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# Academic Catalog

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

"The University reserves the right to make changes in tuition, program costs, curriculum, regulations, program dates and to make additional charges for special features and services whenever such actions are deemed advisable."

2003-2004

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# 2003-2004 Academic Calendar

## FALL 2003 SEPTEMBER

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<b>1 Monday</b>	LABOR DAY
<b>2 Tuesday</b> Continuing Education (Undergraduate and Graduate)	Fall Term 1 (9/2 - 10/25) classes begin
<b>3 Wednesday - 5 Friday</b> Undergraduate	Faculty orientation
<b>7 Sunday</b> Undergraduate	New international and new conservatory of music students arrive The Comprehensive Support Program orientation
<b>8 Monday</b> Undergraduate	New students arrive (8:30 a.m. - 2 p.m.) Check in at de Hoernle Sports and Cultural Center New student orientation begins. Residence halls open for new students at 9 a.m.
<b>9 Tuesday</b> Undergraduate  Continuing Education	Returning students arrive (9 a.m. - 4 p.m.) Check-in at de Hoernle Sports and Cultural Center (where they get I.D.) Advisement and Registration for all categories of non-preregistered students 9 - 3 p.m. Pre-registered students pick up schedules in de Hoernle Sports and Cultural Center. Schedule changes allowed. Residence halls open for returning students at 9 a.m. All students must check in or pre-registered courses will be dropped. Late arrivals subsequent to this day must be approved through the Dean of Students. Last day to change course schedule (Add/Drop)
<b>10 Wednesday</b> Undergraduate	Fall classes begin for all day undergraduate students Students must present I.D. to enter class
<b>18 Thursday</b> Undergraduate	Last day to change course schedule (Add/Drop)
<b>19 Friday</b> Undergraduate	Last day to submit a Florida Resident Access Grant application to the Student Administrative Services Office
<b>26 Friday</b> Undergraduate	Last day to remove an "I" (Incomplete) grade from the spring or summer semesters

## OCTOBER

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<b>3 Friday</b>	Last day to register for December graduation
<b>6 Monday</b>	FALL HOLIDAY - NO CLASSES
<b>17 Friday</b> Undergraduate	Progress report grades due from faculty in the Student Administrative Services Office
<b>24 Friday - 26 Sunday</b> Undergraduate	LYNN UNIVERSITY—FAMILIES WEEKEND/HOMECOMING
<b>25 Saturday</b> Continuing Education	Last day of classes for Fall Term 1
<b>27 Monday</b> Continuing Education	Undergraduate Fall Term 2 (10/27 – 12/20) classes begin
<b>28 Tuesday</b> Continuing Education	Final grades for Fall Term 1 due by 5 p.m.

## NOVEMBER

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<b>3 Monday</b> Continuing Education	Last day to change course schedule (Add/Drop)
<b>10 Monday - 14 Friday</b> Undergraduate	Advising week
<b>17 Monday</b> Undergraduate	Early registration for spring semester
<b>21 Friday</b> Undergraduate	
<b>26 Wednesday</b> Undergraduate	Thanksgiving break begins at 12 p.m.

## DECEMBER

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<b>1 Monday</b> Undergraduate	Classes resume
<b>5 Friday</b> Undergraduate Continuing Education	Last day to register for May, June and August graduation Last day to register for May, June and August graduation Last day to withdraw from any class for the term and receive a grade of "W"
<b>16 Tuesday</b> Undergraduate	Last day of classes
<b>17 Wednesday - 20 Saturday.</b> Undergraduate	Last day to withdraw from any class for fall semester and receive a grade of "W" FINAL EXAMS. Residence halls close at 5 p.m. on Saturday
<b>20 Saturday</b> Continuing Education	Last day of classes for Fall Term 2
<b>23 Tuesday</b> Undergraduate Continuing Education	Final grades for fall semester due from faculty no later than 12 p.m. Final grades for Fall Term 2 due by 3 p.m.

## SPRING 2004 JANUARY

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### 3 Saturday

Undergraduate

Residence halls open for Academic Adventure students

### 4 Sunday

Undergraduate

Students arrive on campus for Academic Adventure trip

### 5 Monday

Undergraduate

Departure from campus for Academic Adventure trip

Continuing Education

Undergraduate Spring Term 1 (1/5 - 2/28) classes begin

### 10 Saturday

Undergraduate

Return from Academic Adventure trip

### 11 Sunday

Undergraduate

New student international orientation

### 12 Monday

Undergraduate

All students arrive. Residence halls open 9 a.m. Check-in at the Green Center. Registration for all categories of non-preregistered undergraduate students 9 a.m. - 3 p.m. All students must check in or pre-registered courses will be dropped. Late arrivals must be approved through the Dean of Students.

Continuing Education

Last Day to Change Course Schedule (Add/Drop)

### 13 Tuesday

Undergraduate

Spring semester classes begin

### 16 Friday

Last day to submit a Florida Resident Access Grant application to the Office of Student Administrative Services

### 19 Monday

MARTIN LUTHER KING'S BIRTHDAY – HOLIDAY

### 20 Tuesday

Undergraduate

Last day to change course schedule (Add/Drop)

### 30 Friday

Undergraduate

Last day to remove an "I" (Incomplete) grade from the fall undergraduate day semester

## FEBRUARY

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### 16 Monday

PRESIDENT'S DAY – HOLIDAY

### 17 Tuesday

Continuing Education

Last day to withdraw from any class for this term and receive a grade of "W"

### 27 Friday

Undergraduate

Progress report grades due and mailed

Continuing Education

Last day of classes for Spring Term 1

## MARCH

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### 1 Monday

Continuing Education

Undergraduate Spring Term 2 (3/1 - 4/24) classes begin  
New international graduate student orientation 4 p.m.

### 3 Wednesday

Continuing Education

Final grades for Spring Term 1 due by 5 p.m.

### 5 Friday

Undergraduate

Spring break begins. Residence halls close at 5 p.m.

### 14 Sunday

Undergraduate

Residence halls open at 9 a.m.

### 15 Monday

Undergraduate

Classes resume

### 15 Monday - 19 Friday

Undergraduate

Advising week

### 17 Wednesday - 19 Thursday

SENIOR SALUTE (For graduating students)

## APRIL

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### 4 Friday

Undergraduate

Last day to withdraw from any class for spring day undergraduate classes and receive a grade of "W"

### 9 Friday

SPRING HOLIDAY—NO CLASSES

### 12 Monday

Continuing Education

Last day to withdraw from any class for this term and receive a grade of "W"

### 24 Saturday

Continuing Education

Last day of classes for undergraduate Spring Term 2

### 27 Tuesday

Continuing Education

Final grades for Spring Term 2 due from faculty no later than 12 p.m.

## MAY

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### 4 Tuesday

Undergraduate

Last day of classes

### 5 Wednesday – 10 Monday

Undergraduate

Final exams

### 3 Monday

Continuing Education

Undergraduate Summer Term 1 (5/3 - 6/26) classes begin  
New international graduate student orientation at 4 p.m.

### 4 Tuesday

Undergraduate

Final grades for graduating seniors due from faculty no later than 12 p.m.

### 8 Saturday

COMMENCEMENT. Residence halls close for graduating students at 5 p.m.

### 10 Monday

Undergraduate

REGISTRATION for summer session

Continuing Education

Last day to change course schedule (Add/Drop)

<b>11 Tuesday</b>	Undergraduate	Summer session "A" classes begin
<b>12 Wednesday</b>	Undergraduate	LAST DAY TO CHANGE COURSE SCHEDULE for summer (Add/Drop) Final grades for spring semester due from faculty no later than 4 p.m.
<b>19 Wednesday</b>	Undergraduate	Last day to withdraw from any class for summer "A" and receive a grade of "W"
<b>28 Friday</b>	Undergraduate	Summer session ends. Residence halls close for all students at 4 p.m.

## JUNE

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<b>1 Tuesday</b>	Undergraduate	Summer session "B" classes begin
<b>2 Wednesday</b>	Undergraduate	LAST DAY TO CHANGE COURSE SCHEDULE for summer "B" (Add/Drop). Final grades for summer "A" due from faculty no later than 4 p.m.
<b>7 Monday</b>	Undergraduate	Summer internship session begins
<b>9 Wednesday</b>	Undergraduate	Last day to withdraw from any class for summer "B" and receive a grade of "W"
<b>14 Monday</b>	Continuing Education	Last day to withdraw from any class for this term and receive a grade of "W"
<b>18 Friday</b>	Undergraduate	Summer session "B" classes end
<b>23 Wednesday</b>	Undergraduate	Final grades from Summer "B" due from faculty no later than 4 p.m.
<b>26 Saturday</b>	Continuing Education	Last day of classes for undergraduate summer term 1
<b>28 Monday</b>	Continuing Education	Undergraduate Summer term 2 (6/28 - 8/21) classes begin.
<b>30 Tuesday</b>	Continuing Education	Final grades for summer term 1 due from faculty no later than 12 p.m.

## JULY

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<b>23 Friday</b>	Undergraduate	Last day to withdraw from any Internship for summer and receive a grade of "W"
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## AUGUST

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<b>20 Friday</b>	Undergraduate	Last day of summer internship session. All materials must be submitted to the director of internships by this date
<b>25 Wednesday</b>	Undergraduate	Final grades for summer internship due from faculty no later than 4 p.m.



# Message from President Ross



You feel it the moment you set foot on campus—that Lynn University is different, that it isn't quite like any other academic institution. We at Lynn believe this is due to the attention, the focus, we place on our number one priority—our students—by ensuring an environment in which they prosper and achieve excellence. We focus on their needs and wants, and on their dreams and aspirations to aid them in becoming leaders.

The mission of Lynn University is, as it always has been, to provide education, support, and an environment that enables individual students to realize their true potential and to prepare for success in the world. Throughout its history, the university's pursuit of this mission has been guided by five core principles. It is these five principles that shape what Lynn University is and what the future holds for every student seeking a graduate or undergraduate degree.

**Commitment to success.** We believe that individual potential is the starting point for education, and that discovering and developing that potential in each student is the pathway to success.

**Academic quality.** We offer high-quality, academic programs that recognize the diversity of academic needs and the importance of innovative teaching, and that emphasize leadership as the gateway to personal and professional accomplishment.

**Personal attention.** We recognize each student as an individual, not only in the classroom but in all aspects of university life.

**Integrated learning.** We integrate academic learning into a collaborative learning environment that emphasizes active participation in campus life and in the cultural and business communities beyond the campus.

**Global community.** We view the world as a global community, and we embrace and explore its diversity as a fundamental component of Lynn education.

While other universities may say it, I truly believe that there is not another academic institution that has such forward-thinking, revolutionary ideas; nurturing qualities for each individual student; and high-quality academic components as Lynn University. With all of these elements as tools to aid you in your academic journey, I encourage you to set your goals high as you enter the next phase of your lifelong educational journey.

Sincerely,

A handwritten signature in black ink that reads "Donald E. Ross". The signature is written in a cursive, flowing style with a long horizontal stroke at the beginning.

Donald E. Ross  
President

# Membership

American Association of Collegiate Registrars and Admissions Officers  
American Association for Counseling and Development  
American Baseball Coaches Association  
American College Personnel Association  
American Conference of Academic Deans  
American Counseling Association  
American Council of Education  
American Fraternity Association  
American Hotel and Motel Association  
American Library Association  
Association of American Health, Physical Education & Recreation  
Association of Athletic Directors of Development  
Association for College Union International  
Association of College and University Housing Officers-International  
Association of College Student Personnel Administrators  
Association of Collegiate Schools and Programs  
Association for Gerontology in Higher Education  
Association for University and College Counseling Directors  
Association of Higher Education  
College Placement Counsel  
College Sports Information Directors of America  
Council for the Advancement and Support of Education  
Council for Adult and Experiential Learning  
Council on Aviation Accreditation  
Council on Hotel, Restaurant and Institutional Education  
Division of Colleges & Universities - Florida Board of Education  
European Council of International Schools  
Florida Association of College Registrars and Admissions Officers  
Florida Association for Counseling and Development  
Florida Association of Private College and University Admissions Officers  
Florida Association of Student Financial Aid Administrators  
Florida College Health Nurses Association  
Florida Cooperative Education and Placement Association  
Florida Counseling Association  
Florida Hotel and Motel Association  
Florida Personnel and Guidance Association  
Florida Restaurant Association  
Greater Miami Airport Association  
Independent Colleges and Universities of Florida  
International Assembly for Collegiate Business Education (IACBE)  
National Association of Campus Activities  
National Association of College Admissions Counselors  
National Association of College Student Personnel Administrators

National Association of Colleges and Employers  
National Association of Colleges and Universities Business Officers  
National Association of Collegiate Directors of Athletics  
National Association of Schools of Music  
National Association of Social Workers  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Association of Foreign Student Advisors  
National Business Aviation Association  
National Career Development Association  
National Collegiate Athletic Association  
National Collegiate Baseball Writers Association  
National Employment Counseling Association  
National Intercollegiate Flying Association  
National Intramural Recreation Association  
National Restaurant Association  
Palm Beach Hotel and Motel Association  
Regional Airline Association  
Southeast Florida Career Consortium of Private Universities  
Southeast Florida Library Information Network  
Southeast Library Network  
Southeast Regional Association: Teachers of English to Speakers of Other Languages  
Southern Association of College Admissions Counselors  
Southern Association of Colleges and Employers  
Southern Association of Student Financial Aid Administrators  
Southern Business Administration Association  
Southern College Art Conference  
Southern Regional Education Board: Council on Collegiate Education for Nursing  
Sunshine State Conference  
The College Board  
University Aviation Association  
U.S. Basketball Writers Association

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

# **SECTION I**

## **UNDERGRADUATE CATALOG AND GENERAL INSTITUTIONAL ACADEMIC POLICIES SECTION**

## Chapter I.

# Overview and Introduction to Lynn University

### General Information

Lynn University is a private, four-year coeducational college, accredited as a Level V institution by the Southern Association of Colleges and Schools, and licensed by the Florida State Board of Independent Colleges and Universities.

Founded in 1962 as Marymount College, a two-year junior college for women, the College became co-ed in 1971 and changed its name to the College of Boca Raton in 1974. In 1982, the College expanded its offerings to include Bachelor's degrees and in 1985 the first Master's degree was in place. Based upon the institution's goal of expanding its focus nationally and internationally, the Board made the decision to attain university status and in September 1991, was renamed Lynn University. The first Ph.D. program was offered in 1998.

Lynn University is located in Boca Raton on South Florida's "Gold Coast." Geographically, the city and its environs are an epicenter for international trade, linking corporations that serve the world marketplace. The University's location in this hub provides a dynamic medium for educational exchange and learning. Boca Raton, a city of almost 150,000, is halfway between Palm Beach and Fort Lauderdale, only three miles from the Atlantic Ocean. Easily accessible from major roadways, Boca Raton is within easy travel distance of three major airports.

### Vision

Lynn University's vision is to be a global University for the Twenty-First Century whose graduates apply ethical values in a diverse, complex, and interconnected society. The governing Board of Trustees is committed to developing academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange. This triad forms both the premise and direction to further develop and extend its academic programs, support services, administrative operations, and resources internationally. The University seeks to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks.

### Mission

Founded in 1962 and located in Boca Raton, Florida, Lynn University is a private coeducational institution whose primary purposes are education, the preservation, discovery, dissemination and creative application of knowledge, and the preparation of its graduates with the academic foundation for life long learning. Service, scholarly activity including research, and ongoing professional development allow the faculty, in conjunction with the entire University community, to fulfill its purposes: facilitating student-centered learning and fostering the intellectual life of the University. The University offers Associate, Baccalaureate, Master, and Doctoral degrees as well as non-credit continuing education programs. Breadth, depth, and application of

learning are the bases for competencies in all programs. Graduate curricula promote advanced or expert knowledge and scholarship. Programs are delivered through a variety of venues, including a traditional residential campus setting, distance education, off-campus sites, and international locations.

The University admits applicants with varying backgrounds and levels of academic proficiency who demonstrate potential for academic success. The student body includes traditional aged and adult learners from the United States and many other nations. Academic programs are coordinated with a range of support services, extra-curricular activities, international and cultural exchange programs, and career opportunities to promote students' ongoing intellectual, professional and personal development. Education, service and leadership are emphasized throughout the University experience.

The Board of Trustees, administration, faculty, staff, students, and alumni play an integral role in on-going assessment, planning, evaluation, and governance to enable the University to improve and to demonstrate institutional effectiveness in the following areas: educational programs, delivery systems, public service functions, support services, and administrative operations. Lynn University will have fulfilled its purpose if its graduates leave with knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.

(Approved by the Board of Trustees 3/26/99)

### **Commitment of the University to Diversity**

The University is committed to providing equal access to education and employment opportunities to all, regardless of race, color, gender, religion, national and ethnic origin, or age. The University is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.



## Chapter II.

# Campus Life

Every phase of University life provides a learning situation wherein the student is guided toward wise decision-making. While Lynn University primarily emphasizes formal learning through instruction and study, it clearly recognizes a student's needs, both personal and social. To serve these needs, the University offers a program of student services.

The student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

The Office of Student Services includes the Senior Vice President for Administration and Student Services, Dean of Students, Dean of Administration, Director of Student Services, Dean of Freshmen, Intercollegiate Athletics, Campus Recreation and Intramurals, Counseling Center, Center for Career Development, Office of Residence Life, Health Center, Housekeeping, Buildings and Grounds, Mailroom, Food Service and Student Activities. The Office of the Dean of Students provides assistance in securing advice on University-related concerns. The Dean is also responsible for maintaining an open line of communication between staff, students, and parents.

### Student Activities

The Office of Student Activities is committed to providing a variety of activities that complement the University's academic program. Students choose those activities that will contribute to their personal development and enjoyment - student government, service clubs, athletics, and numerous special interest organizations. In addition, the University offers a formal leadership program for all students. Social activities include game shows, dances, comedians, live music, international festivals, films, pool parties, sports days, intramural sports, award dinners, and novelty entertainment. Individual interests ranging from the fine arts to professional football to gourmet dining can be found in South Florida.

### Athletics

Lynn University holds membership in the National Collegiate Athletic Association, Division II, (NCAA) and the Sunshine State Athletic Conference.

Intercollegiate athletic programs are open to all students in accordance with NCAA, Sunshine State Conference, and institutional eligibility standards. Intercollegiate teams now active are men's soccer, basketball, baseball, golf, tennis, crew and women's golf, soccer, basketball, tennis, volleyball, softball, and crew. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis and volleyball.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Student Financial Services. The Student Right-to-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree undergraduate students, and (2) students who receive athletically-related student aid, broken down by race and gender within sports. This information is available in the Registrar's office.

## Residence Life

### Residence Halls

The five residence halls (Lynn, Trinity, de Hoernle, Freiburger and E.M. Lynn Residence Center), provide living accommodations for more than half of our students. All room accessories (rugs, bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer internet access and cable television connections are provided. New students are assigned to rooms and roommates by the Office of Residence Life. Returning students must choose their rooms and roommates prior to leaving for the summer. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

The residence halls are staffed by both full-time professionals and paraprofessionals. A full-time Residence Hall Director is responsible for the overall function and operation of each residence hall. A Resident Assistant is a paraprofessional staff member and a student, whose primary responsibility is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus policies.

### Room and Board Schedules

Day Division Full-Time Undergraduate Resident Students are served nineteen meals each week except during Winter and Spring Breaks. All residence halls and dining facilities are closed during Winter Break and students are expected to vacate their rooms.

Students may request from the Office of Residence Life permission for intersession housing and meals during Spring Break for an additional housing fee. Students with less than 60 academic credits or under 21 years of age are required to live on campus unless they are living at home with their parents within commuting distance, married, or have children. Students with more than 60 credits may live off campus.

## Student Health

### Counseling

Counseling at Lynn University aims to further the total development of each student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic, personal and social welfare are of primary concern. Counseling is provided on an individual basis and records are maintained in strict confidence by the Director of Counseling. In addition, alcohol and substance abuse literature and referral services are continually available through the Counseling Center.

### Health Center

A qualified registered nurse is available to students for consultation and counseling on medical concerns during scheduled hours. The Health Center is located in the N.E corner of the E.M. Lynn Residence Center. During scheduled hours, the Health Center staff is on duty to provide limited medical services and distribute medication, if necessary. If a serious health problem arises, the nurse may refer a student to the services of qualified medical personnel outside of the University community.

Every student attending the University is required to submit a complete immunization record before being allowed to enroll. The University assumes no financial responsibility for medical services performed other than the University nurse's official services, nor does it pay any hospitalization costs, including deductibles.

Students, who refuse treatment or hospital admission, do so at their own risk. If a student is ill, it is the student's responsibility to report the illness to the Health Center, residence hall staff, and/or Student Services. If a student requires medication on a regular basis, he/she is advised to bring a sufficient quantity to last throughout the semester.

First aid supplies are available in the Health Center. However, it is recommended that each student keep a supply of basic first aid essentials, adhesive bandages, antibiotic ointment, etc., in case these items are needed outside of Health Center hours. We also suggest that students keep a supply of cold preparations, cough syrup, decongestant, etc., for personal use. Crutches and other aids may be obtained in the Health Center for the personal use of a student with the understanding, that the aids will be returned or the student will be

charged for the replacement cost. Parents or guardians will be contacted by the University in cases involving students who are transported to the hospital by emergency services or hospitalized.

### **Insurance**

All undergraduate students enrolled in the Fall or Spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. The supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in University sponsored activities. Students are required to file a written report of the accident within 48 hours to the University Health Center and file a report for insurance claim processing. Claims, however, must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, those costs not covered by a private policy will be covered by the University's supplemental policy up to the policy limits for reasonable and customary medical charges as established by the insurance company. Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in University intercollegiate sports. Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance prior to enrollment at the University or sign up for the University plan. Information about the student medical insurance is available from the Health Center.

### **Medical/Mental Health Emergency Policy**

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health, or physical needs receive timely assessment and access to service. In the event that a student suffers a mental health/psychological emergency, this policy defines the course of action for the student. A serious medical or psychological problem may include but not be exclusive to a suicidal threat with or without a plan, homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue which poses serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled as a student in Lynn University, he or she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence must be presented and approved by the Dean of Students or his/her designee. When approved, the student will leave campus, be granted a grade of "W" in all enrolled courses even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the requirements specified under Medical/Mental Health Readmission Requirements outlined below.

Similarly, the University reserves the right to require a student to take a medical/psychological leave of absence if, in the judgement of the Dean of Students or his/her designee, the student a) poses a threat to the lives or safety of himself or herself or other members of the Lynn University campus, or b) has a medical or psychological problem which cannot be properly treated in the University setting, or c) has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. The student MUST gain prior permission from the Dean of Students or his/her designee in order for the student to return to campus as outlined under Medical/Mental Health Readmission Requirements below.

In making a decision to require a student to take a medical/psychological leave of absence, the University acts out of concern for the student and his or her rights, a concern for the other students, and the concern for the University as a whole.

### **Medical/Mental Health Readmission Requirements**

Inherent in the policies outlined here regarding the care and concern of students suffering with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are required to withdraw from Lynn University for medical and/or psychological reasons, whether voluntarily or involuntarily, it is the predominant concern of the University that the student receives appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic

concerns to adequately address the issues that necessitated a leave, 6 months to a year or longer. Failure to seek ongoing appropriate treatment will seriously infringe upon the readiness to resume student status, and the University will withhold readmission until appropriate treatment has been received and documented.

For any student on medical/psychological leave, one month prior to the anticipated return date, the student must provide documentation from the attending medical/psychological professional to the Dean of Students or his/her designee. The documentation MUST include the following: reasons for treatment, frequency and duration of treatment, full assessment of medical and/or psychological status including history, diagnostic impression, and recommendations/treatment plan for continued recovery. The University also requires that the attending professional assess whether the student is able to handle academic demands, intellectually, physically, and psychologically, as well as return to the university community. If the preceding information is not included, the University reserves the right to delay readmission until proper treatment/documentation has been received.

The information will then be reviewed by the appropriate healthcare professionals at Lynn University and by the Dean of Students, or his/her designee. If the student is permitted to return, the University may require special conditions or requirements at that time, such as meeting with the Dean of Students or other medical/professional university personnel periodically to monitor the student's progress. In addition, the student may be required to establish a professional ongoing relationship with the Counseling Center or Health Center staff. The decision to readmit a student from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

### **Substance Abuse**

Lynn University maintains a drug-free environment and has a strict policy relating to the possession or use of any drug as defined by local, state and/or federal law, including marijuana. Any student found in possession or involved with any type of drug will be suspended immediately. A representative of the University will communicate with the parents if the student's residential or academic status has been terminated.

Students of legal age are permitted to have alcohol in the privacy of their rooms. Students who choose to drink must do so in a responsible manner. However, students are not permitted to have alcohol in public areas, i.e. hallways, lounges, pool, etc. Violation of this policy will result in disciplinary action.

### **Substance Abuse Prevention Program**

The University recognizes the problems that exist in today's society with regard to alcohol and substance abuse. As such, the University has a responsibility to its students, faculty and staff to offer an ongoing information program on these problems. Each semester, seminars dealing with substance abuse are offered through the auspices of Student Services.

These seminars deal with the role of alcohol and other potentially abusive substances in contemporary American society, including a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and resources available for the prevention and treatment of abuse problems.

In addition, alcohol and substance abuse literature, counseling and referral services are available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

### **Student-Athlete Substance Abuse Prevention Policy**

Lynn University seeks to promote the development of each student-athlete's intellectual, emotional and social capabilities. Student-athletes are required to participate in a substance abuse education program and will have counseling available to assist them when needed. The substance abuse program includes mandatory professional seminars, video presentations, literature, and drug testing and screening. Drug testing will be conducted only if a student-athlete is suspected of drug abuse. (The Director of Athletics and/or the Director of Counseling may require testing.)

All student-athletes representing Lynn University are required to sign a form of consent regarding this policy. Our goal is to better educate our student-athletes on the hazards of substance abuse and the value of prevention programs.

## General Student Life Regulations and Policies

The University regards its students as responsible young adults and allows them considerable personal freedom. Specific rules and regulations are found in the Student Handbook, which is available in the Dean of Student's office or on the University web site.

Policies are created to help promote a community atmosphere that is conducive to the pursuit of an academic program. Our rules and regulations are firm, and violation of these rules may result in expulsion. The University reserves the right to impose probation on any student whose conduct is unsatisfactory. The University further reserves the right, subject to University procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

Upon dismissal or suspension from the University, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the University will consider the balance due. There will be no refund of tuition, fees, charges, or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University. Admission of a student to Lynn University for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.

**All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.**

### Automobiles

Automobiles are allowed on campus, but must be registered with the Security Department. Speeding, driving and/or parking on the grass, and similar violations will result in fines and/or loss of the privilege of having a car on campus.

### Check Cashing Services

The University Bookstore handles student check cashing for a \$1 per check fee. Hours are 11:00 a.m. - 2:00 p.m. The maximum amount permitted is \$50 per check per day per student. A fee of \$20 is charged for a check returned for any reason. The privilege of having checks cashed will be revoked after one check is returned. Students must present their ID card when cashing a check. No third party checks will be honored.

### Dismissal

The University reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the University or for any other reasonable cause. In view of the foregoing and since the University must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in cases of dismissal or suspension of a student.

### Laundry

Coin operated laundry machines are available on campus. In addition, the University has partnered with Campus Suds which is a college laundry service that offers pick-up and drop-off service. Several plans are available to students at varying costs. Students provide their own towels and linens, but may purchase them through our Residence Hall Linens program, which you can access on our web page.

### Orientation

Prior to the beginning of the fall semester, new students are required to participate in a campus-wide orientation program. This program is designed to aid students in their transition to campus life as well as provide many social activities.

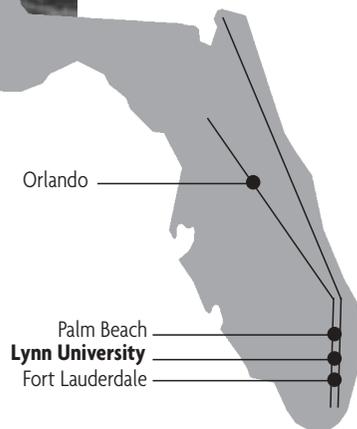
### Property Damage Responsibility

Lynn University assumes no responsibility for loss or damage to the personal property and effects of students. Insurance protection for personal effects should be obtained in conjunction with parents' insurance or student's insurance from an independent source. Resident students are responsible for their residence hall rooms on campus. Damage to rooms and public areas of the residence halls and campus are assessed based on individual, joint, or group responsibility. The University attempts to identify those individuals responsible for damage or vandalism. When this is not possible in a residence hall, all students who reside in the particular area must bear an equal portion of the cost and responsibility.

### Public Access to the University Campus

As a private institution, individuals wishing to enter the campus for the purpose of meeting with students or staff must be admitted through the Receptionist and receive a Visitor's Pass. This includes the news media, as well as anyone who might have business with students or staff members. The names of guests should be submitted to the Receptionist along with the expected time of arrival and where the student or staff member can be located when the individual arrives. This policy is intended to safeguard the privacy of the University Community, as well as to help insure a safe and secure campus environment.

After 1:00 a.m. Monday through Friday and 3:00 a.m. Saturday and Sunday only resident students will be allowed to enter or remain on campus. Resident students and staff members are required to show proper identification at the entrance to the campus.



## Chapter III.

# Lynn University Campus

The picturesque 123-acre campus is beautifully landscaped with a variety of tropical and semi-tropical plants and trees. Seven lakes reflect the natural beauty of the setting and the harmonious design of the architecture. All buildings have been constructed since 1962 and are completely air-conditioned.

### Campus Resources

The **Schmidt College Center**, named for Charles E. and Dorothy F. Schmidt, defines the entrance to the University. It includes the offices of the President, Institutional Advancement, Undergraduate Admissions, and In-House Counsel.

The **Ronald and Kathleen Assaf Academic Center**, located at the north end of the campus, provides classrooms, science labs, art studios and the offices of the College of Professional, Adult and Continuing Education. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard.

The **Lynn Student Center** includes The Christine Room, student commons, chapel, auditorium, Faculty Club, snack bar, outdoor terrace for dining, Student Activities offices, and student meeting room.

The **Landgren Chapel** is dedicated to the memory of Harold and Agnes Landgren. Liturgy is celebrated here regularly and the Chaplain's Office is adjacent. The Chaplain's Office assists students of all faiths.

The **Eugene M. and Christine E. Lynn Library**, built in 1996, houses a collection of over 90,000 library material units, including books, microforms, videos and other audio/visual formats. The collection is supplemented by a network of electronic databases. Through membership in SEFLIN, the Southeast Florida Library Information Network, the on-line catalogs of other universities in the area are accessible to the Lynn Library users as is the Internet. Reciprocal borrowing privileges are extended to all members of SEFLIN academic libraries. The library also houses the Lynn College of International Communications, including two studios, control rooms, computer lab and editing rooms.

**Louis and Anne Green Center** for Expressive Arts is located in the former Library directly west of the Schmidt College Center. This facility includes offices for Academic Affairs, the Office of Student Financial Services, the Registrar's Office, and a performing arts and teleconferencing area, and a flexible conference setting appropriate for art exhibits, cultural events and workshops.

**Ritter Hall**, located west of the de Hoernle International Center, is a classroom complex housing faculty offices for the College of Business and Management as well as classrooms specifically dedicated to each major program within this division.

The **Coleman Electronic Lab**, located at the northwest section of the Lynn Library, contains Dell computers, and an area designated for study, both individually and in groups.

The **Eugene M. and Christine Lynn Residence Center** is a coed building with an optional 24-hour quiet floor. Rooms are very spacious with walk-in closets and private bathrooms. A full-time Residence Hall Director and resident assistants coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room. There are triple and double rooms available

in this residence hall. The building is equipped with the Lynn Fitness Center, Intramural Office, television lounge, computer lab, and study lounge.

**The E.M. Lynn Residence Center** is a five-story, coed building, which opened for the fall term 2002. It is equipped with television lounges and computer labs. Rooms are very spacious with walk-in closets and private bathrooms. A full-time residence director and resident assistant coordinate community development opportunities for the residents. It is also the location of the Offices of Residence Life and Student Services. The building also houses the offices of the Dean of Students, the Health Center, director of security and the Counseling Center.

**Trinity Residence Hall** is a three-story, all female residence hall. It is equipped with a television lounge, computer lab, and community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. This residence hall is also home to the offices of the Dean of Freshmen, Dean of Administration, Senior Vice President for Administration and Student Services as well as the Hannifan Center for Career Development.

**The Count and Countess de Hoernle Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with a television lounge, computer lab, and community-style bathrooms. A full-time residence hall director and resident assistant coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room. It is also the location of the Conservatory of Music and the Mailroom.

**The Betsey H. Freiburger Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with a television lounge, computer lab, and community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. Faculty Offices for the College of Arts and Social Sciences are also located on the first floor.

**The McCusker Sports Complex** includes two outdoor pools for year-round use, tennis courts, basketball courts, soccer and baseball fields, space for volleyball, and similar sports. Golf, polo, horseback riding, and bowling are available nearby.

**The Count and Countess de Hoernle Sports and Cultural Center** is a 35,000 square feet, multi-purpose facility. The building houses a gymnasium, locker rooms, meeting rooms, a conference room, and Athletic Department offices.

**The Lynn University International Center**, a 35,000 square feet state-of-the-art building, combines classrooms, administrative and activities facilities for the rapidly growing international student population, a large multi-purpose meeting room, reception area, The Amarnick - Goldstein Concert Hall and the Cohen International House. The Donald and Helen Ross College of Education is located on the third floor.

**The Lynn University Bookstore** is a mini-shopping center. Textbooks, supplies, clothing, snacks, and gifts can be purchased. The bookstore also provides check cashing and postal services.

**The Burton D. Morgan School of Aeronautics**, a 2700 square feet facility, located at the Boca Raton Airport, houses the state-of-the-art Frasca flight simulator and is home to the University's fleet of Cessna 172 aircraft.

