admit the student to the program from which he/she was dismissed.

If the request for readmission is approved, the Graduate Program Chair may grant the student probationary status, during which time the student must re-take the course(s) and receive a 'B' grade or better. In accordance with Tiffin University policy, the new grade would appear on the transcript, while the original course grade will no longer be calculated in the cumulative grade point average. No other courses may be taken until the make-up course, either one of the 'C' grades or the 'F' grade course is successfully repeated with a grade of 'B' or better.

Students may be readmitted only one time after being dismissed. Any failing action following re-admission, such as the receipt of a 'C' grade or lower after being re-admitted or failure to achieve a cumulative GPA of 3.00, will result in permanent dismissal from the university.

## ACADEMIC HONESTY

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic honesty. Any act of academic dishonesty, including plagiarism, committed by a student may be penalized with an 'F' for the assignment, or for the course in question, at the discretion of the instructor.

1. Upon a finding by a faculty member that a student has committed an act of academic dishonesty, the faculty member may assign a grade of 'XF' in the course. The faculty member will provide the Dean of the School of Graduate and Distance Education with documentation of the circumstances surrounding the occurrence. If an 'XF' is reported for the course grade, the Dean will advise the Registrar, Vice President for Academic Affairs, and Graduate Admissions of same.
2. In the case of individual instances of academic dishonesty that are not severe enough to lead to a grade of 'XF', but are severe enough to lead to a student failing an individual assignment, faculty members will report these cases of academic dishonesty in writing to the School. If a student receives a subsequent 'XF' on an assignment in any additional course, the Dean of the School of Graduate and Distance Education will notify the professor of the second 'XF' assignment to provide an 'XF' in the course, and the student will be dismissed from the university.
3. Any course grade of 'XF' will result in the student being dismissed permanently without any opportunity to re-enroll at Tiffin University. An 'F' will stand in the course and on the transcript, but 'XF' grades will remain recorded internally with the Dean of the School of Graduate and Distance Education, Vice President of Academic Affairs, Graduate Admissions, and the Office of Registration and Records to ensure no re-enrollment by the offending student.

If a graduate student fails a course due to academic dishonesty he or she should be dismissed from the University, pending the outcome of the established grade appeal process, in keeping with current policy. Any graduate student who is dismissed from the University due to academic dishonesty will not be allowed to apply for readmission in the program from which they were dismissed nor will they be considered for admission to any TU graduate degree or certificate programs.

### Time Limit to Complete the Degree

All course work for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must ask the Office of Graduate Admissions and Student Services for an extension. A request for such extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the School of Graduate and Distance Education.

## Graduation Requirements

To be eligible for graduation, a candidate for the Master's degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. A student may not graduate with more than two C's. Tiffin University holds commencement once each academic year, at the end of the Spring Semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University Faculty at the last Faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status, will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation exercise, the student must:

- The student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.
- Have no more than two courses to complete. The student must be able to complete these courses in the summer and must be registered for these courses.

## FINANCIAL AID POLICIES

The decision to award certain federal grants and loans rests with the Director of Financial Aid who acts in compliance with policy established by the University's Financial Aid Committee and applicable federal and state regulations. To qualify for federal financial aid an undergraduate student must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree granting program and registered for at least a half-time load of six hours a semester. It is necessary to complete the FAFSA each year in order to receive assistance. All Tiffin University grants and scholarships, including Athletic, can only be used for tuition, fees and on-campus housing charges.

Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP), according to federal and state laws.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal PLUS Loan
- Federal Stafford Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal and state regulations.

## **Satisfactory Academic Progress**

To receive assistance under the Federal Student Aid (FSA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters or termination of financial aid.

For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed at the end of the each semester. All periods of enrollment at the University are considered regardless of whether the student received Title IV aid. A copy of the policy is enclosed with the initial financial aid award letter and is also specified in the Tiffin University Academic Bulletin under the section on Financial Aid. The following components are measured to determine if satisfactory progress has been achieved:

### **Qualitative:**

Financial aid recipients must maintain a minimum cumulative GPA for his or her academic standing.

#### **Graduate Program**

Must maintain a 3.0 Cumulative GPA in order to be in good academic standing.

### **Quantitative: Credit Hour Completion**

All students must successfully complete 67% of all of the courses that they attempt. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.

### **Satisfactory Academic Progress (SAP) Procedures**

1. Satisfactory Academic Progress is determined at the end of each semester.
2. A report is generated to identify students who received Title IV funding and did not make satisfactory progress.
3. A comparison is made of attempted hours, earned hours, GPA and number of increments against the recommended standards of the University.
4. Students are placed on Financial Aid Warning or Financial Aid Termination. If a student appeals, a probation status may be considered.
5. Letters are mailed to students.

### **Financial aid warning status**

As outlined above, a student is automatically placed on financial aid warning (no appeal needed) for one semester and the student continues to receive financial aid for which they are eligible. However, it may be determined that it is not mathematically possible for the student to meet either the qualitative and/or quantitative measures by the end of just one semester. In this situation, the student would be notified in a letter that before they are allowed to continue they must develop an academic plan for their pace of progression that will extend beyond one semester. Details about how to develop this plan, which must be approved, will be enclosed with the financial aid warning letter.

**Satisfactory Academic Progress — withdrawal or stop-out**

A student who is notified at the end of a semester that they will be on financial aid warning in the next semester may of their own choosing and for their own reasons withdraw or stop-out for the upcoming semester(s). Upon reenrollment, the student will automatically be placed on financial aid warning as outlined above.

**Financial Aid Probation Status and Appeals**

A student not meeting the standards for satisfactory academic progress after a semester of financial aid warning will have their aid terminated. A student who has had financial aid terminated has the opportunity to appeal such action to the financial aid appeals committee within 30 days of the Financial Aid notification. The appeal may be on the basis of any undue hardship or unforeseen circumstance (e.g., documented serious illness, severe injury or death of a family member). The appeal must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress, including all supporting documentation. If it is not mathematically possible to meet satisfactory academic progress by the end of the next semester, the appeal must include an academic plan that will allow the student to meet satisfactory progress requirements by a specific point in time. The financial aid committee will only allow a student to appeal financial aid one time within the Associate's, Bachelor's, and Master's degree programs that they are seeking.

If an appeal is approved, the student will be placed on financial aid probation for a maximum of one semester (or for the time period of an approved academic plan). The financial aid office will communicate to the student the semesters of their continued financial assistance. This might include (but is not limited to) meeting with an academic advisor to develop an academic plan, mandatory follow-up sessions and meet with an academic advisor.

During this approved financial aid probation period, a student will receive the financial aid for which he or she is eligible. At the end of the probation period, a student who meets all of the satisfactory academic progress requirements will be removed from financial aid probation. A student who fails to meet all of the satisfactory academic progress requirements will be suspended from receiving financial aid unless there is a successful appeal and the student is placed on an approved academic plan or until eligibility is re-established as outlined below. When it has been determined a student has failed to meet any one or more measures of satisfactory academic progress (SAP) the student's financial aid eligibility will be terminated.

## **Academic Plan**

An Academic Plan is granted after a student is approved an appeal of reinstatement of Financial Aid. This plan will provide the student the opportunity to earn hours to successfully meet the Quantitative and Qualitative measurements of Satisfactory Academic Progress towards a degree within a designated time frame.

The Academic Plan will be outlined on a final notification to the student from the Financial Aid office and will include:

- The expected GPA or a repeat of classes, to be accomplished by the end of the probationary designated time frame.
- The expected number of credit hours to be completed by the end of the probationary designated time frame.

If the student fails to meet the terms of the Academic Plan, the student's eligibility for financial aid would be terminated and no further appeals will be considered.

## **Reinstatement of Financial Aid**

A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions:

- Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at the student's own expense.
- Demonstrate special or extenuating circumstances through the appeals process.

## **Scholarship and Financial Aid Committee**

The Director of Financial Aid appoints the Scholarship and Financial Aid Committee. Membership includes administrators and staff. The Financial Aid Office convenes the Committee as needed.

### **The Financial Aid Appeals Committee Appeal Process**

1. Student submits a letter of appeal along with supporting documentation to the Satisfactory Academic Progress committee via the Office of Financial Aid.
2. The letter along with supporting documentation is reviewed by the Director of Financial Aid for thoroughness.
3. The Director presents letter of appeal, supporting documentation and institutional data to the Chairperson of the Committee.
4. The Committee reviews information and issues a decision to the Director of Financial Aid.
5. The Director of Financial Aid notifies the student of the decision of the Committee.

Note: The Satisfactory Academic Committee's decision is final and cannot be overturned and only one appeal per degree is allowed. The Committee reserves the right to request additional information from the student and/or other parties.

For additional information you may contact the TU Financial Aid Office at (800) 968-6446.

## RETURN OF FEDERAL FINANCIAL AID POLICY: TITLE IV FUNDS

The law specifies how Tiffin University must determine the amount of Title IV program assistance that the student earns if the student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When the student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that the student was scheduled to receive for that period. If the student did not receive all of the funds that the student earned, the student may be due a Post-withdrawal disbursement. If the student's Post-withdrawal disbursement includes loan funds, your school must get the student's permission before it can disburse them.

The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The student's school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give their permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and the student has not completed the first 30 days of the program before the student withdraws, the student will not receive any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student received excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

The school must return this amount even if the student didn't keep this amount of their Title IV program funds. If your school is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that the student must return, you (or your parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or were scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any refund policy that your school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. If the student does not already know what our school's refund policy is, the student can ask the school for a copy. If you have questions about Title IV program funds, the student can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **Department of Veterans Affairs**

Students with VA eligibility may be certified to receive Veteran's Educational Benefits by registering with Tiffin University's VA Certifying Official and applying with the Department of Veterans Affairs. VA benefits include: Chapter 33 (Post - 9/11 GI Bill) - \*The Department of Defense (DoD) offers members of the Armed Forces the opportunity to transfer Chapter 33 benefits to their spouse or dependent children. Transferability is determined first by the DoD. Chapter 30 (Montgomery GI Bill - Active Duty), Chapter 35 (Dependents' Educational Assistance Program), Chapter 31 (Vocational Rehabilitation Program), Chapter 1607 (Reserve Educational Assistance Program), and Chapter 1606 (Montgomery GI Bill - Selected Reserve).

# Special Academic Programs

## Internships

Internships may be available for MBA General Management or Sport Management students only. Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan and 200 hours of fieldwork. For more information see the course description for MGT670 Business Administration Internship, SRM670 Sport Mentorship or contact Graduate Admissions and Student Services.

## Washington Center Internships

Graduate students interested in internships, may take advantage of The Washington Center Internship program in Washington, D.C. A participating student works full time in his or her chosen field in a placement chosen to match individual interests and skills. In some cases the student may receive Tiffin University credit as determined by the department chair and the Dean of the School of Graduate and Distance Education. Housing arrangements can be made through the Center. There are not for credit options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University's campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website [www.twc.edu](http://www.twc.edu)

## Bucharest Romania

MBA students have the option of participating in Tiffin University's Hybrid program in Bucharest, Romania for either one or two terms. Housing is available in exchange for internship service hours (Option A: Minimum 80 hours for four weeks / Option B: Minimum 200 Hours for 10 weeks). Affordable public transportation and meal options are available. Tuition will be paid directly to Tiffin University at the US rate for credit hours. Qualified students in good academic standing may intern with either the Department of Commerce at the U.S. Embassy or with Sievco, a local software company partnering with worldwide companies to offer solutions for commercial and industrial corporations such as the European Aviation Safety Agency and the EduTubePlus consortium. For more information contact Graduate Admissions and Student Services.

### **Study Abroad**

Tiffin University has established a number of semester abroad programs in cooperation with Regent's College in London, Oxford University in Oxford, England. American Institute for Foreign Study, Horizons University in Paris, and Webster University in St. Louis, Missouri, and American University in Cairo, Egypt. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English. Students may also study and/or intern in Bucharest, Romania.

Contact the Study Abroad Coordinator or the Office of Graduate Admissions and Student Services for information on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition, room, and board (if applicable). Students eligible for financial aid may be able to receive assistance to attend one of these programs. International students or students who have lived or studied outside the U.S. may not be eligible to participate in their home country or the country in which they have studied.

# Support Services

## Academic Advising

Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an advisor in his or her academic area. Academic Advising for Graduate students is done through the Office of Graduate Admissions and Student Services. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Graduate Student Services will monitor students' progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation.

## Career Development

Tiffin University provides a career development resource center for students at all levels of their college education. The office has a variety of services for students as they prepare for their careers. These services include internships, part-time, summer, and full-time employment opportunities, one-on-one career counseling, workshops and sessions on jobs and job searches, assistance with résumé and cover letter writing, and practicing for interviews.

Other resources available include: networking contacts, job leads, information on career requirements, trends, assessments, and graduate schools.

## Counseling Services

Tiffin University has contracted with local health care professionals to provide counseling services to its students on the Tiffin Campus. Referrals may be made by Dean of Students Office or by health care professionals from the University Health Services. The health care professional on duty will make an assessment of the student's overall physical and mental state in order to make the appropriate counseling referral. The Dean of Students Office will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university.

## University Health Services

The University Health Services on the Tiffin Campus will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Some of the services available include diagnosis and treatment for common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; orthopedics; counseling referral; sexually transmitted disease diagnosis, treatment, and counseling; a variety of health education and prevention materials.

## **Information Technology Services**

Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and students have electronic mail accounts. The residence halls have network connections for students to gain access to the campus network and to the Internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus. All students regardless of their location, may contact the ITS department at 419-448-3430 or [pctech@tiffin.edu](mailto:pctech@tiffin.edu)

## **Student Success Center**

On the Tiffin Campus, the Student Success Center offers one-on-one and group-based tutoring to students across the curriculum. The students benefit from such interaction and support outside of the classroom, and for many students this interaction is vital in their academic success. Writing skills, study techniques, revision techniques, and mathematics are some of the areas in which students receive assistance at the Center.

## **Online Tutoring**

Online tutoring for graduate students is available through SMARTHINKING, a 24 hour a day, 7 day a week service. Students can work in real-time with a tutor submit questions or essays for a next day response, or pre-schedule online appointments. Students communicate with tutors using a virtual whiteboard and other online technology. This service is offered free to Tiffin University graduate students. For information on how to access SMARTHINKING, contact the Office of Graduate Admissions and Student Services.

## **Orientation for Online students:**

Each semester, students entering online programs in the graduate school are required to complete an orientation with their Admissions Representative. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University's online environment, including Moodle and MyDragon. The orientation covers:

- How to log into MyDragon, using the student's assigned username and password and the services available on MyDragon.
- How to interact with online courses, demonstrated by utilizing the Orientation Course posted on MyDragon and Self Service.
- An overview of the location of relevant documents and policies, including the current academic bulletin, Graduate Student Handbook, curriculum sheets, course descriptions, and semester schedules.
- How to utilize services from the bookstore and Career Development.
- Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library, including the OhioLink library database system.
- Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
- Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Graduate Admissions and Student Services (academic advising, scheduling, referrals, etc.)

**Orientation for On-Campus students:**

Students entering on campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:

- A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Graduate Admissions and Student Services, and ITS.
- An overview of the Graduate Student Handbook, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Graduate Admissions and Student Services (academic advising, scheduling, referrals, etc.)
- Distribution of library cards and information about the services offered by the Tiffin University library and OhioLINK.
- How to log into the MyDragon and Self Service, using the student's assigned username and password.
- A brief welcome presentation by Graduate Admissions regarding expectations and requirements for graduate students.