**The Hannifan Center for Career Development and Internships (HCCD)** provides comprehensive career services to all enrolled students and alumni of Lynn University free of charge. The HCCD's aim is to: 1) assist students/alumni in making sound career plans based on their beliefs and values, skills and aptitudes, interests, personality traits, and knowledge of the world of work, 2) facilitate career opportunities, 3) provide students/alumni access to state-of-the-art technologies, and 4) promote continuous professional and personal growth opportunities for students/alumni. The HCCD partners with Lynn University faculty and staff to create career programs that meet the needs of our diverse student population. Students/alumni are encouraged to make a private consultation appointment to discuss their educational and career planning by calling the NCCD directly at 237-7286.

## Chapter IV.

# Admissions

### General Information

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Admissions (800) 888-LYNN or [admissions@lynn.edu](mailto:admissions@lynn.edu).

In addition to the requirements needed for admission to Lynn University, applicants to the Conservatory of Music need an audition and must submit an additional Conservatory of Music application. Please refer to the Conservatory's Profile for audition and application requirements.

### Visitors are Welcome

All prospective students and their parents, guardians, families, and friends are encouraged to visit Lynn University. The recommended time for high school students to see the University is during the spring of their junior year or during the fall of their senior year. Although campus interviews are not required, they are strongly encouraged. It is recommended that visits be scheduled while the University is in session and students are on campus. This will give the prospective candidates and their families an opportunity to meet Lynn's vacation and final examinations periods, since Lynn University students are either away from campus or less readily available. If time or other obligations do not comply with the academic calendar, visitors are still welcome throughout the year. Students are requested to write, e-mail, or call the Office of Admissions at least one week in advance of their visit. The office is open from 8:00 a.m. to 6:30 p.m. Monday through Friday, and by appointment on Saturday.

### I. Day Division - First Year Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Earned a high school diploma or G.E.D.
- Minimum GPA of 2.5
- Minimum SAT 850 or ACT 18
- Official high school transcript
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay

Students who are applying to The Academic Center for Achievement (formerly TAP) are required to submit current psycho-educational testing (WISC/WAIS) to the Office of Admissions. When all required documents are evaluated, the Office of Admissions will notify the candidate.

### Application Procedures

Lynn University encourages high school students to apply during the fall of their senior year.

1. Complete Lynn University's Application Form and mail it to the Office of Admissions with the \$35 non-refundable application fee or apply online at [www.lynn.edu](http://www.lynn.edu).
2. All candidates for admission must submit an official transcript indicating all secondary school course work and graduation date.

3. SAT I (Scholastic Assessment Test) or ACT (American College Test) scores are required and may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
4. A letter of recommendation from the candidate's guidance counselor or a teacher is also required. The letter of recommendation is most useful as the University recognizes the effect of determination and motivation on a student's academic performance.
5. Applicants also are required to submit a personal statement or essay.
6. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and a campus tour.
7. When school records, test scores, letters of recommendation and personal statement or essay are received, the University will notify applicants of their admission status.
8. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is credited to the student's account, and is non-refundable after May 1 for new freshman applicants for the fall semester.
9. Final acceptance is contingent upon successful graduation from high school, and is confirmed through receipt of the applicant's final transcript.

## Day Division - Transfer Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies

### Application Procedures

Transfer students are welcome at Lynn University and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible.

1. Complete the Application Form and mail it to the Office of Admissions with the \$35 non-refundable application fee.
2. Official transcripts from the candidate's current college and from all previous colleges/universities attended must be sent directly to the Office of Admissions. A letter of recommendation from a professor or employer is also encouraged. In lieu of a letter of a recommendation, the "Dean of Students Recommendation Form" may be submitted. SAT or ACT scores are not necessary if 12 or more college credits have been successfully completed with a "C" average or better. Applicants also are required to submit a personal statement or essay.
3. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and campus tour.
4. When the college transcripts and a letter of recommendation or the "Dean of Students Recommendation Form" are received, Lynn University will notify the student of his/her admission status.
5. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is non-refundable and is credited to the student's account.
6. In general, transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses which are intended to prepare a student for college level work.
7. Upon acceptance to Lynn University, students will receive a preliminary evaluation of transfer/credits. Students will meet with their advisor during the first week of classes; the advisor will finalize the transfer of credits towards the students' chosen major. At this time any changes or revisions to transfer credits will be made, and the final evaluation will be sent to the registrar's office to finalize the process. Last minute applicants will be handled on an individual basis as part of the admissions process.

## International Students

International students are important and vital members of the Lynn community who comprise a significant portion of the student body and represent over 89 countries.

International applicants are classified into the following two categories:

- a. A citizen of a country other than the United States who holds a passport from that country.
- b. Any U.S. or non-U.S. citizen whose permanent home address is outside of the United States.

### International Application Requirements

An international application for admission is considered complete and ready for review when the following documents and records have been received:

1. A completed application form signed, dated, and accompanied by a non-refundable application fee of \$35. This fee must be drawn from a U.S. bank account, be an international money order, or paid by credit card.
2. Educational documents, including official transcripts and mark sheets from each secondary school, college, or university attended, and official report of scores from all national school leaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable. NOTE: Transfer applicants with more than one year of university level study are not required to submit secondary school records, but upon acceptance must submit official English translated course descriptions for course evaluation.
3. A letter of recommendation from a counselor, class tutor, career advisor, or head of school for freshman applicants or a letter of recommendation from a professor at the university most recently attended.
4. A personal statement or essay.
5. Official test results of the TOEFL (Test of English as a Foreign Language), if English is not the applicant's first language. Applicants with TOEFL scores of 470-499 will be placed in the English for Academic Purposes Program. Applications with TOEFL scores of 500+ will be considered for regular admission. For a registration form, contact:

TOEFL Services  
 P.O. Box 6151  
 Princeton, NJ 08541-6151  
 (609) 771-7760  
 e-mail: toefl@ets.org.  
 www.toefl.org

6. Official test results of the SAT I or ACT are required and used for the purpose of academic advising. For a registration form, contact:

College Board SAT Programs  
 P.O. Box 6200  
 Princeton, NJ 08541-6200  
 (609) 771-7600  
 www.collegeboard.org

ACT Universal Testing  
 P. O. Box 4028  
 Iowa City, IA 52243-4028  
 (319) 337-1321

Lynn University code for SAT and TOEFL is 5437.

Lynn University code for ACT is 0706.

The SAT I and ACT are not required of transfer applicants who have completed 12 or more university credits with a grade of "C" or better.

7. Completed Certification of Finances Form properly endorsed by the appropriate bank with the official bank seal or stamp.

**Note:** This requirement does not apply to U.S. resident aliens who are required to submit a notarized copy of their **Resident Alien Card (Green Card)**.

8. Transfer Eligibility Form for International Students. All international students who are currently studying in the United States on an F-1 student visa and who are transferring from other U.S. institutions are required to submit this form.

### **The SEVIS I-20 Form**

Upon admission to Lynn University, applicants are sent a letter of acceptance and requested to submit an admission deposit to reserve their place. When the student's certification of finances is submitted to the Office of Admissions, the SEVIS I-20 Form (Certificate of Eligibility) is issued. The I-20 form, a valid passport, and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of citizenship or permanent residence to obtain the F-1 student visa necessary for study in the United States. Students admitted to the United States on an F-1 student visa must attend the University on a full-time basis and may not engage in unauthorized employment without permission from the U.S. immigration authorities.

### **Evaluation of the Applicant**

When the application forms and other required records of the applicant are complete, the application will be submitted to the Admission Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by Lynn University.

### **Application Procedures**

It is the student's responsibility to request official transcripts from every school attended. Transcripts should be sent to the student's academic advisor. Transcripts that are not received directly from the sending institutions are unofficial and will not be officially evaluated. When all transcripts are received, the official transfer evaluator will review the student's file. An evaluation will be completed and a copy of this will be forwarded to the student. Credits will be accepted in transfer from other institutions under the following conditions:

1. Transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major.
2. Credit will not be given for vocational courses or for courses listed below the acceptable college level degree.
3. Credits evaluated as "Experiential Credit" are not transferable from another institution into Lynn University degree programs.
4. Lynn University reserves the right to accept or reject courses completed at any other institution of higher education; however, as a rule, credits from regionally accredited institutions are transferable.

### **Readmission**

Students who voluntarily or involuntarily withdraw from Lynn University for one or more full semesters lose degree-seeking status. Students wishing to return to the University must submit an application for readmission to update information. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admissions. In addition, a letter of recommendation from the Dean of Students from the last college/university attended or a letter from your employer verifying your employment is requested, along with a personal statement explaining why you wish to return to Lynn University.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more semesters must submit an application for readmission of dismissed or suspended student and include a letter of appeal with their application for readmission. The application for readmission must be approved by the Dean of Students and by the Director of Academic Advising. Students who are re-admitted to the University return at the same Academic Standing status they had prior to leaving the University.

## Americans with Disabilities Act (ADA)

Every effort will be made to make reasonable accommodations for students requesting services to meet their special needs. Students must make their disclosures at the time of application to the University. Documentation will be required. Students should also disclose to their instructors during the first week of classes if they are requesting services to meet their special needs. The ADA Coordinator for Lynn is the Director of The Academic Center for Achievement.

## Additional Admission Procedures and Contact Information

The Office of Admissions confirms the receipt of admission deposits in writing. Medical forms from the University Health Services Department are sent to Day Division students, as well as information on health insurance. Lynn University strongly advises that all students have adequate U.S. medical insurance during the duration of their enrollment. International students are required to maintain accident/sickness insurance coverage. Prior to the applicant's term of enrollment, information about living accommodations, student services, and campus activities is mailed. Students are encouraged to contact the appropriate offices at any time, should questions arise prior to their arrival on campus.

Lynn University	(561) 237-7000
Office of Student Financial Services	(561) 237-7184
Office of Academic Affairs	(561) 237-7793
Disabilities Services	(561) 237-7794
Office of International Student Affairs	(561) 237-7075
Office of Residence Life	(561) 237-7236
Office of Student Services	(561) 237-7230
Office of Intercollegiate Athletics	(561) 237-7281
Office of the Dean of Freshman	(561) 237-7289

### Application Processing

Application inquiries may be directed to:

Office of Admissions  
Lynn University  
3601 North Military Trail  
Boca Raton, Florida 33431-5598

## Placement and Testing

### Advanced Placement

Lynn University invites applications from students who have taken College Board Advanced Placement Examinations or have participated in secondary school advanced placement program. Students with a score of 3 or higher on a CEEB placement exam will be awarded credit. Actual course application will be assigned by the appropriate college dean. Other AP programs will be assigned on an individual basis.

### CLEP

University credit may also be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the General Examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, NJ 08541-6600, or by contacting the Office of Admissions (561) 237-7900.

### English and Math Placement

In order to ensure proper preparation for college level English and math, freshmen day division students are administered English and math placement tests during their first semester. Results will determine whether students are placed in 099 level English and/or math or at the beginning college level English and math. For further information regarding placement in 099 level courses, contact the Dean of Freshmen.

## **International Baccalaureate**

Lynn University reviews, evaluates and accepts International Baccalaureate (IB) higher level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The amount of credit and level of placement are subject to approval by the appropriate college. Course credit is generally granted for each higher level examination passed with a score of 5, 6 or 7 in courses comparable to Lynn University courses and appropriate to the degree program. A score of 4 may qualify a student for advanced placement without credit, subject to departmental review. Credit is awarded only for courses at the Higher Level; no credit is awarded for IB Subsidiary examinations, regardless of the scores earned.

## **Specialized Programs**

### **Early Admission**

Students who wish to enter Lynn University directly after the eleventh grade may apply for early admission, if their guidance counselor recommends such action. They should arrange with their high school to receive a high school diploma when they complete one semester (or one year) of university work. Students wishing to pursue this option should apply early in the eleventh grade.

### **Freshman Honors**

The Freshman Honors experience provides highly motivated first-year students with an opportunity to take courses in which they can experience the challenge and exhilaration of the regular Honors Program while fulfilling core requirements. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

### **Honors Program**

Students who are highly motivated and who seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars and individualized projects.

### **The Comprehensive Support Program of the Institute for Achievement and Learning**

This program offers students with learning difficulties an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The program provides these students with academic mentoring; a separate testing room and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called –z courses; and individualized tutorials in most courses.

All students accepted into the Comprehensive Support Program are required to take EDU 100 Language and Learning Development, a 3-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed.

Additionally, freshmen in the Comprehensive Program are to attend one-on-one tutoring sessions twice a week to further their academic success. All tutors hold Professional, Masters or Doctoral Degrees. The Tutoring Center keeps parents informed by sending updates home twice a semester on students' tutorial use.

### **The Alpha Center**

In keeping with the mission of Lynn University to encourage and offer opportunities for lifelong learning the Alpha Center was created.

The mission of the Alpha Center is to develop a personalized profile of each student in preparation for enrollment to Lynn University through the evaluation of abilities and interpretation of each student's potential for success. The Alpha Center's vision is to help students develop an understanding and knowledge

about themselves to empower them to become lifelong learners. The Alpha Center is the first step towards this lifelong learning goal. We will help students explore, discover and learn about themselves in order to excel in the culture of the Lynn University campus.

The process will begin in the admission stage. Each student will be interviewed and will complete a series of evaluations and personality inventories. These evaluations and inventories are designed to measure learning styles, cognitive potential, multiple intelligence clusters and personal interests.

After this initial process the Alpha Center will provide each student with a profile that reflects individual interests and values, and suggests learning environments, campus activities and study methods that may be most effective.

The long range goal of the Alpha Center of Lynn University is to significantly enhance the likelihood of each student succeeding in the pursuit of a University level education, thereby providing a more solid foundation for lifelong learning, professional success, and personal growth. The Alpha Center is housed within the Institute for Achievement and Learning.

### **Probationary Support Program**

This program, housed in the Institute for Achievement and Learning, is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have a high school GPA below a 2.5. These students may be admitted to the Probationary Support Program. Incoming probationary students meet biweekly with their assigned advisors and attend first-year experience classes to review their academic progress and plan individual study strategies. These students are also encouraged to participate in group study sessions.

## **II. Continuing Education**

### **General Information**

The Colleges at Lynn University, are responsible for coordinating and scheduling programs for adults who seek higher education for training or degree completion. They operate an accelerated schedule of six eight-week terms throughout the year, taught in the evening, weekends and online.

The Colleges offers Bachelor's Degrees with an Experiential Learning component to those who have five year's work experience, or an Associate Degree with one year's work experience. These degrees are designed to allow working adults the opportunity to use their professional work experience to earn college credits. It is possible to earn up to thirty (30) credits for this experience.

In view of the University's mission of serving adult learners with significant professional experience, the academic recognition of prior learning is a fundamental component in the educational plan of many of its students seeking the Bachelor's Degree. The concept is based on accepted principles of adult learning, which emphasize a participatory, self-directed orientation to learning. It is designed to assist professional adult learners to attain their academic and career goals by validating the professional competencies they have acquired outside the classroom. An Academic Advisor is assigned to each student to provide necessary services and to ensure program progression and success.

To accommodate working professionals, classes are offered Monday through Thursday in the evenings from 6:00pm to 10:00pm or on Saturdays either half or full days.

Credit hours are earned through traditional classroom or distance learning instruction and transfer credits. At the Bachelor's level, certain military service course credits (DANTES), CLEP (College Level Examination Program), ACE (American Council on Education), FDLE (Florida Department of Law Enforcement), Series 7 License, and other professional certifications may qualify for academic credit.

## **First Year Student - Evening/Weekend Classes**

### **Application Procedures**

Students may apply for admission into the programs through the Admissions office at any time throughout the year.

1. Students must have earned a high school diploma or G.E.D.
2. Students must submit an application with a non-refundable \$50 fee.
3. Students must meet with an academic advisor to plan out a program progression.
4. Official transcripts from previous institutions attended must be submitted to the academic advisor.
5. Students, prior to registration, must submit an Immunization Form signed by a licensed health care provider, to comply with Florida Administrative Code 6C-6.001(4). This code requires that all students born after 1956 must submit documented proof of immunity/vaccination to Measles (Rubeola) and Rubella (German Measles).
6. Degrees offered through the College of Education, Health, and Human Services may have additional admission requirements.
7. Graduates of foreign schools must submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.

### Transfer Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies.

### Reservation Agreements

Students enrolling at Lynn University do so with the understanding that they are in agreement with, and subject to, the following reservations by the university:

- Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for the submission of false or misleading information.
- The University reserves the right of final decision regarding course requirements for any degree program offered by the University and the content of individual courses.
- Enrolled students will abide by all Lynn University regulations and comply with all local, state and federal laws. The University reserves the right to suspend or dismiss students for violations of regulations. In such cases, tuition and fees paid to the University will not be refunded.
- Attendance at Lynn is a privilege granted solely by the University. The University reserves the right to withdraw, dismiss, or suspend at any time a student whose conduct is adjudged as inconsistent with the standards, policies, rules and regulations of the University.

**Notice:** The University makes every effort to assure completeness and accuracy in the Catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the College granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301. Additional information regarding the University may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; (850) 488-8695.

## Chapter V.

# Financial Information

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the University incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the University will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

## 2003-2004 Fee Schedule

	Year	Semester
<b>Resident Student</b>		
Tuition	\$22,000	\$11,000
Room & Board (Double Occupancy)	8,000	4,000
Double w/bathroom	9,000	4,500
Triple occupancy	7,000	3,500
Triple w/bathroom	8,000	4,000
Private	10,000	5,000
Private with shared bathroom	10,500	5,250
Private with private bathroom	11,000	5,500
Student Services Fee	500	250
Technology Fee	250	125
<b>Commuter Student</b>		
Tuition	\$22,000	\$11,000
Student Services Fee	500	250
Technology Fee	100	50
TOTAL	\$22,600	\$11,300
Mandatory International Student Insurance	\$696	
Component A (1 year required, or enrolled in 3 "Z" courses)	\$10,200	\$5,100
Component B (returning or enrolled in 2 "Z" courses)	\$7,350	\$3,675
1 summer "z" course		\$525
Part time or Overload	\$660 per credit hour	
Undergraduate Evening	\$240 per credit hour	
Graduate	\$460 per credit hour	
Ph.D. Tuition	\$635 per credit hour	

## Special Fees for All Programs

### Application

Day Undergraduate	\$35
Continuing Education, Undergraduate and Graduate	\$50

### Registration

Education, Ph.D., Graduate	\$30	
Late Registration	\$40	
Transcript	\$5	
Portfolio/CLEP	\$75	
Laboratory	\$30-500	
Graduation	\$130	
Lost ID	\$15	for first, \$25 for each additional
Late Payment	\$25	
Parking Fines	\$15	
Return Check	\$20	
Lost Key	\$50	
Adirondack Experience	\$300	
Lock Change	\$50-100	
Spring Break Housing	\$200-250	
Damage	\$50	
Audit Fee	\$650	

## Deposits 2003-2004

Deposits are applied against tuition and/or room and board. Deposits are **NON-REFUNDABLE**. However, a new student may request a refund prior to May 1 before the beginning of the academic year by submitting a written request to the Office of Admissions prior to May 1st.

Off Campus Deposit for new students	\$200	per semester
Resident Student Deposit	\$500	per semester
Comprehensive Support Program Deposit	\$150	per semester

(in addition to one of the above amounts)

## Day Division Undergraduate Early Payment Discount Plan

An early payment discount of \$50-\$650 is available. Tuition prepayment discounts to be allowed:  
Single payment of tuition for ENTIRE 2003-2004 academic year, if paid by:

April 1, 2003	\$650
May 1, 2003	\$550
June 1, 2003	\$450
July 1, 2003	\$350
August 1, 2003	\$250

Single payment of tuition for Fall 2003 semester only, if paid by:

April 1, 2003	\$375
May 1, 2003	\$275
June 1, 2003	\$225
July 1, 2003	\$175

Single payment of tuition for Spring 2004 semester only, if paid by:

October 1, 2003	\$100
November 1, 2003	\$50

**Note:** Tuition discounts earned will be credited to the student's account in the succeeding month. Room and board should be paid as early as possible to ensure a room assignment. All private rooms and double rooms with a bathroom must be paid in full for the full year as soon as possible to guarantee the room. Rooms are assigned on a first come basis. A waiting list will be generated for these special rooms. All tuition, room and board charges, and fees for the Fall 2003 semester as well as all other fees are due no later than August 1, 2003, and for the Spring 2004 semester by December 5, 2003.

Financial aid from third parties will not arrive before the expiration of prepayment deadlines. Therefore, individuals who want to receive the tuition discount must pay the full tuition and wait for a refund of the overpayment that will subsequently be generated by the receipt of financial aid within timeframe specified. Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition discount. Individuals who want to receive the tuition discount must pay the full tuition within timeframe specified and wait for a refund of the overpayment that will subsequently be generated when tuition charges are posted and the financial aid award is credited to the student's account at the start of each semester.

## Lynn University Payment Arrangements

### Evening Program Discount Plans:

**Family Discount-** Applies to immediate family members who are enrolled in credit bearing classes during the same term. Two family members-10% discount for each. Three family members-15% discount for each.

**Referral Bonus-** Applies to the evening division only. Once a referred student applies for admission and pays for the term, the person who referred the new student is eligible for a book voucher not to exceed \$100 for the term once the referred student's first term tuition is paid.

**Early Payment Discount-** Applies to evening students who have paid in full 30 days before the term commences. Registered for one class-\$50 discount. Registered for two classes-\$100 discount.

**Lynn University Payment Plan (undergraduate evening program only)-** 1/3 tuition at the beginning of the term, 1/3 tuition in the middle of the term and 1/3 tuition at the end of the term. Processing fee is \$50 and is due at the beginning of each term in which the payment plan is utilized. The student will provide post-dated checks at the beginning of the term for all tuition due for the term.

**Corporate Reimbursement-** All existing corporate reimbursement participants will be allowed to continue on the program, as long as their account is kept current. All new students to the corporate reimbursement program will be required to pay 50% of the tuition at the beginning of the term and the remainder will be due 3 weeks after the end of the term. The student will provide a post-dated check at the beginning of the term for the balance due. The student must provide proof that they are eligible for corporate reimbursement from his or her employer before s/he can be enrolled in this program.

## Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments. Payments may be submitted by mail to:

Cashier  
Lynn University  
3601 N. Military Trail, Boca Raton, FL 33431

By phone: (561) 237-7187  
By Internet: [www.lynn.edu/payments](http://www.lynn.edu/payments)  
By wire: Bank of America, Boca Raton, Florida  
Routing transit #063100277  
Lynn University  
Checking account #003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on your wiring instructions, also fax confirmation to the Office of Student Administrative Services at (561) 237-7189.

## **Student Course Load (Full-time vs. Part-time)**

The Day Division full-time undergraduate program students enroll each semester in a minimum of three (3) courses for nine (9) credit hours to a maximum of five (5) courses for sixteen (16) credit hours.

Approval is required from the student's Academic Advisor for a student to enroll in more than sixteen (16) credit hours per semester and there is a charge for the additional credit hours (overload) at a tuition rate of \$660 per credit hour.

Students requesting a special exception to enroll in the Day Division for less than nine (9) credit hours must receive written authorization from the Manager of Academic Records. The full time tuition rate is \$11,000 per semester.

## **Drop/Add Process**

Students are permitted to drop/add prior to the beginning of the term without any penalty. Once the term has begun, fees will be assessed as follows:

**Day Students:**      September 18, 2003  
                              January 20, 2004  
                              May 12, 2004  
                              June 2, 2004

By the above dates, students will be billed for the credits as of this date for the remainder of the semester. Any courses added subsequently will be assessed at the full rate. Drops will not be permitted after these dates for that term but the student may wish to withdraw from the course. In those cases, there will not be any credit assessed on fees.

**Continuing Education Students:** On the first day of term, the tuition is fully charged for all courses enrolled. If the course is subsequently dropped during drop/add period, the student will be entitled to a 75% credit on tuition on the dropped course. After the drop/add period, all tuition remains as assessed. There will not be any credit assessed on fees for course withdrawals.

## **Technology Fee (mandatory)**

Resident Student \$125 per semester

Day Student (Commuter) \$50 per semester

This fee is for e-mail address and internet access. The telephone service is through STC Services in Allentown, Pennsylvania. E-mail addresses can be picked up from the Information Technology Department located in the Green Center.

## **Student Services Fee (mandatory)**

Resident or Commuter Student \$250 per semester

This fee is assessed to all students. It covers the use of the library, Fitness Center, and the pool. It also pays for intramurals, student activities, student government and provides funds for the Student Finance Committee.

## **Summer Session**

The tuition rate is \$660 per credit hour. Students may take up to 6 credit hours. The Summer Internship rate is also \$660 per credit hour.

## Room and Board Fee

The room and board fee covers the room, residence, electricity, water, maintenance of furniture, and 19 meals throughout the week. The student will be able to have three meals a day during each of the designated times throughout the week and twice on each weekend day. All resident students are charged a meal plan regardless if they chose to eat or not. Commuter students wishing to purchase a meal plan may do so at the cashier's office. The 10 meal plan costs \$50 per every 10 meals.

## Residence Hall Fees

If a student requests a lock to be changed, or if the student vacates the residence halls without turning in their key or if a student duplicates their room key off campus a lock change fee from \$50 - \$100 will be placed on the student's account.

A student locked out of their room more than three times per semester will have a lock out fee of \$10 placed on their account.

If a student is unable to leave the residence halls for Spring Break a Spring Break charge of \$200-\$250 will be placed on their account. Student must receive approval through the Residence Life Office.

Any change of any room at any time without the written approval of the Office of Residence Life will be subject to a fee of \$50.

Students will be charged replacement costs for items missing, or damaged from their room.

Students will be charged for damages in common areas that occur during the period they are assigned to a room. If a damage occurs and the individual responsible will not identify themselves or cannot be determined, all residents of the affected living unit will share equally in the cost of repairing the damage.

## International Students

International students are required to obtain injury/sickness insurance, which is provided by Cultural Insurance Services International, the estimated cost is \$700 per year.

## Comprehensive Support Program

This program requires the following special accommodations fees for each program component in addition to the Day Division Full Time Undergraduate Program tuition and fees. Entering Freshman Students in the Comprehensive Support Program are required to be enrolled for the full year in Component A which includes both their first and second semester.

	Year	Semester
Component A	\$10,200	\$5,100
Component B	\$7,350	\$3,675
Component C	\$850	

(Undergraduate/Evening/Weekend, 8 weeks)

For students other than the freshmen required to be in the program for the full year, may have until the end of the add/drop period to request to be reviewed to be withdrawn from the program, in order to receive a full Academic Center for Achievement refund. After the drop/add period ends, there will not be any refund. Students enrolled in 6 credits or less will be charged one-half the semester rate of the Component A or B rate depending on their status.

## Miscellaneous Fees

### Course Audit Fee

Audit Fee per course is \$650.

### Late Registration Fee

Late registration will not be permitted after the second week of the day undergraduate term or after the first week of the evening term. A fee will be assessed for late arrival of the designated check in date for the term.

### Laboratory Fees

Laboratory fees are charged for the use of computer labs and certain other lab courses and texts as listed in the course descriptions and semester/term class schedules. Required field trips are also included. Fees per Lab range from \$30 - \$500.

### Credit by Examination Fee

Credit earned through CLEP scores, work experience, studies in military service, etc. per credit hour is \$75.

### Transcript Fee

Charge for each transcript is \$5. All student accounts must be current before a transcript can be issued.

### Portfolio Administration Fee

Charge for each portfolio credit is \$75.

### Graduation Fee

A graduation fee of \$130 applies to ALL graduates and represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. The fee is payable whether or not the graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities. Students are responsible for filing for graduation by the appropriate dates. These dates are October 3, 2003 for December graduates and December 5, 2003 for all graduates.

### Lost Identification Card

An ID is required for all students. It is required to be presented at any office for assistance; at the library, for entrance into the classroom, eating in the dining hall, and to security upon entering the campus after hours. It is critical that students carry them at all times. A lost or damaged card can be replaced with a \$15 fee for the first time and \$25 for each card thereafter. Students must go to the Cashier to make their payment. If the lost card is found, please return it to the Office of Student Administrative Services, as it will no longer be valid on campus.

### Late Payment Fee

Failure to meet any financial obligations to the University could subject the student to a \$25 per month late payment fee. This could subject the student for eviction from University housing; suspension from classes; suspension of future services; referral of the student's delinquent account to a collection agency; and the payment of additional late payment charges, grade release fees, attorney's fee, and other costs and charges necessary for the collection of any amount not paid when due.

## Finance Charges

A finance charge will be computed at the rate of 10% per annum on the unpaid balance of each student's account as of the end of the immediately preceding month less any credits applied and payments received during the preceding month.

## Financial Policy

If a student's account shows a past due balance of any nature, the University will not issue grades or a diploma to that student. The University will not allow the student to enroll for subsequent terms, will not transfer college credits, and will not release transcripts of college credits or semester grades until the student's account is paid in full.

No diploma, certificate, transcripts, or recommendations will be granted, nor will registration for subsequent semesters be allowed, until satisfactory arrangements are made with the Office of Student Administrative Services to resolve the indebtedness. Indebtedness is defined as any money or property owed to the University for any reason (i.e. lab fees, library fines, parking fines, unreturned health supplies, athletic equipment, etc.). Students are responsible for checking with the Office of Student Financial Services on questions of indebtedness.

## Books

Textbooks may be purchased in the University Bookstore with cash, check or credit card. A large selection of school and personal supplies is also available.

## Art & Design Supplies

Art and Design supplies cost an average of \$200 per semester.

## Flight Training Expenses

Students who elect the Flight Option will receive their ground school instruction on campus as part of the regular curriculum (i.e., Primary, Instrument, and Commercial Flight Theory). Flight Training is conducted at nearby Boca Raton Airport under Part 141 of the FARs. New students in September who elect the Flight Option will begin flight training approximately two to three weeks into the Fall semester. Expenses are paid directly to Lynn University.

Flight training expenses can differ considerably from student to student due to their varying levels of proficiency. Therefore, the estimate of flight training costs are based upon what is considered to be a reasonable average of instructional hours for the majority of flight students. These costs reflect current flight instruction and aircraft rental rates and are subject to change without notice.

Flying Rates are based on \$99/hour for the aircraft, \$40/hour for instructor, and \$40/hour in the flight training device.

### Private Pilot:

	Hours	Per Hour	Total
Dual Instruction	50	\$139	\$6,950
Solo Flight	10	\$99	\$990
Supplies			\$600

**Total for Private Certificate:** \$8,540

### Instrument Rating:

	Hours	Per Hour	Total
Dual Instruction	30	\$139	\$4,170
Flight Training Device	15	\$80	\$1,200
Supplies			\$600

**Total for Instrument Certificate:** \$5,970

*Continued on next page*

**Commercial Rating:**

	<b>Hours</b>	<b>Per Hour</b>	<b>Total</b>
Dual Instruction	40	\$139	\$5,560
Solo Flight	65	\$99	\$6,435
Complex Aircraft	15	\$160	\$2,400
Supplies			\$325

**Total for Commercial Certificate:** \$14,720

**Total for all ratings:** \$29,230

A Federal Aviation Administration Designated Flight Examiner Fee of \$250 will be added to the flight time charge for each flight examination. This fee will cover the services of the FAA Designated Flight Examiner for all ground evaluation and certificate paperwork.

Please check our web site or call for the current fees.

**Flight Training Deposit**

Students electing to obtain their flight certificates with the Burton D. Morgan School of Aeronautics must place a \$2,000 deposit on their account specifically for flight training prior to beginning flight training in each certificate. The student may use this deposit to cover flight training costs. The student does not need to keep the full deposit amount on account. Any portion of the flight training deposit not used for flight training is fully refundable.

The curriculum lists the flight theory and related flight training course work in the first two years.

Students are not bound by this schedule and may complete their ratings at any time prior to graduation. However, students should schedule their flight training courses to coincide with the related ground school courses and should note that not all ground school and flight training courses are available every semester.

A new student enrolling in the Flight Option who already has a pilot's certificate and rating(s) can apply for and receive credit for equivalent courses in the curriculum. However, prior to the award of any credit, the Chief Flight Instructor will administer the standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The Flight School Director has final authority over all flight-related credit awards. Students enrolling in Lynn University but who elect to pursue their pilot certificates and ratings outside the University's flight program will not receive credit for any equivalent flight courses in the curriculum.

Students are required to obtain personal liability coverage to protect them from liability costs which might occur as a result of operating an aircraft. No student will be allowed to fly until proof of liability coverage is placed in the student's record at Lynn University.

**Frasca Flight Training Device (FTD Simulator)**

Students in the Flight Option who are enrolled in any of the three flight training courses may utilize the FTD as required by the instructor. As in the case with all science and technology-based courses, a lab fee will apply in accordance with the following scale:

**Course Lab Fees**

AVM 120 Primary Flight Theory and Training, Solo	\$100
AVM 121 Primary Flight Theory and Training, PPL	\$100
AVM 220 Instrument Flight Theory and Training, PPL	\$100
AVM 221 Instrument Flight Theory and Training, Advanced	\$100

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD during the private pilot training at no additional charge. During the instrument training, the student may use the Frasca FTD as required by the syllabus at a discounted rate.

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD as required or recommended by the instructor, at no additional charge, either for FTD use or instructor time. However, when an instructor is used who is not a Lynn University instructor, a \$30 per hour fee will apply.

Any Lynn University student who is not currently enrolled in one of the above listed courses may use the FTD to increase flight proficiency. Such use will be at the rate of \$25 per hour. There will be no instructor charge if a Lynn University instructor is used, but use of an outside instructor carries with it a \$30 per hour fee.

### Day Division Refund Policy

In cases of withdrawal from the University, a properly filed Request for Withdrawal form establishes the date to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Administrative Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES, SERVICE & TECHNOLOGY FEES.

When a withdrawing student has been awarded financial aid and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be pro-rated to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

### Calculation of Refundable Amounts for Day program

The table below is based on accounts paid in FULL.

	Fall 2003	Spring 2004
<b>Tuition, Board and the Comprehensive Support Program</b>		
Prior to the first day of classes		
100 %	9/10/03	1/12/04
Within 7 days from the first day of classes		
75 %	9/17/03	1/20/04
Within 14 days from the first day of classes		
50 %	9/24/03	1/27/04
Within 25 days from the first day of classes		
25 %	10/07/03	2/09/04
After 25 days from the first day of classes		
NO REFUND		

#### Room Charges

Prior to 9/10/03 for FALL 2003

100%

Prior to 1/12/04 for SPRING 2004

100 %

After the above dates

NO REFUND

## Refund

There are no refunds for withdrawals after 10/07/03 for Fall 2003 and 2/09/04 for Spring 2004. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal. Refund checks will be mailed to the billing address on file within 4-6 weeks of the withdrawal date. Any balance remaining due after the refund adjustment continues to be the obligation of the parent/student.

### Calculation of Refundable Amounts for Summer Terms

<b>Tuition and Board</b>	<b>-A-</b>	<b>-B-</b>
Prior to the first day of classes		
100 %	05/10/04	05/28/04
During the first day of classes		
75 %	05/12/04	06/01/04
During the second day of classes		
50 %	05/13/04	06/02/04
During the third day of classes		
25 %	05/14/04	06/03/04
After the fourth day of classes		
NO REFUND	05/15/04	06/04/04

### Room Charges

Prior to the date publicized as the first day of classes		
100 %	05/10/04	05/28/04
After that date		
NO REFUND	05/11/04	06/01/04

### Summer Internship Tuition

Prior to the date publicized as the first day of internship		
100 %	06/04/04	
During the first week of internship		
75 %	06/11/04	
After the first week of internship		
NO REFUND	06/12/04	

### Continuing Education Refund Policy

Students will receive 100% of the tuition paid if they drop the courses prior to the date publicized as the first day of the term. Courses dropped during the first week of the term (add/drop) period will only receive 75% of the tuition. After the first week of the term, there is no refund.

### Continuing Education Withdrawal

Withdrawals from Evening Division classes must be accomplished through the College Advisor. Withdrawals are only permitted through the sixth (6th) week of a term. It is the responsibility of the student to properly file a Request for Withdrawal form with the Office of Student Administrative Service. This will establish the day to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Student Administrative Services Office before refunds will be made. REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL TERM CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES.

When a withdrawing student has been awarded financial aid, and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan,

Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be pro-rated to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

### Evening Division Enrollment Requirements for Financial Aid

For undergraduate degrees, a minimum of six credit hours is required in a given term for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs. For graduate programs, a minimum of three credit hours is required in a given term, however; the graduate student must register for two consecutive terms. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in 3 credits and be eligible for a loan. For the Florida Programs (Florida Resident Access Grant), the credit hour requirement is as follows:

Spring I	(January - March)	eight weeks	6 credits
Spring II	(March - April)	eight weeks	6 credits
Fall I	(September - October)	eight weeks	6 credits
Fall II	(October - September)	eight weeks	6 credits

Additionally, scholarships are available for evening students. Applications are available in the Student Administrative Services Office.

### Financial Aid

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of the applicants and their families. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by March 1<sup>st</sup> for entrance the following academic year). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loan, employment, and/or grant. Students are also encouraged to apply for any state grants or loans open to them and to investigate educational loans from local banks.

### Standards of Satisfactory Academic Progress for Financial Aid - Day and Evening Divisions

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress towards a degree. Students on financial aid will have their cumulative grade point average evaluated at the end of the Spring semester for Day Division students and in June for Evening Division students each academic year. At that point, students must have a cumulative grade point average of 2.0. If students fall below a 2.0, they will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. Students will be removed from probationary status when their cumulative grade point average is 2.0 or better. If students have completed a second academic year of attendance at this University, they must have a 2.0 cumulative grade point average at the end of the Spring semester for Day Division students and June for Evening Division students to retain Title IV funding for the following academic year. There will not be a probationary semester.

Students receiving Title IV funding must complete their degrees within a specific time frame as follows:

#### Bachelor's

Full-time: 12 semesters (6 years)

Part-time: 24 semesters (12 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

**Bachelor's**

Full-time: 20 credits (annually)

Part-time: 10 credits (annually)

Course withdrawal(s) or incomplete(s) will be evaluated as non-completed courses, and will not be counted towards the time frame requirement.

Repeat courses will be evaluated as any other normal course. The student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Student Administrative Services for review by the Financial Aid Committee. Students will be notified by the Office of Student Administrative Services within thirty (30) days of the Financial Aid Committee's decision. In addition, certain financial aid programs require special academic achievements for renewals as follows:

**Presidential Scholarship and National Merit Finalist Scholarship**

3.5 cumulative grade point average at the end of the Spring Semester;

**Florida Resident Academic Incentive Scholarship, Dean's Scholarship, Academic Scholarship, Transfer Scholarship**

3.0 cumulative grade point average at the end of the Spring Semester;

**Transfer Grant, Lynn University Grant:**

2.75 cumulative grade point average at the end of the Spring Semester;

**Athletic Scholarship**

2.0 cumulative grade point average each semester.

**Music Scholarship**

2.75 cumulative grade point average, earns a 'B' or better in their Applied Music Instrument lessons and meets the requirements as set forth in the Conservatory Student Handbook.

**Florida Programs**

Renewal students must have a 2.0 cumulative grade point average and have completed twenty-four (24) credit hours during two (2) semesters (Fall and Spring). Students would be eligible for one (1) probationary year if they fall below a 2.0 cumulative grade point average after the end of the Spring semester.

**The Standards of Academic Progress apply to the following programs:**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loans (Subsidized and Unsubsidized)
- Federal Parental Loan for Undergraduate Students (PLUS)
- Federal Work Study Program

If a student is unable to meet the above requirements, he/she must contact the Office of Student Administrative Services to investigate if other arrangements are possible.

## Applying for Financial Aid

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA).
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the University a report on what the family can be expected to contribute to the educational costs.
3. To expedite an award decision students may mail a photocopy of the completed Financial Aid Application to the University's Office of Student Administrative Services. A tentative award will be made pending receipt of an official report from the processor.

4. Students should make sure that their transcripts and recommendations are on file at the University because no financial aid decisions are made until students have been accepted.
5. When students have been accepted and the financial analysis has been received from the processing agency, the University will determine the financial aid award and notify the students. If students wish to accept the award, they must submit a non-refundable deposit to the Admissions Office within 15 days. This deposit is credited to their account.
6. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The University is responsible for coordinating this federal verification process. The Office of Student Administrative Services may request a copy of the parents' and student's tax returns along with other information in order to clarify the family's financial situation. All financial aid is awarded on the condition that the above information is provided when requested.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes, data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

## **Types of Financial Aid**

Applicants do not apply for the various types of awards individually. The University will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.

### **Federal Programs**

#### **Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)**

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$4,050 a year, depending on the family's resources and the federal funds actually available. The FAFSA, which the University requires for its aid program, is also used to determine eligibility for the FSEOG Grant. Students do not have to file a separate application for this award. The Federal Supplemental Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid. The average award is \$1,200 per year. Priority awarding is given to undergraduate day division students.

#### **Federal Perkins Loan**

The Federal Perkins Loan program provides low interest loans to students who demonstrate need. Repayment of the loan begins nine (9) months after the student ceases to be at least a half-time student. The University will allocate these loans to those who are most eligible. An average award is \$1,200 per year.

#### **Federal Stafford Loans**

The Federal Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first year of undergraduate study is \$2,625; for the second year of undergraduate study it is \$3,500; and after two years, it is \$5,500 per year. A fifth year student will have the loan pro-rated according to federal regulations. Eligibility is based on other sources of financial aid received and a parental contribution factor.

The University may help by providing information on participating lenders. Priority awarding is given to undergraduate day division students.

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

This loan is not based on financial need. However, the limit is the same as the Federal Stafford Loan. The Stafford and Unsubsidized Stafford loans combined cannot exceed these limits. For independent students, the limits are as follows: a first year student limit is \$6,625, a second year student limit is \$7,500, and a third or fourth year student limit is \$10,500. Fifth year students will have their loan pro-rated according to federal regulations.

The unsubsidized loan has a variable interest rate but is not to exceed 8.25 percent. The variable rate changes every July 1. The interest may be added to the principal at the end of studies. Repayment of the principal begins six (6) months after the student ceases to be at least a half-time student. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services.

## **Parental Loan for Undergraduate Students (PLUS)**

This loan is not based on financial need but must be within the cost of attendance determined by the University. The maximum interest rate is not to exceed (9) nine percent. It is a variable rate that changes every July 1. The amount a parent may borrow is the difference between the cost of attendance less any financial aid. Repayment usually begins within sixty (60) days of the second disbursement. Loans are disbursed in two (2) payments and made co-payable to the parent and the University. The parent may not have any adverse credit to qualify for the loan. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services. Parents must be eligible citizens to apply. If a parent is denied, a student will be eligible to apply for a Student-Plus Loan for a maximum of \$4,000 as a first or second year student or up to \$5,000 as a third or fourth year student. A parent may seek pre-approval via the web site at : [www.lynn.edu/loanPLUS](http://www.lynn.edu/loanPLUS).

## **Federal College Work Study**

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work 8-12 hours per week. Pay rates start at \$5.25 per hour. Priority awarding is given to undergraduate day division students.

## **Florida Programs**

### **Florida Resident Access Grant**

Dependent students whose parents are residents of Florida or independent students who are residents of Florida for at least twelve (12) months for other than educational purposes may be eligible to receive up to \$2,200 per year from the State of Florida.

### **Florida Student Assistance Grant**

The Florida Student Assistance Grant is based on financial need and the same residential and academic requirements as the Florida Resident Access Grant with grants up to \$1,300 per year. The student must file the FAFSA prior to May 15 to be considered for aid for the next academic year.

### **State Grants and Loans**

Most states have grant and loan programs for state residents which may be used to attend out-of-state colleges. Students should investigate these through their high school guidance office or contact the Department of Education in their state capital.

### **Education Loan Programs**

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies, such as: Key Corp Banks 1-800-KEY-LEND

## **Institutional Programs**

Available for undergraduate day division programs only.

### **Florida Resident Academic Incentive Scholarship Program**

Scholarships are awarded to Florida high school graduates. The award is \$8,400. Students must meet two of the following three requirements:

1. 3.0 GPA,
2. 1000 SAT, and
3. be in the top 30% of their graduating class. A 3.0 cumulative grade point average is required for renewal each year.

### **National Merit Finalist Scholarship**

Scholarships are awarded to high school seniors who are finalists of the National Merit Award. Award amount is \$22,000 (tuition). The grant is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year.

### **Presidential Scholarships**

Scholarships are awarded to high school seniors. Award amount is \$22,000 (tuition). Students must meet two of the following three requirements: (1) SAT 1200, (2) 3.75 GPA, and (3) be in the top 10% of their senior class. The scholarship is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

### **Lynn University Grant**

Grants are awarded to upperclassmen who are worthy of scholarship consideration and in need of financial assistance. Average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

### **Athletic Scholarships**

Scholarships are available in men's soccer, baseball, tennis, basketball and golf; women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$100 to \$30,000 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

### **Dean's Scholarship**

Scholarships are awarded to high school seniors. Award amount is \$10,000. Students must meet two of the following three requirements: (1) 3.25 GPA, (2) SAT 1100, and (3) be in the top 20% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs. All freshman who receive a Dean's Scholarship will have the opportunity to participate in the Freshman Honors Experience.

### **Academic Scholarship**

Scholarships are awarded to high school seniors. Award amount is between \$6,000 - \$8,000. Students must meet two of the following three requirements: (1) 3.0 GPA, (2) SAT 1000, and (3) be in the top 30% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

### **Honors Scholarship**

Students in the Honors Program may be eligible to receive a \$500 stipend at the completion of each semester.

### **Music Scholarship**

Scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their audition. Students must fill out the Free Application for Federal Student Aid, FAFSA, (or International Student Financial Review Form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of February 15 for entrance the following academic year. The scholarship is renewable if the student maintains a 2.75 minimum cumulative grade point average each semester; earns a 'B' or better in their Applied Major Instrument lessons; and attend classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other Conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.

### **Lynn University Institutional Loan**

This loan program is awarded on the basis of financial need as determined by the Office of Student Administrative Services. The funds for this program are limited. The loan represents money borrowed by the student and must be repaid with interest after leaving school. The current rate is 5%. The student must sign a promissory note for this loan which must be returned to the Office of Student Administrative Services prior to registration. Perkins recipients are ineligible for this loan unless prior Perkins Loans are paid off.

## **Transfer Scholarship**

Scholarships are awarded to transfer students with a grade point average of 3.0 or higher who have successfully completed a minimum of 15 college credits. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. The award may range from \$3,000 - \$6,000.

## **Transfer Student Grant**

Scholarships are awarded to transfer students who qualify. A student must have an A.A. or A.S. degree to be eligible to apply for \$2,000. With a 3.0 GPA, a student may be eligible for an additional \$500 award.

## **University Financial Aid**

Grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$8,000.

## **Private Scholarships**

Scholarships are available from private organizations or individuals for students with academic promise. Selection of recipients and award amounts are determined by the University or the donor, or both.

### **Business**

William Randolph Hearst Scholarship

Available to undergraduate students with a Business or Communications major

James Oussani Scholarship

Available to undergraduate students with a Business major

Leigh Palmer Scholarship

Available to undergraduate students with a Business major

### **Communications**

The Gordon and Mary Henke Endowed Scholarship

Available to undergraduate students who have a major in International Communications

William Randolph Hearst Scholarship

Available to undergraduate students with a Business or Communications major

### **Hospitality**

Chauncey Cottrell Scholarship

This is available to undergraduate students majoring in Hotel/Restaurant Management

The student must be in good academic standing and demonstrate financial need

### **Culinary Arts**

Available to undergraduate students with a Hotel/Restaurant Management major

### **Music**

M. Elizabeth Maddy Cumpton Endowed Memorial Scholarship

Available to undergraduate String Studio students in the Conservatory of Music

Ellman Family Scholarship

Available to undergraduate students in the Conservatory of Music

Daniel and Shirlee Cohen Freed Scholarship

Available to undergraduate students in the Conservatory of Music

Herbert Gleckman Scholarship

Available to undergraduate students in the Conservatory of Music

Morton E. and Doris Perlman Memorial Scholarship

Available to undergraduate String students in the Conservatory of Music

Julie Remin Memorial Scholarship

Available to undergraduate Piano students in the Conservatory of Music

Morris and Elfrede Stonzek Endowed Scholarship

Available to undergraduate Cello or String students in the Conservatory of Music

### **Miscellaneous**

Continuing Education Current Student Scholarship

Available to current, full-time students of Lynn University in Continuing Education (undergraduate) and in good academic standing

Continuing Education New Student Scholarship

Available to new, full-time students of Continuing Education (undergraduate)

Burton D. Morgan Endowed Scholarship Fund

Available to undergraduate students majoring in Aviation

Excalibur Society Endowed Scholarship Fund

Available to an incoming freshman with good academic standing and financial need

Excalibur Non-Traditional Scholarship

Available to students in the College of Professional, Adult and Continuing Education with good academic standing and financial need

Lynne Fuente Endowed Scholarship

Available to female undergraduate students with a major in Graphic or Visual Design

R.A. Ritter Foundation Scholarship

Available to undergraduate students

Royale Women's Club Scholarship

Available to undergraduate students with a health-related major

Van Gorden Scholarship

Available to undergraduate students who are upperclassmen in good academic standing

Keith and Elaine Wold Endowed Scholarship

Available to undergraduate students who live off-campus and are residents of Palm Beach County

## **Veterans Benefits (available for all credit programs)**

Lynn University is approved to administer Veterans benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Administrative Services or the Regional Veterans Administration Office at 1-888-442-4551.

## **Credit For Previous Training**

Students eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced proportionately. The VA and the student will receive a written notice of credits allowed. This reduction refers to total costs involved in obtaining the degree. Costs are reduced since credits at another institution are applied toward this degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

## **Tax Law**

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. Any international student from a non-treaty country receiving a scholarship will have withholding tax assessed and will be responsible for complying with Internal Revenue Regulations and deadlines.

## **International Student Loans**

There is a private loan program available for international students. The amount that can be borrowed is up to the cost of attendance at our university. Students will need to obtain an American resident as a co-signer. Students may contact the Office of Student Financial Services for an application or contact the lender directly at 1-800-255-TERI. For further information contact the Office of Student Administrative Services.

## **International Students Scholarship Policy**

International students who receive scholarships for their education at a U.S. University may be liable for paying taxes to the U.S. Government if they meet certain criteria:

- If the student is from a treaty country, they will usually be exempt for a period not exceeding 5 years.
- The amount of the award that is not exempt has a withholding of 14%.

Currently, the countries that do have a reciprocal scholarship tax treaty with the United States are: Belgium, China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, France, Germany, Iceland, Indonesia, Israel, Japan, Kazakstan, Korea, Morocco, Netherlands, Norway, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Spain, Thailand, Trinidad and Tobago, and Tunisia.

Students from any other country will have 14% taxes withheld and billed to their school account.

If the student is from a non-treaty country, any scholarships in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14% rate. Every international student must apply for a social security number. The Lynn University Center for International Programs and Services can help the students apply for this number. Applications are available in the Center for International Programs and Services. A student must complete a W-4 form, sign an IRS statement in the Office of Student Administrative Services and pay the required tax to the Office of Student Administrative Services. All international students will be required to file a 1040NR with the IRS by April 15, 2003. These tax forms are available in the International House or the Payroll Office. Any student who does not comply with the filing of the tax returns will not have their scholarships renewed. The student may contact the International Student Advisor for more information.

## **Remedial Courses**

Students who must take remedial classes may have their financial aid reduced if their credit course load towards their degree is less than 12 hours for the semester.

## **Renewal of Financial Aid**

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by March 1<sup>st</sup>. Students must be in good standing at the University, both academically and socially.

## Chapter VI.

# General Academic Policies and Regulations

Courses, programs, and requirements described in this Catalog may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of the University.

### General Academic Information

#### Attendance Regulations

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. The instructor's absence policy is explained on the course syllabus at the first class meeting. Exceeding the allowable number of class absences MAY SUBJECT THE STUDENT TO A FAILING GRADE.

#### Directory Information

Directory information may be released without the student's written authorization and this includes the following data:

- Student's full name
- College or School of enrollment
- Class
- Full/part-time status
- Date of graduation
- Degrees and/or honors awarded

In order to withhold the release of the information above, the student must present a letter to the Student Administrative Services Office within two weeks of the registration period. The information will be withheld until it is released by the student.

#### Observance of Religious Holidays

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from University activities or class as a result of any such observance, other than those noted on the academic calendar, the Dean of Students, as well as the teachers of the student, should be notified by the student in writing prior to the specific holiday.

#### Student Responsibility

Each student is responsible for a knowledge of and adherence to the regulations covering registration, withdrawal, degree plan, curriculum and graduation requirements.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

It is the student responsibility to:

- contact the appropriate Professional Boards in the state(s) in which they intend to practice,

- determine all requirements related to certification and/or licensure, and
- determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice.

## Academic Advisement and Registration

### Academic Accommodations

Lynn University strives to meet the needs of students with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. An ADA Policy Board has been established to:

1. help determine academic accommodations for students with disabilities,
2. develop programs for increasing faculty understanding of disabilities,
3. assist in resolving disagreements that might arise concerning accommodations.

The ADA Policy Board consists of the following members: the Vice President for Academic Affairs; the Senior Vice President for Administration and Student Services; the Dean of Administration; the Academic Dean; and the Executive Director, Institute for Achievement and Learning. This Board is to be guided by legal counsel familiar with the ADA.

The ADA Compliance Officer is responsible for resolving “modification” of accommodation matters on an informal basis. However, if such effort is unsuccessful, an instructor or student services employee may be referred to the board to review the matter and advise the Dean of the final decision. Accommodations must be addressed on an individual basis. NOTE: Issues regarding employment are handled through Human Resources.

### Academic Advising

Day division academic counseling for the students at Lynn University begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. In some cases, a review of students' records might result in their being advised to consider a more appropriate program of study.

Each first year student of the Day Division is assigned to a section of FYE 101 First Year Experience. The instructor serves as the mentor/advisor for that group of students during their first year. Following the completion of the first year, students who have selected a major will work in conjunction with an advisor from that academic program area.

Any student under probationary status will be referred to the Institute for Achievement and Learning as well as to their academic advisor.

Evening Division students must be counseled by a designated counselor in the appropriate college. After an initial interview and registration, it is possible for students to register by telephone or online for the following term. After a registration form has been completed and signed by the student's advisor, no changes may be made to course selections without the approval and signature of the advisor.

### English and Math Requirements

Degree seeking students who have not met the English 101 or 102 requirements will be evaluated to assure that they have the minimum prerequisite skills. If the evaluation indicates that the student needs more skills, ENG 099 may need to be successfully completed before enrolling in ENG 101. In addition, degree seeking students will need to fulfill the College Algebra requirement, and will be tested to evaluate prerequisite elementary algebra skills. If it is determined that additional skills are needed the student will need to successfully complete MAT 099.

### Admission to Classes

Registered students are permitted to enter class only after obtaining financial clearance from the Student Administrative Services Office and completing the formal registration process. Students who are enrolled whose accounts are in arrears may be dismissed from classes.

### Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a fifteen (15) credit-hour load, permission from the appropriate College Dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner, which is agreeable to the instructor. An "AU" will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an Audit Fee (see Tuition and fees section for current fee).

### Cancellation of Courses

The University reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

### Change of Registration

Changes in registration are permitted only with the consent of the student's faculty advisor/mentor. Course addition or section changes must be made during the official add/drop period as noted on the Academic Calendar. A student who drops from a course during this period will not receive a grade and the course will not appear on the permanent University record. To drop, add, or change a course section, the student must obtain the appropriate change form from the Student Administrative Service Office or advisor. The form must be signed by the faculty advisor/mentor. To change a load to less than three (3) courses requires the approval of the College Dean and the Academic Dean.

### Classification of Students

Matriculated students who have met all admission requirements and have declared their intention to obtain a degree.

In some cases, students may be undecided concerning their degree program. In order for both the student and the faculty advisor to plan appropriate course distribution for each degree area, it is recommended that students declare their degree program upon completion of fifteen (15) credit hours for Associate's degree programs and thirty (30) credit hours for Bachelor's degree programs at the time of registration. Transfer students who have already completed at least thirty (30) credit hours should declare a major in a degree program at the time of registration.

Matriculated students are classified according to the number of semester hours of credit completed:

<b>Classification</b>	<b>Credit Hours</b>
Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	At least 91

Non-Matriculated students are full- or part-time that have not declared their intention or are not eligible to obtain a degree. Non-matriculated students also refers to those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions upon completion of the number of credits specified in the Matriculated category. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

## Course Load

**Day Division:** The normal semester academic load for full-time students is nine (9) to sixteen (16) credit hours per semester with a three (3) to five (5) course load. Students at their discretion and after consultation with their academic advisor may register for up to eighteen (18) credit hours per semester. The student will be billed additionally for credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

In order to register for nineteen (19), or more credit hours, students must have a cumulative grade point average of 3.0 or better and permission from their College Dean and the Academic Dean. If permission is granted, the student will be billed for the additional credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

Students may not reduce their semester course load to less than three (3) courses without written permission from the Academic Dean.

A student enrolled in summer session(s) may not exceed a total of six (6) credit hours for the entire summer term. A summer internship may be taken after the summer session with a maximum of six (6) credit hours.

Part-time status is granted only under exceptional circumstances and must be approved by the Academic Dean.

**Evening Division:** There are no mandatory course loads for evening division students. The normal term is eight weeks long. Three credit classes meet for thirty-two (32) hours; four credit lecture classes meet for forty (40) hours.

## Course Withdrawal

After the add/drop period, students may withdraw from a course by completing the Withdrawal Form from the Student Administrative Services Office and obtaining instructor and advisor/mentor approval. The completed form should be submitted to the Student Administrative Services Office in the designated time frame. Students who withdraw from a course will receive a "W" on their permanent University records. Refer to the Academic Calendar for deadline to withdraw.

## Computation of Grade Point Average

At the end of each semester a scholarship index (GPA-Grade Point Average) is computed for each student.

A=	4.00 points for each credit
A-=	3.67 points for each credit
B+=	3.33 points for each credit
B=	3.00 points for each credit
B-=	2.67 points for each credit
C+=	2.33 points for each credit
C=	2.00 points for each credit
C-=	1.67 points for each credit
D+=	1.33 points for each credit
D=	1.00 point for each credit
F=	0.00 points
WF=	0.00 points

Thus, a grade of "A" in a three (3) credit course would be assigned twelve (12) points.

The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of "AU," "I," "NR," "P," and "W" are excluded from the calculations.

Other symbols in use (not included in computation of average):

W	Officially withdrawn from the course
WF	Withdraw failing
AU	Audit
I	Incomplete
P	Pass (used only for selected practicum, internship and 099 courses)
NR	Grade not reported

A grade of “P” designates passing and is given in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A temporary grade of “NR” is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade is recorded as soon as possible, pending receipt of grades.

A student who has not met the course requirements by the end of the semester and/or term may receive an “I”. The grade of “I” reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first three (3) weeks of the following semester and/or term. Spring semester students have 3 week into the following Fall Semester to complete their coursework. Failure to complete the course requirements within this time results in the student receiving an “F” for the course.

### **Grade Review Process**

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term only on the basis of error or prejudice. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade, and must present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, a written request with all supporting evidence may be submitted to the instructor’s immediate supervisor (normally the College Dean). The supervisor will review the evidence and may support the instructor’s decision or return the evidence to the instructor for a change of the grade. If agreement cannot be reached, the supervisor and the instructor may consult with the Academic Dean before rendering a decision. (3) If the student’s request is denied, the student may submit the written request and supporting evidence through the Academic Dean to the Academic Appeals Committee for review. The Committee will convene within two weeks of receipt of the request and render a decision. The decision will be documented and returned to the student within one week of the completion of deliberations. The decision of the Academic Appeals Committee will be final.

For a disputed test or paper grade, the student must first meet with his/her instructor. Then the student may meet with the instructor’s immediate supervisor (normally the College Dean) by submitting a written statement. This process must take place within seven (7) days from the date of the student’s notification of the grade.

### **Independent Study and Directed Study**

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue study with direction from their supervising professor with the approval of the appropriate College Dean and the Academic Dean.

Directed Study (regular courses taken by special arrangement) involves the student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Student Administrative Services Office. Signatures denoting approval by the academic advisor, supervising faculty member, and appropriate College Dean must be obtained before a student can register for such a course of study.

The time limit for completion of an Independent or Directed Study is one (1) semester or term. If additional time is required for completion, the student must formally request an extension from the faculty member involved. Any extensions must be approved in writing and filed with the Student Administrative Services Office. Independent studies may be proposed for one (1) or more credit hours, although they generally will be valued at three (3) credit hours.

### **Letters for Verification of Enrollment**

Letters for verification of enrollment at the University must be requested by the student and requires the student’s signature. Forms are available in the Student Administrative Services Office, and take approximately three (3) working days to process.

### **Permission to Study at Other Institutions**

Students who desire to attend another collegiate institution while enrolled at the University and want to ensure that those credits will apply to their Lynn University degree program must receive prior written permission from their College Dean, Transfer Coordinator, and Student Administrative Services Office. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

### **Repeat Courses**

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official University transcript. However, only the passing grade is included in the calculation of the grade point average. The student's GPA will be affected only if the course is repeated at Lynn University.

### **Required courses must be repeated if failed.**

If a student repeats a course with a "D" grade and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the University's discretion. Unless a student files written notification to withhold disclosure, the University will release announcements of graduation, honors, and awards, and will verify dates of attendance and conferring of degrees. Names, addresses, and other directory information will be released for use within the University community. Only transcripts of academic records and statement of academic status pertaining to Lynn University coursework are released to third parties, and then only with the written authorization of the student. Parents of a dependent student have the right of access to an education record.

A student or parent has the right to challenge any content of the student's education record which is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the Student Administrative Services Office.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Student Administrative Services Office. All documentation used in the admission and placement processes, while considered non-permanent, is also maintained in the Student Administrative Services Office during the student's period of enrollment.

### **Transcripts**

Transcripts must be requested in writing by the student or alumnus. There is a \$5.00 fee per copy for Official Transcripts, which bear the signature of the Student Administrative Services Office and the Official University Seal. Transcripts are normally processed within 5 working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. This usually occurs at the beginning and ending of a semester. Request forms are available in the Student Administrative Services Office or you may submit a letter with the following information:

- Name under which you attend(ed)
- Current name if different
- Social Security Number
- Approximate dates of attendance
- Any degrees you may have received
- Address where the transcript(s) must be sent
- Current address and phone number
- All requests must have the signature of the student or alumnus
- Include a check or money order

### Transfer Credits

Lynn University will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was “C” or better with the understanding that if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated in the chosen program of study in order to graduate.
2. For course titles not specifically listed in the Catalog and Curriculum, equivalence must be determined by the appropriate College Dean before transfer credit will be awarded.
3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency testing may be required.
4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student’s grade point average at Lynn University.

### Withdrawal from the University

Students who withdraw from Lynn University are required to obtain proper clearance. The appropriate representative(s) of the following offices must sign clearance Forms, available in the Dean of Students office in the E.M. Lynn Residence Hall:

1. Vice President for Academic Affairs
2. Dean of Freshmen (for freshmen)
3. Director of Counseling
4. Dean of Students
5. Director of Residence Life
6. Librarian
7. Student Administrative Services Office

A student who officially withdraws from the University prior to the deadline for withdrawal without academic penalty will receive a grade of “W” on his or her transcript for each of the courses enrolled. A student who officially withdraws from the University after the deadline will receive a grade of “WF” on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the Academic Dean. If those documented circumstances warrant, the grades will be changed to “W’s” for that term. A student who has withdrawn from the University and wishes to return as an enrolled student must undergo the process for re-admission with the appropriate Office of Admissions.

## Academic Standards

### Scholastic Average and Student Standing

The Student Administrative Services Office maintains a cumulative record of the quality point standing of each student. Students are required to meet the minimum standards each semester.

The minimum standard for satisfactory progress of a first semester freshman is 1.70. Students who do not achieve a GPA of 1.70 in their first semester will be placed on academic probation. After the first semester, the minimum GPA requirement for satisfactory progress for all students is 2.00. Students who do not reach the minimum requirement for satisfactory progress (aggregate GPA of 2.00) will continue on academic probation.

### Minimum Academic Requirements for Conservatory of Music Students

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain “in good standing”. Caveat: a student who earns below a ‘B’ for two (2) consecutive semesters in Applied Music-Major Instrument may be subject to dismissal pending review by the Dean of the Conservatory of Music and the major teacher.

## **Academic Probation and Dismissal**

Students who fail to meet the minimum cumulative scholastic average are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made. A student on academic probation is required to interact with the Assistant Director of the Institute for Achievement and Learning and the Dean of Students. Specifically, the student will be required to participate in support programs offered by the Institute staff.

Students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices. However, students on academic probation may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

Students who have been placed on academic probation for two (2) consecutive semesters must attain an aggregate GPA that meets the minimum requirement for satisfactory progress (2.00) by the end of the second probationary semester. Students who have not achieved the satisfactory level at that time would receive notification of Academic Dismissal from the University. Notification of Academic Dismissal would be made in writing by the Vice President for Academic Affairs. The student would have the right to appeal the decision of Academic Dismissal. A written appeal must be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs and the Appeals Committee would decide whether or not the appeal would be considered. If the decision is to hear the appeal, the Committee would review the circumstances and the facts of the appeal and make a recommendation to the Vice President for Academic Affairs, who would notify the student in writing of the result of the appeal. Extraordinary circumstances beyond the control of the student or significant academic progress would be the only reasons for considering an appeal. Should a student's appeal be granted, the student would be required to meet with the Assistant Director of the Institute for Achievement and Learning. The student will be required to meet standards and conditions set forth by the Dean. Failure to reach the minimum requirement for satisfactory progress (AGPA 2.00) by the end of the subsequent semester would result in the student being notified of "Academic Dismissal".

Students who are dismissed for academic reasons and elect not to return conditionally, may apply for re-admission through the Office of Admissions after completing the equivalent of one (1) full semester at another accredited institution and attaining a minimum 2.0 AGPA. Students in this category should contact the Office of Admissions for further information for re-application. Such applications will be reviewed by the Admissions Committee, but the University cannot guarantee acceptance.

Students who fail to achieve the desired level of academic performance (after two consecutive semesters or terms of academic probation) will be terminated for Veterans Administration pay purposes.

## **Day Division Midterm Reports**

At the midterm point each semester, all undergraduate students will receive a Midterm Report informing them of their current performance. The Student Administrative Services Office mails the results to both the local and permanent addresses of the students.

## **Academic Dishonesty**

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Academic dishonesty includes but is not limited to:

1. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
5. Infringing on academic rights of others, such as defacement or theft of library material.

### Academic Dishonesty Penalties

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:

1. First offense - a grade of "F" may be given for the course in which the irregularity occurred.
2. Second offense - dismissal from the University. After a second offense, this information may become a part of the student's permanent academic record.

### Falsification of Academic Records

A student who has falsified academic records will be subject to dismissal from the University.

### Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established for degree programs ("Degree Requirements"). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the responsibility of students to be knowledgeable of the academic standards in their degree program.

Prior to initiation of the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree Program Coordinator (Program Director). This may be by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from the Degree Requirements as it relates to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate Program Coordinator. The student shall deliver a written request for review of the decision with the Program Coordinator of the appropriate degree program within thirty (30) days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a Degree Requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within thirty (30) days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.
- 1.1 Upon receipt of a written request for review and justification, the Program Coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the Dean of the appropriate College.
- 1.2 In considering the student's request, the Program Coordinator shall consult with the Dean of the respective College, may consult with faculty members of the respective degree program and may consider any other evidence the Program Coordinator determines to be relevant. Also, at his or her sole discretion, the Program Coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the Program Coordinator determines to be necessary.
- 1.3 If the Program Coordinator determines that sufficient grounds exist such that relief would be appropriate, the Program Coordinator may grant the relief requested, or may grant any other relief the Program Coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The Program Coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the Program Coordinator.
2. Any student who is not satisfied with the decision of the Program Coordinator on his or her request for review may deliver a written appeal with the Dean of the appropriate College. Such appeal shall

be delivered within five (5) days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the Program Coordinator. The written appeal shall include a copy of the student's written request for review to the Program Coordinator and accompanying documentation, as well as a copy of the written decision of the Program Coordinator.