**Pfeiffer Library**

Pfeiffer Library has an outstanding and growing book collection supporting the University's academic programs. In addition to the print resources, the Library provides online access to articles and books. As a member of OPAL (Ohio Private Academic Libraries) and OhioLINK, Pfeiffer Library provides the University community with online access to inter-library loans for books, full-text online journal articles, and a growing collection of ebooks. Ohio students may request books from any OhioLINK member library be sent to the nearest OhioLINK library for pickup. Every student may access the online databases, full-text articles, and ebooks.

All students are encouraged to access the Library's webpage, containing LibGuides, hints for searching for books, hints for searching for articles, Library hours, and contact information. Students having any questions should contact Pfeiffer Library staff via email or phone.

# Graduate Academic Programs

Tiffin University offers the following graduate degree programs:

## **MASTER OF BUSINESS ADMINISTRATION**

Management

- Finance
- General Management
- Healthcare Administration
- Human Resource Management
- International Business
- Leadership
- Marketing
- Sports Management

## **MASTER OF EDUCATION**

Education

- Classroom Teaching
- Higher Education Administration
- Educational Technology Management

## **MASTER OF HUMANITIES**

Humanities

- Art & Visual Media
- Communication
- Creative Writing
- English
- Film Studies
- Humanities
- Individualized Studies

## **MASTER OF SCIENCE**

Criminal Justice

- Crime Analysis
- Criminal Behavior
- Homeland Security Administration
- Justice Administration

Forensic Psychology

Psychology

## **CERTIFICATE PROGRAMS**

Addictions Counseling

Crime Analysis

Criminal Behavior

Justice Administration

Healthcare Administration

Homeland Security Administration

Leadership for Managers and Supervisors

Small Business Management

Sports Management

## MASTER OF BUSINESS ADMINISTRATION

The MBA program focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty leads a rich and diverse student body through current issues in management and prepares the students for the technology-driven global workplace of the third millennium.

### MBA Core Curriculum

|  |                 |
|--|-----------------|
| ACC510 Financial Accounting .....                  | 2 hours         |
| ACC512 Managerial Accounting .....                 | 2 hours         |
| CIS514 Information and Decision Support .....      | 2 hours         |
| ECO524 Managerial Economics .....                  | 2 hours         |
| FIN612 Managerial Finance .....                    | 2 hours         |
| MAT513 Statistical Methods for Managers .....      | 2 hours         |
| MGT511 Individual and Teamwork .....               | 2 hours         |
| MGT522 Management of Human Resources .....         | 2 hours         |
| MGT613 Operations Management .....                 | 2 hours         |
| MGT614 Global and Transnational Management .....   | 2 hours         |
| MGT622 Strategic Management .....                  | 2 hours         |
| MGT623 Legal and Ethical Issues in Management..... | 2 hours         |
| MKT523 Marketing Management .....                  | 2 hours         |
| MKT611 Business Research Analysis .....            | 2 hours         |
| <b>Total .....</b>                                 | <b>28 hours</b> |

In addition to the core curriculum, each candidate must also complete one of the four area concentrations listed below.

### Concentration: Finance

*This concentration is offered online only.*

The finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The program prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, non-profit organization, or an investment agency.

|   |                |
|---|----------------|
| FIN616 International Financial Management ..... | 2 hours        |
| FIN624 Financial Markets and Institutions ..... | 2 hours        |
| FIN625 Investment Analysis .....                | 2 hours        |
| FIN626 Emerging Markets Finance .....           | 2 hours        |
| <b>Total .....</b>                              | <b>8 hours</b> |

**Concentration: General Management**

The concentration is designed for a mid-career manager interested in moving into general management from functional or operational management. That is, these employees have had successful careers in marketing, accounting, human resources, or line operations, but now wish to move into positions of authority that span many different function (i.e., general management). To do this, they need to understand in a coherent conceptual way the processes and interactions that connect the various pieces in a well-functioning organization.

|  |                |
|--|----------------|
| MGT531 Leadership & Influence .....                | 2 hours        |
| MGT621 Organization Analysis & Design .....        | 2 hours        |
| MGT624 Industry & Competitive Analysis .....       | 2 hours        |
| One of the following:                              |                |
| MGT670 Internship, or                              |                |
| Any course taught in any other concentration ..... | 2 hours        |
| (prerequisites apply)                              |                |
| <b>Total .....</b>                                 | <b>8 hours</b> |

**Concentration: Healthcare Administration**

*This concentration is offered online only.*

The MBA Healthcare Administration concentration is a program designed for working professionals employed in the areas of education, child care, social services, health care and business. The curriculum will focus on management systems, decision making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

|   |                |
|---|----------------|
| HCA540 Managing Healthcare Systems .....                | 2 hours        |
| HCA552 Current Issues in Healthcare Administration..... | 2 hours        |
| HCA633 Healthcare Finance and Process Management .....  | 2 hours        |
| HCA642 Healthcare Policy, Law, and Ethics .....         | 2 hours        |
| <b>Total .....</b>                                      | <b>8 hours</b> |

**Concentration: Human Resource Management**

*This concentration is offered online only.*

The MBA with a Human Resource concentration enables the student to integrate the knowledge and skills gained from the core coursework in the MBA program in order to address the issues and challenges faced by today’s human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing employer/employee relationship, and providing competitive advantages through strategic human resource policies and practices.

|   |                |
|---|----------------|
| MGT603 Negotiations & Conflict Management.....            | 2 hours        |
| MGT625 Human Resource Planning & Talent Acquisition ..... | 2 hours        |
| MGT626 Talent Development & Performance Management .....  | 2 hours        |
| MGT627 Strategic Human Resource Management .....          | 2 hours        |
| <b>Total .....</b>  | <b>8 hours</b> |

**Concentration: International Business**

*This concentration is offered online only.*

The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today’s competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes - both governmental and non-governmental working in a variety of cultural and political/legal environments interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

|   |                |
|---|----------------|
| MGT621 Organization Analysis and Design .....   | 2 hours        |
| ECO626 International Trade and Investment ..... | 2 hours        |
| FIN616 International Financial Management ..... | 2 hours        |
| MKT628 Global Marketing Management .....        | 2 hours        |
| <b>Total .....</b>                              | <b>8 hours</b> |

### Concentration: Leadership

*This concentration is offered online only.*

The Leadership concentration is for individuals focusing on moving up the organizational ladder into new supervisor roles, middle management, or upper-managerial positions.

The program is designed for the working professional across a range of professions including education, health care, social services, church, government, law enforcement, and business. The program centers upon those characteristics that develop and promote leadership. Within the leadership framework, the program stresses decision-making and managerial skills.

|  |                |
|--|----------------|
| MGT531 Leadership & Influence .....                          | 2 hours        |
| MGT603 Negotiations & Conflict Resolution .....              | 2 hours        |
| MGT618 Organizational Leadership and Group Performance ..... | 2 hours        |
| MGT620 Leading Organizational Change .....                   | 2 hours        |
| <b>Total .....</b>   | <b>8 hours</b> |

### Concentration: Marketing

*This concentration is offered online only.*

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

|   |                |
|---|----------------|
| MKT525 Information Systems for Marketing..... | 2 hours        |
| MKT622 Strategic Brand Management .....       | 2 hours        |
| MKT628 Global Marketing Management .....      | 2 hours        |
| MKT630 Marketing Field Analysis .....         | 2 hours        |
| <b>Total .....</b>                            | <b>8 hours</b> |

### Concentration: Sports Management

*This concentration is offered online only.*

The Sports Management concentration is one of just a handful of programs in the U.S. offered entirely online. Our program is designed to maximize convenience while providing the necessary structure to enhance your marketability and to improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

|   |                |
|---|----------------|
| SRM532 Communication and Fund Raising in Sports ..... | 2 hours        |
| SRM534 Business Strategies in Sport .....             | 2 hours        |
| SRM537 Personnel Management in Sport .....            | 2 hours        |
| SRM670 Sport Mentorship .....                         | 2 hours        |
| <b>Total .....</b>                                    | <b>8 hours</b> |

**MASTER OF EDUCATION**

*The Master of Education is offered online only.*

Tiffin University’s Master of Education program exists to help people interested in a variety of educational fields gain a graduate-level degree to help them advance in their careers. The Classroom Teaching concentration helps K-12 teachers become more effective educators. The Higher Education Administration concentration helps those interested in working in non-academic roles better understand how higher education works from a variety of perspectives. The Educational Technology management concentration is for those who want to become IT educational leaders or coordinators in K-12, higher education, or corporate settings. This program does not lead to licensure.

**Core Curriculum**

|  |                 |
|--|-----------------|
| EDU532 Diversity In Education .....              | 2 hours         |
| EDU536 Philosophy of Education .....             | 2 hours         |
| EDU547 Technology for Educators.....             | 2 hours         |
| EDU552 Educational Leadership .....              | 2 hours         |
| EDU572 World History of Education .....          | 2 hours         |
| EDU611 Psychology & Sociology of Learning .....  | 2 hours         |
| EDU615 Ethical & Legal Issues in Education ..... | 2 hours         |
| <b>Total .....</b>                               | <b>14 hours</b> |

**Research**

|  |                |
|--|----------------|
| EDU541 Educational Research .....        | 2 hours        |
| EDU680 ePortfolio Capstone Project ..... | 2 hours        |
| <b>Total .....</b>                       | <b>4 hours</b> |

**Concentration: Classroom Teaching**

|   |                 |
|---|-----------------|
| EDU538 Information Literacy for Educators .....                   | 2 hours         |
| EDU550 Special Needs Learners .....                               | 2 hours         |
| EDU613 Current Trends in Curriculum and Instruction .....         | 2 hours         |
| EDU617 Current Practices in Classroom & Behavior Management ..... | 2 hours         |
| EDU643 Educational Measurements .....                             | 2 hours         |
| EDU654 Analysis of Common Core Standards .....                    | 2 hours         |
| <b>Total .....</b>  | <b>12 hours</b> |

**Concentration: Educational Technology Management**

|   |                 |
|---|-----------------|
| EDU586 Instructional Design Principles .....                                      | 2 hours         |
| EDU591 Learning Management Systems .....  | 2 hours         |
| EDU605 Game Based Learning and Analytics.....                                     | 2 hours         |
| EDU619 Challenges In the Use of Technology In Education .....                     | 2 hours         |
| EDU625 Functions of Web Based Apps in Education .....                             | 2 hours         |
| EDU637 Legal and Regulatory Issues in the<br>Use of Educational Technologies..... | 2 hours         |
| <b>Total .....</b>  | <b>12 hours</b> |

### **Concentration: Higher Education Administration**

|  |                 |
|--|-----------------|
| EDU585 Student Enrollment and Retention .....                      | 2 hours         |
| EDU590 Assessment and Student Learning.....                        | 2 hours         |
| EDU624 Crisis Prevention and Intervention in Education .....       | 2 hours         |
| EDU635 Human Resource Management in Educational Organizations..... | 2 hours         |
| EDU640 Higher Education Finance and Budgeting .....                | 2 hours         |
| EDU642 Higher Education Athletic and Sports Management .....       | 2 hours         |
| <b>Total .....</b>   | <b>12 hours</b> |

### **MASTER OF HUMANITIES**

*The Master of Humanities is offered online only.*

Tiffin University's Master of Humanities program invites students to explore creative and conceptual expressions of the human condition in all of its forms from antiquity to the present. Students may choose a broad, interdisciplinary approach to the humanities or select concentrations in Art & Visual Media, Communication, Creative Writing, English, or Film Studies. Students may also design their own concentration from among our regular course offerings through our Individualized Studies option. The possibilities for individualized studies are as broad as our course offerings and a student's imagination. While no degree by itself can guarantee either eligibility to teach or professional certification or licensure, our concentrations support those who wish to teach at the high school or community college levels while engaging the imagination of those who wish to grow in their knowledge of these fields. Students are also given ample opportunity to develop their own creativity through creative writing courses in the novel, short story, creative nonfiction, screenwriting, and poetry. The Master of Humanities program welcomes students seeking to take an adventure of the mind that engages the most imaginative forms of human expression and their own intellectual and creative potentials.

#### **Art & Visual Media (ART)**

Tiffin University's concentration in Art and Visual Media guides students through both the western tradition and contemporary film and graphics with courses such as Women in Art, Cult and Independent Film, and History of Photography. The academic study of art and visual media at Tiffin University promotes visual literacy and gives students tools to interpret and evaluate visual media in all of its forms: websites, film, television, paintings, drawings, and sculpture. This concentration also supports those interested in teaching art at the high school or community college levels with courses such as Teaching College Art.

#### **Communication (COM)**

Tiffin University's concentration in Communication leads students through the history and practice of media, communication, and related technology from ancient times to the digital age. Courses such as Philosophy of Communication, Politics and the News, Transmedia Storytelling, New Media, and Cybercultures and Issues in Cyberspace navigate students through the political, legal, and social ramifications of twenty-first century media practices.

**Creative Writing (ENG)**

Students in Tiffin University’s Creative Writing concentration can discover new talents in courses teaching them to write novels, short stories, poetry, creative non-fiction, screenplays, and young adult fiction. Combining the academic study of creative prose, poetry, and performance writing with hands-on experience producing it, this program both deepens student understanding of the human creative process and expands their use of it. The Capstone Project is required for this concentration.

**English: Literature and Writing (ENG)**

Tiffin University’s concentration in English allows students to explore both canonical and contemporary literature from around the world in courses such as The Culture and Literature of Modernity, Ethnic Voices, and Literary Theory. Our very popular creative writing courses in the short story, the novel, creative nonfiction, screenwriting, and poetry help students develop unexplored creative potential, while courses such as Teaching College English support those who wish to teach at the high school or community college level.

**Film Studies (ART)**

Tiffin University’s Film Studies concentration guides students through an in-depth exploration of significant film from the early days of Hollywood to contemporary world cinema in courses such as Cult and Independent Film, Classic Hollywood Cinema, World Cinema, and Documentary Film. Our Film Censorship course examines social issues related to the dissemination of film, and students also have the opportunity to experience writing for film first hand with our Screenwriting course.

|   |                 |
|---|-----------------|
| <b>Master of Humanities: Interdisciplinary Core .....</b> | <b>9 hours</b>  |
| <b>Total Semester hours for the Concentration .....</b>   | <b>18 hours</b> |
| <b>Capstone or Exam .....</b>                             | <b>3 hours</b>  |
| <b>Total .....</b>  | <b>30 hours</b> |

**Master of Humanities: Interdisciplinary Core**

|  |                |
|--|----------------|
| ART623 Aesthetics .....                          | 3 hours        |
| ENG564 Literary Theory .....                     | 3 hours        |
| HUM510 Introduction to Graduate Humanities ..... | 3 hours        |
| <b>Total .....</b>                               | <b>9 hours</b> |

**Capstone or Exam Option**

|                                 |                |
|---------------------------------|----------------|
| HUM680 Capstone Project or      |                |
| HUM681 Comprehensive Exam ..... | 3 hours        |
| <b>Total .....</b>              | <b>3 hours</b> |

**Concentration: Humanities**

|   |                 |
|---|-----------------|
| HUM531 Studies in History .....                               | 3 hours         |
| HUM532 Studies in Philosophy .....                            | 3 hours         |
| HUM533 Studies in Human, Political, and Social Sciences ..... | 3 hours         |
| One ART course .....  | 3 hours         |
| One COM course .....  | 3 hours         |
| One ENG course .....  | 3 hours         |
| <b>Total .....</b>  | <b>18 hours</b> |

**Concentration: Art and Visual Media**

Choose six of the following three credit courses

- ART515 Teaching College Art
- ART524 Creativity and Its Development
- ART525 History of Photography
- ART530 Cult and Independent Film
- ART533 Film Censorship
- ART534 Third Cinema
- ART535 Classic Hollywood Cinema
- ART561 Survey of Western Art History
- ART562 Film Theory
- ART563 Art and Culture of the Graphic Novel
- ART624 Women in Art
- COM532 Documentary Film

|                    |                 |
|--------------------|-----------------|
| <b>Total .....</b> | <b>18 hours</b> |
|--------------------|-----------------|

**Concentration: Communication**

Choose six of the following three credit courses

- COM520 Philosophy of Communication
- COM522 Logic, Reasoning, and Persuasion
- COM531 Transmedia Storytelling
- COM532 Documentary Film
- COM580 Politics and the News
- COM625 Philosophers and Philosophies of the Axial Age
- COM630 Cybercultures and Issues in Cyberspace
- COM631 New Media

|                    |                 |
|--------------------|-----------------|
| <b>Total .....</b> | <b>18 hours</b> |
|--------------------|-----------------|

**Concentration: Creative Writing**

Capstone project HUM680 is required for the Creative Writing Concentration. Choose six of the following three credit courses. At least three must be elected from:

- ENG515 Teaching College English
- Creative Writing Courses ENG541-545
  - ENG541 Creative Writing: Short Story
  - ENG542 Creative Writing: The Novel
  - ENG543 Creative Writing: Poetry
  - ENG544 Creative Writing: Genre Writing
  - ENG545 Creative Writing: Performance Writing
- ART524 Creativity and its Development
- ENG531 Studies in Genre Fiction
- ENG570 Ethnic Voices, Poetry
- ENG583 Poetics of Western Drama

**Total** ..... 18 hours

**Concentration: English**

Choose six of the following three credit courses.