- 2.1 The Dean shall consider all of the information and evidence considered by the Program Coordinator. In addition, the Dean may consult independently with the Program Coordinator and other faculty members of the College and may consider any other evidence the Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Dean may hold a meeting with the student, with the Program Coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The Dean may uphold or modify, in whole or in part, the decision of the Program Coordinator.
- 2.3 The Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Dean.
3. Any student who is not satisfied with the decision of the Dean on his or her appeal may deliver a written appeal with the Academic Dean, Office of Academic Affairs. Such appeal shall be delivered within five (5) days of receipt of the written decision of the Dean. The written appeal shall include: (i) a copy of the student's request for review to the Program Coordinator and accompanying documentation, (ii) a copy of the written decision of the Program Coordinator, (iii) a copy of the written appeal to the Dean and accompanying documentation, and (iv) a copy of the written decision of the Dean.
- 3.1 The Academic Dean shall consider all of the information and evidence considered by the Program Coordinator and the Dean. In addition, the Academic Dean shall consult with the Vice President for Academic Affairs, and may consult independently with the Program Coordinator, the Dean of the College, and other faculty members of the College. The Academic Dean may consider any other evidence the Academic Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Academic Dean may hold a meeting with the student, with the Program Coordinator, the Dean of the College, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Academic Dean determines to be necessary to the disposition of the appeal.
- 3.2 The Academic Dean may uphold or modify, in whole or in part, the decision of the Dean.
- 3.3 The Academic Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Academic Dean. The decision of the Academic Dean is final.
4. In cases where the Degree Program Coordinator and the Dean are the same person, step 2 is skipped and the appeal shall proceed from the Program Coordinator directly to the Academic Dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

**Note:** Dismissal from a degree program constitutes dismissal from the University.  
(See Dismissal Policy of the University).

## **Academic Recognition**

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations.

### **Academic Honors and Honor Society**

The name of each eligible student who has completed at least twelve (12) credits with no incompletes, or grades below "C" who has achieved a grade point average of 3.5 or higher at the end of the term (or previous two terms for continuing education students) is placed on the Academic Honors List. This list is publicized within the University and distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation held each spring semester. Students who have achieved Honor status for two consecutive years and whose aggregate grade point average is at least 3.50 are eligible for membership in the Honor Society.

### President's Honor Society

Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

### Continuing Education National Honor Society

#### Alpha Sigma Lambda

Students meeting the following criteria will be inducted into Alpha Sigma Lambda, a National Continuing Education Honor Society, prior to Commencement each year. To be considered, a student must:

1. Complete a minimum of 30 semester hours through courses taken at Lynn University.
2. Fifteen (15) of the thirty (30) semester hours must be outside the student's major field. At least fifteen (15) semester hours of a student's total hours should consist of credits in liberal arts.
3. Students must have been in attendance at Lynn University for a minimum of four terms.
4. Maintain a minimum GPA of 3.75.

## Graduation

Student Right-to-Know graduation rates are available in the Student Administrative Services Office.

### Requirements for Degrees\*

#### Overall Requirements for the Baccalaureate Degree

A candidate for a baccalaureate degree must:

1. Complete a minimum of 120 semester hours.
2. Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
3. Earn at least a minimum of the last 30 credits at the University through course enrollment.
4. Satisfy all University undergraduate curriculum requirements for the baccalaureate degree including core curriculum requirements.
5. Complete a minimum of 45 credits that are upper division (300+Level).
6. Satisfy the requirements for a major which includes at least 30 credits. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
7. Complete graduation audit by the Student Administrative Services Office one semester (or two terms) prior to graduation.

\* Requirements for graduate degrees are found in the graduate section of this catalog.

#### Completion of Undergraduate Requirements

Students may choose to graduate under the Catalog in effect at the time of their first enrollment or any subsequent Catalog provided that the students graduate within 8 years from the date of the first enrollment. If students do not graduate within this 8-year period, they may be subject to fulfilling any new program requirements in effect.

#### Departmental/Program Requirements

The requirements and regulations set forth above are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established by the appropriate degree program.

#### Residence and Degree Requirements

In addition to specific courses and scholastic average requirements, each Bachelor's degree candidate must spend the last year two (2) semesters or the equivalent earning not less than thirty (30) credit hours in academic residence at the University, uninterrupted by any work at another institution, in order to be eligible for a degree from Lynn University.

## Graduation Audit

Students must satisfactorily complete all program requirements for graduation and have a graduation audit completed by the Advisor one semester prior to graduation. No student may be considered as a candidate for a degree who does not have a 2.0 AGPA.

## Commencement Honors

At Commencement, baccalaureate degree students attaining the standards designated below will be graduated with honors:

Cum Laude	3.50 - 3.64
Magna Cum Laude	3.65 - 3.79
Summa Cum Laude	3.80 - 4.00

Commencement Honors are awarded on the basis of at least sixty (60) credit hours in academic residence at Lynn University. Students who have fewer than sixty (60) credit hours may apply for Commencement Honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards, and the AGPA earned at previous institutions meets the minimum standards for Honors. If the student has fewer than sixty (60) credit hours at Lynn and does not apply for Commencement Honors, the student will not be considered eligible for Honors.

## Commencement Awards

**Continuing Education Award** is presented to the candidate who has maintained the highest grade point average in the undergraduate evening program and demonstrated community service and dedication to life long learning.

**The Count and Countess de Hoernle Humanitarian Award** is given at graduation to the student who has exhibited outstanding loyalty to the University.

**The Gordon & Mary Henke Excellence in Communications Award** recognizes the student who has excelled in the communications program and has the potential for an outstanding career in the field of communications.

**The James J. Oussani Award** is given to the student who has been judged to be most innovative and motivated in completing a degree program.

**The Medina McMenimen Bickel Fashion Marketing Award** is given to the graduating senior who exhibits outstanding leadership and the potential for a successful career in Fashion Marketing.

**The President's Award** is given in special cases to the student exhibiting extraordinary service and commitment to the University.

**The Robert M. Sandelman Excellence in Marketing Award** is presented to the graduating senior who has exhibited the potential for a successful career in Marketing.

**The Scholastic Award** is grant at graduation to the students who have attained the highest cumulative grade point average for their entire degree coursework. Students having transfer hours from other institutions are ineligible for this award. Students will also be evaluated on other factors that may include community involvement at Lynn University and within our Boca Raton community.

**The Student Service Award** is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.

**The Trustees' Medal** is awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the University.

**The M. Elizabeth Maddy Cumpton Endowed Memorial Award** is presented to the outstanding string student.

## Chapter VII.

# Academic Support Services and Special Programs

### Institute for Achievement and Learning

The mission of the Institute for Achievement and Learning is to provide an innovative strategic menu of services, which creatively links all aspects of college student life and academic achievement for Lynn University students. To ensure positive opportunities to embrace, engage and empower students, the Institute offers diagnostic information, personal profiles and assessments and a menu of comprehensive, creative and diverse support services made available for our students. The Institute also provides professional development and training with opportunities for educational research, which extend from faculty workshops to seminars designed to include the greater community. The Institute has been created as the vehicle to promote the idea of label free learning, encouraging academic excellence both in and out of the classroom, celebrating the uniqueness of every mind and potential of every student. The Institute is the coordinating body for existing and new campus support services and the primary source for student support outside of direct classroom instruction. All students have access to the Institute, which is comprised of the following resources and programs:

- **The Alpha Center** – the diagnostic branch of the Institute and the beginning of the educational journey at Lynn University that offers profiles to identify and support students' strengths and affinities.
- **The Comprehensive Support Program** – designed to offer academic support services, specialized classes and a large staff of advisors, teachers and professional tutors for students with learning differences.
- **The Probationary Support Program** – designed for incoming freshmen who need special advising, mentoring, academic support and a creative environment in which to study as they transition onto the college campus.
- **The Academic Status Support Program** – created to offer academic and social support, advising and mentoring for students who are working to increase their GPAs.
- **Lynn University Tutoring Program** – content area tutoring and group strategy sessions offered by subject area available for all Lynn University students.
- **The Writing/Discovery Lab** – designed to offer creative opportunities for developing “the writer within” each student and other activities in experiential inquiry and learning.
- **ADA Office** – available for students who need special accommodations for learning and testing.

#### The Alpha Center

The mission of the Alpha Center, which is housed within the Institute for Achievement and Learning, is to develop a personalized profile of each student in preparation for enrollment to Lynn University through the evaluation of abilities and interpretation of each student's potential for success. The Alpha Center's vision is to help students develop an understanding and knowledge about themselves to empower them to become

lifelong learners. The Alpha Center is the first step towards this lifelong learning goal. We will help students explore, discover and learn about themselves in order to excel in the culture of the Lynn University campus.

The process will begin in the admission stage. Each student will be interviewed and will complete a series of evaluations and personality inventories. These evaluations and inventories are designed to measure learning styles, cognitive potential, multiple intelligence clusters and personal interests.

After this initial process the Alpha Center will provide each student with a profile that reflects individual interests and values, and suggests learning environments, campus activities and study methods that may be most effective.

The long range goal of the Alpha Center of Lynn University is to significantly enhance the likelihood of each student succeeding in the pursuit of a University level education, thereby providing a more solid foundation for lifelong, professional success, and personal growth.

### **Comprehensive Support Program**

This Program offers students with learning style differences an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The Program provides these students with academic mentoring; a separate testing room and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called Z courses; and one-on-one tutorials in most subject areas. Z courses are taught by professors who have training in learning style differences, as well as expertise in the content area. They use the same syllabi and teach the same content as other sections of the same courses offered to all students at Lynn University.

All students accepted into the Comprehensive Support program are required to take EDU100 Language and Learning Development, a 3-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students and beyond.

First year students in the Comprehensive Support Program are to attend two (2), one-on-one tutoring sessions per week to further their academic success. The Comprehensive Support Program Tutoring Center is located in the Count and Countess de Hoernle International Center. Students may schedule as many half hour tutoring sessions as they like. Tutoring sessions are scheduled with the Tutoring Center Coordinator. Tutoring Center hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. Friday. All tutors hold professional, masters or doctoral degrees. The Tutoring Center keeps parents informed of students' tutorial usage by sending home two updates per semester.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center. The Testing Center hours are 8:00 a.m. to 6:00 p.m. Monday through Friday.

### **Probationary Support Program**

This program is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have a high school GPA below a 2.5. These students may be admitted to the Probationary Support Program. These students meet with their assigned advisors to review their academic progress and plan individual study strategies. These students are also encouraged to participate in group study sessions, tutoring, advising workshops and activities.

### **The Academic Status Support Program**

The mission of the Academic Status Support Program is to provide students with probationary status: advising, strategies for learning/test taking, and mentorship.

Students will be required to complete the Alpha Center profile to help them develop an understanding and knowledge about themselves.

### **Lynn University Tutoring Laboratory**

The Lynn Tutoring Laboratory offers individual and group tutoring to all Lynn University students. All daytime undergraduate students are allowed two sessions of tutoring at no charge. All evening and graduate

students are allowed one hour of tutoring at no charge. After these limits are reached, students are charged \$30.00 per session, which will be billed directly to their Lynn University account. Students can attend on a walk-in basis or make an appointment by signing up with the Lynn University coordinator of tutoring. In the event that a student cannot attend a scheduled appointment, he/she must notify the Lynn Tutoring Lab staff within twenty-four hours, or be charged 50% of the normal fee.

Group tutoring is available in a number of core courses at no charge. These sessions will be held at regularly scheduled times which will be posted in the lab. Lab hours are 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday.

### **Writing/Discovery Laboratory**

Lynn University Writing Lab is located on the second floor of the de Hoernle International Building. The Lynn University Writing Lab's primary mission is one-to-one instruction in writing for all Lynn students. The meetings between the lab staff and students are face-to-face and work to enable students to learn productive habits in pre-writing activities, drafting, revising and editing. The lab uses both directive and nondirective instructional techniques as the student composes work and seeks consultation. The Writing Lab supports writing across the curriculum, serving both day and evening students from all courses and at all stages in their college program.

Along with the writing process, modeled, shared, interactive, guided and independent writing will be investigated and then implemented. Writing strategies and skills will be identified concentrating on spelling, handwriting, and dictionary usage. Holistic, primary trait, analytic and error analysis will be explained and then compared/contrasted for proper product measures. A component of the Writing Lab will be the offering of a speaker's series and activities to help all students discover the "writer within" themselves.

Lynn's Writing Lab offers:

- Professional Staff
- 1/2 hour tutorials
- Drop in help (first come, first serve)
- Handouts on a variety of writing related topics
- Computer for student use
- A quiet writing/study room
- Innovative, creative writing opportunities

### **ADA Accommodations**

The ADA coordinator reviews each student's documentation to determine if he/she is eligible to receive services under the ADA and which are reasonable accommodations to be provided at the college level. Accommodations provided by the Testing Center may include, but are not limited to: extended time testing in a stress-and-distraction-free environment; reader; scribe; computer access for recording answers to test questions; and alternative test formats. \* It is important to note that no tests are altered in either format or content by the Testing Center staff and that readers are only permitted to read the questions exactly as they are written. All exams are proctored by the Testing Center staff.

Each professor provides individual written instructions to the Testing Center on how to administer each test. While taking the tests, students must follow established rules and procedures outlined by the Testing Center. They are as follows:

1. Students must disclose to their professor evidence of their eligibility for testing accommodations by submitting to the professor an accommodation sheet signed by the ADA Coordinator.
2. For each test, students must notify their professor prior to test day that they will take their test in the Testing Center.
3. For each test, students must notify and set an appointment with the Testing Center prior to test day.
4. The test must be taken during the student's regularly scheduled class time for the test being administered, unless stated otherwise by the professor.
5. Students must arrive on time for their test appointment.
6. Students must sign in with the Testing Center before they may begin the test.

7. No books or notes are allowed at the student's desk unless stated otherwise in the professor's instructions to the Testing Center.
8. If a student is caught cheating, his/her test will end immediately and the Testing Center will notify the professor.
9. Upon completion of a test, students are required to sign out of the Testing Center. Each test is then sealed in an envelope for security and returned to the appropriate professor as per his/her written instructions.

### **CLEP and MAT exams**

CLEP and MAT examinations are administered through the Admission Office. Students may stop by the Academic Advising Center to set up appointments to discuss program requirements and course selection.

## **Hannifan Center for Career Development and Internships**

The Hannifan Center for Career Development and Internships is centralized, serving all students and alumni of Lynn University. The Center is located on the first floor of Trinity Hall. Its overall purpose is: to provide students and alumni access to state-of-the-art technologies to ensure a competitive edge in job markets; to help students and alumni make the most of their educational experience by assisting them in developing, evaluating, initiating and implementing their career plans; to offer programs and services for students and alumni to gain greater understanding of their beliefs and values, skills and aptitudes, interest personality characteristics, and knowledge of the world of work; and to promote a greater awareness within the University community of the needs for, and nature of career development and life planning as a life long, self-directed process.

The Director of the Hannifan Center for Career Development and Internships assists students with their career selection and works with students in career and job placement. It is recommended that students who are "undeclared" majors contact the Hannifan Center for Career Development to begin examining career alternatives, thus enabling them to make appropriate course selections.

The Hannifan Center for Career Development and Internships provides a variety of services to assist the student in evaluating, choosing and planning a career. Professional staff and career counselors are available to help students and alumni set their career goals, investigate employment opportunities in the field they wish to enter, and interview with companies for which they would like to work.

The Hannifan Center for Career Development and Internships is also a valuable career information and resource center. A library in the center provides information about a broad cross-section of employers, careers, internship opportunities, salary surveys, corporate training programs, career and online job opportunities.

## **Center for International Programs and Services**

The Center for International Programs and Services promotes and coordinates international programs and services at Lynn University. It is located on the second floor of the de Hoernle International Building. The purpose of the Center is to provide external programs and international resources for Lynn University undergraduates and faculty seeking educational/cultural exchange and to advise students about study abroad programs. In addition, the Center assists international students with immigration procedures, provides intensive English studies classes, and offers a supportive environment for non-native English-speakers.

The Center for International Programs and Services is comprised of several programs and services including Intensive English Program (IEP), English for Academic Purposes, the Study Abroad office and the International Student Services office (ISS). Detailed information regarding all of the Center's programs and services can be obtained by contacting the office directly.

### **Intensive English Program**

Lynn's Intensive English Studies Program (IEP) was established in 1986 to provide a variety of opportunities for students interested in improving their English skills. After a self-evaluation process, the year 2002 has resulted in a number of new additions to our program, which we believe will allow us to better meet our students' needs. Our IEP program now offers 4 tracks, General English, English for Academic Purposes, Business English and American Culture, as well as short-term Business English courses for professionals.

**Six Levels of Instruction:**

- Level 1 – Beginner
- Level 2 – Low Intermediate
- Level 3 – Intermediate
- Level 4 – High Intermediate
- Level 5 – Low Advanced
- Level 6 – Advanced

**Duration of Sessions:**

- 4 weeks
- 8 weeks
- 15/14 weeks

**Tracks**

Students in Levels 1 through 3 will be enrolled in General English. Students at the high intermediate to advanced levels will be able to choose from one of the three remaining tracks, Academic, Business or Culture.

Track 1 – General English

Track 2 – English for Academic Purposes

Track 3 – Business English Program

Track 4 – American Culture

**Electives**

Depending on their level, students can currently choose from TOEFL preparation, American Idioms, American Culture, Literature and Conversation, Journalism, Public Forum, Current Events and Drama and Poetry.

**IEP Program Features and Highlights**

- Six levels of English Language proficiency
- Highly qualified instructors and staff
- Small classes and individualized attention
- Student orientation and college advisement
- Multimedia lab
- Certificate of program completion
- Open enrollment

Students receive 24 hours of instruction per week including listening and speaking, reading and vocabulary, grammar, composition and electives. At the end of each term, students can take the TOEFL exam.

**Special Summer IEP Program**

Two four-week short-term programs are offered in the summer and are designed to offer a quality English language learning experience combined with afternoon social, cultural and recreational activities. This program is designed for students who prefer an academic and recreational program. Afternoon and weekend activities include sightseeing throughout South Florida.

**English for Academic Purposes**

Courses seek to improve the academic language skills required for undergraduate and graduate coursework. This track also serves students who wish to enter Lynn University as undergraduates or graduates, but have not yet met the TOEFL requirement. Students who have achieved a score of 470-499 (for undergraduates) or 500-549 (for graduates) will be eligible to take credit bearing courses while they work towards completing eligibility requirements for full admission into the university.

**TOEFL Preparation**

The Intensive English Program offers a TOEFL preparation course. This 70 hour course provides students with instruction in skills and strategies for taking the TOEFL test examination.

## **International Student Services**

The International Student Services Office is an important source of information and provides assistance to international students while they are in the United States.

International Student Services (ISS) is an integral part of the Center for International Programs and Services. The purpose of ISS is to develop and deliver international student support services and programs outside the classroom and contribute to student leadership. ISS is also a source of comprehensive and up to date information relating to immigration and tax matters.

## **Study Abroad Program**

The purpose of the Study Abroad program is to augment the Lynn University curriculum through international educational experience. The Study Abroad Office is part of the Center for International Programs and Services. Studying abroad offers students the opportunity to extend their cultural, linguistic, and geographic horizons while earning Lynn University credit. Credit may be earned toward a Lynn degree through programs approved by the student's advisor and the Center for International Programs and Services. All programs are open to Lynn University students and non-Lynn University students. All students are eligible to attend after their first semester of their freshman year. Study Abroad opportunities are available in several locations.

### **American College Dublin, Ireland**

American College Dublin lends another dimension to the international perspective offered to Lynn's students. Located on prestigious Merrion Square in the heart of Dublin city, the school is headquartered in the childhood home of Oscar Wilde.

American College Dublin offers a Bachelor of Arts degree in several disciplines and concentrations. The College is designated by the National Council for Educational Awards (NCEA), the state body responsible for their level education in Ireland. The following degrees are fully accredited by the NCEA:

Bachelor of Arts in Behavioral Science  
Concentrations in Psychology and Applied Social Studies

Bachelor of Arts in International Business  
Concentrations in International Management of International Marketing

Bachelor of Arts in International Tourism

Bachelor of Arts in Liberal Arts  
Concentrations in English, History and International Relations (Political Science)

National Certificate in Humanities  
Graduate Diploma in Computing (Internet and Multimedia Technology)

In addition to the degrees listed above, the College also offers a Diploma in Hospitality Management which is accredited by the Educational Institute of the American Hotel and Motel Association.

Terms of study include a fall and spring semester, 4-week summer and 6-week summer programs. Semester programs are designed to carry 12-15 credit hours while summer programs carry 6-9 credit hours. An option is provided to take all credits on campus or to select one or two three (3) credit courses that will utilize the travel experience and subsequent comparisons found in Ireland and other European locations.

### **Faculty-Led Academic Study Tours**

The faculties of Lynn provide opportunity to incorporate international education experience into each degree program. Colleges of the University host short-term study abroad opportunities where a faculty member conducts a tour for students to experience and learn while gaining academic credit. Each tour consists of specific course content pertinent to the specific region of the world. Tours range from 3 to 9 credits and encompass 2-6 weeks.

## Counseling Center

The Counseling Center, located in de Hoernle Hall, offers a variety of services, including: Individual and group counseling for academic, personal, and social problems, such as substance abuse, eating disorders, relationships, self-esteem, and stress management. Interest, aptitude, and psychological testing are available by appointment. Referrals to community resources are available by request. All information is strictly confidential. Individual counseling is available to Lynn students without cost. Evening appointments may be scheduled.

## Honors Programs

### University Honors Program

The goal of the Honors Program is to create a dynamic academic environment that may serve to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery. The innovative curriculum encompasses the full breadth of the liberal arts and sciences while promoting both an in-depth exploration and a wide intellectual synthesis of the ideas and concepts that have created the dilemmas and choices of our past, present, and future.

This particular emphasis is seen as the groundwork for developing the intellectual skills necessary to confront the global transformation currently taking place. By design, the Honors Program provides a process through which selected student-scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization, and active experimentation which then can be applied to any particular area of interest.

The outcome of the process is the development of a broadened liberal arts and sciences perspective along with a greater appreciation and grasp of the complex variables, phenomena and issues that will continue to dominate the dynamics of global change. It is intended that all qualified students, regardless of major or area of concentration, have the opportunity to participate in the Honors Program and thereby gain these enormous advantages.

### Eligibility for the Honors Program

All freshmen on a Dean's Academic Scholarship automatically participate in the Freshman Honors experience. We also invite other freshmen, who meet at least two of the following criteria:

- a cumulative high school G.P.A. of 3.25 or higher
- a minimum S.A.T. Score of 1100 (or A.C.T. equivalent)
- and/or graduated in the top 20 percentile of their class

### Transfer Students

Transfer students who wish to enter the Honors Program must have a minimum G.P.A. of 3.25. They may apply to the Honors Program by mail. They will be notified of their application's status prior to fall registration. In addition, all transfer students are required to interview with the honors committee, and will be considered on a case-by-case basis.

### Currently Enrolled Lynn Students

Currently enrolled Lynn students who perform particularly well during their first semester and have a minimum G.P.A. of 3.25 on all college work completed will be invited to join the Honors Program. They must also provide recommendations from two Lynn University faculty members in support of his or her candidacy. Applicants must also provide a written statement in which they describe their interest in the program.

### Non-Honors Program Students

Undergraduate degree students may participate in the Honors Program. Non-Honors Program students may take honors course, so long as they have a minimum G.P.A. of 3.25 and if there are openings in the course they wish to take. They must receive permission from both the instructor in charge of the course and a designated honors committee member and take up to nine credits (three courses).

## Honors Curriculum

Honors students pursue a rigorous and exciting course of study. Honors classes focus upon specific themes, which are investigated from different perspectives. Guided by distinguished faculty members, students are encouraged to design their own programs of study. Honors students receive an individualized education and are expected to demonstrate leadership abilities.

## Honors Courses by Contract

A student may elect to fulfill up to four of the required Honors Program credits by contract. An honors course by contract is one that is offered in the regular curriculum, in which an enrolled Lynn honors student enters into a formal agreement with the instructor to complete requirements well beyond those expected from other students. The student and the instructor jointly formulate a written contract specifying exactly what the student will do to receive honors credit in a course. Contracts must be approved by the Honors Program director or the Honors Council, and endorsed in writing by the above parties.

## Graduating with Honors

Honors students who earn a 3.25 G.P.A. or above in at least 52 credit hours of honors coursework, including participation in three honors seminars, are entitled to graduate with the coveted Majors

## Honors Degrees

(Artium Baccalaureus Honoris, Scientiae Baccalaureus Honoris or Honoris Generalis), whichever is appropriate to their major. Students who successfully complete no less than 35 honors credits, including the honors elective requirement (HNR 295, 395, 495 and SCI 230) but cannot complete the full 52 credits shall be entitled to receive a Minor Honors Degree.

## Application Procedure

Students apply for admission to the program during the Spring semester, preceding the Fall semester of enrollment. The deadline for application is April 15th. Transfer students have an extended application period with a deadline of June 15th. An application consists of the following:

- A completed Application Form, available from the office of the Dean of Arts and Sciences.
- Two letters from faculty, supporting the applicant's admission to the Honors Program.
- A written statement of the applicant's particular interest in the Honors Program and self-assessment of creativity and imagination.
- An interview with the Honors Committee

## Freshman Honors Experience

The Freshman Honors Experience provides highly motivated first-year students an opportunity to fulfill core requirements with courses in which they can experience the challenge and exhilaration of the regular Honors Program. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

During their first semester at Lynn University, participants in the Freshman Honors Experience enroll in:

ENG 101H Honors English Composition  
FYE 101H The Freshman Honors Experience

**During the second semester of their freshman year, Freshman Honors Experience students enroll in:**

ENG 102H Honors English Composition II/Studies in Literature  
SCI 230H Honors Environmental Studies

The Freshman Honors Experience prepares qualified students for entrance into the University Honors Program at the beginning of the sophomore year.

## Graduation for Honors Program Students

Graduates of the Lynn University Honors Program having earned a GPA of 3.5 for the required 52-53 Honors Credits and in addition to having attained an AGPA of at least 3.5 shall receive the following degrees:

- In baccalaureate programs unqualified by field of study, Artium Baccalaureus Honoris or Scientiae Baccalaureus Honoris; or
- In baccalaureate programs qualified by field of study, (degree name), Honoris Generalis (e.g., Bachelor of Arts in Design, Honoris Generalis), whichever is appropriate.

### Honors Curriculum, 2003-2005

#### FALL 2003:

ENG	101H	English Composition I
FYE	101H	First Year Experience
HUM	101H	Art Appreciation
PSY	150H	Introduction to Psychology
IRPS	250H	Geo/Political Structure
MAT	110H	College Algebra
COA	110H	Fundamentals of Public Speaking
SCI	222H	Nature and the Scientific Enterprise
ENG	420H	Topics in Literature
MKT	250H	Principles of Marketing

#### SPRING 2004:

ENG	102H	English Composition II
FYE	102H	First Year Experience
BUS	210H	Entrepreneurship
SCI	222H	Nature and the Scientific Enterprise
HNR	295	Honors Seminar
HNR	395	Honors Seminar
HNR	495	Honors Seminar
IRPS	100H	International Experience
CMS	350H	Spread Sheet Design
ENG	420H	Topics in Literature
COA	451H	Intercultural Communications

#### FALL 2004:

ENG	101H	English Composition I
FYE	101H	First Year Experience
HUM	101H	Art Appreciation
PSY	150H	Introduction to Psychology
IRPS	250H	Geo/Political Structure
MAT	110H	College Algebra
COA	110H	Fundamentals of Public Speaking
SCI	222H	Nature and the Scientific Enterprise
ENG	420H	Topics in Literature

#### SPRING 2005:

ENG	102H	English Composition II
FYE	102H	First Year Experience
BUS	210H	Entrepreneurship
SCI	222H	Nature and the Scientific Enterprise
HNR	295	Honors Seminar
HNR	395	Honors Seminar
HNR	495	Honors Seminar
IRPS	100H	International Experience
COM	105H	Introduction to Mass Media
INB	390H	Global Management Perspective of Business
ENG	350H	Introduction to Gender, Multiculturalism in Literature
ENG	420H	Topics in Literature

**Note:** This curriculum is subject to change as the Honors Program population grows thus allowing us to add more courses.

## **Information Technology**

The Information Technology (IT) Department aims to fulfill the University's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks." IT coordinates faculty development sessions and thus facilitates the technological sophistication of the University community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips our students and faculty for the emerging application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction. IT provides resources for satisfying the computing needs of students and faculty. In so doing, our professionals assist in the use of hardware and software available to faculty, students, and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.

### **Computer Laboratories**

Computer laboratories are available in the Ritter Business Complex, International Center, Library and the Assaf Academic Center. Hospitality-oriented software is available in Assaf. The Library also has a bibliographic research system designed for literature searches. Computer stations are available with the latest versions of Windows, Harvard Graphics, StatMost and MicroSoft Office Works. Internet is available on campus. If not scheduled for a class, computer laboratories are available in the Ritter Business Complex, the de Hoernle International Center and the Coleman Electronic Classroom (Library). An additional 20+ computers are available within the Lynn Library during regular library hours for access to research databases, the Internet and selected Windows 2000 applications. Four library carrels with network drops are provided in the library's periodical area (main floor) for internet access using the university's high speed ethernet connection.

## **Institute for Distance Learning**

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides regularly scheduled training workshops in course design, course content, and Blackboard software. The primary mode of course delivery is Internet based, asynchronous, interactive, and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet based learning and 24/7 support.

In conjunction with the respective Colleges, IDL supports the deployment of targeted programs that are selected to be delivered online. By working closely with faculty in their course development, the Institute ensures high quality programs that meet the needs of learners who seek alternate course delivery.

## **Internship Program**

The Internship Office supports the overall educational purpose of Lynn University to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning. The way in which the Internship Office helps students achieve these goals is by enabling them to gain real world work experience where they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting.

Student reflections appear in written and online assignments. Written employer's evaluations enable students to identify professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Depending on the academic concentration, internship assistance is available through department faculty or through the Internship Office. The Internship Office assists students studying in liberal arts, biology, graphic design, music, business, fashion marketing, hospitality, international relations, communications, and criminal justice. Students wishing to pursue an internship in the areas of education or human services should consult their department faculty for internship assistance.

Internship requirements vary by College or major within the University. In general, however, students who wish to register for an internship must:

- Be a full-time undergraduate student at Lynn University;
- Have successfully completed at least 30 credit hours at Lynn University;
- Have a minimum AGPA of 2.0;
- Receive the approval of their faculty advisor;
- Meet with the Director of Internships before the internship begins and receive a form noting approval for registration;
- Attend regular class meetings and participate in online class activities.
- If an international student, have been studying for at least nine months in the U.S. on an F-1 visa.
- International internships may be developed through the Study Abroad Office in the Center for International Programs and Services.

## Lynn University Library

The Eugene M. and Christine E. Lynn Library supports the University's academic programs by providing learning resources and services that meet the information needs of students and faculty.

The library fulfills an essential role in the University by collecting and organizing a knowledge base of materials that is continually evaluated and augmented to ensure its relevance to the curriculum.

The library promotes the use of these materials by:

- making them easily accessible,
- providing effective instruction and orientation,
- delivering efficient and courteous service.

The library houses approximately 235,648 items on the Boca Raton campus. This collection includes books, periodicals, videos, and microforms. Our award winning building was completed in 1996 and was designed to fully accommodate advances in information technology.

The library includes a rapidly developing collection of research databases that contains journal articles, documents and statistics. The databases in this collection are carefully evaluated and chosen for content that supports the curriculum. This collection contains over 10,450 periodicals.

The library has a comprehensive program of information literacy instruction to assist students in becoming proficient in the use of library resources.

The library uses Endeavor Information System's Voyager to efficiently organize and create descriptive data that promote the use of the library's collections. Voyager, which is used by the Library of Congress and hundreds of other universities worldwide, provides access to the library's resources from anywhere in the world via the internet.

The library provides 50 computer workstations for student use. There are 26 workstations on the first floor with full Internet access and standard software. The Coleman Electronic Classroom, which is located near the library entrance, contains 24 workstations and is available for student use between scheduled classes.

As a member of the Southeast Florida Library Information Network (SEFLIN), Lynn Library provides students with direct access and borrowing privileges in academic libraries in the region through the SEFLIN card program. SEFLIN membership supports Lynn's instructional program by providing direct access to regional libraries with holdings in excess of 12,000,000 items.



## Chapter VIII.

# Educational Programs of Study

### Definitions of Majors, Minors, and Specializations

#### Definition of a major

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the University catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a Specialization. (see below)

#### Definition of a dual major

In addition to satisfying all admission, progression, and graduation requirements of the program offering the first major in a baccalaureate degree program, students may enroll in a second major. In order to do so the student must:

1. Earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours; and
2. Satisfy the admission, progression, and graduation requirements of the program or College offering the second major.
3. Each graduating undergraduate student receives only one diploma. For double majors, the diploma will list both majors.

Students may be enrolled in both major programs simultaneously.

#### Definition of related requirements

With the core requirements, these related courses support the major. Related courses are in a discipline or group of disciplines other than the field of study or may be a specialized area within the discipline. The number of related courses varies with each major but should not outweigh the number of courses in the major.

#### Definition of a minor

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation, or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the University. Coursework must include a minimum of nine (9) upper divisional level (300+) credits and be specified by the appropriate College or department in which the minor courses will be acquired. The student's transcript shall indicate the minor.

**Definition of a specialization**

Some majors may include an area of specialization. A specialization would consist of a sequence of no less than 15 credit hours of course work within the major. Course work must include a minimum of nine (9) upper divisional level (300+) credits and be specified by the appropriate College or department in which the minor will be taken. Where appropriate, the transcript shall indicate the major and the specialization (ie. Major: Business Administration and specialization in Accounting).

**The following degrees are offered by Lynn University upon completion of degree requirements:**

**Bachelor Degrees**

- Bachelor of Arts (B.A.)
- Bachelor of Science (B.S.)
- Bachelor of Music (B.M.)
- Bachelor of Science in Business Administration (B.S.B.A.)
- Bachelor of Science in Design (B.S.D.)
- Bachelor of Science in Education (B.S.E.)
- Bachelor of Science in Hospitality Management (B.S.H.M.)
- Bachelor of Science in Nursing (B.S.N.)

**Graduate Degrees**

- Master of Business Administration (M.B.A.)
- Master of Education (M.Ed.)
- Master of Science (M.S.)
- Doctor of Philosophy (Ph.D.)

**Academic Organization**

Below are the academic units administered through the Office of Academic Affairs. These units (disciplines) are responsible for the associated course and program offerings.

**College of Arts and Sciences**

Undergraduate Degree	Major	Specialization Options
B.A.	Behavioral Science English International Relations	Asian Affairs European Affairs Latin American Affairs
	Liberal Arts	Communication Arts History/International Relations Humanities
B.S.D.	Graphic Design	Computer Graphics Photography Illustration
	Visual Design	Photography Illustration
B.S.	Biology Psychology	

## College of Business and Management

Undergraduate Degree	Major	Specialization Options
B.S.B.A.	Business Administration	<ul style="list-style-type: none"> <li>Aviation Management (flight option)</li> <li>Aviation Management (non-flight option)</li> <li>Fashion Management</li> <li>General Management</li> <li>Human Resource Management</li> <li>International Business</li> <li>Managerial Electronic Business</li> <li>Marketing</li> </ul>
B.S.	<ul style="list-style-type: none"> <li>Health Care Administration</li> <li>Health Care Administration/Long Term Care</li> </ul>	
Graduate Degree	Major	Specialization Options
M.B.A.	Business Administration	<ul style="list-style-type: none"> <li>Aviation Management</li> <li>Health Care Administration</li> <li>Hospitality Management</li> <li>International Business</li> <li>Managerial Electronic Business</li> <li>Marketing</li> <li>Mass Communication and Media Mgmt.</li> <li>Sports and Athletics Administration</li> </ul>
M.S.	Administration	<ul style="list-style-type: none"> <li>Sports and Athletics Management</li> <li>Health Care Administration (with or without Nursing Home Licensure)</li> </ul>
Ph.D.	Global Leadership	Corporate Leadership
Degree Completion Programs		
B.S.N.	Nursing	RN to BSN Completion program for Licensed Registered Nurses
Certificate	<ul style="list-style-type: none"> <li>Aging Studies (Graduate)</li> <li>Geriatric Care Management (Graduate)</li> <li>Health Care Administration/Long Term Care (Undergraduate and Graduate)</li> <li>Legal Nurse Consultant (Undergraduate and Graduate)</li> </ul>	

## Donald and Helen Ross College of Education and Human Services

Undergraduate Degree	Major	Specialization Options
B.A.	Human Services	
B.S.E.	Elementary Education	Grades K-6 Plus Pre-K/Primary (Age 3-Grade 3) Grades K-6
	Secondary Education	English Grades 6-12 Social Sciences Grades 6-12
B.S.	Criminal Justice	

### Combined Degree (5-year M.Ed.)

B.S.E./M.Ed.	Elementary Education K-6 (undergraduate) plus Exceptional Student Education with ESOL Endorsement (graduate)
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Graduate Degree	Major	Specialization Options
M.Ed.	Exceptional Student Education	ESOL Endorsement
	Educational Leadership	Higher Education School Administration
M.S.	Administration	Criminal Justice Administration Technical Intelligence Operations Emergency Planning and Administration
Ph.D.	Global Leadership	Educational Leadership Corporate Leadership

## College of Hospitality Management

Undergraduate Degree	Major	Specialization Options
B.S.H.M.	Hospitality Management	Hospitality Management Hotel, Resort, & Food Service Mgmt. International Golf Management International Hotel & Tourism Mgmt. Sports and Recreation Management

## College of International Communications

Undergraduate Degree	Major	Specialization Options
B.A.	Communications	Broadcasting Film Studies International Communications Journalism

## The Conservatory of Music

Undergraduate Degree	Major	Specialization Options
B.M.	Music-Performance	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
B.A.	Music	
Certificate	Professional Studies Diploma Program (PSDP)	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion

### Undergraduate curriculum

#### General Education and Study in the Major

##### Perspectives and Academic Skills

The University believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achievement of the University's overall educational purpose: to produce graduates who possess knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.

General education knowledge and academic skills are developed within a diverse learning community of students and faculty to foster diversity of thought and the opportunity to integrate varied perspectives, experiences, and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students' attainment of the following baccalaureate degree competencies:

##### Perspectives

Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.

Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.

- Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
- Breadth of learning in a variety of disciplines that informs judgements and encourages inquiry.
- Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in one's chosen profession.
- Preparation of graduates for positions of responsibility and leadership as productive global citizens who value life long learning.

##### Academic Skills

- Communication: Reading, writing, speaking, and interpersonal/relationship skills.
- Mathematical Computation: Computing, interpreting, and drawing conclusions from quantitative data.
- Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
- Information Literacy: Identifying, locating, evaluating and using relevant information.
- Intellectual Strategies: Problem solving, critical and creative thinking, and inquiry.

## Core Curriculum

		<b>Credits</b>
English Composition I	ENG 101	3
English Composition II/World Literature	ENG 102	3
Humanistic Approaches to World Culture	HUM 170	3
Expressions of Humanity (select one)		3
Art Appreciation	HUM 101	
Music Appreciation	HUM 102	
Theatre Appreciation	HUM 103	
Dance Appreciation	HUM 104	
Film Appreciation	COM 130	
Fundamentals of Public Speaking	COA 110	3
Entrepreneurship	BUS 210	3
Contemporary Geopolitical Affairs	IRPS 250	3
Foundations of Behavioral Science (select one)		3
Introduction to Psychology	PSY 150	
Introduction to Sociology	SOC 110	
College Algebra	MAT 110	3
Computer Applications	CMS 200	3
Nature and the Scientific Enterprise	SCI 222	4
First Year Experience I	FYE 101	1
First Year Experience II	FYE 102	1
Transfer Seminar	TSR 101	0
International Experience	IRPS 100	1
International Experience in the Major	IRPS 365	3
	<b>Total Credits</b>	<b>40</b>

### Day Division First Year Requirements

For students who have matriculated as new freshmen, the following courses must be completed within the first 30 credit hours earned:

First Year Experience  
and either

ENG 099 English Skills (3 cr) and ENG 101\* English Comp. I (3 cr) or  
ENG 101\* English Comp. I (3 cr) and ENG 102\* English Comp. II (3 cr)

\* ENG 101 and ENG 102 must be passed with a "C-" or better.

\* ENG 101 and 102 must be taken sequentially

Beginning with the first semester of the freshman year, a student must enroll in one of the above English sequences, repeatedly and in consecutive semesters, until the aforesaid requirement is fulfilled.

## COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences provides a meaningful interpretive context for all programs within the University in the best tradition of liberal education. Through the programmatic initiatives and curricula described below, the College seeks to support the University's international and multicultural perspectives, thereby preparing students for responsible living in the 21st century. In addition to supporting the general education curriculum in English, Communication Arts, History, Behavioral Science, Natural Science, Mathematics, Humanities, Fine Arts and Language, the following degree programs are offered:

Bachelor of Arts with a major in Behavioral Science, Bachelor of Arts with a major in Liberal Arts; Bachelor of Arts with a major in English; Bachelor of Science with a major in Psychology; Bachelor of Arts with a major in International Relations (specializations in Asian Affairs, European Affairs, and Latin American Affairs, or minors in International Communications and International Business); Bachelor of Science in Design with a major in Graphic Design; Bachelor of Science in Design with a major in Visual Design, Bachelor of Science with a major in Biology.

### BACHELOR OF ARTS

#### MAJOR: BEHAVIORAL SCIENCE

The College of Arts and Arts and Sciences offers the Bachelor of Arts degree in Behavioral Science. This is an interdisciplinary degree that introduces students to the study of human behavior through a progression of general sociology and psychology courses. The Behavioral Science program is designed to expose students to various aspects of human social experience and behavior and the conditions and purpose of ethics and ethical decision-making.

#### Objectives/Learning Outcomes:

Students will acquire depth and breadth of learning following guidelines and goals of the Behavioral Science major. The goals of the Behavioral Science program are to provide a curriculum that:

- Focuses on interpretation of the norms and rules that govern social behavior.
- Develops a general understanding of human development, learning, and behavior.
- Introduces students to basic counseling theory and techniques.
- Emphasizes the evaluation of the ethical implications of various social issues.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.
- Recognizes and validate subject based competencies
- Engages learners in community leadership roles in social, economic, and political affairs.
- The student should be able to apply theories of sociology and psychology to age specific problems of healthcare, families, childcare, business relationships, and care of the elderly. Students should be able to perform at a professional level of punctuality, follow up, communication etc
- Fosters global awareness by providing an international dimension to its educational curriculum.
- The student should become aware of sociological issues of cultural diversity in the workplace, whether that is in business, healthcare, family care or education and be able to respond with behaviors.
- Provides a comprehensive core curriculum that gives learners a sound background in writing skills, computation skills, computer literacy, and liberal arts courses. The student should be able to read, comprehend and abstract from the professional literature in both Sociology and Psychology.
- Demonstrates introspection of life transitions and identifies how their learning is progressing through self-analysis and reflection.
- Encourages the student should strive for continued personal and professional growth as graduates of Behavioral Sciences through experiences and application of the theories of learning, motivation, social interaction, attachment, interdependence, and team work

**MAJOR: BEHAVIORAL SCIENCE**  
**DEGREE REQUIREMENTS**

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**CORE CURRICULUM REQUIREMENTS (see page 82)**

**40 CREDITS**

**MAJOR REQUIREMENTS: BEHAVIORAL SCIENCE**

**48 CREDITS**

___SOC	110	INTRODUCTION TO SOCIOLOGY	3*
___SOC	220	FAMILY & SOCIETY	3
___SOC	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
___SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
___SOC	450	RACE AND ETHNIC CONCERNS	3
___SOC	491	SEMINAR IN SOCIOLOGY	3
___PSY	225	HUMAN SEXUALITY	3
___PSY	250	DEVELOPMENTAL PSYCHOLOGY	3
___PSY	350	FACILITATOR TRAINING	3
___PSY	354	INDUSTRIAL & ORGANIZATIONAL PSYCHOLOGY	3
___PSY	360	SOCIAL PSYCHOLOGY	3
___PSY	370	ABNORMAL PSYCHOLOGY	3
___PSY	490	SEMINAR IN PSYCHOLOGY	3
___PSY/SOC 300+		PSYCHOLOGY/SOCIOLOGY ELECTIVE	9

**ELECTIVES**

**33 CREDITS**

___FREE ELECTIVE			3
___FREE ELECTIVE (300+)			3
___FREE ELECTIVE (300+)			3
___FREE ELECTIVE (300+)			3
___FREE ELECTIVE (300+)			3

**TOTAL CREDITS 121**

\* Courses taken in CORE may not apply toward major requirements.

**BACHELOR OF SCIENCE****MAJOR: BIOLOGY**

The Bachelor of Science in Biology is a program designed for students whose career goals generally involve further professional education beyond the bachelor's degree. These careers include but are not limited to allopathic, osteopathic, dental, veterinary, and podiatric medicine; pharmacy, physical therapy, occupational therapy, optometry, chiropractor, physician's assistant, environmental science/health, and positions in research, education, and industry. The Bachelor of Science in Biology is offered on a 15-week semester schedule, as a day division undergraduate program.

**MAJOR: BIOLOGY****DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>			<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS: BIOLOGY</b>			<b>59 CREDITS</b>
___ SCI	110	THE BIOLOGICAL WORLD AND LAB	4
___ SCI	111	BIOLOGICAL PATTERN AND PROCESS AND LAB	4
___ SCI	130	GENERAL CHEMISTRY I AND LAB	4
___ SCI	131	GENERAL CHEMISTRY II AND LAB	4
___ SCI	260	HUMAN ANATOMY AND PHYSIOLOGY I AND LAB	4
___ SCI	261	HUMAN ANATOMY AND PHYSIOLOGY II AND LAB	4
___ SCI	360	ECOLOGY AND LAB	4*
___ SCI	325	MICROBIOLOGY AND LAB	4
___ SCI	450	GENETICS AND LAB	4
___ SCI	490	BIOLOGY SENIOR SEMINAR	3
___ MAT	320	METHODS OF CALCULUS	4
___ SCI	350	PHYSICS I AND LAB	4
___ SCI	351	PHYSICS II AND LAB	4
___ SCI	390	ORGANIC CHEMISTRY I AND LAB	4
___ SCI	391	ORGANIC CHEMISTRY II AND LAB	4
<b>FREE ELECTIVES</b>			<b>22-23 CREDITS</b>
___	FREE ELECTIVE (300+)		3
___	FREE ELECTIVE (300+)		4
___	FREE ELECTIVE (300+)		3
___	FREE ELECTIVE		3-4 **
___	FREE ELECTIVE		3
___	FREE ELECTIVE		3
___	FREE ELECTIVE		3
			<b>TOTAL CREDITS 121-122</b>

\* 45 Upper division credits (300+ level) are required for degree completion.

\*\* Transfer Students may need an additional elective credit to satisfy the 122 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.

## BACHELOR OF ARTS

### MAJOR: GRAPHIC OR VISUAL DESIGN

The College of Arts and Sciences offers courses leading to the Bachelor of Science degree in Design. There are two majors in the Design program: Graphic Design and Visual Design. They provide a broad-based study of various media and techniques within which students can explore and select across concentrations. The Bachelor of Science in Design provides flexibility between the interpretive and the technical.

#### Graphic Design

Graphic design is the study of two-dimensional (flat) design, with typography, that is created for mass distribution such as newspapers, magazines, television, and computers. Specializations offered are: Computer Graphics, Photography and Illustration.

#### Visual Design

The Visual Design major consists of the fine art courses: Life Drawing; Art History; Photography; and fewer Graphics courses than the Graphic Design major. The Specializations offered are: Photography and Illustration.

Students graduating with a B.S.D. in Graphic Design or Visual Design will be able to: demonstrate knowledge of various media and techniques producing commercial art; demonstrate knowledge of interpretive skills, rules and principles of design; understand the history and development of design.

### MAJOR: GRAPHIC DESIGN

#### DEGREE REQUIREMENTS

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#### CORE CURRICULUM REQUIREMENTS (see page 82)

**40 CREDITS**

#### MAJOR REQUIREMENTS: GRAPHIC DESIGN

**45 CREDITS**

___ ADS	105	DRAWING I	3
___ ADS	120	DESIGN I	3
___ ADS	225	COMMERCIAL LAYOUT AND DESIGN (QUARKXPRESS)	3
___ ADS	261	COLOR THEORY	3
___ ADS	246	GRAPHICS I	3
___ ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3 *
___ ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
___ ADS	347	GRAPHICS II	3
___ ADS	372	TYPOGRAPHY	3
___ ADS	472	ADVANCED TYPOGRAPHY	3
___ ADS	470	ADVANCED GRAPHIC DESIGN	3
___ ADS	485	INTERNSHIP	3
___ ADS	490	PORTFOLIO & EXHIBITION	3
___ ADS	493	PROFESSIONAL PRACTICES	3
___ HUM	250	HISTORY OF GRAPHIC DESIGN	3

#### SPECIALIZATION

**22-22 CREDITS**

COMPUTER GRAPHICS, PHOTOGRAPHY, AND ILLUSTRATION

#### ELECTIVES

**15-16 CREDITS**

___ FREE ELECTIVE	3-4 **
___ FREE ELECTIVE	3

**TOTAL CREDITS: 120-123**

\* 45 Upper division credits (300+ level) are required to satisfy the major requirement.

\*\* Transfer Students need one additional elective credit to satisfy the 120-credit requirement.

**MAJOR: VISUAL DESIGN  
DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>			<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS: VISUAL DESIGN</b>			<b>42 CREDITS</b>
___ ADS	101	INTRODUCTION TO DESIGN ON THE MACINTOSH	3
___ ADS	105	DRAWING I	3
___ ADS	120	DESIGN I	3
___ ADS	210	BASIC LIFE DRAWING	3
___ ADS	230	PHOTOGRAPHY	3
___ ADS	261	COLOR THEORY	3
___ ADS	271	FIGURE DRAWING MATERIALS	3
___ ADS	342	THREE DIMENSIONAL DESIGN	3*
___ ADS	346	RENDERING FUNDAMENTALS	3
___ ADS	371	FIGURE DRAWING METHODS	3
___ ADS	372	TYPOGRAPHY	3
___ ADS	490	PORTFOLIO & EXHIBITION	3
___ ADS	493	PROFESSIONAL PRACTICES II	3
___ HUM	300+	ART HISTORY ELECTIVE	3

**SPECIALIZATION** **20-22 CREDITS**  
COMPUTER GRAPHICS, PHOTOGRAPHY, AND ILLUSTRATION

<b>ELECTIVES</b>			<b>18 CREDITS</b>
___	FREE ELECTIVE (300+)		3
___	FREE ELECTIVE (300+)		3
___	FREE ELECTIVE		3**
___	FREE ELECTIVE		3
___	FREE ELECTIVE		3
___	FREE ELECTIVE		3

**TOTAL CREDITS 120-122**

\* 45 Upper division credits (300+ level) are required to satisfy the major requirement.  
\*\* Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

**ART & DESIGN SPECIALIZATIONS** **18-21 CREDITS**

<b>COMPUTER GRAPHICS</b>			<b>20 CREDITS</b>
___ ADS	430	DESIGN TECHNOLOGY & PRODUCTION	3
___ ADS	491	ART AND DESIGN SEMINAR	4
___ ADS	499	MAJOR THESIS	4
___ CMS	340	WEB SITE DESIGN	3
___ CMS	360	COMPUTER ETHICS AND LAW	3
___ COM	325	WRITING FOR ELECTRONIC MEDIA	3

<b>PHOTOGRAPHY</b>			<b>21 CREDITS</b>
___ HUM	205	HISTORY OF PHOTOGRAPHY & FILM PRINCIPLES	3
___ COM	220	PHOTOJOURNALISM	3
___ ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
___ ADS	330	COLOR PHOTOGRAPHY	3
___ ADS	333	ADVANCED PHOTOGRAPHY	3
___ ADS	440	ADVANCED PHOTOGRAPHY II	3
___ ADS	441	APPLIED PHOTOGRAPHY	3

<b>ILLUSTRATION</b>			<b>22 CREDITS</b>
__ADS	327	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	363	PAINTING MATERIALS	3
__ADS	365	ILLUSTRATION	3
__ADS	380	INTERPRETIVE FIGURE MATERIALS	3
__ADS	481	ILLUSTRATION I	3
__ADS	494	THESIS DRAWING I	4
__HUM	300+	ART HISTORY ELECTIVE	3

### **ART & DESIGN MINORS**

Designed to compliment any degree program, the Art & Design Minors enhances the marketability of a student's major. These Minors are offered to those, outside the A&D Major, who wish to explore and enhance their creative abilities. To earn an Art & Design Minor, students must complete fifteen (15) credit hours.

### **PHOTOGRAPHY**

__ADS	230	PHOTOGRAPHY	3
__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	330	COLOR PHOTOGRAPHY	3
__ADS	333	ADVANCED PHOTOGRAPHY	3
__ADS	440	OR 441 PHOTOGRAPHY ELECTIVE	3

### **COMPUTER GRAPHICS**

__HUM	105	INTRODUCTION TO DESIGN ON THE MACINTOSH	3
__ADS	225	COMMERCIAL LAYOUT & DESIGN (QUARKXPRESS)	3
__ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__CMS	340	WEB SITE DESIGN	3

### **DESIGN**

__ADS	120	DESIGN	3
__ADS	246	GRAPHICS I	3
__ADS	300+	DESIGN ELECTIVE	3
__ADS	347	GRAPHICS II	3
__ADS	372	TYPOGRAPHY	3

**BACHELOR OF ARTS**

**MAJOR: INTERNATIONAL RELATIONS**

The International Relations program educates students to become leaders in the emerging global community. While firmly rooted in the liberal arts, the program offers an interdisciplinary degree that combines the study of global political and economic relations with foreign language training, a geographic specialization, and study abroad. A major in International Relations provides a solid basis upon which to analyze how nations and civilizations developed and how new paradigms continually shape the future. A minor is also available in International Relations.

Students majoring in International Relations must choose to specialize in one of the following areas: Asian Affairs, European Affairs, or Latin American Affairs. The specialization consists of 15 credits, including a minimum of 9 upper division (300+ level) credits. All specialization elective courses must be related to the geographic area of specialization and must be approved by the program coordinator. A portion of the specialization courses should be completed through study abroad.

**MAJOR: INTERNATIONAL RELATIONS**

**DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>		<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS</b>		<b>51 CREDITS</b>
___ IRPS	150 CONTEMPORARY POLITICAL SCIENCE	3
___ IRPS	225 UNITED STATES GOVERNMENT	3
___ IRPS	320 LATIN AMERICAN HISTORY	3
___ IRPS	330 THE POLITICS OF DEVELOPMENT	3
___ IRPS	340 GOVERNMENT & POLITICS OF RUSSIA	3
___ IRPS	350 COMPARATIVE POLITICAL SYSTEMS	3
___ IRPS	370 MODEL ORGANIZATION OF AMERICAN STATES	3
___ IRPS	470 UNITED STATES FOREIGN POLICY	3
___ IRPS	475 CONTEMPORARY INTERNATIONAL RELATIONS	3
___ IRPS	495 INTERNSHIPS/SPECIAL PROJECT	6
___ COA	451 INTERCULTURAL COMMUNICATION	3
___ ENG	470 WRITING THE MAJOR THESIS	3
___ LAN	FOREIGN LANGUAGE	12
<b>SPECIALIZATION</b>		<b>15 CREDITS</b>
<b>ASIAN, EUROPEAN, AND LATIN AMERICAN AFFAIRS</b>		
<b>FREE ELECTIVES</b>		<b>15 CREDITS</b>
___ FREE ELECTIVE		3
<b>TOTAL CREDITS</b>		<b>121</b>

## INTERNATIONAL RELATIONS SPECIALIZATIONS

<b>ASIAN AFFAIRS</b>			<b>15 CREDITS</b>
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS	395	GOVERNMENT & POLITICS OF JAPAN	3
__IRPS		ELECTIVE (300+ LEVEL)	3
__IRPS		ELECTIVE	3
__IRPS		ELECTIVE	3

<b>EUROPEAN AFFAIRS</b>			<b>15 CREDITS</b>
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS	420	ORIGIN AND DEVELOPMENT OF THE EUROPEAN UNION	3
__IRPS		ELECTIVE (300+ LEVEL)	3
__IRPS		ELECTIVE	3
__IRPS		ELECTIVE	3

<b>LATIN AMERICAN AFFAIRS</b>			<b>15 CREDITS</b>
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS		ELECTIVE (300+ LEVEL)	3
__IRPS		ELECTIVE (300+ LEVEL)	3
__IRPS		ELECTIVE	3
__IRPS		ELECTIVE	3

## INTERNATIONAL RELATIONS MINOR

Designed to compliment any degree program, the International Relations Minor enhances the marketability of a student's major while providing students with a strong foundation in world affairs. To earn the International Relations minor, students must complete the following five courses:

<b>INTERNATIONAL RELATIONS</b>			<b>15 CREDITS</b>
__IRPS	150	INTRODUCTION TO POLITICAL SCIENCE	3
__IRPS	330	THE POLITICS OF DEVELOPMENT	3
__IRPS	350	COMPARATIVE POLITICAL SYSTEMS	3
__IRPS	370	MODEL ORGANIZATION OF AMERICAN STATES	3
__IRPS	475	CONTEMPORARY INTERNATIONAL RELATIONS	3

## BACHELOR OF ARTS

### MAJOR: LIBERAL ARTS

The Liberal Arts major is designed to provide students with a broad background in a variety of disciplines; namely, literature, the arts, history, philosophy, contemporary social issues and concerns, historical, social, and political epochs. The major in Liberal Arts facilitates competency in critical thinking skills, analytical skills, communication skills of speaking, writing, and aesthetic appreciation. Further, the liberal arts major fosters an appreciation for lifelong learning and prepares students to use criteria and rules from the specializations in communication arts, history, and humanities to judge the quality and impact of information. The liberal arts major is appropriate for those students who intend to pursue a law degree, to pursue graduate studies, or to seek careers in a broad range of areas including information-based agencies and human and cultural communication.

**MAJOR: LIBERAL ARTS  
DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>			<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS: LIBERAL ARTS</b>			<b>48 CREDITS</b>
___ COA	101	FUNDAMENTALS OF COMMUNICATION	3
___ COA	380	COMMUNICATION ANALYSIS AND CRITICISM	3
___ COA	451	INTERCULTURAL COMMUNICATION	3
___ ENG	330	AMERICAN LITERATURE I OR	3
___ ENG	331	AMERICAN LITERATURE II	3
___ ENG	470	WRITING FOR THE MAJOR THESIS	3
___ HIS	221	AMERICAN HISTORY I OR	3
___ HIS	222	AMERICAN HISTORY II	3
___ HIS	360	AMERICAN EXPERIENCE THROUGH FILM	3
___ HIS	481	SEMINAR IN HISTORICAL STUDIES	3
___ HUM	221	INTRODUCTION TO PHILOSOPHY	3
___ HUM	230	WORLD RELIGIONS	3
___ HUM	201	LOGIC	3
___ HUM	399	COMMUNITY AWARENESS	3
___ LAN		LANGUAGE ELECTIVE	3
___ LAN		LANGUAGE ELECTIVE	3
___ SOC	220	FAMILY AND SOCIETY***	3
___ SOC	330	THE SOCIAL WELFARE SYSTEM*** OR	3
___ SOC	335	CONTEMPORARY SOCIAL PROBLEMS***	3
<b>SPECIALIZATIONS</b>			<b>18-19 CREDITS</b>
<b>COMMUNICATION ARTS, HISTORY/INTERNATIONAL RELATIONS, HUMANITIES</b>			
<b>ELECTIVES</b>			<b>15 CREDITS</b>
___	FREE ELECTIVES (300+)		3**
___	FREE ELECTIVES (300+)		3
___	FREE ELECTIVES (300+)		3
___	FREE ELECTIVES		3
___	FREE ELECTIVES		3
			<b>TOTAL CREDITS 121-122</b>

\*45 upper division credits (300+ level) are required to satisfy the major requirement.

\*\*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

\*\*\*SOC 110 is a prerequisite for SOC 220, SOC 330, and SOC 335.

**LIBERAL ARTS SPECIALIZATIONS**

<b>COMMUNICATIONS ARTS</b>			<b>TOTAL 15-18 CREDITS</b>
___ COA	305	INTERPERSONAL COMMUNICATION	3
___ COA	310	ORAL INTERPRETATION	3
___ COA	320	GENDER AND COMMUNICATIONS	3
___ COA	340	PERSUASION AND PROPAGANDA	3
___ COA	451	INTERCULTURAL COMMUNICATION	3
___ COM	360*	COMMUNICATION THEORY	3

\*Perquisites; All Upper level COA courses carry prerequisite of COA 110; and COA 101 where indicated with an asterisk

<b>HISTORY/INTERNATIONAL RELATIONS</b>	<b>15 CREDITS</b>
___ HIS/IRPS 200+(NOT INCLUDING IRPS 250)	3
___ HIS/IRPS 300+	12

<b>HUMANITIES</b>	<b>15 CREDITS</b>
___ HUM 315 MODERN ART HISTORY: POST-IMPRESSIONISM TO 1945	3
___ MUH 361 MUSIC HISTORY III: TWENTIETH CENTURY MUSIC	3
___ HUM 411 ART HISTORY: 1945 TO THE PRESENT	3
___ HUM ELECTIVE	6

**LIBERAL ARTS MINORS**

**COMMUNICATION ARTS MINOR**

Designed to compliment any degree program, the Communication Arts Minor enhances the marketability of a student's major. It is designed to offer the student knowledge of the art and science of human communication functions and practices. The Minor explores the rules, impact, and implication of rhetorical, interpersonal, intercultural, cross-cultural, and group dynamics on individual and group behavior in the public sphere. Students must take COA 101 and at least five of the courses listed below.

<b>COMMUNICATIONS ARTS</b>	<b>TOTAL 15-18 CREDITS</b>
___ COA 101 FUNDAMENTALS OF COMMUNICATIONS	3
___ COA 305 INTERPERSONAL COMMUNICATION	3
___ COA 310 ORAL INTERPRETATION	3
___ COA 320 GENDER AND COMMUNICATIONS	3
___ COA 340 PERSUASION AND PROPAGANDA	3
___ COA 380* COMMUNICATION ANALYSIS AND CRITICISM	3
___ COA 451 INTERCULTURAL COMMUNICATION	3
___ COM 360* COMMUNICATION THEORY	3

\*Prerequisites; All Upper level COA courses carry prerequisite of COA 110; and COA 101 where indicated with an asterisk

**HISTORY/INTERNATIONAL RELATIONS MINOR**

Designed to compliment any degree program, the History/International Relations Minor enhances the marketability of a student's major. With such a minor students will have the opportunity to pursue study in areas affecting the American and International community. Courses available will deal with a variety of issues ranging from social, economic and geo-political concerns. The study of these areas will not only enlarge one's knowledge of the world we live in, but also enrich one's tools of critical thinking and analysis. To earn the History/International Relations minor students must take fifteen (15) hours, which can be broken down as follows:

<b>HISTORY/INTERNATIONAL RELATIONS</b>	<b>15 CREDITS</b>
___ HIS/IRPS 200+(NOT INCLUDING IRPS250)	3
___ HIS/IRPS 300+	12

**HUMANITIES MINOR**

Designed to compliment any degree program, the Humanities Minor enhances the marketability of a student's major. A minor in Humanities will prove to be an excellent choice for those who are majoring in more specialized subjects. A broad combination of courses in art, music, philosophy, and world religions will provide students with a perspective for understanding the diversity in the complex world in which they live. It will also prepare them for any profession where sensitivity to other cultures and values are a major concern. Those who are planning a career in the arts may wish to take all 15 hours required for a major in art history. A suggested program for a broader minor in the Humanities would include:

<b>HUMANITIES</b>			<b>15 CREDITS</b>
___ HUM	221	INTRODUCTION TO PHILOSOPHY	3
___ HUM	230	WORLD RELIGIONS	3
___ HUM	315	MODERN ART HISTORY: POST-IMPRESSIONISM TO 1945	3
___ MUH	361	MUSIC HISTORY III: TWENTIETH CENTURY MUSIC	3
___ HUM	411	ART HISTORY: 1945 TO THE PRESENT	3

**BACHELOR OF ARTS****MAJOR: ENGLISH**

Designed to provide students with a strong background in analyzing literature, the English major facilitates competency in communication. Literary studies engage students in the examination of structural elements in literary genres, literary movements in the English language, and the opportunity for special focused study on particular authors, gender related issues, and cultural perspectives of literature. Students develop sound critical thinking skills, analytical skills, and research skills to enable them to best communicate their thoughts in the classroom and beyond. Exciting career paths can begin with English studies, and this program will prepare students for any career path or continuing education plans.

**MAJOR: ENGLISH****DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>			<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS</b>			<b>51 CREDITS</b>
___ ENG	201	STUDIES IN POETRY	3
___ ENG	202	STUDIES IN SHORT FICTION	3
___ ENG	203	STUDIES IN DRAMA	3
___ ENG	204	STUDIES IN THE NOVEL	3
___ ENG	311	CREATIVE WRITING	3
___ ENG	325	SHAKESPEARE	3
___ ENG	330	AMERICAN LITERATURE I	3
___ ENG	331	AMERICAN LITERATURE II	3
___ ENG	340	BRITISH LITERATURE I	3
___ ENG	341	BRITISH LITERATURE II	3
___ ENG	350	INTRO TO GENDER & MULTICULTURALISM	3
___ ENG	405	SEMINAR IN GENDER & LITERATURE	3
___ ENG	420	TOPICS IN LITERATURE	3
___ ENG	470	WRITING THE MAJOR THESIS	3
___ HUM	221	INTRODUCTION TO PHILOSOPHY	3
___ HUM	410	GREAT BOOKS	3
___ PSY	260	PERSONALITY THEORY	3

**ELECTIVES**

___ FREE ELECTIVE	3	<b>30 CREDITS</b>
___ FREE ELECTIVE	3	
___ FREE ELECTIVE	3	
___ FREE ELECTIVE	3	
___ FOREIGN LANGUAGE ELECTIVE	3	
___ FOREIGN LANGUAGE ELECTIVE	3	
___ HISTORY ELECTIVE (300+)	3	
___ HISTORY ELECTIVE (300+)	3	
___ HISTORY ELECTIVE (300+)	3	
___ HISTORY ELECTIVE (300+)	3	
		<b>TOTAL CREDITS 121</b>

**ENGLISH MINOR**

Designed to compliment any degree program, the English Minor enhances the marketability of a degree while providing students with specialized knowledge in the field of English studies. Specifically, students will be provided the opportunity to focus studies on two particular genres of literature. Students may choose from studies in poetry, short fiction, drama, and novels. Additionally, students will gain expertise in the literature from a particular era of American or British literature. If they so choose, students may focus entirely on the literature of one nation. Finally, students will cap their English studies with one of our highest-level classes, which will narrow the focus of study around an author, a genre, a literary movement, or a theme. To earn the English minor, students must take fifteen (15) hours, which break down in the following manner:

**ENGLISH**

___ ENG 200+	3	<b>15 CREDITS</b>
___ ENG 200+	3	
___ ENG ELECTIVE (SELECT TWO)	6	
___ ENG 330 AMERICAN LITERATURE I		
___ ENG 331 AMERICAN LITERATURE II		
___ ENG 340 BRITISH LITERATURE I		
___ ENG 341 BRITISH LITERATURE II		
___ ENG 400+	3	

**BACHELOR OF SCIENCE****MAJOR: PSYCHOLOGY**

The College of Arts and Sciences offers the Bachelor of Science degree in Psychology. This program is designed to expose students to the biopsychological, developmental, cognitive, and sociocultural domains of psychology, as well as research methodology. The student will also understand the relevance of psychology in contemporary society. This major will prepare a student for employment in human services or for graduate school in counseling or psychology.