- ENG515 Teaching College English
- ENG530 The Culture and Literature of Modernity
- ENG531 Studies in Genre Fiction
- ENG541 Creative Writing: Short Story
- ENG542 Creative Writing: The Novel
- ENG543 Creative Writing: Poetry
- ENG544 Creative Writing: Genre Writing
- ENG545 Creative Writing: Performance Writing
- ENG570 Ethnic Voices, Poetry
- ENG571 Women in Literature
- ENG583 Poetics of Western Drama

**Total** ..... 18 hours

**Concentration: Film Studies**

- ART562 Film Theory

Choose five of the following three credit courses

- ART515 Teaching College Art
- ART530 Cult and Independent Film
- COM532 Documentary Film
- ART533 Film Censorship
- ART534 Third Cinema
- ART535 Classic Hollywood Cinema

**Total** ..... 18 hours

**Concentration: Individualized Studies**

The student will develop a proposed program of study while enrolled in HUM510. The proposal must be approved by the Chair of Graduate Humanities and the Dean of Arts and Sciences.

**Total** ..... 18 hours

## MASTER OF SCIENCE

The highlights of the MS curriculum are an interdisciplinary curriculum, an experienced and accomplished faculty, the latest thinking in the field, and professional development. A Master of Science (MS) assembles practitioners from the various components of the criminal justice system. The diversity in background and experience provides synergy in the classroom. The MS faculty contribute their expertise and professional experience to the educational experience. The Master of Science has five concentrations: Crime Analysis, Criminal Behavior, Homeland Security Administration, Justice Administration and Forensic Psychology.

### Major: Criminal Justice

**Core Courses** *offered online only*

(Crime Analysis, Criminal Behavior, Homeland Security Administration and Justice Administration)

|  |                 |
|--|-----------------|
| JUS510 Contemporary Criminal Justice: Issues and Trends .....  | 3 hours         |
| JUS515 Research Design and Analysis .....  | 3 hours         |
| JUS520 Statistical Applications in Criminal Justice .....  | 3 hours         |
| JUS525 Legal and Ethical Issues in Criminal Justice<br>OR, JUS526 Legal and Ethical Issues in Homeland Security..... | 3 hours         |
| JUS630, 631, 632 Pro-seminar (1 credit each).....  | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

### Concentration: Crime Analysis

*This concentration is offered online only.*

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Analysis. The first semester will provide the student with a theoretical overview of crime analysis, statistical applications, and contemporary issues in Justice Administration. The second semester covers computer applications in crime analysis and investigation, the criminal intelligence process, and research design. The third semester explores legal and ethical issues, the use of geographic information systems, and the design and implementation of a crime analysis project.

|  |                 |
|--|-----------------|
| ENF512 Theories of Crime Analysis .....  | 3 hours         |
| ENF532 Computer Applications in Crime Analysis,<br>Community Policing, and Investigation ..... | 3 hours         |
| ENF612 Criminal Intelligence .....   | 3 hours         |
| ENF622 Geographic Information Systems: Applications in Criminal Justice .....                  | 3 hours         |
| ENF627 Crime Analysis Project.....   | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

**Concentration: Criminal Behavior**

*This concentration is offered online only.*

The completion of 33 semester hours of course work is required for the MSCJ degree with a concentration in Criminal Behavior. It is offered in a three semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

|  |                 |
|--|-----------------|
| PSY512 Introduction to Forensic Psychology .....         | 3 hours         |
| PSY548 Mental Health Law .....                           | 3 hours         |
| PSY552 Criminogenic Psychopathology .....                | 3 hours         |
| PSY615 Drug Abuse and Society .....                      | 3 hours         |
| PSY626 Advanced Psych Assessment Theory.....             | 3 hours         |
| PSY636 Cultural Competence in Professional Practice..... | 3 hours         |
| <b>Total .....</b>                                       | <b>18 hours</b> |

**Concentration: Homeland Security Administration**

*This concentration is offered online only.*

The completion of 30 semester hours of course work is required for the MSCJ degree with a concentration in Homeland Security Administration, offered in a three semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

|   |                 |
|---|-----------------|
| ENF535 Administration of Strategic and Actionable Intelligence .....              | 3 hours         |
| ENF540 Continental United States (CONUS): Border/Transportation<br>Security ..... | 3 hours         |
| ENF645 CONUS: Counter-Terrorism .....   | 3 hours         |
| ENF650 Critical Infrastructure Protection .....                                   | 3 hours         |
| ENF660 Response: Natural Catastrophic Events –<br>Emergency Preparedness .....    | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

**Concentration: Justice Administration**

The course work of 30 hours is divided into three courses each semester if full-time. The first semester will provide the student with perspectives in human resource management, statistical applications, and contemporary issues in Justice Administration. The second semester explores legal and ethical issues, policy formation and analysis, and research and analysis. The final semester covers law and management practices, administrative theory, and the design and analysis of educational programs and training sessions.

|   |                 |
|---|-----------------|
| JUS530 Human Resource Management .....                              | 3 hours         |
| JUS610 Justice Administration Policy Formulation and Analysis ..... | 3 hours         |
| JUS615 Administrative Law and Management .....                      | 3 hours         |
| JUS620 Administrative Theory in Justice Administration. ....        | 3 hours         |
| JUS625 Education/Training Analysis and Design .....                 | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

**Major: Forensic Psychology**

*This is offered only on the Tiffin Campus.*

The Forensic Psychology major requires 42 credits and is offered in a four semester format with the addition of a thesis or one-week May term. The Forensic Psychology concentration is designed for students interested in examining the relationship between Psychology and the Criminal Justice system. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

|  |                 |
|--|-----------------|
| PSY511 Psychology and Law .....  | 3 hours         |
| PSY515 Research Design and Analysis in Forensic Psychology .....                               | 4 hours         |
| PSY520 Statistical Applications in Forensic Psychology .....                                   | 4 hours         |
| PSY525 Victimology .....   | 3 hours         |
| PSY530 Legal and Ethical Issues in Forensic Psychology .....                                   | 3 hours         |
| PSY547 Mental Health Law in Forensic Psychology .....  | 3 hours         |
| PSY551 Psychopathology and Criminal Behavior .....   | 3 hours         |
| PSY613 Professional Seminar in Advanced Clinical and<br>Experimental Forensic Psychology. .... | 3 hours         |
| PSY614 Substance Abuse .....   | 3 hours         |
| PSY620 Psychology of Sex Crimes .....  | 3 hours         |
| PSY625 Applied Advanced Psychological Assessment .....   | 4 hours         |
| PSY637 Forensic Counseling .....   | 3 hours         |
| One of the following:  |                 |
| PSY630 Lifestyles and Career Development   |                 |
| PSY635 Cultural Competence in Professional Practice  |                 |
| PSY640 Thesis .....  | 3 hours         |
| <b>Total .....</b>   | <b>42 hours</b> |

**Major: Psychology**

|  |                 |
|--|-----------------|
| PSY521 Statistical Procedures I.....                                     | 2 hours         |
| PSY522 Statistical Procedures II .....                                   | 2 hours         |
| PSY533 Research Design and Analysis I.....                               | 2 hours         |
| PSY534 Research Design and Analysis II .....                             | 2 hours         |
| PSY541 History and Systems of Psychology.....                            | 3 hours         |
| PSY543 Developmental Psychology .....                                    | 3 hours         |
| PSY545 Advanced Theories of Personality .....                            | 3 hours         |
| PSY546 Psychopathology .....   | 3 hours         |
| PSY611 Professional Issues I: Law and Ethics .....                       | 2 hours         |
| PSY612 Professional Issues II: Cross Cultural Issues in Psychology ..... | 2 hours         |
| PSY621 Social Psychology .....   | 3 hours         |
| PSY622 Cognitive Psychology .....  | 3 hours         |
| PSY631 Neuropsychology .....   | 3 hours         |
| PSY641 Capstone Research I .....   | 2 hours         |
| PSY642 Capstone Research II .....  | 2 hours         |
| <b>Total .....</b>   | <b>37 hours</b> |

# CERTIFICATE PROGRAMS

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

- Exploring a new professional path or career.
- Staying current with industry trends, strategies, philosophies, and knowledge.
- Justify a promotion.
- Continuing lifelong learning goals.
- Complimenting a formal course of academic study with practical training and skills.

Courses completed in the graduate certificate program may be applied to Tiffin University's graduate degree programs.

## Justice Administration

*This is offered only online.*

This certificate program provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

|   |                 |
|---|-----------------|
| JUS510 Contemporary Criminal Justice: Issues and Trends .....       | 3 hours         |
| JUS515 Research Design and Analysis .....                           | 3 hours         |
| JUS525 Legal and Ethical Issues .....                               | 3 hours         |
| JUS530 Human Resource Management .....                              | 3 hours         |
| JUS610 Justice Administration Policy Formulation and Analysis ..... | 3 hours         |
| JUS615 Administrative Law and Practice .....                        | 3 hours         |
| JUS620 Administrative Theory in Justice Administration .....        | 3 hours         |
| JUS625 Education/Training Analysis & Design .....                   | 3 hours         |
| <b>Total .....</b>  | <b>24 hours</b> |

## Crime Analysis

*This is offered only online.*

This certificate program provides students with a theoretical overview of crime analysis, the criminal intelligence process, the use of geographic information systems and contemporary issues in Justice Administration.

|  |                 |
|--|-----------------|
| ENF512 Theories of Crime Analysis .....                        | 3 hours         |
| ENF532 Computer Applications in Crime Analysis .....           | 3 hours         |
| ENF612 Criminal Intelligence .....                             | 3 hours         |
| ENF622 Geographic Information Systems: Applications in CJ..... | 3 hours         |
| ENF627 Crime Analysis Field Project .....                      | 3 hours         |
| <b>Total .....</b>   | <b>15 hours</b> |

**Criminal Behavior**

*This is offered only online.*

This certificate program provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

|  |                 |
|--|-----------------|
| PSY512 Introduction to Forensic Psychology .....         | 3 hours         |
| JUS525 Legal and Ethical Issues .....                    | 3 hours         |
| PSY547 Mental Health Law .....                           | 3 hours         |
| PSY552 Criminogenic Psychopathology .....                | 3 hours         |
| PSY615 Drug Abuse & Society .....                        | 3 hours         |
| PSY626 Advanced Psych Assessment Behavior .....          | 3 hours         |
| PSY636 Cultural Competence in Professional Practice..... | 3 hours         |
| <b>Total .....</b>                                       | <b>21 hours</b> |

**Homeland Security Administration**

*This is offered only online.*

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for criminal justice personnel.

|   |                 |
|---|-----------------|
| ENF535 Administration of Strategic & Actionable Intelligence .....                | 3 hours         |
| ENF540 Continental United States (CONUS):<br>Border/Transportation Security ..... | 3 hours         |
| ENF645 CONUS: Counter-Terrorism .....   | 3 hours         |
| ENF650 Critical Infrastructure Protection .....                                   | 3 hours         |
| ENF660 Response: Natural Catastrophic Events<br>Emergency Preparedness .....      | 3 hours         |
| <b>Total .....</b>  | <b>15 hours</b> |

### **Addictions Counseling- Post-License Certificate**

The goal of the Graduate Addictions Certificate Programs is to equip its students with the skills, knowledge, and attitudes which will enable them to function well in the demanding and ever-changing world of the criminal justice and/or behavioral health professional. This mission is closely aligned with that of Tiffin University's mission to offer quality, professionally-focused, learning-centered graduate programs and life-long learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The Program faculty's goal is to provide high quality training programs grounded in self-evaluation and improvement- with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The program also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a board range of settings.

Tiffin University's professional certificate programs in Addiction are designed for returning or existing professional students (those already with at least a bachelor's degree in a behavioral science). The certificate program begins with a basic level, which is where many students are likely to start.

### **Addictions Counseling: Post-License Certificate**

*This is offered only on the Tiffin Campus.*

Geared to meet the requirements of LCDC II: Licensed Chemical Dependency Counselor II in Ohio or LCDC III: Licensed Chemical Dependency Counselor III.

|  |                 |
|--|-----------------|
| CSL510 Addiction Theory & Practice .....   | 3 hours         |
| CSL520 Counseling Procedures: Strategies with<br>Addicted & Disordered Populations .....         | 3 hours         |
| CSL525 Group Process & Techniques:<br>Working with Addicted and Disordered Population .....      | 3 hours         |
| CSL535 Assessment & Diagnosis of Addictive &<br>Behavioral Health Problems .....                 | 3 hours         |
| CSL540 Prevention, Intervention, and Treatment Planning in Addictions .....                      | 3 hours         |
| CSL545 Theory and Practice of Relationship Counseling in<br>Addictions & Behavioral Health ..... | 3 hours         |
| <b>Total .....</b>   | <b>18 hours</b> |

**Healthcare Administration**

*This is offered only online.*

This certificate program is designed for working professionals employed in the areas of education, child care, social services, healthcare, and business. The curriculum will focus on management systems, decision making tools, new technologies, financial management, referral systems as well as current issues in health law and ethics.

|  |                 |
|--|-----------------|
| MGT522 Management of Human Resource .....                | 2 hours         |
| HCA540 Managing Healthcare Systems .....                 | 2 hours         |
| HCA552 Current Issues in Health Care Administration..... | 2 hours         |
| MGT613 Operations Management .....                       | 2 hours         |
| HCA633 Healthcare Finance and Process Management .....   | 2 hours         |
| HCA642 Healthcare Policy, Law and Ethics .....           | 2 hours         |
| <b>Total .....</b>                                       | <b>12 hours</b> |

**Leadership for Managers and Supervisors**

*This is offered only online.*

This certificate program helps individuals focus on moving up the organizational ladder into new supervisory roles, middle management, or upper managerial positions. The program centers upon those characteristics that develop and promote leadership and stress decision making and managerial skills.

|  |                 |
|--|-----------------|
| MGT511 Individual & Teamwork .....                           | 2 hours         |
| MGT531 Leadership & Influence .....                          | 2 hours         |
| MGT603 Negotiations & Conflict Resolution .....              | 2 hours         |
| MGT618 Organizational Leadership and Group Performance ..... | 2 hours         |
| MGT620 Leading Organizational Change .....                   | 2 hours         |
| MGT623 Legal and Ethical Issues in Management.....           | 2 hours         |
| <b>Total .....</b>   | <b>12 hours</b> |

### Small Business Management

*This is offered only online.*

This certificate program helps learners obtain practical business knowledge in marketing, accounting, and management to successfully achieve their personal and professional goals. The program focuses on developing competencies in communication skills, leadership, and problem solving.

|  |                 |
|--|-----------------|
| ACC510 Financial Accounting .....                  | 2 hours         |
| MGT511 Individual & Teamwork .....                 | 2 hours         |
| CIS514 Information & Decision Support .....        | 2 hours         |
| MGT522 Management of Human Resource .....          | 2 hours         |
| MKT523 Marketing Management .....                  | 2 hours         |
| MGT623 Legal and Ethical Issues in Management..... | 2 hours         |
| <b>Total .....</b>                                 | <b>12 hours</b> |

### Sports Management

*This is offered only online.*

This certificate program is designed to be convenient while providing the structure necessary to enhance your marketability and improve your business skills. We are prepared to help you make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

|   |                 |
|---|-----------------|
| MGT511 Individual & Teamwork .....                  | 2 hours         |
| MGT623 Legal and Ethical Issues in Management ..... | 2 hours         |
| SRM532 Communication and Fundraising in Sport ..... | 2 hours         |
| SRM534 Business Strategies in Sport .....           | 2 hours         |
| SRM537 Personnel Management in Sport .....          | 2 hours         |
| SRM670 Sport Mentorship .....                       | 2 hours         |
| <b>Total .....</b>                                  | <b>12 hours</b> |

# Course Descriptions

**ENG501 Introduction to Graduate Writing ..... 3 hours**

This course introduces students who would like to hone their writing abilities and work on the writing skills needed for studies at the graduate level. It emphasizes appropriate writing style and academic tone, documentation in the MLA and APA formats, and developing a thesis statement into an argument. Cannot be used to fulfill graduation requirements.