**MAJOR: PSYCHOLOGY****DEGREE REQUIREMENTS**


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<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>	<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS: PSYCHOLOGY</b>	<b>51 CREDITS</b>
___ PSY 150 INTRODUCTION TO PSYCHOLOGY	3*
___ PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY	3
___ PSY 225 HUMAN SEXUALITY	3
___ PSY 250 DEVELOPMENTAL PSYCHOLOGY	3

___ PSY	260	PERSONALITY THEORY	3
___ PSY	280	MIND BODY MEDICINE	3
___ PSY	300	EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT OR	3
___ PSY	305	EXPRESSIVE STUDIES: DRAMA AS EXPRESSION OR	3
___ PSY	310	EXPRESSIVE STUDIES: POETRY AND NARRATIVE	
___ PSY	315	PSYCHOLOGICAL TESTS & MEASUREMENTS	3
___ PSY	349	INTRODUCTION TO APPLIED COUNSELING	3
___ PSY	355	PRINCIPLES OF LEARNING	3
___ PSY	360	SOCIAL PSYCHOLOGY	3
___ PSY	370	ABNORMAL PSYCHOLOGY	3
___ PSY	400	PROCESS: PERSONAL GROWTH PSYCHOLOGY	3
___ PSY	410	RESEARCH AND STATISTICS IN PSYCHOLOGY	3
___ PSY	420	PHYSIOLOGICAL PSYCHOLOGY	3
___ PSY	490	SEMINAR IN PSYCHOLOGY	3
___ PSY	499	EXPERIMENTAL PSYCHOLOGY	3

**ELECTIVES**

**30 CREDITS**

___	FREE ELECTIVE (300 +)	3
___	FREE ELECTIVE (300 +)	3
___	FREE ELECTIVE (300 +)	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE OR INTERNSHIP	3

**TOTAL CREDITS 121**

\*Courses taken in Core may not apply toward major requirements.

**PSYCHOLOGY MINOR**

Designed to compliment any degree program, the Psychology Minor enhances the value of a degree while providing students with specialized knowledge in the field of Psychological and Behavioral studies. Specifically, students will be provided the opportunity to focus studies on a broad range of psychology courses. Orientation to the Study of Psychology and Developmental Psychology will be foundational courses for the minor. Students may choose two courses from studies in the areas of Facilitator Training, Social Psychology, Industrial and Organizational Psychology, or Abnormal Psychology. Additionally, students will enhance their knowledge of psychology through an examination of various in-depth topics in a capstone Seminar in Psychology course. To earn the Psychology minor, students must take fifteen (15) hours, which break down in the following manner:

___ PSY	200+		3
___ PSY	200+		3
___ PSY		ELECTIVE (CHOOSE TWO)	6
___ PSY	350	FACILITATOR TRAINING COURSE	
___ PSY	354	INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY	
___ PSY	360	SOCIAL PSYCHOLOGY	
___ PSY	370	ABNORMAL PSYCHOLOGY	
___ PSY	490	SEMINAR IN PSYCHOLOGY OR	
___ PSY	499	EXPERIMENTAL PSYCHOLOGY	3

## COLLEGE OF BUSINESS AND MANAGEMENT

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The College of Business and Management's mission is to provide an environment of collaborative learning among students, faculty and staff, and the greater community for the purpose of creating personal and professional success for all stakeholders.

The College of Business and Management and its associated Burton D. Morgan School of Aeronautics focus on offering quality career specializations at the undergraduate and graduate levels. The College supports the mission of the University through its long-range goal to be recognized for excellence in career preparation by the diverse stakeholders, communities and clients we serve in terms of:

- providing quality instruction;
- maintaining continuous improvements in our programs and curricula;
- providing timely career-based skills and knowledge for undergraduate and graduate students so that they will be viewed as desirable prospects for career growth opportunities by their current and/or future employers;
- supporting continuing education outreach programs (credit/non credit) for the business community within the University's service area;
- providing students from around the world with a global awareness of domestic and international business.

Our programs are not standardized, prescriptive formulas but rather customized career plans. We offer a range of experiences that is both wide and substantive. As a student of the College of Business and Management, you will have the flexibility to design a course of study that matches your interests and career objectives.

The Bachelor of Science in Business Administration requires the completion of 120 credit hours. Forty of the 120 credit hours are to meet the general education requirements completed by all undergraduate students of the University. Fifty of the 120 credit hours are the requirements for the major in Business Administration. With the remaining thirty credit hours, the student has six options: 1) complete a specialization in business and a minor in another academic discipline; 2) complete two specializations in business; 3) complete two minors in other academic disciplines; 4) complete a specialization in business and complete credits in coursework that is customized to personal preference; 5) complete a minor in another academic discipline and complete credits in coursework that is customized to personal preference; and 6) complete all of the thirty credit hours in coursework that is customized to personal preference.

The College of Business and Management offers specializations for the undergraduate degree in the following areas:

- Fashion Management
- General Management
- Human Resource Management
- International Business
- Managerial Electronic Business
- Marketing
- Aviation Management

The College also offers a Bachelor of Science in Health Care Administration and Health Care Administration with Long Term Care. The Health Care Administration programs prepare individuals for leadership roles in the profession of health care. The degree programs focus on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to the issues facing the health care executive in the 21st century.

The College of Business and Management in conjunction with the Christine E. Lynn School of Nursing (SON), offers an "RN to BSN" completion program, exclusively designed for Licensed Registered Nurses seeking a baccalaureate degree.

The College of Business and Management offers a Master of Business Administration program with specializations in:

- Aviation Management
- Health Care Administration
- Hospitality Management
- International Business
- Managerial Electronic Business
- Marketing
- Mass Communication and Media Management
- Sports and Athletics Administration

The College also offers a Master of Science in Administration with specializations in:

- Sports and Athletics Management
- Health Care Administration (with or without Nursing Home Licensure)

Certificate Programs are offered by the College in Aging Studies, Geriatric Care Management, and Health Care Administration/ Long Term Care and Legal Nurse Consultant.

The College of Business and Management is also responsible for the Corporate Leadership specialization for the Ph.D. in Global Leadership. See the graduate section of the Catalog for a detailed description of the M.B.A., M.S., Ph.D. and certificate programs.

Students may be able to earn a B.S.B.A. and M.B.A. in four years from the time that they enter the University. Students can determine a schedule of summer classes along with those of the regular academic year that can lead to earning the two degrees in four years. Students who have an interest in this four-year program of study should contact an academic advisor from the College of Business and Management.

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### MAJOR: BUSINESS ADMINISTRATION

Each Business Administration major completes all degree requirements including core curriculum requirements, requirements for the business administration major, and requirements for a specialization in business and/or a minor in another academic discipline and/or coursework customized to personal preference. Business Administration major requirements aim to provide breadth of knowledge in the discipline of business and its context, as well as learning activities that promote the integration of business knowledge. The specializations provide in-depth study in an area of business. A minor in another academic discipline and the coursework customized to personal preference provide students with the opportunity to explore areas of learning outside of the business discipline for the purpose of complementing the knowledge acquired in the Business Administration major requirements.

All candidates for the B.S.B.A. should work closely with their academic advisors to assure that their program of study has met the guidelines established for the degree.

### MAJOR: BUSINESS ADMINISTRATION

#### DEGREE REQUIREMENTS

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**CORE CURRICULUM REQUIREMENTS (see page 82) 40 CREDITS**

**MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION 50 CREDITS**

__ACC	201	ACCOUNTING FOR FINANCIAL REPORTING	3
__ACC	202	ACCOUNTING FOR DECISION MAKING	3
__BUS	171	MACROECONOMICS	3
__BUS	228	COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	FINANCIAL MANAGEMENT	3

__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	372	THE LEGAL ENVIRONMENT OF BUSINESS	3
__BUS	446	ENTREPRENEURSHIP, CREATIVITY, AND ETHICS	3
__BUS	460	BUSINESS STRATEGY	3
__BUS	498	BUSINESS INTERNSHIPS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__HIS	332	HISTORY OF AMERICAN CAPITALISM	3
__HUM	399	COMMUNITY AWARENESS	1
__INB	390	GLOBAL BUSINESS ENTERPRISE	3
__MAT	320	METHODS OF CALCULUS	4
__MKT	250	PRINCIPLES OF MARKETING	3

### **SPECIALIZATIONS**

**15 CREDITS**

FASHION MANAGEMENT, GENERAL MANAGEMENT, HUMAN RESOURCE MANAGEMENT, INTERNATIONAL BUSINESS, MANAGERIAL ELECTRONIC BUSINESS, MARKETING AND AVIATION MANAGEMENT

### **ELECTIVES**

**15 CREDITS**

Elective courses may be customized to personal preference, including completing a specialization in business or completing a minor in another academic discipline. However, students must complete a minimum of 45 credits (of the 120 required) that are upper division (300 + level). Students should confer with their academic advisors to assure that all academic requirements are met.

### **SPECIALIZATIONS IN BUSINESS**

#### **FASHION MANAGEMENT**

__BUS	101	APPAREL INDUSTRY	3
__BUS	260	FUNDAMENTALS OF APPAREL	3
__BUS	301	RETAIL BUYING	3
__BUS	316	RETAILING MANAGEMENT	3
__BUS	320	TEXTILE KNOWLEDGE FOR MANAGERS	3

#### **GENERAL MANAGEMENT**

__BUS	255	FUNDAMENTALS OF E-BUSINESS	3
__BUS	310	SMALL BUSINESS MANAGEMENT	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	425	OPERATIONS MANAGEMENT	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3

#### **HUMAN RESOURCE MANAGEMENT**

__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	380	DEVELOPMENT AND ADMINISTRATION OF COMPENSATION PROGRAMS	3
__BUS	425	OPERATIONS MANAGEMENT	3
__BUS	470	TRAINING AND DEVELOPMENT	3
__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3

#### **INTERNATIONAL BUSINESS**

__INB	393	INTERNATIONAL MONETARY RELATIONS	3
__INB	491	MULTINATIONAL CORPORATION – EVOLUTION AND CURRENT ISSUES	3

___ INB	492	LEGAL ASPECTS OF INTERNATIONAL BUSINESS	3
___ INB	496	INTERNATIONAL STUDY ABROAD IN BUSINESS	3
___ MKT	392	GLOBAL MARKETING	3

**MANAGERIAL ELECTRONIC BUSINESS**

___ BUS	255	FUNDAMENTS OF E-BUSINESS	3
___ CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3
___ CMS	340	WEB SITE DESIGN	3
___ CMS	341	INTEGRATIVE WEB SITE DESIGN	3
___ CMS	430	DATA WAREHOUSING, MINING, AND KNOWLEDGE MANAGEMENT	3

**MARKETING**

___ MKT	305	CONSUMER AND ORGANIZATIONAL BEHAVIOR	3
___ MKT	321	PROFESSIONAL SELLING AND SALES MANAGEMENT	3
___ MKT	350	INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS	3
___ MKT	392	GLOBAL MARKETING	3
___ MKT	430	MARKETING RESEARCH	3

**AVIATION MANAGEMENT**

___ AVM	102	AVIATION HISTORY	3
___ AVM	331	AVIATION REGULATIONS AND LAW	3
___ AVM	346	FIXED BASE OPERATIONS MANAGEMENT	3
___ AVM	441	AIRLINE AND AIRPORT OPERATIONS MANAGEMENT	3
___ AVM	481	AVIATION SEMINAR	3

**FLIGHT TRAINING ELECTIVES**

___ AVM	120	PRIMARY FLIGHT THEORY AND TRAINING, SOLO	3
___ AVM	121	PRIMARY FLIGHT THEORY AND TRAINING, PPL	3
___ AVM	220	INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC	3
___ AVM	221	INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED	3
___ AVM	230	COMMERCIAL FLIGHT THEORY	3
___ AVM	231	COMMERCIAL FLIGHT TRAINING	1

**CERTIFIED FLIGHT INSTRUCTOR OPTION (4 HOURS) \***

___ AVM	310	FLIGHT INSTRUCTION METHODS AND PROCEDURES	4
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**ADDITIONAL AVM ELECTIVES \*\***

___ AVM	226	AVIATION WEATHER	3
___ AVM	250	AVIATION SAFETY AND HUMAN FACTORS	3
___ AVM	471	AIRLINE EMERGENCY CABIN TRAINING	3
___ AVM	472	B-727 PILOT FAMILIARIZATION COURSE	3
___ AVM	473	B-727 PILOT SIMULATOR FAMILIARIZATION	3
___ AVM	474	B-737 PILOT FAMILIARIZATION COURSE	3
___ AVM	475	B-737 PILOT SIMULATOR FAMILIARIZATION	3
___ AVM	476	B-747 PILOT FAMILIARIZATION COURSE	3
___ AVM	477	AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE	3

\* If a student elects to obtain the Flight Instructor rating, AVM 310 substitutes for AVM 481 provided the student passes the FAA written and practical exams.

\*\* Simulator courses will be taught in the same semester as the familiarization ground school as a lab and will culminate with a check-ride to ensure basic handling objectives are met. These courses will have a corresponding lab fee. Students may obtain a total of 6.0 hours of academic credit from ONE aircraft type training (i.e. 727 ground and simulator familiarization or 737 ground and simulator familiarization only). If the student takes AVM 477, he/she may not receive credit for any familiarization or simulator course. AVM 471, Airline Emergency Cabin Training, is separate from this, and may result in an additional 3 semester hours of credit.

## **BUSINESS MINORS**

Students pursuing a degree in an academic discipline other than one offered by the College of Business and Management may elect to complete one of the following minors. Students should consult with their academic advisors to assure that the business minor meets the requirements of their degree program.

### **GENERAL MANAGEMENT MINOR**

__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	310	SMALL BUSINESS MANAGEMENT	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	425	OPERATIONS MANAGEMENT	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3

### **INTERNATIONAL BUSINESS MINOR**

__BUS	270	MANAGING ORGANIZATIONS	3
__INB	390	GLOBAL BUSINESS ENTERPRISE	3
__INB	393	INTERNATIONAL MONETARY RELATIONS	3
__INB	491	MULTINATIONAL CORPORATIONS-EVOLUTION AND CURRENT ISSUES	3
__INB	496	INTERNATIONAL STUDIES IN BUSINESS	3

### **MANAGERIAL ELECTRONIC BUSINESS**

__BUS	255	FUNDAMENTALS OF E-BUSINESS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3
__CMS	340	WEB SITE DESIGN	3
__CMS	430	DATA WAREHOUSING, MINING, AND KNOWLEDGE MANAGEMENT	3

### **MARKETING MINOR**

__MKT	250	PRINCIPLES OF MARKETING	3
__MKT	305	CONSUMER AND ORGANIZATIONAL BEHAVIOR	3
__MKT	321	PROFESSIONAL SELLING AND SALES MANAGEMENT	3
__MKT	350	INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS	3
__MKT	392	GLOBAL MARKETING	3

### **AVIATION MANAGEMENT MINOR**

__BUS	270	MANAGING ORGANIZATIONS	3
__AVM	331	AVIATION REGULATIONS AND LAW	3
__AVM	346	FIXED BASE OPERATIONS MANAGEMENT	3
__AVM	441	AIRLINE AND AIRPORT OPERATIONS MANAGEMENT	3
__AVM	481	AVIATION SEMINAR	3

## BACHELOR OF SCIENCE

### MAJOR: HEALTH CARE ADMINISTRATION

The Bachelor of Science (BS) in Health Care Administration program at Lynn University is a four-year program. The programs are designed for the working adult with classes taught on-line, evenings and/or Saturdays. Daytime hours are required for the Internship Course. The Internship can take place in a variety of health care settings. There are two options: (1) the BS in Health Care Administration and (2) the BS in Health Care Administration/Long-Term Care. The Bachelor of Science (BS) in Health Care Administration in Long-Term Care includes preparation to become a licensed Nursing Home Administrator. Passing a state licensing examination by the Florida Board of Nursing Home Administrators is a requirement for professional practice as a nursing home administrator in the state of Florida.

An elective core of Therapeutic Recreation courses is also offered in the Health Care Administration program. There are 9 credits of courses that focus on therapeutic and supportive programs for the elderly, clinical aspects of therapeutic recreation, and administrative principles in therapeutic recreation. The BS in Health Care Administration has elective credits to accommodate the special interest of students in this emerging field.

Lynn University offers a Certificate in Health Care Administration (Long-Term Care) at the undergraduate level. The 21 credit Certificate requires 18 credits of course work and a 3-credit Supervised Practicum. This Certificate is intended for professionals who work in the health care industry. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care). In addition to undergraduate programs, the MS in Administration provides a specialization in health care administration with and without nursing home administrator licensure (NHAL). Health Care Administration is also offered as a specialization of the MBA degree. Please see the Graduate section of the Catalog. Employment opportunities in the field of health care administration are excellent in a wide variety of settings such as: retirement communities, state and federal agencies, home health agencies, health maintenance organizations, day care centers and hospices, as well as assisted living facilities, skilled nursing facilities and hospitals.

#### General Program Objectives for all Health Care Administration Majors

Develop verbal and written mastery of the concepts, principles and practices involved in the management of health care organizations.

Develop verbal and written mastery of the clinical issues involved in the management of health care organizations.

Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as managers and administrators.

#### Bachelor of Science in Health Care Administration

The Bachelor of Science in Health Care Administration prepares students with the knowledge, confidence and competence necessary to provide quality health care leadership as managers and administrators. They are prepared to practice the profession of health care in an ethical, competent, equality focused, cost-effective manner as they meet today's health care challenges.

#### Health Care Administration Program Objectives

Demonstrate an understanding of the role of managers and administrators in health settings including hospitals, home health agencies, assisted living facilities, retirement communities, hospices and outpatient clinics.

Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in outpatient clinics, rehabilitation hospitals, acute care hospitals, health agencies, hospice, and adult day care programs.

Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.

## **Health Care Administration with Nursing Home Administrator Licensure (Additional Program Objectives)**

Demonstrate an understanding of the role of Nursing Home Administrator.

Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in nursing home facilities.

Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.

Demonstrate the competencies necessary to successfully complete the state licensing examination for Nursing Home Administrators.

### **Admission, Progression, and Graduation Requirements**

#### **I. Admission Requirements: BS in HCA and BS in HCA/LTC**

- A. Evening Division. Enrollment is limited to adult students. The application is returned to the Office of Admission with a non-refundable application fee.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
  1. Submit to the Admissions Office official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
  2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
- D. Satisfy admission requirements to the University and to the BS/HCA program.

#### **II. Requirements for Sophomore Level Progression Status: BS in HCA and BS in HCA/LTC**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 30 credits of the Health Care Administration Curriculum with a grade of "C" or higher.
- C. PSY 150; SOC 110; ENG-101 and ENG 102 are prerequisites for 200 level HCA courses. HCA 120 is a prerequisite for HCA 220.

#### **III. Requirements for Junior Level Progression Status: BS in HCA and BS in HCA/LTC**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the BS Health Care Administration Curriculum with a grade of "C" or higher.
- C. During the program, only one upper level health care administration course may be repeated.
- D. MAT 221; HCA 100, 120, 210, 220, and 240 are prerequisites for HCA 300; ACC 202 is a prerequisite for HCA 450; SCI 260 is a prerequisite for SCI 261.

#### **IV. Requirements for Senior Level Progression Status: BS in HCA and BS in HCA/LTC:**

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 90 credits of the Health Care Administration curriculum with a grade of "C" or higher.
- C. During the program, only one upper level health care administration course may be repeated.
- D. CMS 200 is a prerequisite for CMS 315; HCA 470 is a prerequisite for HCA 495 and HCA 498.

#### **V. Requirements for Graduation: BS in HCA and BS in HCA/LTC**

- A. Students must complete all requirements for the Bachelor of Science Degree in Health Care Administration or Bachelor of Science Degree in Health Care Administration/Long-Term Care.
- B. Students must complete 120 semester hour requirements with a GPA of 2.0 or higher.
- C. Students must complete a minimum of 30 resident credits in Health Care Administration.

**MAJOR: HEALTH CARE ADMINISTRATION  
DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 82) 40 CREDITS**

**MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION 39 CREDITS**

___HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
___HCA	120	HEALTH CARE ADMINISTRATION I	3
___HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
___HCA	220	HEALTH CARE ADMINISTRATION II	3
___HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN.	3
___HCA	300	RESEARCH METHODS IN HCA	3
___HCA	320	PUBLIC POLICY IN HEALTH CARE	3
___HCA	350	MENTAL HEALTH AND AGING	3
___HCA	390	FIELD PRACTICUM IN HCA	3
___HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
___HCA	460	HEALTH IN THE LATER YEARS	3
___HCA	470	HEALTH CARE DEL. IN LONG-TERM CARE	3
___HCA	495	UNDERGRAD ADMIN. RESIDENCY	3

**SPECIALIZATION: ADMINISTRATION 26 CREDITS**

___ACC	201	FINANCIAL ACCOUNTING	3
___ACC	202	MANAGERIAL ACCOUNTING	3
___BUS	228	BUSINESS COMMUNICATION	3
___BUS	270	MANAGING ORGANIZATIONS	3
___BUS	350	HUMAN RESOURCE MANAGEMENT	3
___CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
___HUM	399	COMMUNITY AWARENESS	1
___MKT	250	PRINCIPLES OF MARKETING	3
___SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4

**FREE ELECTIVES 15 CREDITS**

___	FREE ELECTIVE (300+)	3
___	FREE ELECTIVE (300+)	3
___	FREE ELECTIVE (300+)	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE	3

**TOTAL CREDITS 120**

\*Course substitutes with advisor approval (including: MAT 221 for MAT 110; IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI 260 for SCI 222; Electives for IRPS 100-400). 45 Upper division credits (300+ level) are required to fulfill major requirement

**MAJOR: HEALTH CARE ADMINISTRATION/LONG-TERM CARE (LTC)  
DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 82) 40 CREDITS**

**MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC 45 CREDITS**

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	120	HEALTH CARE ADMINISTRATION I	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	220	HEALTH CARE ADMINISTRATION II	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN.	3
__HCA	300	RESEARCH METHODS IN HCA	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DEL. IN LONG-TERM CARE	3
__HCA	498	UNDERGRAD ADMIN. RESIDENCY IN LONG TERM CARE	3

**RELATED REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC 26 CREDITS**

__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__HUM	399	COMMUNITY AWARENESS	1
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3
__SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4

**ELECTIVES 9 CREDITS**

__FREE ELECTIVE (300+)			3
__FREE ELECTIVE (300+)			3
__FREE ELECTIVE	3		

**TOTAL CREDITS 120**

\*Course substitutes with advisor approval (Including: MAT 221 for MAT 110; IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI 260 for SCI 222; Electives for IRPS 100-400). 45 Upper division credits (300+ level) are required.

**HEALTH CARE ADMINISTRATION MINOR**

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3

**CERTIFICATE IN HEALTH CARE ADMINISTRATION (LONG-TERM CARE)**

Lynn University offers a Certificate in Health Care Administration (Long-Term Care) at the undergraduate level. The 21 credit Certificate requires 18 credits of course work and a 3-credit Field Practicum and is distributed over an 18-month period. This Certificate is intended for professionals who work in the health care industry. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care).

**Evening Division Program**

The Health Care Administration Certificate Program is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply for enrollment in academic credit.

**Admission, Progression, and Completion Requirements**

**I. Admission Requirements for Health Care Administration Certificate Program**

- A. Evening Division. Enrollment is limited to adult students. Contact the Admissions office for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Director of the HCA Program with a nonrefundable refund.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
  - 1. Submit to the Admissions Office official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
  - 2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
- D. Satisfy admission requirements to the University and to the HCA Certificate Program.

**II. Progression Requirements for the Health Care Administration Certificate Program**

- A. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.
- B. Students must attain a "C" or higher in each HCA course.
- C. A cumulative grade point average of 2.0 (on a 4.0 scale).

**III. Requirements for Completion of the HCA Certificate Program**

- A. Students must complete all requirements for the Certificate Program with a grade of "C" or higher.
- B. Students must complete 21 credits with a GPA of 2.0 or higher.
- C. Students must complete a minimum of 21 resident credits in their Certificate Program.
- D. Students failing to complete requirements within 7 years of the date of enrollment in their first health care course may be held to any new requirements in effect and/or may be required to validate prior learning.

**CERTIFICATE IN HEALTH CARE ADMINISTRATION - \*(LONG-TERM CARE)**

<b>HEALTH CARE ADMINISTRATION CERTIFICATE PROGRAM</b>			<b>*27 CREDITS</b>
___HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
___HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
___HCA	230	SOCIAL GERONTOLOGY	3
___HCA	320	PUBLIC POLICY IN HEALTH CARE	3
___HCA	350	MENTAL HEALTH AND AGING	3
___HCA	390	FIELD PRACTICUM IN HCA	3

__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3

**TOTAL CREDITS 27**

\*Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.

## **BACHELOR OF SCIENCE IN NURSING RN TO BSN COMPLETION PROGRAM**

### **FOR LICENSED REGISTERED NURSES WITH A DIPLOMA OR ASSOCIATE DEGREE IN NURSING**

The RN to BSN Program provides the upper division professional major for graduates of hospital diploma or collegiate associate degree nursing programs. Nursing roles of provider, designer, manager, coordinator and professional member are expanded to meet the health needs of diverse people in the local community and global society. Educational experiences in the RN to BSN Program are integrated to promote personal and professional development in students. Because registered nurses are adult students that primarily work full-time, the program places a high priority on promoting a smooth and successful transition into the University, flexible scheduling and course delivery, and preparation for practice in the changing health care environment. As a means of assuring continuous improvement, the SON adheres to the standards of recognized professional certifying agencies, endeavors to efficiently and effectively develop and utilize resources, and engages in an ongoing agenda of planning and evaluation.

### **LEARNING OUTCOMES AND COMPETENCIES: RN TO BSN PROGRAM**

The RN to BSN curriculum is organized to achieve role development in the following areas:

1. Personal, professional, and social responsibility and accountability (life long learner, professional member and global citizen);
2. Global nursing role;
3. Knowledge user and decision maker in the delivery of high quality outcomes-based care that is clinically beneficial, cost-effective and to consumers in changing health situations;
4. Communication, computation, information literacy, intellectual strategies, assessment and use of computer and health technologies;
5. Leader, manager, designer, and collaborator roles in a variety of health care environments;
6. Research consumer and colleague to improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people;
7. Health educator and counselor with individuals and groups;
8. Problem solver to achieve health promotion, protection, illness prevention, restoration, rehabilitation, and palliative care goals; and
9. Therapeutic provider of care (culturally sensitive and technically competent interventions at primary, secondary, and tertiary levels of prevention).

Please see the Nursing Student Handbook for a full description of the purposes of the Christine E. Lynn School of Nursing and RN to BSN Program, BSN Program objectives and other information.

### **Evening Division Program**

The RN to BSN Completion Program is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

### **Admission, Progression, and Graduation Requirements**

#### **I. Requirements for Admission Status to the RN-BSN Program:**

- A. Evening Division. Enrollment is limited to adult students. Contact the Director of the RN to BSN program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Director with a non-refundable application fee.
- B. Submit the following to the Director of the BSN Program

1. An official transcript from a state approved program in nursing (diploma or associate degree). Graduates of U.S. diploma programs must have the school provide a letter indicating the school was NLN accredited at the time of student attendance.
  2. Official transcripts indicating completion of high school or G.E.D. and any college courses taken at accredited colleges or universities.
  3. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
  4. Official standardized test results including ACT/PEP, CLEP, NLN, and/or Mosby examinations and/ or equivalent examinations taken at other institutions, if they are to be used for college credit or validation.
  5. Evidence of active licensure as a registered nurse in the State of Florida.
- C. Demonstrate a minimum cumulative grade point average of 2.0 (on a 4.0 scale).
- D. Schedule an interview and advising session with the Director of the BSN program. The student should be prepared to discuss readiness to pursue studies, and educational and career goals.

**Note:** Registered Nurse students admitted to Lynn University may enroll in NUR 301 prior to admission to the Nursing Program by consent of the Director of the BSN Program.

Additional costs to be incurred by students include books, materials, required health examinations including diagnostic tests, immunizations, CPR, liability insurance, transportation costs to and from clinical agencies, clinical laboratory fees as established by the University, standardized testing, and other miscellaneous items as required.

## II. Requirements for Junior Level Progression Status for the RN to BSN Program

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the Nursing Curriculum with a grade of "C" or higher.
- C. Clinical Validation.
- D. Health examination and proof of required immunizations. Evidence of current: professional liability insurance (1 million/incident and 3 million/aggregate year); licensure as a registered nurse in the State of Florida; certification for CPR-Course C.
- E. A grade of "C" or higher is required to progress to sequential nursing courses.
- F. During the program, only one upper division nursing (300+) course may be repeated.

On a case-by-case basis, students may be progressed into NUR 302 and NUR 303 while awaiting transcripts, catalog descriptions on selected courses or special communications from schools. However, all junior level progression requirements must be satisfied to progress to NUR 306.

## III. Requirements for Senior Level Progression Status for the RN to BSN Program:

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of the following courses (or equivalents) with a grade of "C" or higher: ENG 101, ENG 102; Science (including credit or validation of prior learning in anatomy, chemistry, microbiology, and physiology); psychology elective; sociology elective; HUM/Fine Arts; CMS 200; cultural elective; HUM 302, 25 lower division nursing credits; NUR 301, 302, 303, 306; 18 elective credits.
- C. MAT 221 is a prerequisite or co-requisite to NUR 404; IRPS elective is a prerequisite or co-requisite to NUR 406 and COA 110 is a pre-requisite or co-requisite to NUR 403.
- D. A grade of "C" or higher is required to progress to sequential nursing courses.
- E. During the program, only one upper division (300+) nursing course may be repeated.
- F. Health examination. Evidence of current: professional liability insurance, licensure as a registered nurse in the State of Florida, certification for CPR-Course C.

## IV. Requirements for Graduation for the RN to BSN Program:

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required course work with a grade of "C" or higher.
- B. Complete all program requirements for the Bachelor of Science in Nursing Degree, including 45 upper division credits, and at least 57 general education credits.

- C. A student failing to complete requirements within 7 years of the date of enrollment in their first nursing course at Lynn University may be held to any new requirements in effect and/or may be required to validate prior learning.

**MAJOR: NURSING**

**RN TO BSN COMPLETION PROGRAM \***

**FOR LICENSED REGISTERED NURSES WITH A DIPLOMA OR ASSOCIATE DEGREE IN NURSING DEGREE REQUIREMENTS**

<b>CORE CURRICULUM REQUIREMENTS (see page 82)</b>		<b>40 CREDITS</b>
<b>MAJOR REQUIREMENTS: NURSING (RN TO BSN)</b>		<b>57 CREDITS</b>
___NUR	010 NURSING ELECTIVES (LOWER DIVISION CREDITS BY TRANSFER)	MAXIMUM 25
___NUR	301 TRANSITIONS IN PROFESSIONAL NURSING	3
___NUR	302 HEALTH ASSESSMENT, COMMUNICATION & COLLABORATION	3
___NUR	303 HEALTH PROMOTION, PROTECTION, & ILLNESS PREVENTION	3
___NUR	306 RESTORATION, REHABILITATION & PALLIATIVE CARE	6
___NUR	403 LEADERSHIP, MANAGEMENT, & CHANGE	4
___NUR	404 RESEARCH IN NURSING	3
___NUR	405 ISSUES, TRENDS & CHALLENGES	3
___NUR	406 FAMILY, COMMUNITY & POPULATION FOCUSED CARE	7
<b>RELATED REQUIREMENTS: RN TO BSN MAJOR</b>		<b>7 CREDITS</b>
**SCI	SCIENCE ELECTIVE	4
***PSYCHOLOGY OR SOCIOLOGY ELECTIVE		3
<b>ELECTIVES</b>		<b>****18 CREDITS</b>
(AT LEAST 12 CREDITS MUST BE IN GENERAL EDUCATION, NON-NURSING)		
___	FREE ELECTIVE	3
		<b>TOTAL CREDITS 120</b>

\*Course substitutes with advisor approval: Including MAT 221 (required) for MAT 110; Cultural Course for HUM 270; HUM 302 – Ethics (required) for HUM/COM, IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI elective for SCI 222; Electives for IRPS 100-400). Transfer seminar is not required for evening division students.

\*\*College credit or validation of prior learning required in the areas of anatomy, physiology, chemistry, & microbiology. RN to BSN students who had anatomy, physiology, chemistry, and/or microbiology integrated in their nursing courses rather than through specific science course enrollment will have opportunity to: Earn credits through NLN, CLEP, or equivalent examinations  
Validate prior learning through non-credit NLN, CLEP, or equivalent examinations  
Earn credit through course enrollment

\*\*\* One SOC and one PSY course are required, one which must be SOC 110 or PSY 150 equivalent

\*\*\*\*45 Upper division credits (300+ level) are required.

**LEGAL NURSE CONSULTANT PROGRAM: UNDERGRADUATE LEVEL**

The purpose of the program is to provide Professional Registered Nurses the educational preparation for the role of Legal Nurse consultant. Foundational nursing knowledge and experience and legal knowledge is applied in rendering opinions about the delivery of health care and the resulting outcomes, medically-related litigation and other medical-legal issues. The role of strategist, collaborator and consultant is examined. Professional standards that identify competencies necessary for entry into practice and which can lead to certification in the specialty are analyzed.

**Health and Human Service Professionals: Undergraduate Level**

The purpose of the program is to provide health and human service professionals the educational preparation for the role of medical-legal consultant. Foundational health and human service knowledge and experience and legal knowledge is applied in rendering opinions about medically-related litigation and other medical-legal issues in rendering opinions. The role of strategist, collaborator and consultant is examined.