## **MASTER OF BUSINESS ADMINISTRATION (MBA)**

**MGT505 Fundamentals of Business Enterprise ..... 2 hours**

This course is the first step in a well-planned learning agenda that prepares students in understanding the basic tenets of the business environment. Students will be exposed to common professional components within the Tiffin University MBA program including Business Policy, Business Ethics, Legal Issues, Globalization, Marketing, and Management (Organizational Behavior, Human Resources and Operation Management). Students must receive a B or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

**MGT506 Fundamentals of Quantitative Business Methods..... 2 hours**

This class is for MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of Accounting, Economics, Finance, Information Systems and Statistics. Students must receive a B or better in order to move on in graduate program. Cannot be used to fulfill graduation requirements.

**MGT507 Fundamentals of Professional Research, Writing, and Communication..... 4 hours**

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism. Additionally, it is designed to expose ESL students to a variety of activities and experiences that will familiarize them with American culture while improving their proficiency in the areas of academic communication. This will involve such elements as group projects, interviewing, etiquette, and career information. Students must receive a grade of “B” or better to move into their respective graduate program.

**Prerequisite:** Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate familiarity with American academic writing requirements (specifically, APA documentation and source citations) based on university assessment.

**ACC510 Financial Accounting ..... 2 hours**

This course will focus on the principles underlying the development and use of financial statements with emphasis on business applications.

**ACC512 Managerial Accounting ..... 2 hours**

This course builds on the students’ knowledge of accounting concepts. The focus is on evaluation and use of accounting data for internal planning, control, and decision making.

**Prerequisite:** ACC510

**CIS514 Information and Decision Support ..... 2 hours**

This course reviews basic information technology and systems, discusses the importance of data, information and knowledge management in organizations, the role these play in obtaining and maintaining competitive advantages, the use of e-commerce nationally, internationally and globally and the impact of the digital divide on an increasingly global economy, the formation and appraisal of sound information systems, and issues of cyber-crime and cyber ethics.

**ECO524 Managerial Economics ..... 2 hours**

This course builds on basic concepts of microeconomics, and places an emphasis on the firm’s use of limited information in an uncertain environment. A global perspective is stressed.

**Prerequisite:** MAT513

**ECO626 International Trade and Investment ..... 2 hours**

Overview of the dynamic economic, ethical, cultural, legal, and political issues that affect operations in the global arena. Discussion of various trade theories, trade barriers, and trade agreements. Examination of the external environment for trade and investment - the course seeks to equip future business leaders to exploit opportunities presented by selling to global markets instead of a single national market and adding value by locating different aspects of the value chain in countries where they can be performed most efficiently based upon differences in wage rates and national resource endowments. The course will allow students to understand the structural economic factors that govern locational benefits, government policies that encourage/discourage the integration of national economies with the global economy, and the risks of the global macroeconomic environment. It will also help them cope with the challenges posed by globalization (the increase in potential competition) by studying different modes of entry into emerging markets.

**Prerequisites:** ECO524

**FIN612 Managerial Finance ..... 2 hours**

Financial decision making addressing the structure of capital, its cost, availability, and selection, along with management of cash flows and distributions are the focus of this course.

**Prerequisite:** ACC512

**FIN616 International Financial Management ..... 2 hours**

Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills required for effective management of companies engaged in international business with an emphasis on international financial management - extension of closed economy financial management techniques to the global market environment. Topics include balance of payments and exchange rate determination, the hedging of exchange rate risk, multinational capital budgeting, political risk management, taxation, the corporate management of short-term and long-term assets and liabilities and financing the global operations of firms.

**Prerequisite:** FIN612

**FIN624 Financial Markets and Institutions ..... 2 hours**

This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.

**Prerequisites:** ECO524 and FIN612

**FIN625 Investment Analysis ..... 2 hours**

This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.

**Prerequisite:** FIN612

**FIN626 Emerging Markets Finance ..... 2 hours**

This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities; developing foreign entry, growth and pricing strategies; financing business operations; and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.

**Prerequisites:** ECO524 and FIN612

**HCA540 Managing Healthcare Systems ..... 2 hours**

This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

**Prerequisite:** MGT522

**HCA552 Current Issues in Healthcare Administration..... 2 hours**

The course is designed to expose students to significant current issues that impact the healthcare professional. Topical areas will include Healthcare Industry specific Marketing, Technology, Finance, Human Resources Management, the Political Environment, Healthcare Management Culture and other current issues as they relate to the Healthcare Administrator. Topics will vary as changes to the industry environment dictate.

**HCA633 Healthcare Finance and Process Management ..... 2 hours**

This course is designed to educate students regarding the complex and volatile aspects of health care financial management and how these aspects affect the processes associated with provide health care services in a variety of health care settings. Topics address organizational behavior while focusing on wage and benefit factors, operating revenue by payor sources, health care tax status information, managing capital, capitation and fee-for-service reimbursement, health care reform regulatory requirements related to reimbursement for all sectors in the industry, capital and financial budgeting and forecasting, managing inventory, strategic planning, and health care ratio analysis. Students investigate the application of financial management to an industry where reimbursement from payers has declined for over a decade while the demand for technologically advanced and expensive healthcare services will soon meet a breaking point. The social justice issues of quality, access, and cost for healthcare services is examined within the reality of available funds to provide such services.

**Prerequisite:** MGT613

**HCA642 Healthcare Policy, Law, and Ethics ..... 2 hours**

This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

**Prerequisite:** MGT613

**MAT513 Statistical Methods for Managers ..... 2 hours**

This course provides an in-depth coverage of descriptive and inferential statistics. Students learn how to interpret statistical analysis and how to use statistical techniques in managerial problem solving.

**MGT511 Individual and Teamwork ..... 2 hours**

The focus of this class is on understanding individual behavior in organizations and on becoming a more successful team member. Problem solving through improved communication and effective management of individual and group processes is studied and practiced.

**MGT522 Management of Human Resource ..... 2 hours**

The focus of this course is the human side of enterprise. The sub-functions of human resources management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

**MGT531 Leadership and Influence ..... 2 hours**  
 Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practice are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one's self as well as the organization.

**MGT603 Negotiations & Conflict Resolution..... 2 hours**  
 The course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

**MGT613 Operations Management ..... 2 hours**  
 The management of operations in manufacturing and service sectors is the topic of this course. The course builds on a foundation laid by Decision Modeling for Managers. Operations Management and its relationships to the other managerial functions in the organization will also be covered.

**MGT614 Global and Transnational Management ..... 2 hours**  
 This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

**MGT618 Organizational Leadership and Group Performance ..... 2 hours**  
 An analysis of organizational leadership and the practice of leading and managing corporations and small businesses and not-for-profit associations or governmental agencies. The intellectual, psychological, political, and social sources of leadership are studied for their theoretical foundation and practical application. The concepts of transformational and transactional leadership are continually examined and students are encouraged to develop their leadership skills through case analysis, role development, and research projects.

**MGT620 Leading Organizational Change ..... 2 hours**  
 This course moves from the theory to the practical applications of leadership and organizational behavior. An analysis of the management of innovation and change in organizations; the technical, economic, and social dynamics associated with the change process; and the role of the leader as a change agent. Case studies of organizations undergoing change, and biographies of leaders and change agents, are examined. Students will analyze each phase of the consulting process (i.e., contracting and role negotiation, assessment and diagnosis, action-planning, implementation and evaluation).

**MGT621 Organizational Analysis and Design ..... 2 hours**

The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

**Prerequisite:** 16 hours of previous graduate coursework

**MGT622 Strategic Management ..... 2 hours**

This course brings together the entire curriculum of the MBA Program. It integrates the knowledge and skills gained in the program into strategic problem-solving ability.

**Prerequisite:** FIN612

**MGT623 Legal and Ethical Issues in Management ..... 2 hours**

The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

**MGT624 Industry and Competitive Analysis ..... 2 hours**

This course undertakes the study of strategic management at the industry level: it examines the key result areas and the driving forces in specific industries, for example, automobile industry in the US, or soft drink industry in Europe. The course will cover the regional, US, and global markets and industries.

**Prerequisite:** MGT622

**MGT625 Human Resource Planning & Talent Acquisition ..... 2 hours**

This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short- and long-term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

**Prerequisite:** MGT522

**MGT626 Talent Development & Performance Management ..... 2 hours**

This course centers on retaining and developing employees and aligning their performance with organizational goals. Topics include: performance appraisal and feedback; compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).

**Prerequisite:** MGT522

**MGT627 Strategic Human Resource Management ..... 2 hours**

This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include: measurement of HR outcomes and their impact on the bottom line; HR and organizational strategy; HR and globalization; and HR's role in other strategic management decisions.

**Prerequisite:** MGT522, MGT625, MGT626

**MGT670 Business Administration Internship ..... 2 hours**

This internship provides students with the opportunity to undertake professional level employment that leverages their first year MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.

**Prerequisite:** 20 hours of MBA coursework, 3.0 cumulative gpa, permission of the Dean and completion of internship application.

**MGT690 Special Topics ..... 2 hours**

The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the MBA curriculum also includes a class which focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

**MKT523 Marketing Management ..... 2 hours**

This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on tactical and operating decisions and decision-making processes. Areas studied include market and customer analysis, market segmentation, and marketing mix tactics and implementation.

**MKT525 Information Systems for Marketing ..... 2 hours**

This course provides students with the key concepts and tools to turn raw data and information into useful marketing intelligence. Students will examine new and existing technologies for data mining and market information access to assist in strategic decision making. The course will provide an understanding of the role of integrated marketing communications in the overall marketing program and its contribution to marketing strategy.

**Prerequisite:** MKT523

**MKT611 Business Research Analysis ..... 2 hours**

This course focuses on research methods and tools used by decision makers in organizations. Topics to be covered will include: the scientific method, primary and secondary data, research design, reliability and validity, sampling frames, and applied statistics which are required to make organization decisions. The student will analyze information generated for and by the organization.

**Prerequisite:** MAT513, MKT523

**MKT622 Strategic Brand Management ..... 2 hours**

Course will address the strategic importance of branding and will focus on the design and implementation of marketing Programs and activities to build, measure, and manage brand equity. It addresses three important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?

**MKT628 Global Marketing Management ..... 2 hours**

This course will focus on the application of marketing principles in the globalized markets of the 21st Century. The combination of global free-trade philosophies with local market conditions present an array of opportunities and concerns that need to be understood and managed throughout the world. The course will emphasize the global nature of these decisions and their impact on the management of products, services, brands and new market development.

**Prerequisite:** MKT523

**MKT630 Marketing Field Analysis ..... 2 hours**

The objective of this course is to develop analytical skills in the formulation and implementation of market driven strategies for selected products and/or services. Students will create a portfolio of their MBA Marketing activities in addition to any professional experience.

**Prerequisite:** 24 hours

**SRM532 Communication and Fund Raising in Sport ..... 2 hours**

Students will recognize communication as integral to the management, marketing, and operational goals of sport organizations at all levels. Students will also recognize the needs of professional and volunteer fundraisers in an exploration of the tools, tips, and techniques used to fundraise through solicitation, events, and grants common in the sports industry.

**SRM534 Business Strategies in Sport ..... 2 hours**

The case study approach will be used in a critical analysis of business concepts related to decision making, leadership, ethics, communication, marketing, sponsorship, budgeting, policy development, public relations and fundraising in the sport industry.

**SRM537 Personnel Management in Sport ..... 2 hours**

This course provides a study of the principles of personnel management including recruiting, staffing, development of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

**SRM670 Sport Mentorship ..... 2 hours**

The mentorship experience is tailored to specific needs and interests of the student. A mentorship is a professional field experience under the direction of an approved mentor defined as a trusted counselor, tutor, or coach who serves as an on-site supervisor. Organizational work plans, personal development assessments, and career management activities will supplement experiential requirements. Students are required to participate in 200 contact hours, documented in a daily log, and weekly journal blog report. The mentorship cannot be under the current scope of responsibilities of an organization in which the student/employee is assigned. To enroll in the mentorship students must complete an online application and have completed a minimum of 12 hours of MBA classes with a minimum GPA of 3.0.

## MASTER OF EDUCATION

### **EDU532 Diversity in Education ..... 2 hours**

This course provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society; focuses on educational organizations implementing successful strategies of working successfully with the needs of diverse students to insure high quality educational outcomes.

### **EDU536 Philosophy of Education ..... 2 hours**

Examines philosophical issues in educational theory and practice while considering influential work by classical and contemporary educational theorists.

### **EDU538 Information Literacy for Educators ..... 2 hours**

An introduction to information literacy: the ability to locate, evaluate and use information. Participants will learn techniques to improve their own and their students' research skills and will learn methods of infusing information literacy into their curricula. Information issues and their effects on society and education will also be discussed.

### **EDU541 Educational Research ..... 2 hours**

Introduces methods of research in education; emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing a research proposal.

### **EDU547 Technology for Educators ..... 2 hours**

This graduate level course will extend students' competence with advanced applications commonly found in educational settings; emphasize evaluation, utilization, and collaboration with digital communication tools' integration of microcomputer hardware and software, database, and word processing uses across the educational curriculum and administrative support programs. This course will begin with a self-evaluation of the student's own proficiency with diverse technologies, while keeping in focus the National Education Technology Standards for Teachers.