Program Duration: Two 3-credit courses, offered over two consecutive terms, NUR 351 and NUR 352 (Legal Processes for Nurse Consultant I and II).

**Requirements for Admission to the Undergraduate Legal Nurse Consultant Certificate Program as a Non-Matriculating Student**

1. Submit a completed application
2. Submit an official transcript from a state-approved program in nursing (diploma or associate degree).
3. Provide evidence of current licensure as a registered nurse in the United States or its territories, with a full and unrestricted license
4. On a case by case basis, associate degree graduates in the area of criminal justice may be permitted to enroll with consent of the RN to BSN Director. While undergraduate college credit is granted upon successful completion of the two-course sequence, a certificate is only given to Licensed Registered Nurses.

Admission requirements are waived for Registered Nurses already matriculated into a degree program at Lynn University. Upon completion of the two-course sequence, students should apply to the Student Administrative Services Office for a certificate of completion.

**Certification for Registered Nurses:**

The program prepares students for entry practice into legal nurse consulting. Evidence of 2000 hours of legal nurse consulting experience within the past three years is an eligibility requirement to sit for the certification examination offered by the American Association of Legal Nurse Consultants (AALNC).

## THE DONALD & HELEN ROSS COLLEGE OF EDUCATION AND HUMAN SERVICES

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The College of Education and Human Services (CEHS) offers degree programs at the bachelor's, Masters and doctoral levels as well as certificate programs. Curricula are offered in the day and evening through a variety of venues. Members of the College share a common commitment to academic excellence. Faculty facilitate learning, practice and engage in scholarly activity, and provide University and community service (to organizations, professions, communities and evolving societies).

Learner-centered educational experiences promote: depth and breadth of knowledge in a discipline or group of disciplines; development of academic skills; cultivation of values and ethical consciousness; awareness of diverse cultures, international perspectives, and contemporary and future issues; and, opportunities for study abroad. Educational experiences enable development and expansion of critical thinking skills to facilitate application of theory to practice and acquire a technologically oriented frame of reference to identify, access and use knowledge and databases efficiently and appropriately. A synergistic learning environment challenges students to develop and maximize their administrative talents and leadership abilities. Students cultivate a comprehensive understanding of the dynamics of global change to be able to distinguish its causes, effects, magnitude and cultural significance. Our programs blend academic and career preparation to prepare our graduates to be equipped to manage change, to meet the dynamic needs of the emerging global society of the 21st Century.

Our educational purpose is for graduates to: (1) Leave with the knowledge, confidence, and competencies necessary for education, health and human service careers; (2) Practice in an ethical, competent, equality-focused, cost-effective way; (3) Be prepared for positions of responsibility and leadership as productive global citizens; and (4) Leave the University with a commitment to continue personal and professional growth through life-long learning.

Committed to individualized student attention and mentoring, our faculty foster and help learners realize the development of their innate leadership talents and intellectual abilities. Each individual will acquire the associated skills to communicate, inspire, and educate those for whom they have professional responsibility. Clearly these skills are couched within a moral and ethical context, which governs their choices and decisions as professionals, individuals, and members of the greater community.

Since its inception in 1962, The Donald & Helen Ross College of Education and Human Services has fulfilled the mission of Lynn University by providing its students with knowledge, competencies, and skills needed for educational leadership in the 21st century. Our synergistic learning environment stimulates and challenges students to:

- understand and analyze the dynamic nature of our contemporary transformation into a global society.
- experience creativity that fosters academic achievement and social awareness
- create new alternatives to address diversity, and the importance of a global perspectives.
- integrate theory and practice through experiential learning.

More specifically, education students are expected to develop competencies in critical thinking and analysis, as related to educational theory and practice. This will enable them to understand and utilize a variety of knowledge bases developed to deal with contemporary and future issues, problems, and dilemmas.

The Ross College of Education and Human Services offers the following Undergraduate Degree and Certificate Programs:

- Bachelor of Science in Education Major: Elementary Education Grades K-6
- Bachelor of Science in Education Major: Grades K-6 Specialization: Pre-K/Primary (age 3 – grade 3)
- Bachelor of Science in Education Major: Secondary Education: Specialization: English (grades 6-12)
- Bachelor of Science in Education Major: Secondary Education Specialization: Social Science (grades 6-12)
- 5-Year combined Masters Program Bachelor of Science in Education Masters of Science in Education Major: Elementary Education Exceptional Student Education Specialization: Elementary Education (grades K-6) Exceptional Student Education (K-12) with the ESOL Endorsement
- Bachelor of Arts In Human Services
- Bachelor of Science (B.S.) Major: Criminal Justice

(See the Graduate Degree section of this catalog for a listing of the Graduate Degrees offered by The Ross College of Education and Human Services.)

**Admission and Graduation Requirements for the Ross College of Education and Human Services:**

Admission to Lynn University does not admit the student to the Ross College of Education and Human Services.

For students interested in Teacher Education, The Ross College of Education and Human Services has Florida State Program approval for degree programs that lead to teacher certification. All Education students are required to take the CLAST Preparation at the beginning of the sophomore year. (non-credit)

In accordance with Florida School Law 240.529 Public Accountability and State Approval of Teacher Education Programs, all Ross College of Education students must meet one of the following pre-requirements for admission to the Ross College of Education Undergraduate Teacher Education program [240.529(b)]:

1. Receive a passing score at the 40th percentile or above, as established by state board rule on nationally standardized college entrance examination (SAT test scores of 960, or Composite ACT of 20).
2. A cumulative grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies.

**In addition, the students must demonstrate that they have:**

1. Completed at least 45 credit hours;
  2. Passed the CLAST;
  3. Submitted a completed application form before deadline date;
  4. Obtained a minimum of 2.5 in all teacher education courses with no grade lower than a "C".
- OR

If a student has demonstrated difficulty in achieving the requisite levels on the SAT and/or ACT in at least two attempts, the student may substitute a cumulative grade point average of at least 3.00 overall and at least 3.5 in Education courses taken at Lynn University.

Through a portfolio assessment that demonstrates the effective teaching principles the Ross College of Education Faculty will review the candidate's file and make a decision as to the status of admission to the Teacher Education Program.

**Graduation Requirements for All Teacher Education Programs:**

Students in all Education Programs must pass both parts of the Florida Professional Teacher Education Examination and The General Knowledge Test.

**BACHELOR OF SCIENCE IN EDUCATION**

**MAJOR: ELEMENTARY EDUCATION**

**SPECIALIZATION: GRADES K-6**

The Elementary Education major is designed to prepare students to teach in grades kindergarten through six. Elementary education students will have experiences, which combine learning theory with practical applications, promote the integration of technology and ESOL performance standards and encompass a variety of field experiences. Students enrolled in the Elementary Education program will be encouraged to recognize and appreciate the diversity of today's children and to be able to meet their varied educational needs in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida. This program is offered in both the day and evening program,

The following core requirements and certification requirements must be taken by students majoring in Elementary Education, Grades K-6 Plus PreK/Primary Education, Secondary Education, and students following the five year program for a Masters degree in Exceptional Student Education

**CORE CURRICULUM REQUIREMENTS (see page 82)****40 CREDITS**

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES MAY BE SUBSTITUTED WITH ADVISOR'S CONSENT:

__EDU	330	CROSS CULTURAL COMMUNICATION	3*
__HUM	221	INTRODUCTION TO PHILOSOPHY	3**
__EDU	420	EDUCATIONAL MEASUREMENT & EVALUATION	3***

**CERTIFICATION REQUIREMENTS****20 CREDITS**

__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130	GENERAL CHEMISTRY I AND LAB OR	4
__SCI	350	PHYSICAL SCIENCE	
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS FOR ELEMENTARY EDUCATION K-6****57 CREDITS**

__ZEDU	001	CLAST PREPARATION	0
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
__EDU	210	METHODS, CURRICULUM & INSTRUCTIONAL EFFECTIVENESS	3
__EDU	211	LANGUAGE ARTS IN THE ELEMENTARY SCHOOL	3
__EDU	214	ART/MUSIC IN THE ELEMENTARY SCHOOL	3
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	314	CHILDREN'S LITERATURE/ED MEDIA/LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOLS	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
__EDU	355	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	356	LEARNING PRINCIPLES FOR EDUCATORS	3
__EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

**ESOL COURSES****12 CREDITS**

__EDU	300	APPLIED LINGUISTICS	3
__EDU	310	METHODS OF ESOL	3
__EDU	400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
__EDU	410	TESTING AND EVALUATION IN ESOL	3

**TOTAL HOURS 129**

**MAJOR: ELEMENTARY EDUCATION****SPECIALIZATION: GRADES K-6 PLUS PRE-K/PRIMARY (AGE 3-GRADE 3)**

The Elementary Education plus Pre K/Primary Education Program combines theoretical components of both K-6 grades with age 3 through grade 3, along practical application appropriate to each developmental level. Students in this degree program will have extensive field experiences in the community and in local private and public school (Pre-K through grade 6). Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to eligibility for certification in the State of Florida in the area of age 3 to grade 3 as well as the already established competencies for K-6 certification. This sequence of courses has been accepted by the Florida Department of Education for program approval.

All students must take the core requirements and certification requirements listed in the Elementary Education Program in addition to the following program requirements.

**CERTIFICATION REQUIREMENTS** **20 CREDITS**

__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130	GENERAL CHEMISTRY I AND LAB OR	4
__SCI	350	PHYSICAL SCIENCE	
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS** **72 CREDITS**

__ZEDU	001	CLAST PREPARATION	0
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	105	EARLY CHILDHOOD EDUCATION	3
__EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
__EDU	210	METHODS, CURRICULUM & INSTRUCTIONAL EFFECTIVENESS	3
__EDU	211	LANGUAGE ARTS IN THE ELEMENTARY SCHOOL	3
__EDU	214	ART/MUSIC IN THE ELEMENTARY SCHOOL	3
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	250	PRE-PRIMARY MATH & SCIENCE	3
__EDU	270	PRE-PRIMARY LANGUAGE ARTS & CREATIVE ACTIVITIES	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	261	FAMILY & COMMUNITY INVOLVEMENT	3
__EDU	314	CHILDREN'S LITERATURE/ED MEDIA/LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOLS	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
__EDU	355	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	356	LEARNING PRINCIPLES FOR EDUCATORS	3
__EDU	460	CHILDREN AT RISK	3
__EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

**ESOL COURSES** **12 CREDITS**

__EDU	300	APPLIED LINGUISTICS	3
__EDU	310	METHODS OF ESOL	3
__EDU	400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
__EDU	410	TESTING AND EVALUATION IN ESOL	3

**TOTAL HOURS 144**

**MAJOR: SECONDARY EDUCATION****SPECIALIZATION: ENGLISH GRADES 6-12**

The Secondary English Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each developmental level and subject area. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

All students must take the core requirements and certification requirements listed in the Elementary Education Program in addition to the following program requirements.

**CERTIFICATION REQUIREMENTS****20 CREDITS**

__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130	GENERAL CHEMISTRY I AND LAB OR	4
__SCI	350	PHYSICAL SCIENCE	
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS****48 CREDITS**

__ZEDU	001	CLAST PREPARATION	0
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
__EDU	231	EFFECTIVE TEACHING & SEC. SCHOOL CURR.	3
__EDU	316	DIAGNOSIS & EVAL OF READING PROBLEMS	3
__EDU	332	READING IN SECONDARY SCHOOL	3
__EDU	334	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	350	EDUCATIONAL MEDIA & THE LIBRARY	3
__EDU	356	LEARNING PRINCIPLES FOR EDUCATORS	3
__EDU	364	SECONDARY LANGUAGE & WRITING	3
__EDU	365	METHODS OF TEACHING LITERATURE –SECONDARY	3
__EDU	366	ADOLESCENT LITERATURE	3
__EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

**CONTENT AREA REQUIREMENTS****24 CREDITS**

__ENG	310	CREATIVE WRITING	3
__ENG	470	WRITING IN THE MAJOR	3
__COA	310	ORAL INTERPRETATION	3
__ENG	330	AMERICAN LIT I	3
__ENG	331	AMERICAN LIT II	3
__ENG	340	BRITISH LITERATURE I	3
__ENG	260	MASTERPIECES OF WORLD LIT	3
__HIS	482	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST	3

**ESOL COURSES****12 CREDITS**

__EDU	300	APPLIED LINGUISTICS	3
__EDU	310	METHODS OF ESOL	3
__EDU	400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
__EDU	410	TESTING AND EVALUATION IN ESOL	3

**TOTAL HOURS 144**

**MAJOR: SECONDARY EDUCATION****SPECIALIZATION: SOCIAL SCIENCE GRADES 6-12**

The Secondary Social Science Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each developmental level and subject area. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

All students must take the core requirements and certification requirements listed in the Elementary Education Program in addition to the following program requirements.

**CERTIFICATION REQUIREMENTS**

			<b>20 CREDITS</b>
__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130	GENERAL CHEMISTRY I AND LAB OR	4
__SCI	350	PHYSICAL SCIENCE	
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS**

			<b>48 CREDITS</b>
__ZEDU	001	CLAST PREPARATION	0
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
__EDU	231	EFFECTIVE TEACHING & SEC. SCHOOL CURR.	3
__EDU	316	DIAGNOSIS & EVAL OF READING PROBLEMS	3
__EDU	332	READING IN SECONDARY SCHOOL	3
__EDU	334	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	350	EDUCATIONAL MEDIA & THE LIBRARY	3
__EDU	364	SECONDARY LANGUAGE & WRITING	3
__EDU	333	METHODS OF SOCIAL STUDIES – SECONDARY	3
__EDU	356	LEARNING PRINCIPLES FOR EDUCATORS	3
__EDU	366	ADOLESCENT LITERATURE	3
__EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__EDU	480	PRACTICUM	3
__EDU	481	STUDENT TEACHING	9

**CONTENT AREA REQUIREMENTS**

			<b>21 CREDITS</b>
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__HIS	111	WESTERN CIVILIZATION I	3
__HIS	255	U.S. GOVERNMENT	3
__HIS	320	LATIN AMERICA	3
__HIS	482	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST	3
__HIS	222	AMERICAN HISTORY II	3
__BUS	171	MACROECONOMICS	3

**ESOL COURSES**

			<b>3 CREDITS</b>
__EDU	305	SURVEY OF ESOL	3

**TOTAL HOURS 132**

**B.S.E./M.ED.****B.S.E. IN ELEMENTARY EDUCATION (GRADES K-6)****M.ED. IN EXCEPTIONAL STUDENT EDUCATION****(GRADES K-12) AND ESOL ENDORSEMENT**

Lynn University offers five-year combined B.S.E./M.Ed. programs in Elementary Education (grades K-6) and Exceptional Student Education (grades k-12) with ESOL endorsement. For more information see the M.Ed. section of this catalog.

**CORE CURRICULUM REQUIREMENTS (see page 82)****40 CREDITS**

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES MAY BE SUBSTITUTED WITH ADVISOR'S CONSENT:

__EDU	330	CROSS CULTURAL COMMUNICATION	3*
__HUM	221	INTRODUCTION TO PHILOSOPHY	3**
__EDU	420	EDUCATIONAL MEASUREMENT & EVALUATION	3***

**CERTIFICATION REQUIREMENTS****20 CREDITS**

__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130	GENERAL CHEMISTRY I AND LAB OR	4
__SCI	350	PHYSICAL SCIENCE	
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS FOR ELEMENTARY EDUCATION K-6****45 CREDITS**

__ZEDU	001	CLAST PREPARATION	0
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
__EDU	210	METHODS, CURRICULUM & INSTRUCTIONAL EFFECTIVENESS	3
__EDU	211	LANGUAGE ARTS IN THE ELEMENTARY SCHOOL	3
__EDU	214	ART/MUSIC IN THE ELEMENTARY SCHOOL	3
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	314	CHILDREN'S LITERATURE/ED MEDIA/LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOLS	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
__EDU	355	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	356	LEARNING PRINCIPLES FOR EDUCATORS	3
__EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3

**ESOL COURSES****12 CREDITS**

__EDU	300	APPLIED LINGUISTICS	3
__EDU	310	METHODS OF ESOL	3
__EDU	400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
__EDU	410	TESTING AND EVALUATION IN ESOL	3

**MASTERS DEGREE PROGRAM CERTIFICATION REQUIREMENTS 27 CREDITS**

___	EDU	500	FOUNDATIONS OF EXCEPTIONAL STUDENT	3
___	EDU	510	LANGUAGE DEVELOPMENT AND LEARNING	3
___	EDU	511	CHARACTERISTICS & NEEDS OF STUDENTS WITH MILD DISABILITIES	3
___	EDU	512	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES	3
___	EDU	513	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES	3
___	EDU	514	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES	3
___	EDU	534	CLASSROOM BEHAVIOR MANAGEMENT	3
___	EDU	561	ASSESSMENT OF EXCEPTIONAL STUDENTS	3
___	EDU	570	CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS	3

**STUDENT TEACHING REQUIREMENTS 18 CREDITS**

___	EDU	581	STUDENT TEACHING IN TH E ELEMENTARY SCHOOL/INCLUSION WITH EXCEPTIONAL STUDENT EDUCATION	9
___	EDU	582	STUDENT TEACHING MIDDLE/HIGH SCHOOL VARYING EXCEPTIONALITES	9

**TOTAL HOURS 162**

**EDUCATION MINOR**

___	EDU	101	INTRODUCTION TO EDUCATION	3
___	EDU	206	ADOLESCENT, CHILD DEVELOPMENT AND LEARNING	3
___	EDU	314	CHILDREN'S LITERATURE/ED. MEDIA/LIBRARY	3
___	EDU	355	CHILD GUIDANCE AND CLASSROOM MANAGEMENT	3
___	EDU	461	EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS	3



## **BACHELOR OF SCIENCE**

### **MAJOR: CRIMINAL JUSTICE**

The Criminal Justice degree is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students will acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major.

The goals of the Criminal Justice program are to provide a curriculum that:

- Focuses on the interpretation of norms, mores, laws, and rules that govern behavior in a civil society.
- Develops a general understanding of a systems process within criminal justice.
- Introduces students to a body of diverse theory regarding crime and causation.
- Emphasizes the critical examination and evaluation of the ethical implications of various societal issues.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.

### **Key beliefs that guide the program/degree**

The development of the Criminal Justice program is consistent with the Vision and Mission of Lynn University:

- Graduates who apply ethical values in a diverse, complex, and interconnected society
- Developing academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange
- Breadth, depth and academic learning are the basis for competencies in all programs
- Graduates leave with knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership

### **Expected outcomes**

The B.S student in Criminal Justice will be able to:

- Describe the agencies and processes involved in the administration of criminal justice.
- Explain the Bill of Rights and the impact on defendants in the criminal justice system
- Describe the nature, extent, etiology, and control of law breaking behavior.
- Compare and contrast different theories used to explain criminal behavior.
- Compare and contrast the law enforcement systems of different countries throughout the world.
- Describe the structure and process of the American judicial system from a Local, State, and Federal perspective
- Explain how gender effects women's involvement in the criminal justice system as offenders, victims and professionals.
- Analyze the diverse ethical issues encountered in the criminal justice profession, such as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy. Develop an independent research study in the field of criminal justice.

**MAJOR: CRIMINAL JUSTICE  
DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 82) 40 CREDITS**

**MAJOR REQUIREMENTS: CRIMINAL JUSTICE 54 CREDITS**

___ PSY	150	INTRODUCTION TO PSYCHOLOGY	3
___ SOC	110	INTRODUCTION. TO SOCIOLOGY	3
___ SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
___ PSY	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
___ PSY	370	ABNORMAL PSYCHOLOGY	3
___ CRJ	101	INTRODUCTION TO CRIMINAL JUSTICE	3
___ CRJ	203	CRIMINAL LAW AND PROCEDURE	3
___ CRJ	301	CRIME AND DELINQUENCY	3
___ CRJ	302	ISSUES IN CORRECTIONS	3
___ CRJ	320	CRIMINOLOGY	3
___ CRJ	321	COMPARATIVE POLICE SYSTEMS	3
___ CRJ	330	THE AMERICAN JUDICIARY	3
___ CRJ	400	GENDER, CRIME, AND CRIMINAL JUSTICE	3
___ CRJ	420	ETHICS IN CRIMINAL JUSTICE	3
___ CRJ	450	RESEARCH IN CRIMINAL JUSTICE	3
___ CRJ	300+	CJ ELECTIVE	3
___ CRJ	300+	CJ ELECTIVE	3
___ CRJ	300+	CJ ELECTIVE	3
___ CRJ		ELECTIVE	3
___ CRJ/PSY/SOC		ELECTIVE	3

**FREE ELECTIVES 27 CREDITS**

___ FREE ELECTIVE	300+		3
___ FREE ELECTIVE	300+		3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3
___ FREE ELECTIVE			3

**TOTAL 121 CREDITS**

**CRIMINAL JUSTICE MINOR**

___ CRJ	101	INTRODUCTION TO CRIMINAL JUSTICE	3
___ CRJ	203	CRIMINAL LAW AND PROCEDURE	3
___ CRJ	301	CRIME AND DELINQUENCY	3
___ CRJ	320	CRIMINOLOGY	3
___ CRJ	300+	ELECTIVE	3

## BACHELOR OF ARTS

### MAJOR: HUMAN SERVICES

The purpose of the Human Services degree programs is to provide students with the opportunities to learn skills appropriate for entrance level position in the human or social service area. The Human Service program offers career enhancement through a connection between our community and its agencies. In addition the program's internships are designed to offer experiential opportunities in related human and social service fields. Students interested in the human services tend to be interested in a practical, hands-on experience in the helping profession.

### MAJOR: HUMAN SERVICES

#### DEGREE REQUIREMENTS

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#### CORE CURRICULUM REQUIREMENTS (see page 82)

**40 CREDITS**

#### MAJOR REQUIREMENTS

**42 CREDITS**

___HS	100	INTRODUCTION TO HUMAN SERVICES	3
___HS	230	HUMAN SERVICES GROUP DYNAMICS	3
___HS	240	HELPING IN HUMAN SERVICES	3
___HS	255	HUMAN SVC ORGANIZATIONAL SYSTEMS	3
___HS	350	HUMAN SERVICES INTERNSHIP	3
___HS	370	PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICES	3
___HS	375	HUMAN SERVICES INTERNSHIP	3
___HS	410	INTERVENTION STRATEGIES IN H.S.	3
___HS	420	ETHICAL AND LEGAL ISSUES IN H.S.	3
___HS	450	HUMAN SERVICES INTERNSHIP	6
___HS	475	HUMAN SVCS SENIOR INTERNSHIP	6
___HS	482	HUMAN SVCS SENIOR SEMINAR	3

#### ELECTIVES

**39 CREDITS**

___	BEHAVIORAL SCIENCE ELECTIVE 300+	3
___	BEHAVIORAL SCIENCE ELECTIVE 300+	3
___	BEHAVIORAL SCIENCE ELECTIVE 300+	3
___	FREE ELECTIVE 300+	3
___	FREE ELECTIVE 300+	3
___	FREE ELECTIVE	3

**TOTAL 121 CREDITS**

\*Transfer students must complete 1 credit of HUM 399 during this program to satisfy the 121 credit degree requirements.

#### HUMAN SERVICES MINOR

___HS	100	INTRODUCTION TO HUMAN SERVICES	3
___HS	240	HELPING IN HUMAN SERVICES	3
___HS	370	PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICES	3
___HS	410	INTERVENTION STRATEGIES IN H.S.	3
___HS	420	ETHICAL AND LEGAL ISSUES IN H.S.	3

## COLLEGE OF HOSPITALITY MANAGEMENT

The College of HM, founded in 1991, offers baccalaureate and graduate degree programs. Programs are offered in the day, evening and graduate divisions through a variety of venues. We share a common commitment to academic excellence. We facilitate learning, practice, engage in scholarship, and provide University and community service (to organizations, professions, communities and evolving societies). We blend academic and career preparation to prepare our graduates to be equipped to manage change and exercise leadership and service to meet the dynamic needs of the emerging global society for the 21st century.

Our graduates:

- Leave with the knowledge, confidence, and competencies necessary to provide quality hospitality tourism and recreation management services.
- Are prepared to meet the needs of the community.
- Practice hospitality, tourism and recreation management services in an ethical, competent, equality focused, and cost-effective way.
- Leave the University with the commitment to continue personal and professional growth through life long learning.

### BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

#### MAJOR: HOSPITALITY MANAGEMENT

The College of HM was established in the Fall of 1991. Academic programs include a major in hospitality management (B.S.H.M.) with specializations in Hotel, Food Service, and Resort Management; International Hotel, and Tourism management; International Golf Management; and in Sports Recreation Management. The B.S.H.M. is offered in the day division program only. Graduate degree programs include the MBA specialization in Hospitality Management.

#### MAJOR: HOSPITALITY MANAGEMENT

##### DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS (see page 82)			40 CREDITS
<b>MAJOR REQUIREMENTS</b>			<b>45 CREDITS</b>
___HM	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
___HM	140	FRONT OFFICE OPERATIONS	3
___HM	201	HOSPITALITY FINANCIAL ACCOUNTING	3
___HM	260	FOOD SERVICE OPERATIONS I	1
___HM	261	FOOD SERVICE OPERATIONS II	4
___HM	263	FOOD SERVICE OPERATIONS III	4
___HM	310	HOSPITALITY LAW	3
___HM	311	MANAGERIAL ACCOUNTING FOR HOSPITALITY	3
___HM	332	INTERNATIONAL STUDY TOURS	3
___HM	345	FOOD PRODUCTION	3
___HM	350	MIS FOR THE HOSPITALITY INDUSTRY	3
___HM	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
___HM	375	HOSPITALITY STRATEGIC MARKETING	3
___HM	390	HOSPITALITY INTERNSHIP	3
___HM	481	HOSPITALITY SEMINAR	3

<b>SPECIALIZATIONS</b>	<b>15 CREDITS</b>
<b>ELECTIVES</b>	<b>21 CREDITS</b>
___ FREE ELECTIVE	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
<b>HOSPITALITY MANAGEMENT</b>	
___ HM ELECTIVE (300+)	3
<b>HOTEL, RESORT &amp; FOOD SERVICE MANAGEMENT</b>	
___ HM 322 SECURITY MANAGEMENT	3
___ HM 343 HOSPITALITY PURCHASING	3
___ HM 347 FOOD SERVICE SANITATION	3
___ HM 353 HOSPITALITY SYSTEMS AND OPERATIONS	3
___ HM 370 GROUP & CONVENTION MANAGEMENT	3
<b>INTERNATIONAL HOTEL &amp; TOURISM MANAGEMENT</b>	
___ HM 300 HOTEL SPECIAL TOPICS	3
___ HM 302 TOURISM SPECIAL TOPICS	3
___ HM 331 HOSPITALITY STUDY TOUR	3
___ HM 370 GROUP CONVENTION	3
___ HM 385 TOURISM PLANNING & DEVELOPMENT	3
<b>INTERNATIONAL GOLF MANAGEMENT</b>	
___ HM 160 ADVANCED GOLF SKILLS I	3
___ HM 306 SPORTS SPECIAL TOPICS	3
___ HM 360 METHODS/MATERIALS TEACHING GOLF	3
___ HM 455 CLUB FACILITIES MANAGEMENT	3
___ HM 485 TURF & LANDSCAPE MANAGEMENT	3
<b>SPORTS &amp; RECREATION MANAGEMENT</b>	
___ HM 216 BEGINNING SPORTS SKILLS - TENNIS	3
___ HM 218 BEGINNING SPORTS SKILLS - GOLF	3
___ HM ADVANCED SPORTS SKILLS ELECTIVE	3
___ HM 326 METHODS OF TEACHING SPORTS SKILLS	3
___ HM 416 SPORTS & RECREATION FACILITIES	3
<b>HOSPITALITY MINOR</b>	
___ HM 100 INTRODUCTION TO HOSPITALITY & TOURISM	3
___ HM 326 METHODS OF TEACHING SPORTS SKILLS	3
___ HM 347 FOOD SERVICE SANITATION	3
___ HM 385 TOURISM PLANNING & DEVELOPMENT	3
___ HM 455 CLUB FACILITIES MANAGEMENT	3

## COLLEGE OF INTERNATIONAL COMMUNICATIONS

The Lynn College of International Communications (CIC) provides students with the knowledge, skills, and experience necessary to build successful communications careers in the global media marketplace. The College is committed to blending a strong liberal arts concentration with hands-on experience in radio, television, film, print and the new media in order to best prepare students for leadership roles.

Communication theory courses, both domestic and international in scope, enable students to develop and enhance critical thinking skills and gain a comprehensive command of written and oral expression. The College also provides students with invaluable training in the latest communications technology, with an emphasis on journalism, radio, and television production. The unique combination of theory, practice, and internships gives CIC students a solid foundation for success in the competitive fields of international communications.

### Facilities

A state-of-the-art digital facility houses broadcast and cinema production and postproduction centers which enable students to develop pre-professional skills and an advanced understanding of studio, field, and news production, and linear and non-linear editing. The faculty provides educational experiences in producing, directing, writing, camera work, lighting, set design, editing, media performance, journalism, public relations, and advertising. Instructional facilities for the new media promote the early adoption of developing technologies into the mass media mix, including web design and maintenance, audio/video streaming on the Internet, interactive business presentations, and interactive mass media.

### Undergraduate Program

The Lynn College of International Communications (CIC) offers a Bachelor of Arts in Communication. All students majoring in communication are required to take the core curriculum of 40 credits; the major curriculum of 30 credits; and a minimum of 25 credits of CIC electives in one of four specializations: Broadcasting, Film Studies, International Communication, and Journalism.

The remaining 25 credits may include courses toward a minor, University electives, or additional courses in the College of International Communication.

## BACHELOR OF ARTS

### MAJOR: COMMUNICATION

This program is targeted toward students who seek career-building and graduate school preparation, professional competency in print and broadcast journalism, radio-TV-film programming, production, management, advertising, public relations, and global communication. The program also provides academic preparation toward graduate study in communication, mass communication, and related disciplines. Additionally, the College facilitates the placement of students in both domestic and international internship positions.

Under the direction of Dean Irving R. Levine, former chief economics correspondent for NBC News, the College prepares students for success in a rapidly changing global media community.

### Policy regarding internship

Three to six credit hours of internship are available to students who have (1) completed 90 credit hours, and (2) a minimum GPA of 2.5. Students not meeting the GPA requirement may take additional upper level courses in the major.

### Policy regarding transfer of credits

A grade of C or higher is required for coursework transferred from other schools. Credits earned toward an Associate degree or at a two-year college transfer as freshmen and sophomore (100 and 200) level courses. Students transferring an Associate degree in communication or a related field must complete 45 credit hours of upper level (300 and 400) coursework.

**MAJOR: COMMUNICATION****DEGREE REQUIREMENTS****CORE CURRICULUM REQUIREMENTS (see page 82) 40 CREDITS****MAJOR REQUIREMENTS 30 CREDITS**

___COM	105	INTRODUCTION TO MASS MEDIA	3
___COM	110	INTRODUCTION TO JOURNALISM	3
___COM	130	FILM APPRECIATION	3
___COM	140	AUDIO PRODUCTION	4
___COM	145	TV PRODUCTION I	4
___COM	150	FILM PRODUCTION	4
___COM	305	MEDIA AND SOCIETY	3
___COM	350	COMMUNICATION LAW AND ETHICS	3
___COM	360	COMMUNICATION THEORIES	3

Courses taken in CORE or the major may not apply toward specialization requirements.

**SPECIALIZATION REQUIREMENTS:****BROADCASTING MINIMUM 25 CREDITS**

___COM	150	FILM PRODUCTION	4
___COM	255	FILM & TV EDITING	3
___COM	260	TV PRODUCTION II	4
___COM	299	TOPICS IN COMMUNICATION	3
___COM	300	AUDIO PRACTICUM	3
___COM	315	NARRATIVE WRITING FOR FILM & TV	3
___COM	325	WRITING FOR RADIO-TV-FILM	3
___COM	345	TV PRACTICUM	3
___COM	370	MEDIA PROGRAMMING	3
___COM	380	DOCUMENTARY PRODUCTION	4
___COM	399	ISSUES IN COMMUNICATION	3
___COM	435	MEDIA MANAGEMENT	3
___COM	450	ADVANCED RADIO/TV/FILM PRODUCTION	3
___COM	490	COMMUNICATION SEMINAR	3
___COM	495	COMMUNICATION RESEARCH	3

**FILM STUDIES MINIMUM 25 CREDITS**

___COM	150	FILM PRODUCTION	4
___COM	235	FILM HISTORY	3
___COM	255	FILM & TV EDITING	3
___COM	260	TV PRODUCTION II	4
___COM	299	TOPICS IN COMMUNICATION	3
___COM	300	AUDIO PRACTICUM	3
___COM	315	NARRATIVE WRITING FOR FILM & TV	3
___COM	325	WRITING FOR RADIO-TV-FILM	3
___COM	335	CONTEMPORARY AMERICAN CINEMA	3
___COM	380	DOCUMENTARY PRODUCTION	4
___COM	399	ISSUES IN COMMUNICATION	3
___COM	430	INTERNATIONAL FILM HISTORY	3
___COM	450	ADVANCED RADIO/TV/FILM PRODUCTION	3
___COM	490	COMMUNICATION SEMINAR	3
___COM	495	COMMUNICATION RESEARCH	3

**INTERNATIONAL COMMUNICATION**

**MINIMUM 25 CREDITS**

**MUST INCLUDE 6 CREDITS OF A FOREIGN LANGUAGE.**

___ LAN	FOREIGN LANGUAGE I	3
___ LAN	FOREIGN LANGUAGE II	3
___ COM 235	FILM HISTORY	3
___ COM 299	TOPICS IN COMMUNICATION	3
___ COM 320	WORLD MEDIA SYSTEMS	3
___ COM 325	WRITING FOR RADIO-TV-FILM	3
___ COM 330	ORGANIZATIONAL COMMUNICATION	3
___ COM 370	MEDIA PROGRAMMING	3
___ COM 375	ADVERTISING AND SOCIETY	3
___ COM 380	DOCUMENTARY PRODUCTION	4
___ COM 399	ISSUES IN COMMUNICATION	3
___ COM 430	INTERNATIONAL FILM HISTORY	3
___ COM 435	MEDIA MANAGEMENT	3
___ COM 440	PUBLIC RELATIONS	3
___ COM 490	COMMUNICATION SEMINAR	3
___ COM 495	COMMUNICATION RESEARCH	3

**JOURNALISM**

**MINIMUM 25 CREDITS**

___ COM 210	BROADCAST NEWS WRITING AND REPORTING	3
___ COM 220	PHOTOJOURNALISM	3
___ COM 299	TOPICS IN COMMUNICATION	3
___ COM 310	NEWSPAPER PRODUCTION	3
___ COM 320	WORLD MEDIA SYSTEMS	3
___ COM 325	WRITING FOR RADIO-TV-FILM	4
___ COM 340	ADVERTISING WRITING & DESIGN	3
___ COM 365	MAGAZINE PRODUCTION	3
___ COM 375	ADVERTISING & SOCIETY	3
___ COM 380	DOCUMENTARY PRODUCTION	4
___ COM 385	PRINT PRACTICUM	3
___ COM 399	ISSUES IN COMMUNICATION	3
___ COM 435	MEDIA MANAGEMENT	3
___ COM 440	PUBLIC RELATIONS	3
___ COM 490	COMMUNICATION SEMINAR	3
___ COM 495	COMMUNICATION RESEARCH	3

**FREE ELECTIVES**

**MINIMUM 25 CREDITS**

Electives should be selected after consultation with academic advisor.