### **EDU550 Special Needs Learners ..... 2 hours**

Develops a curriculum rationale, philosophy, and skills in curriculum analysis; reviews selection, development, and adaptation of curricula, instructional plans, and materials fitting the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizes psychological, sociological, educational, philosophical, and ethical aspects of children and families with special needs (including gifted and talented). Covers such topics as legislative, assessment, and programming issues; risk indicators and risk assessment; tools and instruments for informal assessment; and interpreting standardized observational measures.

**EDU552 Educational Leadership ..... 2 hours**

Emphasizes the philosophical, social, and political aspects of educational leadership; examines research on best practices in developing and adapting curriculum to impact positively students with disabilities; examines the varying models that support curriculum and instructional approaches with the aim of preparing educators for curricular leadership roles within their own school settings.

**EDU572 World History of Education ..... 2 hours**

Surveys education from ancient Judaic schools to major contemporary education developments; emphasizes institutional developments and cultural events that have accompanied them; reviews historical background of contemporary theory, practice, and reform.

**EDU585 Student Enrollment and Retention ..... 2 hours**

This course covers a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments, ways to attract and retain a pool of students based on the goals of the educational organization in selectivity in enrollment practices. The student will learn the procedures involved in the application process, methods of marketing the university, and programs to attract applicants to the university. The course will also cover predictive models. The course will focus on undergraduate enrollment, covers both graduate and professional school enrollment. Students learn the roles involved in admissions and retention of students through academic, social and athletic integration.

**EDU586 Instructional Design Principles ..... 2 hours**

This course covers the process of instruction through the analysis of learning needs and systematic development of learning materials. The course covers how technology and multimedia can be used as tools to enhance instruction, and to enhance the assessment of the learning process.

**EDU590 Assessment and Student Learning..... 2 hours**

This course introduces how to develop assessment programs to support student learning. Higher education administrators will need to understand assessment techniques. In addition, the student will learn how to employ the applicable assessment strategies to insure that the goals of the organization are ultimately attained. The student will learn to identify evidence and use this evidence for assessment of and improvement of program objectives. This course will contain assignments that will guide the student in performing effective, high quality assessment and program evaluations.

**EDU591 Learning Management Systems ..... 2 hours**

Educators must successfully add to current curriculum by using learning management systems, with the goal of teaching students not only curriculum content, but also how to use technology to complete tasks necessary to the skills of all future employees. This course reviews the student perspective in learning, using learning managements systems inside and outside the classroom, using learning managements systems for students with special abilities and/or disabilities, and using learning management systems for total online learning within both educational organizations and in educational arms of other organizations.

**EDU605 Game Based Learning and Analytics ..... 2 hours**

Digital game-based (DGBL) is an instructional method that incorporates educational content and learning principles into digital games. The student will learn to identify the components of quality digital games, integration of DGBL with other types of learning curriculum , designing DGBL, and using DGBL with special needs learners.

**EDU611 Psychology & Sociology of Learning ..... 2 hours**

Presents differing concepts of the nature of the individual and society; considers psychological and sociological development of these concepts; evaluates basic premises and implicit assumptions; examines the psychological and social development of the ways in which the family, school, and community affect adolescent development, including effects on cognitive processes, identity formation, and peer relationships.

**EDU613 Current Trends in Curriculum and Instruction ..... 2 hours**

Debates major curricular movements, principles of curriculum development, and recent trends including content area and national and state standards (specifically the Ohio Standards); considers recent theoretical and research developments related to classroom, current practices and innovations in educative process, and classroom tools including use of the internet and Ohio Link.

**EDU615 Ethical & Legal Issues in Education ..... 2 hours**

Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, pupils, liability, and finance. Emphasis on case studies related to curriculum and instruction.

**EDU617 Current Practices in Classroom Behavior & Management ..... 2 hours**

Analyzes and interprets data, design, and evaluation of behavioral treatment interventions related to the principles of applied behavior analysis; examines ways in which the classroom environment and set-up impact behavior; and examines ways in which special needs students may be better integrated into the inclusion setting.

**EDU619 Challenges in the Use of Technology in Education ..... 2 hours**

This course discusses and analyzes the challenges facing educators in implementing technological advancements in technology In order to increase efficiency and efficacy in learning. Perspectives of educational challenges from the student, teacher, facilitator and administrator are covered.

**EDU624 Crisis Prevention and Intervention in Education ..... 2 hours**

This course will cover effective institutional management of crises impacting students and the stability of the educational organization. The curriculum covers an overview of the types of threats and hazards facing higher educational institutions. The student will learn traditional crises models of response, but also identify models of prevention. Identification of risk factors impacting organizational security will be covered, including student and employee mental health issues, alcohol and other drug use, and campus violence. Students will learn to structure systems to manage immediate emergency situations, and use assessment tools to identify changes in processes to enable strengthened safety structures. Students will learn to engage with the community and law enforcement to prevent and manage campus crises.

**EDU625 Functions of Web Based Apps in Education ..... 2 hours**

This course guides educators in transforming curriculum and courses through using web sources and applications. The course covers construction of curriculum delivery using apps. Both open web source apps and open source materials through app delivery are covered. The course will cover newly developed apps that can be used to support educational objectives.

**EDU635 Human Resource Management in Educational Organizations ..... 2 hours**

This course focuses on the organizational systems and activities that colleges and universities can use to create effective management of both faculty and staff employees. Topics included in this course include information systems and management of employee information, strategic planning for organizational needs and productivity, human resources processes, legal regulation and unionism and collective bargaining.

**EDU637 Legal and Regulatory Issues in the**

**Use of Educational Technologies ..... 2 hours**

This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.

**EDU640 Higher Education Finance and Budgeting ..... 2 hours**

This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

**EDU642 Higher Education Athletic and Sports Management ..... 2 hours**

This course focuses on a general understanding of the administration of athletic programs in higher education. Topics covered include the legal and ethical aspects in athletic department management, recruitment, educational support programs for athletes, media communication, promotion, finance, and event management.

**EDU643 Educational Measurements ..... 2 hours**  
Refines test construction, item analysis, and statistics for test scores. Introduces sampling and probability; linear correlation and regression; tests of significance and effect size; reliability, validity, and measures of central tendency.

**EDU654 Analysis of Common Core Standards ..... 2 hours**  
Examines current research and trends in teaching and learning according to common standards set forth by the State Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

**EDU680 ePortfolio Capstone Project ..... 2 hours**  
Throughout their MEd program, students will contribute work to an ePortfolio representing their progress. Various course materials will be periodically integrated into the ePortfolio. During this course, students will complete and refine an electronic media capstone that provides a showcase for the work they have done. The ePortfolio will include representative artifacts drawn from all courses in the TU graduate program as well as individual professional development credentials they may have completed during the degree program. Students will organize presentations around their individual themes. Each student will include a summative paper that explains how the portfolio reflects what she/he has learned and what the degree will enable her/him to do in the future. The ePortfolio will provide both students and faculty with tangible evidence of the student's academic scholarship and professionalism.

**MASTER OF HUMANITIES**

**ART515 Teaching College Art ..... 3 hours**

This course investigates the practical issues and challenges of teaching art in a college setting, including teaching studio art, art appreciation, and art history. Students will learn to develop effective syllabi, identify and articulate learning objectives, design effective projects, teach with artifacts and objects, facilitate engaging discussions, and methods of assessment in the arts and the critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. Problem solving on the individual and group level will be stressed. Note: This course will require several scheduled Live Chat sessions.

*Offered Summer*

**ART524 Creativity and Its Development ..... 3 hours**

This course studies how artists, writers, composers, and scientists develop creativity and how students can generate new ideas. The topic is considered from psychological, educational, and artistic points of view. Readings are drawn from psychologists, philosophers, and artists, broadly defined.

*Offered Summer*

**ART525 History of Photography ..... 3 hours**

This course surveys topics in the history and cultural uses of photography in Europe and the US in the twentieth and twenty first centuries. Starting with the origins of photography in Enlightenment and early Industrial Revolution Europe, students examine the role of the daguerreotype in the US, and photography's role within war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the US by the 1890s concurrent with the flood of mass consumer photography and commercial production. The course will then examine major developments and uses of photography such as magazine journalism, advertising and fashion, and social documentary as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices which foreground the question of photography's social and psychic operations. Special attention will be paid to the interrelations among photography's diverse cultural uses and the terms in which debates about the medium's unstable art status have played out.

*Offered Fall*

**ART530 Cult and Independent Film ..... 3 hours**

This course examines various cult films and the cult film phenomenon. From the definition (or designation) of "cult" to the unusual yet vital role in society this non-genre fills, the cult film does not fit into traditional critical rhetoric. Instead, by being a marginalized area of film, the cult film and the audiences of this phenomenon deconstruct mainstream film entertainment and analysis.

*Offered Summer*

**ART533 Film Censorships ..... 3 hours**

This course focuses on social and cultural aspects of film censorship while in its examination of key issues and events in the history of film censorship in the United States. Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

*Offered Fall*

**ART534 Third Cinema ..... 3 hours**

This course surveys the history and theory of what is currently understood as “Third Cinema.” This course will concentrate on films and filmmakers from Africa, Latin America (Central and South America), the Indian Subcontinent, the Middle-East, East and Southeast Asia, and Turkey. “Third Cinema” can be thought of in a number of ways, and its definition, like the world, is changing rapidly. Therefore, part of the task of this course is to critically and thoughtfully negotiate the slippery terrain of what “Third Cinema” might be. Briefly, broadly, and as a starting point, Third Cinema can be thought of as cinema produced in what is sometimes referred to as the “Third World”: films that are politically or socially conscious (though not always) from these regions and countries; and/or a type of cinema from these regions or countries that is neither a Hollywood style entertainment cinema (“first cinema”) or European style Art Cinema (“second cinema”). Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

*Offered Spring*

**ART535 Classic Hollywood Cinema ..... 3 hours**

This course explores the popular reception, historical and technological advents, and narrative, aesthetic and cultural aspects of the “Golden Age” of cinema as it developed in the United States. The time period is roughly 1929-1945, though some consider it to extend through 1950 and even 1960. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

*Offered Summer*

**ART561 Survey of Western Art History ..... 3 hours**

This course is an introduction to the art of the West from prehistory to the present. Works will be studied within their historical, religious, political, economic, aesthetic, and social contexts. Methodologies of the discipline of art history will be explored, as well as primary source texts from the cultures in which these works were created.

*Offered Spring*

**ART562 Film Theory ..... 3 hours**

This course will explore the development of ways of thinking, talking, and writing about film in a manner that goes beyond movie reviews or personal evaluations. Students will engage film theory from early classic theory to contemporary forms of film analysis. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered. This course is required for all students in the Film Concentration.

*Offered Fall*

**ART563 Art and Culture of the Graphic Novel ..... 3 hours**

This course will examine the form of the graphic novel and its critical and cultural impact. Comics and Graphic Novels have a significant influence on American popular culture but have only recently received serious scholarly attention. This course will explore the history of the graphic novel, some of the theories surrounding image-text sequential art, and the different uses of the graphic novel as a form of storytelling. We will examine the graphic novel as an art form, and analyze the role of the comic and graphic novel in American culture. Particular attention will be paid to the superhero genre, as well as to the contemporary trend of autobiographical and literary graphic novels and an investigation of graphic novels world-wide.

*Offered Summer*

**ART623 Aesthetics ..... 3 hours**

This required core course provides students with an overview of aesthetics as it embraces a philosophy of art, beauty, and taste and investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

*Offered Fall, Spring, and Summer*

**ART624 Women and Art ..... 3 hours**

Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the arts in three ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will also survey the lives and contributions of women artists from the Renaissance to the present, and the shifts in the portrayals of women, and criticism of female artists over that time period.

*Offered Spring*

**COM520 Philosophy of Communication ..... 3 hours**

This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication the way it does. Philosophy of Communication is generally concerned with analytical, theoretical and political issues that cross different discipline boundaries. It explores how people live their lives and deal with the conflicts that are inevitable whenever communication occurs in a society, whether in person, in groups, electronically or through the mass media. Throughout the course, students are exposed to the broader study of the field and how it relates to contemporary philosophical arguments, positions and concerns. By studying the historical and social contexts for communication, students will come to understand and appreciate how meaning is created through human interaction, more about themselves and how they relate to others.

*Offered Spring even numbered years*

**COM522 Logic, Reasoning, and Persuasion ..... 3 hours**

This course studies the development of reasoning and formal logic and its relationship to persuasion and argumentation. It provides an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associative thinking. Students will learn to articulate logical thinking or reasoning as a process of making logical argument and will discuss three basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction, explaining their practical applications in the studies of humanities. Students will also be introduced to possible world semantics and thought experiments, which help participants to build logical foundations for developing rational, independent, critical, and creative thinking.

*Offered Fall odd numbered years*

**COM531 Transmedia Storytelling ..... 3 hours**

Transmedia storytelling engages audiences across media multi-dimensionally. Students learn to provide critical information, back story, and details of an ongoing narrative through multiple media means such as comic books, films, television programs, web content, mobile content, social networks, and games, creating a more expansive and immersive experience for the audience. The course examines the role and structure of narrative in audience engagement and who dynamic new trends in media content development impact consumers. Students will analyze case studies, and upon completion of this course, evaluate and develop a transmedia story-strategy.

**COM532 Documentary Film ..... 3 hours**

Documentary films have emerged as a popular medium for non-fiction storytelling. This course will give a conceptual overview of the form, strategies, and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity, and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., and so students living internationally are advised to check on the accessibility of the films before registering for this course.

*Offered Fall*

**COM580 Politics and the News ..... 3 hours**

This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political powers in mass democracies use the news media as a mechanism of persuasion and social control.

**Prerequisite:** Completion of 12 hours in the Master of Humanities program.

*Offered Spring odd numbered years*

**COM625 Philosophers and Philosophies of the Axial Age ..... 3 hours**

This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West. Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world's major religions and contemporary philosophical beliefs: Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule 'do unto others as you would like done to yourself' became a universal cornerstone of religious and philosophical teaching.

*Offered Fall even numbered years*

**COM630 Cyberculture and Issues in Cyberspace ..... 3 hours**

This course explores some of the social, cultural, legal and political issues associated with the evolution of the online world or Cyberspace. From its origins as a government sponsored communications network, the Internet has evolved to become the center of information society. This course examines the boundaries of online behavior and freedom of expression when it comes to issues such as privacy, piracy, copyright, anonymity, libel, cyberbullying, indecency, and social networking just to mention a few. Topics are covered through a series of readings, reflections, exploration of web sites, online exchanges and writing assignments that look at how the issues evolved and the different ways of addressing them.

**COM631 New Media ..... 3 hours**

This course examines the origins and evolution of new media and its social, cultural, legal, and political implications. From social media such as Facebook and Twitter, to blogging, Wikipedia, YouTube, smart phones and tablets, online and new media are changing our culture and society in significant ways. As media technologies evolve, they are producing new contexts for engagement and raising important questions related to issues such as identity, community, civility, privacy and freedom of expression. How people relate to each other in this electronic environment is changing our culture and society in ways we are just now beginning to understand. Through a series of readings, online explorations, discussions, interactions and writing assignments, students will come to understand the characteristics and implications of new media and their impact on our society.

**ENG501 Introduction to Graduate Writing .....3 hours**

This course introduces students who would like to hone their writing abilities and work on the writing skills needed for studies at the graduate level. It emphasizes appropriate writing style and academic tone, documentation in the MLA and APA formats, and developing a thesis statement into an argument.

*Offered Summer*

**ENG515 Teaching College English ..... 3 hours**

This course will investigate both theoretical and practical issues related to teaching Freshman Composition. Topics will include developing effective syllabi, identifying and articulating learning objectives, designing effective writing assignments, assessing college writing, understanding and creating rubrics, and developing an effective critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. The final assignment will be the development of a syllabus with a paper explaining the rationale for that syllabus in terms of pedagogical goals for the course and best teaching practices.

*Offered Summer*

**ENG530 The Culture and Literature of Modernity** ..... 3 hours  
 Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the cubists, the dance forms of Isadora Duncan and the evolution of modernism.  
*Offered Fall even numbered years*

**ENG531 Studies in Genre Fiction** ..... 3 hours  
 This course critically examines a variety of forms of genre fiction, including but not limited to science fiction and fantasy literature, gothic and horror fiction, young adult fiction, children's literature, and romance and western literature. The characteristics, limits, and boundaries of genre will be explored along with a consideration of these literatures from theoretical and sociological perspectives.  
**Prerequisite:** HUM510

**ENG541 Creative Writing Workshop: Short Story** ..... 3 hours  
 The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of short fiction.  
*Offered Spring*

**ENG542 Creative Writing Workshop: The Novel** ..... 3 hours  
 The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of a novel.  
*Offered Fall*

**ENG543 Creative Writing Workshop: Poetry** ..... 3 hours  
 The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of poetry.  
*Offered Summer*

**ENG544 Creative Writing: Genre Writing** ..... 3 hours  
 This creative writing course guides students through the methods of writing a variety of genre fictions, including but not limited to young adult fiction, children's literature, and creative nonfiction. The structure and conventions of a variety of forms of genre fiction will be studied along with mood, tone, point of view, and setting. This course will emphasize publication conventions and the writing of marketable work.  
*Offered every Fall*

**ENG545 Creative Writing: Performance Writing ..... 3 hours**

This course develops skills in the art and craft of telling stories through performance media such as films and plays. Through writing scenes, scripts for short films, and tightly focused writing exercises, students will learn correct screenplay format, develop a “feel” for screenwriting style, enhance their powers of description, their skills in writing dialogue and action, and in constructing scenes and plot. The overarching emphasis is on learning how to translate mental moving images (the film or play that the writer sees in his or her head and all it encompasses or evokes), to words on the page in a way that those words create approximately the same moving images in the reader’s mind.

*Offered every Spring*

**ENG561 Survey of British Literature ..... 3 hours**

This course surveys canonical texts in British literature from Beowulf to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, Beowulf, Sir Gawain and the Green Knight, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Brontës, the Brownings, the Rossettis, Wilde, and the Modernists.

*Offered Spring.*

**ENG562 Survey of American Literature ..... 3 hours**

This course surveys canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Djuna Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, Transcendentalism, Realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

**ENG563 Survey of World Literature ..... 3 hours**

Survey of World Literature focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, Gilgamesh, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chicano/a literature, and Asian literature. Authors may include but are not limited to Homer, Virgil, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Paz, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mooto, Sushako Endo, Murakami, Amy Tan, Chinua Achebe, and others.

**ENG564 Literary Theory ..... 3 hours**

This course studies selected texts and figures important to the history of textual interpretation from the classical era of the twentieth century, including works by Plato, Aristotle, Dante, Dryden, Wordsworth, Arnold, Nietzsche, and others, and contemporary approaches such as Marxist, psychological, structuralist, post-structuralist and postmodernist, feminist, postcolonial, and cultural studies. Contemporary theorists such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michael Foucault, and Jean-Francois Lyotard will be studied and their central concepts applied to literary texts. Students will learn to consider multiple interpretations of a text and learn to examine the assumptions underlying a variety of interpretive strategies. Students will also explore the interrelationships between writer, reader, and text.

**Prerequisite:** HUM510, ART623

**ENG570 Ethnic Voices: Poetry ..... 3 hours**

Ethnic Voices: Poetry will examine the contributions of ethnic poets in the United States by closely analyzing various texts written by Asian Americans, African and Caribbean Americans, and Hispanic Americans. The course will focus upon a variety of issues and themes such as immigration, migration, exile, oppression, spirituality, storytelling, identity, self-representation, culture, and history. Major voices will be studied along with emerging writers. Multicultural literary theory and cultural criticism will be used to analyze the texts.

*Offered Fall odd numbered years.*

**ENG571 Women in Literature ..... 3 hours**

This course examines perceptions of women and their roles in society as represented in a variety of genres of literature from different time periods and cultures. The course offers a number of works by significant American and European women authors as well as literature about women or in which the situation and position of women forms a major aspect of the text. This course also requires that students explore a variety of significant literary critical and theoretical approaches and articles about women in literature.

*Offered every Spring*

**ENG583 Poetics of Western Drama ..... 3 hours**

Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle's Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings' relationship to the divine, and the role of the fate in human affairs.

**Prerequisite:** Completion of 12 hours in the MA Humanities program

*Offered Fall even numbered years.*

**HUM510 Introduction to Graduate Humanities ..... 3 hours**

This course orients students to humanities as a field of study, reviews graduate level writing and MLA documentation style, and reviews research methods. Students will also receive initial instruction in the use of various technologies needed to participate in Tiffin University's online programs, including but not limited to Moodle, Word, discussion boards, live chats, turnitin.com, etc.

**Prerequisite:** Admission to the Master of Humanities graduate program

*Offered Fall, Spring and Summer*

**HUM531 Studies in History ..... 3 hours**

This course rotates topics in historical studies, including but not limited to Medieval and Early Modern British History, Restoration to Twentieth-Century British History, the History of Africans in the Americas, and other topics.

*Offered Summer*

**HUM532 Studies in Philosophy ..... 3 hours**

This course rotates topics in philosophical studies, including but not limited to Culture and Identity; mythologies in Human Experience; the History and Philosophy of Scientific Exploration; and Atheism, Agnosticism, and Skepticism.

*Offered Fall*

**HUM533 Studies in Social, Human and Political Sciences ..... 3 hours**

This course rotates topics in social and human sciences in the fields of psychology, sociology, political science, and anthropology, including but not limited to development of Government Systems and Social Practice: How People Behave and Why.

*Offered Spring*

**HUM680 Capstone Project ..... 3 hours**

This course, co-taught by two faculty members is available for students who wish to complete their course of study with a capstone project.

**Prerequisite:** Completion of at least 21 hours of graduate level coursework.

*Offered Fall, Spring, Summer*

**HUM681 Comprehensive Exams..... 3 hours**

This course, co-taught by two faculty members is available to students who wish to complete their course of study at Tiffin University with a comprehensive exam. Due to the nature of this course - because it culminates in a two-week timed exam - students cannot take a grade of "I" under any circumstance. Students may withdraw if necessary and retake the course when able.

*Offered Fall, Spring, Summer*

**CRIMINAL JUSTICE AND SOCIAL SCIENCES**

**CSL510 Introduction to Addiction Theory and Practice ..... 3 hours**

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

**CSL520 Counseling Procedures and Strategies with Addicted and Disordered Populations ..... 3 hours**

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises

**CSL525 Group Process and Techniques Working with Addicted and Disordered Populations ..... 3 hours**

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

**CSL535 Assessment and Diagnosis of Addictive and Behavioral Health Problems ..... 3 hours**

Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.

**CSL540 Prevention, Intervention, and Treatment Planning in Addictions .... 3 hours**

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

**CSL545 Theory and Practice of Relationship Counseling in Addictions and Behavioral Health ..... 3 hours**

An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

**ENF512 Theories of Crime Analysis ..... 3 hours**

The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.

**ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations ..... 3 hours**

The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.

**Prerequisite:** ENF512

**ENF535 Administration of Strategic and Actionable Intelligence ..... 3 hours**

This course will analyze the definition and functions of intelligence in a law enforcement environment. Students will analyze the utilization of criminal and non-criminal intelligence by law enforcement personnel developing responses to a potential or real terrorist threat. The flow of information from raw data to actionable or strategic intelligence will be analyzed. A comprehensive analysis will be conducted regarding military and law enforcement intelligence, with an analysis of significant similarities and differences between the two methodologies and data collection. A case study exercise will involve a synthesis of collecting facts, analyzing the facts that are discovered, discriminating between strategic and actionable intelligence, and then preparing a briefing report for senior operational staff of a law enforcement agency.

**ENF540 Continental United States (CONUS): Border/Transportation Security ..... 3 hours**

This course provides a student with an in-depth analysis of issues that concern the protection of the borders of the United States, and U.S. policies regarding the safety of the U.S. transportation system. Additionally, the course analyses the changes in security arrangements from pre to post 9-11 policies, relative to border and transportation security, with a synthesis of the impact of the formation of the U.S. Department of Homeland Security, on the issues concerning internal CONUS security relative to these two security concerns.

**ENF612 Criminal Intelligence ..... 3 hours**

Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.

**Prerequisite:** ENF512

**ENF622 Geographic Information Systems:**

**Applications in Criminal Justice ..... 3 hours**

The focus of the class is to provide an overview of Geographic Information Systems (GIS) and the techniques used in the study of criminal justice. This class will cover some of the major concepts that can aid law enforcement in becoming more efficient in the decision-making process in the areas of tactical, strategic, and operational functions. The course will focus on both the theoretical work, which will give a fundamental grounding in the work of environmental criminologists, and in practical application, giving you an understanding of how GIS is applied in law enforcement. To be taken in the last semester.

**Prerequisite:** ENF532; may include an applications software lab fee

**ENF627 Crime Analysis Project ..... 3 hours**

Capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience. To be taken in the last semester.

**ENF645 Continental United States (CONUS): Counter-Terrorism..... 3 hours**

This course is designed to provide contemporary documents and readings to students that concern the evolution of counterterrorism in the United States since the early 1990's. Particular attention will be given to the evolution of United States policy as explained by policy makers affected by the September 11, 2001 attack against the United States. Additionally, materials that concern Presidential Directives, the Commission on National Security, the FISA Act, a discussion concerning various U.S. national strategies, and the effect of law enforcement on counterterrorism will be discussed.

**ENF650 Critical Infrastructure Protection ..... 3 hours**

This course analyzes the infrastructure of CONUS with particular attention to transportation, medical, electronic, education, agriculture, electrical, water & sewer, banking and others. Each of these critical features will be analyzed to determine potential areas of vulnerability to threats, as well as potential counter-measures that can be utilized to neutralize the vulnerabilities. Students will conduct an evaluation of a selected infrastructure; prepare a vulnerability study, and protective response plan, for a chosen infrastructure.

**ENF660 Response: Natural Catastrophic Events-Emergency**

**Preparedness ..... 3 hours**

This course will provide the student with an analysis of the history of U.S. disasters and their consequences on the citizens who experienced them. Public policy concerning relief efforts will be analyzed. Agency roles will be examined to determine their role catastrophic events. Critical elements in catastrophic event plans will be analyzed. Students will also conduct analysis of common factors affecting response.

**JUS510 Contemporary Criminal Justice: Issues and Trends. .... 3 hours**

Provides a contemporary overview of the criminal justice system with a focus on current trends, major crime problems and statistics, crime control issues, the nature and causes of crime, justice agencies and personnel, key decision-making by justice agents, and the changing features of the American legal system and criminal justice agency management which impact on the quality of service to community residents.

**JUS515 Research Design and Analysis ..... 3 hours**

Examines various research design models applied to the study of crime, and agency administration issues. The course concludes a discussion of the philosophy of scientific inquiry, the discovery and conceptualization of research questions (descriptive, relational, and casual), the operationalization of project concepts and variables, conduct of the study, data analysis, formulating conclusions, and generalization of findings. This course will allow students to analyze various research designs such as historical, legal, action, quasi-experimental, experimental, content analysis, polling, meta-analysis, data mining, citation analysis, policy analysis, investigative reporting, action research, comparative method, observer, participant-observer, micro history, ethnography, oral history, symbolism, photographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from report research.

**JUS520 Statistical Applications in Criminal Justice ..... 3 hours**

Explores and applies practical statistical methods to the relevant work of criminal justice agents, managers, and executives. The course will focus on statistical methods to prepare students to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report criminal justice agency performance results, and to identify and use various criminal justice statistical data sources in print and electronic form.

**JUS525 Legal and Ethical Issues in Criminal Justice ..... 3 hours**

The course examines ethical systems/models and their application to the multitude of criminal procedure, ethical, and civil liability issues in criminal justice such as substantive/procedural justice, legal paternalism, moral paternalism, punishment of the mentally ill/juveniles/white collar criminals, authority, power, discretion, duty, discrimination, gratuities, on-duty use of drugs/alcohol, graft, sexual harassment, excessive/deadly force, undercover work, media, investigation/interrogation, loyalty/whistle-blowing, professionalism, and corruption.

**JUS526 Legal and Ethical Issues in Homeland Security ..... 3 hours**

This course will begin with an examination of the Common law, Constitutional and other legal framework of the separate branches of government having shared national security powers. Then, the focus will shift to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, consequence management, and trying international terrorists in an effort to fight terrorists and international criminals. Finally, the course will examine the law and ethics surrounding public access to national security information and restraining leaks of that information in an effort to protect same.

**JUS530 Human Resource Management ..... 3 hours**

Provides a thorough examination of the administration and substance of the human resources functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resources administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

**JUS610 Justice Administration Policy Formulation and Analysis ..... 3 hours**

Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.

**Prerequisite:** JUS510

**JUS615 Administrative Law and Management ..... 3 hours**

Provides an analysis of the legal principles and doctrines that govern criminal justice agencies at the local, state, and federal levels of government. The quasi-legislative and quasi-judicial functions of justice agencies will be examined as well as the administrative rule making process which allows law enforcement, court services, and corrections agencies to interpret and implement law related to their legal mandate.

**Prerequisite:** JUS525

**JUS620 Administrative Theory in Justice Administration ..... 3 hours**

Presents an advanced study of theories of individual and group motivation, organizational behavior, management, organizing, and leadership, and other essentials in understanding how to successfully lead modern criminal justice agencies. Focus will be on significant past and recent research findings in the behavioral sciences which will assist current and prospective managers in obtaining results, satisfying workers, establishing public accountability, creating comfortable work environments, and adapting to rapid changes in society. Other topics include decision-making, managing diversity, empowerment of agency associates, value-centered work environments, reengineering, and continuous quality improvement.

**Prerequisite:** JUS530

**JUS625 Education/Training Analysis and Design ..... 3 hours**  
 Provides participants the information necessary to identify, analyze, develop, implement, and evaluate an adult education program used in a Criminal Justice setting; the process used to structure a training/education project will be prepared to assist agency goals for developing personnel.

**Prerequisite:** JUS515

**JUS630 Pro-Seminar in Criminal Justice I ..... 1 hour**  
 The Pro-seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

**JUS631 Pro-Seminar in Criminal Justice II ..... 1 hour**  
 The Pro-seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

**JUS632 Pro-Seminar in Criminal Justice III ..... 1 hour**  
 The Pro-seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

**PSY501 Professional Practices in Psychology ..... 3 hours**  
 This course will introduce students to professional socialization into the field of psychology. Students will critically examine the methods, problems, critical thinking styles, as well as the career opportunities, in the field of psychology. Students will participate in the debates on topics of current concern in contemporary psychology. Students will also practice the writing style of the American Psychological Association with the development of the required knowledge and skills needed for the advanced study of psychology.

**PSY511 Psychology and Law ..... 3 hours**  
 This class examines the theoretical and empirical bases for the field forensic psychology. Students will explore how psychologist interacts with offenders, victims, and criminal justice agencies. Topics will also include the role of psychologist in mental health law and family law.

**PSY512 Introduction to Forensic Psychology ..... 3 hours**

The class is designed to present students with a broad overview of the field of Forensic Psychology. The course will explore the various applications of theories and research in psychology to aspects of the criminal justice system.

**PSY515 Research Design and Analysis in Forensic Psychology ..... 4 hours**

Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.

**Prerequisite:** PSY511 or PSY520

**PSY520 Statistical Applications in Forensic Psychology ..... 4 hours**

Students in this course explore the principles and application of statistical models and techniques that are of value in the criminal justice system. All types of social science statistical uses will be explored from descriptive to inferential, to sophisticated statistical measurement. Particular emphasis will be placed on the application of statistical techniques to research in Forensic Psychology and criminal justice.

**PSY521 Statistical Procedures I..... 2 hours**

This course provides a foundation on the basic principles of statistics. Students will focus on methods of summarizing and describing data and will be introduced to the concepts of inferential statistics and hypothesis testing. The course provides an introduction to the use of electronic statistical software such as Microsoft Excel and SPSS.

**PSY522 Statistical Procedures II ..... 2 hours**

This course explores and applies practical statistical methods to the relevant work of psychologists as well as social service and mental health professionals, managers, and executives. We will focus on statistical methods to prepare you to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report agency performance results, and to identify and use various statistical data sources in print and electronic form.

**Prerequisite:** PSY521

**PSY525 Victimology ..... 3 hours**

This course will cover the broad views of the study of victims at the social, legal, individual, and psychological level. The course is designed to broaden the understanding of victims. The student will be given the history of how victims have been treated over time, how the interface of victim-offender dynamics has changed in the criminal justice system, how society treats victims, and the psychological processes, services, and therapeutic remedies that are available for victims. Various types of victims/crimes will be covered. Legislative and social movements geared at advancing public awareness for victims will be discussed.

**PSY530 Legal and Ethical Issues in Forensic Psychology ..... 3 hours**  
 Forensic Psychologists encounter ethical conflicts when called upon to function in the criminal justice system. This course will focus on various ethical, legal, and professional controversies, and dilemmas. Analysis and resolution of these controversies and dilemmas will be explored. Topics include the psychologist-examinee relationship, the retaining party-examiner relationship, legal limits on confidentiality, the psychologist as expert witness, forensic psychology records, etc.  
**Prerequisite:** PSY511

**PSY533 Research Design and Analysis I ..... 2 hours**  
 Research Design and Analysis I is an introduction to research. The student will learn the basics of research methods, the language by which research is conducted in various disciplines and around the world. Students will be introduced to basic concepts in research, and learn the conceptual basis for the application of statistical techniques (the joining of statistics to research concept). Students will develop a working hypothesis, derived from an empirical theory to create their own original empirical research. Students will learn to transform that idea into a measurable research design. Students will learn ethical guidelines and measurement construction for their research. Students will write an IRB\* proposal and submit it for approval.

**PSY534 Research Design and Analysis II ..... 2 hours**  
 Research Design and Analysis II is meant to continue from PSY 533, Research Design and Analysis I. Upon IRB approval of the proposal written in PSY 533, students are to conduct, analyze, write, and present their own original empirical research. Students should be able to apply correct statistical techniques to their data and draw scientifically valid findings. Students will be encouraged to present their research at regional, or national conferences, or to seek publication in scholarly journals. Finally, students should be able to create additional research that will answer questions empirically in the field, at their place of employment, or to create professional programming.  
**Prerequisite:** PSY533

**PSY541 History and Systems of Psychology ..... 3 hours**  
 This graduate level course will explore and describe the historical and systemic foundations of psychology through the lenses of philosophy, literature, medicine, and art in a lecture/seminar format. Emphasis will be placed on exploring views from other cultures and how the history of psychology continues to influence the field today. Students will engage in online debates, conduct historical research, and present findings in a manner supported by the American Psychological Association's Publication Manual.

**PSY543 Developmental Psychology ..... 3 hours**  
 This course takes a life span approach in studying human development from conception through death. Students will examine the physical, cognitive, social, and emotional growth in the human being. Emphasis will be on exploring and describing human growth and development in terms of cultural and ecological systems as supported by relevant peer reviewed data.

**PSY545 Advanced Theories of Personality..... 3 hours**

This course will critically examine the research in historical, contemporary, and emerging theories regarding personality formation and development. The methods of measuring personality will also be addressed. Students will develop an integrated and advanced theory of personality.

**PSY546 Psychopathology ..... 3 hours**

This course will provide an overview of the history of psychopathology as well as current views and approaches to psychopathology. Behavioral, developmental, biological/ neurological, and social/cultural aspects of psychopathology will be examined as will the theories of the etiologies of psychopathology. The role of assessment and diagnosis tools, the DSM and its framework as well as the ICD system, and treatment approaches, including psychopharmacology will be considered.

**PSY547 Mental Health Law in Forensic Psychology ..... 3 hours**

This course will introduce students to the psych-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community

**Prerequisite:** PSY530

**PSY548 Mental Health Law in Criminal Behavior..... 3 hours**

This course will introduce students to the psych-legal issues in mental health law. The course will study the needs and rights of individuals with mental illness and mental retardation, the delivery of mental health services, the regulation of mental health professions, and the concerns of society for persons with mental disability. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

**PSY551 Psychopathology and Criminal Behavior ..... 3 hours**

This course explores the link between psychological disorders and different types of criminal behavior. It will provide an in-depth examination of the etiology, symptomology, and dynamics involved in personality deviation, and emotional disorder. Disorders from DSM-IV will be covered. Psychological assessment using the DSM-IV and intensive case material will be used.

**Prerequisite:** PSY511

**PSY552 Criminogenic Psychopathology ..... 3 hours**  
 This course explores the link between psychopathology and criminal behavior. Students in the class will review research on the relationship between psychological disorders and criminal violence. The class explores the various historical trends of forensic views on the role of mental illness on interpersonal and criminal violence.

**Prerequisite:** PSY512

**PSY611 Professional Issues I: Law and Ethics ..... 2 hours**  
 This graduate level course will explore and describe how legal and ethical considerations develop in psychology and the helping professions; how practitioners respond to these issues; and consequences of such decisions. Emphasis will be placed on the American Psychological Association's Code of Ethics, the Ohio Revised Code, and best practices in the helping professions as supported by peer reviewed data.

**PSY612 Professional Issues II: Cross Cultural Issues in Psychology ..... 2 hours**  
 This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

**Prerequisites:** PSY541, PSY546, and PSY611

**PSY613 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology ..... 3 hours**  
 This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as, individual examination of topics.

**Prerequisite:** PSY515 and PSY530

**PSY614 Substance Abuse ..... 3 hours**  
 Examines the types of abusable substances, the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning are examined. Regulation, prevention strategies, and treatment strategies are examined. The entire spectrum of substance abuse is examined.

**Prerequisite:** PSY551

**PSY615 Drug Abuse and Society ..... 3 hours**

This course covers information regarding drug abuse and society, more specifically; it examines the social, legal, economic, and psychological effect of drugs on individual behavior as well as the impact on society as a whole. This is a very comprehensive area, and the course will be reading/writing intensive. This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. A historical view of drug use, and legal and social responses are covered. Current trends in crime and drug control are examined, including the connection between drugs and crime, the illicit drug industry, law enforcement, drug courts, legalization, and decriminalization. Additionally, prevention, diagnosis, and treatment of drug abuse are also covered.

**PSY620 Psychology of Sex Crimes ..... 3 hours**

This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.

**Prerequisite:** PSY547

**PSY621 Social Psychology ..... 3 hours**

This course is intended to provide a graduate level survey of the content, theories, research paradigms, and findings of the field of social psychology. After completing this course students will understand the types of questions social psychologists address and the current state of knowledge in the field. The class will be conducted in a lecture/discussion format.

**PSY622 Cognitive Psychology ..... 3 hours**

This course is an in-depth study of the key areas of cognitive psychology, a sub-discipline of Psychology which examines the mental processes that underlie human thought and behavior such as perception, attention, representation, memory, reasoning, language, and expertise.

**PSY625 Applied Advanced Psychological Assessment ..... 4 hours**

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

**Prerequisite:** PSY551

**PSY626 Advanced Psychological Assessment Theory ..... 3 hours**

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

**Prerequisite:** PSY552

**PSY630 Lifestyles and Career Development ..... 3 hours**

Holistically explores the interrelationships among personality, lifestyle, career choice and career development, and considers the ethical implications of these issues, especially as a person's career affects the lives of other people. Participants will be involved in a variety of individual and group experiences designed to raise and promote a personal commitment to self-awareness and an understanding of how this affects lifestyle and career development.

**PSY631 Neuropsychology ..... 3 hours**

This course is covers knowledge of neuropsychology, a branch of psychology that concerns itself with relationships between the brain, nervous system, Cognition, affect, and behavior. This course is designed to provide a student with an in-depth overview of the field neuropsychology with special emphasis on behavioral impairments.

**PSY635 Cultural Competence in Professional Practice**

**in Forensic Psychology ..... 3 hours**

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.

**Prerequisite:** PSY530

**PSY636 Cultural Competence in Professional Practice ..... 3 hours**

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies, create a culturally competent agency.

**Prerequisite:** JUS525

**PSY637 Forensic Counseling ..... 3 hours**

This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

**Prerequisite:** PSY625

**PSY640 Thesis ..... 3 hours**

Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to guidelines of the Publication Manual of the American Psychology Association and the Tiffin University School of Criminal Justice and Social Sciences. Students normally have one semester beyond the completion of their coursework to complete their thesis. In exceptional cases, with the approval of the supervising faculty and the School Dean, up to three thesis extensions may be granted, in which students will be charged tuition for each extension. If upon the third extension the thesis is not complete, the student will receive a failing grade.

**Prerequisite:** PSY515

**PSY641 Capstone Research I..... 2 hours**

The goal of the Capstone Research courses are to help psychology graduate students to synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Capstone I: Students will design a research project and complete a documented literature review for proposed research project. Projects must demonstrate explicitly, through scholarship consistent with the field and should be based on a meaningful integration of the student's course of study to date. This course is a completion of a project research proposal.

**PSY642 Capstone Research II ..... 2 hours**

The goal of the Capstone Research courses are to help psychology graduate students to synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone I. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student's course of study to date. Communication and interpretation of the results will be required.

**Prerequisite:** PSY641

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M.B.A., Heidelberg University

*Emeritus Faculty and Administrators*

**George Kidd, Jr.**, President Emeritus

**Charles Christensen**, Dean Emeritus

**John Millar**, Dean Emeritus

**Laura Mays**, Professor Emeritus

# Administrative and Full-Time Staff Positions

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Nancy Gilbert, Assistant to the President

Lori Hall, Equal Opportunity Officer

Lisa Williams, Executive Director of Media Relations and Publications

Jessica Huffman, Media Relations Specialist

Dr. Zhaolu Lu, China Program Coordinator

## ACADEMIC AFFAIRS

Dr. Lillian Schumacher, Vice President for Academic Affairs

Dr. Teresa Shafer, Assistant Vice President for Academic Affairs

Ellen Lucius, Executive Administrative Assistant

Jamey Tyree, Director of Outcomes Assessment

Megan Borich, Project Manager

Carol McDannell, Director of Internship Programs

Dr. Lisa Kahle-Piasecki, Director, Center for Teaching Excellence

## Pfeiffer Library

Frances Fleet, Director

Catherine Carlson, Reference Librarian

## School of Arts and Sciences

Dr. Joyce Hall-Yates, Dean

Jeanie Fisher, Administrative Assistant

Dr. Aaron Burton, Chair, Humanities Program

Dr. Victoria Ingalls, Chair, Formal and Natural Sciences Programs

Professor Lee Fearnside, Curator, Diane Kidd Gallery

Brad Rees, Director, Music Department

Nathan Santos, Director of Commercial Music

Robert Ciesluk, Director of Bands

## School of Business

Dr. James Padilla, Dean

Lori Distel, Administrative Assistant

Dr. Terry Sullivan, Chair, Quantitative and Business Law Programs

Professor Teresa Miller, Chair, Management and Marketing Programs

## School of Criminal Justice and Social Sciences

Dr. James Orr, Dean

Linda Good, Administrative Assistant

Dr. Jeffry Stockner, Chair, Criminal Justice and National Security Programs

Dr. Phyllis Watts, Chair, Behavioral and Social Sciences Programs

## **School of Graduate and Distance Education**

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Patricia Price, Administrative Assistant

Christine Scott, Director, Curriculum

Mary Davis, Instructional Designer

Amanda Dominique, Instructional Designer

Bili Zehner, Instructional Designer

Kristi Krintzline, Director, Faculty Training and Development

Sherri Miller, Director, Faculty Services

Vicki Frantz, Faculty Services Coordinator

John Kleinoeder, Director, Instructional Technologies

Matt Castanada, Instructional Technologies Coordinator

Nathan Treadway, LMS Director

Savannah Harner, LMS Coordinator

Jennifer Featherston, Instructional Resources Coordinator

Dr. Jason Slone, Chair, MS Psychology Program

Professor Lacy Ellis, Chair, MS Criminal Justice Program

Dr. Wendy Ziemis-Mueller, Chair, Master of Business Administration Program

Dr. Daniel Lambert, Chair, Master of Education Program

Dr. Kristina Petrosino, Chair, Master of Humanities Program

Professor Nancy Sullivan, Chair, Online ABA and BBA Programs

Professor Kevin Cashen, Chair, Online ACJ and BCJ Programs

Professor Steven Borowski, Chair BA Psychology Program

Professor Sami Mejri, Chair, BA Professional Studies and AA General Studies Programs

Professor Diego Hernandez, Chair, Seated BBA and BCJ Degree Completion Programs

Professor Michelle Maus, Chair BS Healthcare Administration Program

Professor Michael Kidd, Chair, BS Information Technology Program

## **ENROLLMENT MANAGEMENT**

Jeremy Marinis, Vice President for Enrollment Management

Denise Burkin, Administrative Assistant

### **Undergraduate Admissions**

Sarah Johnson, Director of Undergraduate Admissions

JoElle Hall, Undergraduate Admissions Counselor

Holly Brennen, Undergraduate Admissions Counselor

Deborah Landis, Undergraduate Admissions Counselor

Chelsea Bass, Undergraduate Admissions Counselor

Dan Wisard, Undergraduate Admissions Counselor

Ali Rees, Music and Dance Recruitment Coordinator

**Graduate and Distance Education Academic Advising**

Nikki Hintze, Director of Graduate and Distance Education Academic Advising  
Deanna Brown, Graduate Academic Advisor  
Kyle Robinson, Graduate Academic Advisor  
Erin Kisabeth, Graduate Academic Advisor  
Ashley Runion, Online Academic Advisor  
Mary Ellen Denny, Online Academic Advisor  
Melodie Myers, Online Academic Advisor  
Greg Herrig, Online Academic Advisor

**Financial Aid**

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Cindy Little, Assistant Director of Financial Aid  
Tangi Slattery, Assistant Director of Financial Aid  
Krista Swanagan, Financial Aid Counselor  
Diane Vassalle, Financial Aid Counselor  
Julie Allen, Financial Aid Counselor  
Beth Leary, Financial Aid Counselor  
Kimberly Kipps, Financial Aid Operations Coordinator

**Admissions Operations**

Justin Schlenker, Director of Admissions Operations  
Yaw Mamphey, Coordinator of Admissions Operations  
Cody Brown, Coordinator Admissions Operations  
Justin Baker, Coordinator Admissions Operations

**Registration and Records**

Melissa Weininger, Registrar  
Judy Hafley, Office Manager  
Andrea Draper, Assistant Registrar  
Brooklyn Boehler, Registration and Records Coordinator  
Krista Swanagan, Academic Services Coordinator  
Maite Burrios, Registration and Records Coordinator  
Marcy Barnes, Associate Registrar

**Academic Support Programs**

Annette Staunton, Executive Director of Academic Support Programs  
and Chief Retention Officer  
Judy Gardner, Director of Undergraduate Academic Advising  
Mark Schrock, Director of Tutoring Services  
Kristyn Wilkins, Undergraduate Academic Advisor  
Brianna Hurd, Undergraduate Academic Advisor  
Melissa Waire, Undergraduate Academic Advisor  
Sally Kloepfer, Director of Disability Services

### **Graduate and Distance Education Admissions**

Amy Wood, Director of Graduate and Distance Education Admissions  
Debra Kaya, Coordinator, Enrollment Services  
Alexandra Kirchner, Online Admissions Counselor  
Vacant, Online Admissions Counselor  
Kyle Tyson, Online Admissions Counselor  
Jody Kilpatrick, Manager, Central and Southern Ohio Academic Centers  
Bill Schumacher, Manager, Northeast Ohio Academic Centers  
Betsy Winters, Manager, Northwest Ohio Academic Centers  
Cory Dickman, Graduate Admissions Counselor  
Sharon McIntosh, Graduate Admissions Counselor  
Dana Tate, Graduate Admissions Counselor

### **International Admissions**

Scott Saracusa, Director of International Admissions

### **International Student Advising**

Rachel Crooks, Director of International Student Advising

## **DEVELOPMENT AND PUBLIC AFFAIRS**

Ron Schumacher, Vice President for Development and Public Affairs  
Lori Bentz, Administrative Assistant  
Sandy Koehler, Administrative Assistant  
John Hill, Associate Vice President for Development  
Vickie Galaska, Director of Alumni Relations  
Joe Borich, Director of Annual Fund  
Jason Griffin, Director of Communications

## **FINANCE and ADMINISTRATION**

Leon Wyden, Vice President for Finance and Administration

### **Business Office**

Julie Starkweather, Bursar  
Robert Watson, Controller  
Charles Ardner, Director of Budgets and External Accounts  
Joel Wilkins, Assistant Controller  
Matthew Misicasci, Staff Accountant  
Donna Frank, Senior Financial Analyst  
Rebecca Brose, Cashier

## **Facilities Department**

Bud Kinn, Director  
Nancy Miller, Assistant Director  
Jerry Adams, Grounds Maintenance Supervisor  
Dennis Kline, Grounds Maintenance  
Graham Ryan, Grounds Maintenance  
Dennis Welly, Grounds Maintenance  
Debbie Larick, Housekeeping Supervisor  
Jamie Bauman, Housekeeper  
Vickie Daniel, Housekeeper  
Shari Depinet, Housekeeper  
Tammy Dewald, Housekeeper  
Kim Feasel, Housekeeper  
Mary Frisch, Housekeeper  
Patricia Gillespie, Housekeeper  
Kathleen Jackson, Housekeeper  
Rhonda Keiffer, Housekeeper  
Valerie Messersmith, Housekeeper  
Julie Nighswander, Housekeeper  
Josephine Nutter, Housekeeper  
Percilla Nye, Housekeeper  
Martha Pennycuff, Housekeeper  
Steven Rau, Housekeeper  
Martha Reedy, Housekeeper  
Stephanie Rohrbach, Housekeeper  
Michelle Schwartz, Housekeeper  
Sharon Uitto, Housekeeper  
Michelle Vogel, Housekeeper  
Connie White, Housekeeper  
Marcella Zuern, Housekeeper  
Pete Reinhart, Maintenance Supervisor  
Anthony Arend, Maintenance  
Ron Depinet, Maintenance  
Scott Acree, Maintenance  
Dale Graham, Maintenance  
Geoff Lescallett, Maintenance  
Richard Kline, Maintenance  
Tom Wahl, Maintenance  
John Wank, Maintenance  
John Yates, Maintenance

### **Information Technology Services**

Clinton Vickers, Chief Information Officer  
Jennifer Almendinger, Systems Administrator  
Brian Smith, Systems Administrator  
Vacant, Support Services Manager  
Raji Ayyaderara, Senior Application Data Specialist  
Micah Rettig, Application Data Specialist  
Ben Wagner, Help Desk Technician  
Jennifer Saam, Webmaster and Graphic Design Technician

### **HUMAN RESOURCES and CAMPUS SERVICES**

Lori Hall, Vice President for Human Resources and Campus Services  
and Equal Opportunity Officer

#### **Human Resources**

Deb Fowler, Human Resources Specialist  
Deb Phillips, Payroll Accountant  
Dr. Sharon Perry-Nause, Chief Diversity and Equity Officer  
Deidre Herdlick, Human Resources Generalist

#### **Student Affairs**

Mike Herdlick, Dean of Students  
Laura Green, Director of Student Engagement  
Mandi Hummel, Director of Residence Life  
Noah Fox, Director of Housing Operations  
Julie George, Director of Wellness and Counseling Services  
Jill Earl, Office Manager  
Jennifer Boucher, Director of Campus Security  
Jacob Simon, Assistant Director of Residence Life  
Celinda Scherger, Director of Career Development  
Brandon Bigelow, Area Coordinator  
Michael LaTorre, Area Coordinator  
Natasha Saylor, Area Coordinator

#### **Bookstore/Mail Center**

Chuck Lutz, Bookstore and Mail Center Manager  
Heather Hamilton, Assistant Bookstore Manager  
Janice Ogden, Mail Center Supervisor  
Tracy Hossler, Assistant Bookstore and Mail Center Supervisor

#### **University Health Services**

Frances Ford, Nurse Practitioner  
Melinda Heyman, Medical Assistant

## **ATHLETICS**

Lonny Allen, Athletic Director  
Kelly Daniel, Director of Compliance and Athletic Services  
Shane O'Donnell, Sports Information Director and Assistant Athletic Director  
Russ Snyder, Assistant Sports Information Director  
Lauren Caminiti, Office Manager  
Joe Wilkins, Head Baseball Coach  
James Richardson, Assistant Baseball Coach  
Jerry Buccilla, Head Men's Basketball Coach  
Jullian Sullinger, Assistant Men's Basketball Coach  
Pam Oswald, Head Women's Basketball Coach  
Kylene Spiegel, Assistant Women's Basketball Coach  
Jeremy Croy, Head Track and Field Coach and Heminger Center Manager  
Kevin Kean, Assistant Track Coach  
Ray Robinson, Assistant Track and Field Coach  
Fermon Tate, Assistant Track and Field Coach  
Gary Goff, Head Football Coach  
Matt Edwards, Football Defensive Coordinator  
Josh Ison, Assistant Head Football Coach  
Adrian White, Assistant Football Coach  
David Bucar, Assistant Football Coach  
Adam Neugebauer, Assistant Football Coach  
Chari Mullen, Manager, Student and Administrative Services for Football  
Darby Roggow, Head Men's Golf Coach and Director of Club and Recreational Sports  
Erica Brown, Head Women's Lacrosse Coach  
Rudy Brownell, Head Men's Soccer Coach  
Matt Procopio, Assistant Men's Soccer Coach  
Melissa Bigg, Head Women's Soccer Coach  
Laura Middleton, Assistant Women's Soccer Coach  
Jeff Nickerson, Head Softball Coach  
Melodie Heyne, Assistant Softball Coach  
Rita Kalmikova, Head Swimming and Diving Coach  
Phil Conley, Head Tennis Coach  
Dana Cordova, Head Volleyball Coach  
Cheri Lindsay, Assistant Volleyball Coach  
Joe Simcoe, Head Wrestling Coach  
Dustin Porter, Assistant Wrestling Coach  
Julie Vogel, Head Equestrian Coach  
Lucas Phillips, Head Athletic Trainer  
Nathanial Clements, Athletic Trainer  
Kyle Kissling, Athletic Trainer  
Stephanie Smith, Athletic Trainer  
Elizabeth Saulinas, Athletic Trainer  
Jennifer Rosselit, Strength and Conditioning Coach

# 2014-2015 CALENDAR

## UNDERGRADUATE – TIFFIN CAMPUS

### SUMMER 2014

#### Summer Term I – 7 week session

Classes Begin: ..... Monday, May 5  
Memorial Day Break: ..... May 26  
Last day WD Without Failing Grade: ..... June 5  
Final Examination: ..... June 18-19  
Final Grades Due: ..... June 24

#### Summer Term II – 7 week session

Classes Begin: ..... Monday, June 30  
Last day WD Without Failing Grade ..... July 31  
Final Examination: ..... August 13-14  
Final Grades Due: ..... August 19

### FALL SEMESTER 2014

Freshman Institute: ..... August 22-24  
Classes Begin: ..... **Monday, August 25**  
Labor Day (classes are in session): ..... September 1  
Last Day to Add a Class to an Existing Schedule: ..... August 29  
Midterm: ..... Week of October 6  
Midterm Break: ..... October 13-14  
Midterm Grades Due: ..... October 15  
Spring Semester Advising Weeks:  
    October 15-17: Seniors & Juniors  
    October 20-24: Sophomores  
    October 27-31: Freshmen  
Last Day to Withdraw Without a Failing Grade: ..... November 3  
Registration for Spring 2015:  
    October 20: Seniors & Juniors  
    October 27: Sophomores  
    November 3: Freshmen  
Thanksgiving Recess: ..... November 26-28  
Last Day of Class: ..... December 5  
Final Examination Period: ..... December 8-11  
Final Grades Due: ..... December 16

# 2014-2015 CALENDAR

## UNDERGRADUATE – TIFFIN CAMPUS *(continued)*

### SPRING SEMESTER 2015

|  |                              |
|--|------------------------------|
| Classes Begin: .....                                   | <b>Monday, January 12</b>    |
| Last Day to Add a Class to an Existing Schedule: ..... | January 16                   |
| Midterm: .....   | Week of February 23          |
| Midterm Grades Due: .....                              | March 4                      |
| No Classes on Tiffin Campus: .....                     | March 6                      |
| Spring Break: .....                                    | March 9-13                   |
| Classes Resume: .....                                  | March 16                     |
| Summer and Fall Semester Advising:                     |                              |
| March 16-20: Seniors & Juniors                         |                              |
| March 23-27: Sophomores                                |                              |
| March 30-April 3: Freshmen                             |                              |
| Last Day to Withdraw Without a Failing Grade: .....    | March 23                     |
| Registration for Summer and Fall 2015 Begins:          |                              |
| March 23-27: Seniors & Juniors                         |                              |
| March 30-April 3: Sophomores                           |                              |
| April 6-10: Freshmen                                   |                              |
| Last Day of Class: .....                               | April 24                     |
| Final Examination Period: .....                        | April 27-April 30            |
| Commencement: .....                                    | <b>Saturday, May 2, 2015</b> |
| Final Grades Due: .....                                | May 5                        |

# 2014-2015 CALENDAR

## UNDERGRADUATE – ONLINE ASSOCIATE & BACHELOR PROGRAMS

### SUMMER SEMESTER 2014

May Classes (7 Week): ..... **May 5 to June 22**  
Last Day to Withdraw Without a Failing Grade: ..... June 5  
Final Grades Due: ..... June 24

July Classes (7 Week): ..... **June 30 to August 17**  
Last Day to Withdraw Without a Failing Grade: ..... July 31  
Final Grades Due: ..... August 19

### FALL SEMESTER 2014

August Classes (7 Week): ..... **August 25 to October 12**  
Last Day to Withdraw Without a Failing Grade: ..... September 25  
Final Grades Due: ..... October 15

October Classes (7 Week): ..... **October 20 to December 7**  
Last Day to Withdraw Without a Failing Grade: ..... November 20  
Final Grades Due: ..... December 16

### SPRING SEMESTER 2015

January Classes (7 Week): ..... **January 12 to March 1**  
Last Day to Withdraw Without a Failing Grade: ..... February 12  
Final Grades Due: ..... March 3

March Classes (7 Week): ..... **March 9 to April 26**  
Last Day to Withdraw Without a Failing Grade: ..... April 9  
Final Grades Due: ..... April 28

# 2014-2015 CALENDAR

## GRADUATE – MBA TIFFIN CAMPUS

### SUMMER SEMESTER 2014

May Classes (7 Week): ..... **May 5 to June 19**  
Memorial Day Break: ..... May 26  
Last Day to Withdraw Without a Failing Grade: ..... June 5  
Final Grades Due: ..... June 24

### FALL SEMESTER 2014

August Classes (7 Week): ..... **August 25 to October 9**  
Last Day to Withdraw Without a Failing Grade: ..... September 25  
Final Grades Due: ..... October 15

October Classes (7 Week): ..... **October 20 to December 4**  
Last Day to Withdraw Without a Failing Grade: ..... November 20  
Thanksgiving Recess: ..... November 27  
Final Grades Due: ..... December 16

### SPRING SEMESTER 2015

January Classes (7 Week): ..... **January 12 to February 26**  
Last Day to Withdraw Without a Failing Grade: ..... February 12  
Final Grades Due: ..... March 3

March Classes (7 Week): ..... **March 9 to April 23**  
Last Day to Withdraw Without a Failing Grade: ..... April 9  
Final Grades Due: ..... April 28

# 2014-2015 CALENDAR

## GRADUATE – MS TIFFIN CAMPUS

### SUMMER SEMESTER 2014

Summer Intersession: ..... May 5-9  
Summer Semester Classes: ..... May 10 to August 16  
Independence Day Recess: ..... July 5  
Last Day to Withdraw Without a Failing Grade: ..... July 11  
Final Grades Due: ..... August 19

### FALL SEMESTER 2014

August Classes: ..... August 30 to December 6  
Last Day to Withdraw Without a Failing Grade: ..... October 29  
Thanksgiving Recess: ..... November 29  
Final Grades Due: ..... December 16

### SPRING SEMESTER 2015

January Classes:..... January 10 to April 18  
Last Day to Withdraw Without a Failing Grade: ..... March 11  
Easter Recess: ..... April 4  
Final Grades Due: ..... April 28

# 2014-2015 CALENDAR

## GRADUATE – ONLINE MBA, MEd, MS ONLINE

### SUMMER SEMESTER 2014

May Classes (7 Week): ..... **May 5 to June 22**

Last Day to Withdraw Without a Failing Grade: ..... June 5

Final Grades Due: ..... June 24

July Classes (7 Week): ..... **June 30 to August 17**

Last Day to Withdraw Without a Failing Grade: ..... July 31

Final Grades Due: ..... August 19

### FALL SEMESTER 2014

August Classes (7 Week): ..... **August 25 to October 12**

Last Day to Withdraw Without a Failing Grade: ..... September 25

Final Grades Due: ..... October 15

October Classes (7 Week): ..... **October 20 to December 7**

Last Day to Withdraw Without a Failing Grade: ..... November 20

Final Grades Due: ..... December 16

### SPRING SEMESTER 2015

January Classes (7 Week): ..... **January 12 to March 1**

Last Day to Withdraw Without a Failing Grade: ..... February 12

Final Grades Due: ..... March 3

March Classes (7 Week): ..... **March 9 to April 26**

Last Day to Withdraw Without a Failing Grade: ..... April 9

Final Grades Due: ..... April 28

# 2014-2015 CALENDAR

## GRADUATE – MH ONLINE

### SUMMER SEMESTER 2014

May Classes: ..... May 5 to August 17

Last Day to Withdraw Without a Failing Grade: ..... July 9

Final Grades Due: ..... August 19

### FALL SEMESTER 2014

August Classes: ..... August 25 to December 7

Last Day to Withdraw Without a Failing Grade: ..... October 29

Final Grades Due: ..... December 16

### SPRING SEMESTER 2015

January Classes: ..... January 12 to April 26

Last Day to Withdraw Without a Failing Grade: ..... March 18

Final Grades Due: ..... April 28

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