**TOTAL CREDITS 120**

## COMMUNICATION MINOR

Students pursuing the Bachelor degree in other colleges and/or academic programs at Lynn University may minor in communication. The curriculum requires students to complete five courses/16 credits. Students can select courses that parallel their major academic requirements and career interests.

### CURRICULUM

#### FOUNDATION REQUIREMENT

\_\_\_COM 105 INTRODUCTION TO MASS MEDIA 3

#### PRODUCTION REQUIREMENT

\_\_\_COM 140 AUDIO PRODUCTION OR 4

\_\_\_COM 145 TV PRODUCTION OR

\_\_\_COM 150 FILM PRODUCTION

#### THEORY REQUIREMENT

\_\_\_COM 305 MEDIA AND SOCIETY OR 3

\_\_\_COM 360 COMMUNICATION THEORIES

#### LAW REQUIREMENT

\_\_\_COM 350 COMMUNICATION LAW AND ETHICS 3

#### ELECTIVE

\_\_\_COM 335 CONTEMPORARY AMERICA THROUGH FILM OR 3

\_\_\_COM 370 MEDIA PROGRAMMING OR

\_\_\_COM 375 ADVERTISING AND SOCIETY OR

\_\_\_COM 435 MEDIA MANAGEMENT OR

\_\_\_COM 440 PUBLIC RELATIONS



## CONSERVATORY OF MUSIC

The mission of the Conservatory of Music at Lynn is to provide high quality professional performance education for gifted young musicians and set a superior standard for music performance education worldwide. Primary among the goals of the Conservatory is the nurture and education of the student body with a thorough attention to musicianship, artistry, and skills needed to be competitive in the field of music performance. The aim is to train instrumental music students of high achievement through programs of study of an intensive nature in preparation for careers in performance. The Conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving towards similar goals. The artist faculty maintain active performance careers and bring their experience and expertise to the aspiring student body.

The Conservatory offers baccalaureate and post-baccalaureate level programs of study to music students who have previously had extensive preparation in musical performance. The program focuses on rigorous, professional performance instruction, and offers a full and progressive curriculum leading to the Bachelor of Music - Performance Degree, or Professional Studies Diploma. Students are selected for enrollment from across the United States and globally through a stringent audition process. Artistic talent and ability are the primary criteria for admission.

In addition to the Bachelor of Music Degree, the Conservatory offers a Bachelor of Arts Degree with a Major in Music designed for the undergraduate music student who is interested in a liberal arts education with a broad range of topics. The Bachelor of Arts Degree also offers the music student the opportunity to have a minor in a different discipline.

### BACHELOR OF MUSIC

#### MAJOR: MUSIC PERFORMANCE DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS (see page 82)			*40 CREDITS
<b>MAJOR REQUIREMENTS</b>			<b>58 CREDITS</b>
___MUG	280	MUSIC ENTREPRENEURSHIP (**)	3
___MUH	261	HISTORY OF WESTERN MUSIC I: MEDIAEVAL/RENAISSANCE/BAROQUE (*) (**)	3
___MUH	360	HISTORY OF WESTERN MUSIC II: CLASSICAL /ROMANTIC (*) (**)	3
___MUS	301	APPLIED MAJOR INSTRUMENT I - VIII	32
___MUG	301	BASIC CONDUCTING	3
___MUH	361	HISTORY OF WESTERN MUSIC III: 20TH-CENTURY MUSIC (*)	3
___MUR	300	RECITAL (JUNIOR)	0
___MUR	400	RECITAL (SENIOR)	0
___MUT	200	FUND. OF MUSIC I: COUNTERPOINT/ELEM. HARMONY (*) (***)	3
___MUT	201	FUND. OF MUSIC II: ADVANCED HARMONY (*)	3
___MUT	300	FUND. OF MUSIC III: TONAL ANALYSIS (*)	3
___MUT	301	FUND. OF MUSIC IV: 20TH CENTURY THEORY (*)	3
___MUT		EAR TRAINING I - IV (*)	4
___MUT		SOLFEGE I - IV (*)	4
<b>FOR STRINGS, WINDS, BRASS, AND PERCUSSION</b>			<b>20 CREDITS</b>
___MUS		SECONDARY PIANO I - IV FOR NON-PIANISTS (*)	4
___MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	8
___MUS	321	LARGE ENSEMBLE/ORCHESTRA	8

<b>FOR PIANISTS</b>			<b>17 CREDITS</b>
___MUP		KEYBOARD SKILLS FOR PIANISTS I - IV (*)	4
___MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	2
___MUP	100+	ENSEMBLE ARTS FOR PIANISTS	2
___MUS/MUP	200+	SMALL ENSEMBLE/CHAMBER MUSIC/ENSEMBLE ARTS	4
___MUP	325	PIANO LITERATURE	3
___MUP	329	PIANO PEDAGOGY	2

<b>ELECTIVES</b>			<b>6 CREDITS</b>
___MUT	300+	MUSIC THEORY ELECTIVE	3
___MUH	300+	MUSIC HISTORY ELECTIVE	3

**STRINGS, WINDS, BRASS, AND PERCUSSION**  
**PIANO**

**TOTAL CREDITS: 124**  
**TOTAL CREDITS: 121**

**Note:** Some major requirements substitute for core requirements

\* Credit may be awarded through placement examination. MUH courses pertain to transfer students only.

\*\* MUH 261 and 360 take the place of the 6 credit HUM requirements. MUG 280 takes the place of BUS 210.

\*\*\* A student may also be required to register for MUT-099 (Rudiments of Theory) based on his/her music theory placement exam results. MUT-099 is taken in addition to Freshman-Level Theory.

**BACHELOR OF ARTS (B.A.)**

**MAJOR: MUSIC**

A four-year program of study including music and academic courses firmly rooted in the liberal arts. This program is designed for undergraduate students who are interested in a broad program of general education rather than intense specialization. Music majors will also be able to minor in a different discipline due to the flexibility of the program.

Students completing this program will be able to:

- Think, speak and write clearly and effectively
- Understand mathematical, physical and biological concepts
- Address culture and history from a variety of angles
- Understand and experience arts other than music
- Develop and defend musical judgments
- Understand the compositional process and the different musical styles and how these shape and are shaped by cultural sources
- Work conceptually and in practice with the elements of music- rhythm, melody, harmony and structure
- Perform in a variety of musical styles

**MAJOR: MUSIC**

**DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 82)** **40 CREDITS**

**MAJOR REQUIREMENTS** **56 CREDITS**

**PIANO** **57 CREDITS**

___MUT		EAR TRAINING I - IV (*)	4
___MUT		SOLFEGE I - IV (*)	4
___MUT	200	FUND. OF MUSIC I: COUNTERPOINT/ELEM. HARMONY (*) (**)	3
___MUT	201	FUND. OF MUSIC II: ADVANCED HARMONY (*)	3
___MUT	300	FUND. OF MUSIC III: TONAL ANALYSIS (*)	3
___MUT	301	FUND. OF MUSIC IV: 20TH CENTURY THEORY (*)	3

___ MUH	261	HISTORY OF WESTERN MUSIC I: MIEVEAL/RENAISSANCE/BAROQUE (*)	3
___ MUH	360	HISTORY OF WESTERN MUSIC II: CLASSICAL / ROMANTIC (*)	3
___ MUH	361	HISTORY OF WESTERN MUSIC III: 20TH-CENTURY MUSIC (*)	3
___ MUS	303	PRINCIPAL INSTRUMENT I - VI	12
___ MUS		ENSEMBLE (SMALL, LARGE OR CHORUS)	4
___ MUG	301	BASIC CONDUCTING	3
___ SCI	300	ACOUSTICS	4
___ MUS		SECONDARY PIANO I - IV (FOR NON-PIANISTS) (*)	4
___ MUP	325	PIANO LITERATURE (FOR PIANISTS)	3
___ MUP	329	PIANO PEDAGOGY (FOR PIANISTS)	2
___ MUG	280	MUSIC ENTREPRENEURSHIP (****)	3

**ELECTIVES**

**27 CREDITS**

___ MUT	300+	MUSIC THEORY ELECTIVE OR	
___ MUH	300+	MUSIC HISTORY ELECTIVE	3
___ ENG	300+	ENGLISH ELECTIVE	3
___ HIS	300+	HISTORY ELECTIVE (OR IRPS 300+)	3
___	300+	BEHAVIORAL SCIENCE ELECTIVE (PSY OR SOC OR CRJ)	3
___ HUM	300+	HUMANITIES ELECTIVE	3
___ HUM		HUMANITIES/FINE ARTS ELECTIVE	3
___ ADS	300+	FINE ARTS ELECTIVE	3
___	300+	FREE ELECTIVE	3
___		FREE ELECTIVE	3

**STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS: 123**

**PIANO TOTAL CREDITS: 124**

\* Credit may be awarded through placement examination.

\*\* A student may also be required to register for MUT-099 (Rudiments of Theory) based on his/her music theory placement exam results. This is a review course designed by the teacher to meet the individual needs of each student for whom the course is required. MUT-099 is taken in addition to Freshman-Level Theory. MUT-099 cannot be dropped. Credit does not count toward degree.

\*\*\* HUM 102 may not be taken by BA students with major in music in fulfillment or core requirements.

\*\*\*\* MUG 280 replaces the required core course BUS 210.



## **SECTION II**

### **GRADUATE CATALOG**

## Chapter I.

# Graduate Admissions

### Admissions Philosophy

Lynn University seeks to admit students who can benefit from and are qualified for admission to the graduate programs offered by the institution. The graduate programs are divided into several colleges or programs, each of which is headed by a Dean or Program Director. Thus, the various institutional units cooperatively seek students whose maturity, academic ability, motivation, and discipline qualify them for admission into the graduate programs of Lynn University.

The graduate programs of Lynn University focus on career and professional development, application of knowledge bases, clarification and development of professional and personal values, and the enhancement of intellectual and professional skills. As such, the graduate programs reflect increasing levels of complexity; require students to analyze, examine, question, synthesize, and conduct research; think creatively and problem solve; evidence appropriate communication and information technology skills; and engage in active, collaborative, and individual learning activities.

### Conditions of Acceptance of Admission and Enrollment

Students accepted for graduate study are expected to attend, participate in and be prepared for the graduate classes for which they are enrolled. The specific policies governing each course are set forth in the syllabus distributed by the instructor and they will govern the conduct of the course as long as they are not in conflict with institutional policy. Graduate students are expected to evidence maturity, responsibility, and discipline, and as such must assume responsibility for communicating individual problems or issues to the instructor and pursue them to resolution, as well as be responsible for complying with the policies and procedures of the program and the institution.

### Criteria for Admission

Admission to a graduate degree program is based on the proof of a bachelor's degree from a regionally accredited or internationally listed college or university and the level of performance in all previous college work (as evidenced by transcripts). Submission of the appropriate entrance examination score (GMAT or MAT or GRE) may be required of all applicants where GPA is below 3.0. The GRE score of 1000 is required for all applicants to the M.Ed. in Exceptional Student Education with ESOL Endorsement. Two recommendation letters, a resume and statement of professional goals are also required for file completion. There may be additional requirements as specified by the program to which students are applying.

An admission decision cannot be reached until the admission file is complete.

Official test scores must be received directly from the testing center.

Specific undergraduate prerequisites are required for the MBA, MS and M.Ed. Programs. It is the student's responsibility to ensure that ALL required application materials are forwarded to the Office of Admissions.

Any questions regarding the application process or your status should be directed to the following address:

Office of Admissions  
3601 N Military Trail  
Boca Raton, FL 33431

Telephone: (561) 237-7900  
(800) 888-5966  
Fax number: (561) 237-7100  
E-mail: [admission@lynn.edu](mailto:admission@lynn.edu)  
[www.lynn.edu](http://www.lynn.edu)

## Application Requirements

A complete file includes the following documents: application form, non-refundable \$50 application fee (\$25 for Lynn alumni), all transcripts, resume and personal statement, two letters of recommendation, and the appropriate entrance examination scores, if applicable.

### Transcripts

1. All transcripts must be official and final and become property of Lynn University.
2. Transcripts must be in an official envelope sealed by the issuing institution.
3. Transcripts must be from a regionally accredited institution.

### Resume/Personal Statement

1. Your resume and statement of professional goals must be typed and attached to the application.
2. On the upper right hand corner of each page of the statement of goals, print your name, desired program and page number.
3. Affix your signature at the end.

### Letters of Recommendation

1. Letters of recommendation must be on the forms provided. If additional information is included, it must be on the respondent's professional letterhead.
2. Recommendation letters must be sent directly to the Office of Admissions and are not accepted from the student.

## Application Evaluation Process

### A. Degree-Seeking and Certificate Applicants

1. When all necessary documentation is received, the file is reviewed by the Graduate Admission Committee.
2. A decision is rendered.
3. The applicant is notified by letter within seven working days after a decision has been made.

### B. Non-Degree Seeking Applicants

1. The Special Student Form and proof of degree from a regionally accredited institution are required for application. If additional documents are required, applicants will be notified accordingly.
2. After the file has been reviewed, the applicant is notified of his/her acceptance status by letter.

**Note:** Special Student status is limited to six credits except for the E.S.O.L. Endorsement. Special Students are not eligible for financial aid.

## Application Information

1. Application related documents should be sent directly to the Office of Admissions.
2. Notify the Office of Admissions immediately of name, address, or phone number changes.
3. All documents submitted become the property of the University and cannot be copied or returned.
4. To check on the status of an application, please call (561) 237-7900.

**Note:** Applications are not given full consideration until all materials are received.

## International Graduate Application Requirements

The Graduate Admission Committee considers an application for admission complete and ready for review when the following documents and records have been received:

1. A completed application for admission, signed, dated, and accompanied by a non-refundable application fee of \$50 (\$25 for Lynn alumni) drawn on a U.S. bank account or an international money order.
2. Educational documents, including official transcripts from each college and university attended. All educational documents must be accompanied by certified English translations, and submitted documents must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable.
3. Two letters of recommendation.
4. If English is not your first language, the results of the official Test of English as a Foreign Language (TOEFL). The minimum acceptable score is 550.  
For a registration form, write to: TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, or call (609) 771-7100 or [www.toefl.org](http://www.toefl.org)
5. If applicable, submission of the appropriate entrance examination score, Graduate Management Admission Test (GMAT) or Miller Analogies Test (MAT) or Graduate Record Examination (GRE), for your selected program of study. Applicants whose undergraduate or graduate GPA is 3.0 or above are not required to take a graduate exam.
6. A copy of your resume with a typewritten statement of professional goals attached.
7. A completed Certification of Finances Form, properly endorsed by the appropriate bank with the official bank seal or stamp showing sufficient funds to cover at least one year's tuition, room and board, travel, and miscellaneous expenses OR a letter guaranteeing sufficient financial support from an employer, government or other sponsoring agent with certification of finances from their bank.

**Note:** This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their Green Card.

ALL APPLICATION MATERIALS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Office of Graduate Admissions  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431-5598 USA

Telephone: (561) 237-7900  
Toll-free in the US: 1(800) 888-5966  
FAX: (561) 237-7100  
E-mail: [admission@lynn.edu](mailto:admission@lynn.edu)

## Financial Aid

1. International students are NOT eligible for U.S. federal or state aid.
2. The Student Administrative Services Office must receive applications for Graduate Assistantships no later than the second Friday in June for the subsequent fall term. Applications are available from the Office of Admissions or from the Student Administrative Services Office.

3. Applicants who are citizens of a country other than the United States, but who are U.S. resident aliens (Green Card holders) may apply for all U.S. subsidized aid programs. A financial aid brochure is available from the Office of Admissions or from the Student Administrative Services Office.

### **The SEVIS I-20 Form**

Upon acceptance by the University, applicants are sent a letter of acceptance with a request for payment of a required enrollment deposit of \$200.00. The deposit is required and assures a place is reserved in the entering class. The deposit is submitted to the Office of Admissions. A SEVIS I-20 Form (Certificate of Eligibility) is then issued to the student. This form, a valid passport, and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the required F-1 student visa for study in the United States.

The Office of Admissions confirms the receipt of admission deposits in writing. At that time, the University Health Services Department sends medical forms, as well as information on health insurance. The University requires international students to have adequate medical insurance throughout their enrollment. Prior to an applicant's term of enrollment, information about living accommodations, student services, or campus activities is available and may be requested from the Office of Student Services.

Students are encouraged to contact the Office of Admissions should questions arise prior to their arrival on campus.

**Note:** International students are not eligible for enrollment as non-degree seeking students.

### **Masters Entrance Testing Information**

Various Masters Degree programs may require The Miller Analogies Test (MAT) or the Graduate Record Examination\* (GRE) if the applicant's GPA is below 3.0. The Miller Analogies Test is scheduled regularly at Lynn University. Contact the Graduate Admissions Coordinator for the testing schedule at (561) 237-7849. \*Note: Applicants for the M.Ed. in Exceptional Student Education are required to submit scores for the GRE.

The M.B.A. may require the Graduate Management Admissions Test (GMAT). The testing number for Lynn University is 5437.

### **Graduate Admissions Committee**

The Graduate Admissions Committee evaluates graduate applicants on a case-by-case basis when his/her file is complete. This Committee consists of institutional representatives, including the Graduate Admission Coordinator and the Coordinator of the graduate program to which the applicant is seeking admission. Based on a review of the materials, the Committee may request additional information or require an interview.

Applicants whose credentials do not meet the standards set for admission by the respective colleges are reviewed by the College Program Coordinators for a final decision. Applicants who do not meet the minimal requirements for admission may be considered for probationary admission. Admission on probation is completely at the discretion of the college offering the program. Students admitted on probation must maintain a minimum G.P.A. of 3.0 to eliminate the probationary status.

### **Masters Program Admissions Classifications**

**Regular or Full Admission:** Applicants have submitted all application materials, met or exceeded the required standards and have been accepted by and admitted to graduate study at Lynn University.

**Conditional Acceptance:** Applicants who have not submitted all admission information may be conditionally accepted. This acceptance is limited to enrolling for six credits as a Special Student. The applicant must achieve a G.P.A. of 3.0 in his/her course(s) to be considered for Full or Regular Admission. No credits are applied toward the degree until the M.A.T, GRE or GMAT results have been submitted. At this time the Graduate Admission Coordinator reviews the results, as well as any of the six transcribed credits taken at Lynn. The Coordinator determines (a) whether the applicant has met all the admission requirements and (b) the applicability of the courses (if any were taken at Lynn) to the degree program. The Coordinator sends a letter with the final acceptance decision to the applicant with a copy placed in the applicant's file. Any other grounds for a Conditional Acceptance are time-limited with the conditions clearly defined in the acceptance letter.

**Probationary Admission:** Applicants who have not satisfied all admission criteria, but are considered to possess potential for successful graduate study may be probationally accepted. This acceptance is limited to six credits. The applicant must achieve a G.P.A. of 3.0 in his/her course(s) to be considered for Full or Regular Admission.

## **Ph.D. Program Application Requirements**

Applications and associated documentation are reviewed to evaluate whether the applicant has a 3.0 or better GPA or if their scores on the GRE entrance examination are higher than 1000. Consideration may also be given to those who do not have the required G.P.A. or entrance examination scores, but do show promise and ability to do graduate level work as demonstrated through their supporting application materials. In these cases an interview with the Graduate Admissions Committee is required. In addition to these minimum qualifications, applicants for the Ph.D. must have the following:

A minimum of 5 years professional experience as a practitioner, administrator, educator or researcher, whether academic or non-academic (This requirement may be waived in certain circumstances).

A completed Masters degree in an appropriate area of specialization or field of intended study is required. (This requirement may be waived in certain circumstances).

- Official transcripts from undergraduate and graduate study with degree completion dates.
- A graduate G.P.A. of 3.00 or higher OR
- A minimum score of 1000 on the Graduate Record Examination (GRE). Note: For information regarding the GRE, call (800) GRE-CALL.
- Two letters of recommendation specifically addressing the applicant's professional practice and/or ability to do advanced independent study and research.
- A Professional Overview (typed 3-page minimum) that reflects the applicant's philosophy and commitment to organizational innovation through a description and analysis of related professional experience.
- A non-refundable application fee of \$50.

## **American Disabilities Act (ADA)**

Every effort will be made to make reasonable accommodations for students requesting services to meet their special needs. Students must make their disclosures at the time of application to the University. Documentation will be required. Students should also disclose to their instructors during the first week of classes if they are requesting services to meet their special needs. The ADA Coordinator for Lynn University is the Executive Director, Institute for Achievement and Learning.



## Chapter II.

# Financial Aid Information

### **Tuition and Payment Policies**

#### **Graduate tuition and fees**

Fees are determined on an annual basis. The University reserves the right to change, with or without notice, any of the fees printed in this catalog. Increases should be expected in subsequent years. All application fees, tuition deposits, residence hall deposits and deferred payment charges are non-refundable.

**Fee Payment.** All student charges must be paid in full before a student is allowed to register or attend classes.

All statements of account are due and payable in full on or before the date shown on the statement. Statements are sent to the address on record for each student.

**Housing:** Limited space is available in student housing for graduate students. For information on costs of room and board, contact the Student Administrative Services Office.

#### **Request for Course Withdrawal from Graduate Programs**

Course withdrawals from graduate programs must be processed through the academic advisor. The student is responsible for properly filing a Course Withdrawal form with the Student Administrative Service Office. Withdrawals are permitted through the end of the fifth week of a term. This will establish the day to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Administrative Services before refunds will be made. At the time of application for withdrawal, student ID's must be returned.

#### **Withdrawal from the University**

Withdrawal from the University is a formal procedure that requires submission of a Request for Withdrawal form available in the Dean of Students Office. At that time the Student ID card must be returned to the Student Administrative Services Office. The student is responsible for initiating a written request for a refund to the Student Administrative Services Office. Refunds are then calculated on the basis of total term charges payable after other deductions for non-refundable deposits and fees. Students not enrolled for two consecutive terms will be withdrawn from the University and must re-apply for readmission.

#### **Leave of Absence**

The student may request a Leave of Absence from study in a graduate degree program. A letter requesting the Leave, with the reasons for the leave, should be given to the Program Coordinator for approval. Each student may request up to one year of leave.

#### **Financial Aid Withdrawal**

When a withdrawing student has been awarded financial aid and has withdrawn prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of calendar days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan and Federal Subsidized Stafford Loan. All students who withdraw must report to the Office of Student Administrative Services for an exit interview.

## Refund Policy for Withdrawals

Prior to the start of the term: 100%. Through the first week of the term: 75%. No refunds are granted after the first full week of classes. Refer to the Graduate Academic Calendar for exact dates.

Refund Calculation.

Refunds are calculated on the basis of the total term charges payable after deductions for non-refundable deposits and fees. This policy may result in a financial obligation to the University that is payable at the time of a student's withdrawal.

## 2003-2004 Fee Schedule

Graduate Studies	\$460 per credit hour
Ph.D. Tuition	\$635 per credit hour
International Student Insurance	\$696 per year (mandatory)
(International Students have two weeks into the first semester to demonstrate sufficient mandatory coverage to have the fee removed.)	
Late Fee	\$40 per term
(Students must pre-register prior to the first day of classes to not be assessed a late fee.)	
Other fees are specified in the fees section in the undergraduate portion of the catalog.	

## Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by mail to:

Cashier	by Phone: (561) 237-7187
Lynn University	by Internet: <a href="http://www.lynn.edu/payments">www.lynn.edu/payments</a>
3601 N. Military Trail	by Wire: Bank of America, Boca Raton, Florida
Boca Raton, FL 33431	Routing transit #063000047
	Lynn University
	Checking account #003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on your wiring instructions. Also fax confirmation to the Student Administrative Services Office at (561) 237-7300.

Evening payment options and Corporate Reimbursement Policy are listed in the undergraduate portion of the Catalog.

## Financial Aid

For all financial aid programs, the Free Application for Federal Student Aid (FAFSA) must be completed and mailed to the Federal Processing Center. In approximately three weeks a report will be mailed to the student and to Lynn University. Lynn University will then determine the student's eligibility for the loan programs. The student will receive an award letter. All verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank. International Students are not eligible for federal financial aid. Publications regarding grants and scholarships are available in the Student Administrative Services Office.

Graduates should review the financial aid section of this catalog for specific financial aid loans, policies, and university regulations. Certificate programs do not qualify for federal funding. Information on additional scholarships and fellowship are available at the Student Administrative Services Office.

## Graduate Assistantships

A limited number of Graduate Assistantships are available each year. Applications for a Graduate Assistantship must be submitted before June 15th for the next academic year, which begins in September. To be eligible, applicants must have completed the application process with all appropriate documentation; be fully admitted to the University for enrollment in one of the graduate programs, demonstrate financial need,

have a 3.0 grade point average or higher, and meet specific qualifications. Students with a Probationary Admission are not eligible to apply.

Assistantships cover the cost of full-time tuition (6 credits for each term). Applications can be obtained in the Student Administrative Services Office. Applicants should consult the Office of Student Administrative Services for policies governing graduate student assistantship. Graduate Assistantships require a 3.0 grade point average to be achieved at the end of each Graduate semester.

## Scholarships

### Conservatory of Music

Students accepted to the Conservatory of Music may apply for tuition/room and board scholarships funds.

### Education Scholarships

Masters or Doctoral students who are active, full-time employees of an educational institution may qualify for an Educational Scholarship tuition reduction of \$135 and \$145 respectively per credit hour. For qualified M.Ed. students, the tuition is \$325 per credit hour; for qualified Doctoral students, the tuition is \$485 per credit hour. In addition, Doctoral students who are employed full-time as corporate training and development specialists may also be eligible. Students must submit a current employment verification letter and the class registration form to the Student Administrative Services Office for scholarship approval.

### Criminal Justice Administration Scholarships

Graduate students in the M.S. in Administration with specialization in Criminal Justice may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$460 per credit hour. Courses with NIA are not eligible. The scholarship rate of \$335 per credit hour is available if they meet one of the following criteria: (a) Sworn as a law enforcement officer for a municipal, state or federal agency or (b) employed in the administration of police or security work at the municipal, state or federal level or through a private agency engaged in the protection of life or property. Students must submit a current employment verification letter each year to the Office of Student Administrative Services Office for scholarship approval.

### EPA Scholarships

Graduate Students in the M.S. in Administration with specialization in Emergency Planning and Administration may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$460 per credit hour. The scholarship rate of \$335 per credit hour is available if they meet the following criteria:

- Employed in an organization in which the job responsibility involves training and planning of emergencies and disasters.
- Students must submit a current employment verification letter each year to the Student Administrative Services Office for scholarship approval.

### Health Care Administration Scholarships

A limited number of scholarships are available to Health Care Administration students. Applicants must have a 3.0 grade point average, demonstrate financial need, and submit two letters of recommendation. The completion and receipt of your Free Application for Federal Student Aid (FAFSA), is used to establish your financial eligibility for a scholarship. Applications may be obtained in Student Administrative Services Office and must be submitted at least two weeks prior to the beginning of the term to be considered.

## Veterans' Benefits

Lynn University is approved for veterans training. Students are required to achieve a specified level of academic performance. Failure to do so will result in termination of benefits.

Standards of Satisfactory Academic Progress

Financial Aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and progress towards a degree. Every student on financial aid will have his/her cumulative grade point average evaluated at the end of the Term 4 semester each academic year. At that point, a GPA below 3.0 places a Masters student on academic probation (below 3.25 for Doctoral students). These GPAs are also the GPAs that must be maintained in order to matriculate and graduate from Lynn University.

**Note:** A student receiving Title IV funding must complete his/her degree within a specific time frame as follows:

Ph.D. Full-time: 15 terms (5 years)

Masters Full-time: 18 terms (3 years), Part-time: 36 terms (6 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

Ph.D. Full-time: 12 credits (annually)

Masters Full-time: 24 credits (annually), Part-time: 5 credits (annually)

Part time: less than 24 credits (annually)

A course withdrawal(s) or incomplete(s) will be evaluated as a non-completed course, and will not be counted towards the time frame requirement. A repeated course will be counted as a regular course. If there has been undue hardship (i.e. medical, death, divorce), a student may appeal these standards. The Financial Aid Committee must direct appeals to the Student Administrative Services Office for review. The Student Administrative Services Office will notify the student within 30 days of the Financial Aid Committee's decision.

The Standards of Academic Progress applies to: Federal Stafford Loans (Subsidized and Unsubsidized)

## **Tax Law**

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. For a student who resides in a country that does not have a tax treaty with the United States, the University must withhold 14% of the award in excess of the amounts used for tuition, fees, books, and supplies. The University remits this 14% to the IRS as federal income tax withheld. Each year all international students will be required to file a 1040NR with the Federal Internal Revenue Service by April 15th. Failure to file this form will jeopardize future scholarship awards to a student.



## Chapter III.

# Academic and Records Information

### **The mission of the graduate programs of Lynn University**

Lynn University provides an intellectually stimulating environment where students gain knowledge and competencies necessary to become global leaders and life-long learners. Lynn attracts students from a variety of backgrounds, whose aim is to become leaders in their fields. Lynn seeks to enhance the career advancement of working professionals.

The overall mission of Lynn University is to provide its graduates with the knowledge, competencies, and skills needed for leadership in the 21st century. In order to achieve these purposes, the curricula of our graduate degree and certificate programs are reviewed on a regular basis to assure the academic quality and relevance of course offerings.

The University is committed to individualized student attention and mentoring. Our faculty members foster and help learners realize the development of their innate leadership talents and intellectual abilities. Our synergistic learning environment stimulates and challenges students to:

- Discover and maximize administrative talents and leadership abilities
- Develop and expand critical thinking skills to facilitate application of theory to practice
- Acquire a technologically-oriented frame of reference to identify, access and use knowledge and data bases efficiently and appropriately
- Cultivate a comprehensive understanding of the dynamics of global change to be able to distinguish its causes, effects, magnitude and cultural significance

In this integrative learning process, students will gain an understanding of the dynamic nature of our contemporary transformation into a global society, demonstrate effective leadership in addressing the ensuing opportunities and dilemmas, and make choices that foster innovative alternatives to address changing human needs. More specifically, graduate students are expected to develop advanced competencies in critical thinking and analysis that will enable them to use and contribute to a variety of knowledge bases developed to deal with contemporary and future challenges.

### **Degrees, Programs and Certificates**

#### **Degrees**

The Graduate Programs at Lynn University offer four types of degrees: the Masters of Business Administration (M.B.A), Masters of Education (M.Ed.), Masters of Science (M.S.) and Doctor of Philosophy (Ph.D.), as well as several Certificate Programs.

The 36-credit M.B.A. is available with specializations in Aviation Management, Mass Communication and Media Management, Health Care Administration, Hospitality Management, International Business, Managerial Electronic Business, Marketing, and Sports and Athletics Administration. Students may also choose to participate in an optional internship.

The two M.Ed. programs include a 42-credit practitioner-oriented degree in Exceptional Student Education with a teaching endorsement in E.S.O.L. and a 36-credit Educational Leadership degree, with two specializations: School

Administration and Higher Education Administration. This degree has a focus on leadership related theory, knowledge, and clinical experiences in the field, as well as practical application of that theory and knowledge.

The 36-credit M.S. in Administration is available with specializations in Criminal Justice Administration, Criminal Justice Administration/ Technical Intelligence Operations, Emergency Planning and Administration, Health Care Administration, and Sports Management.

The 42-credit M.S. in Administration with specialization in Health Care Administration (with an available Nursing Home Administrator Licensure Option) is also offered.

The 60-credit Ph.D. in Global Leadership is offered with two specializations: Corporate Leadership or Educational Leadership.

In addition to the degree programs, three 21-credit certificate programs are offered in Aging Studies, Health Care Administration, and Geriatric Care Management. An 18 credit hour Certificate is offered in Emergency Planning and Administration. A post-baccalaureate diploma course of study, called the Professional Studies Diploma Program, is available through The Conservatory of Music at Lynn University. This two-year program's primary focus is advanced music performance education.

## **Graduate Policies Relating to Academic Integrity**

### **Student Responsibility**

Lynn University encourages its students to take the major responsibility for their own academic activities and to accept the resulting consequences. No student should behave or act in a manner that would harm the educational environment or diminish the learning experience of any other member of the academic community.

Each student is responsible for a knowledge of and adherence to regulations regarding registration, withdrawal, degree plan, deadlines, graduation requirements and the payment of tuition and fees.

### **Grade Review Process**

A final course grade may be reviewed the following term only on the basis of prejudice or miscalculation. This review process is as follows:

- The student meets with the instructor.
- If unsuccessful, the student may then meet with the instructor's immediate supervisor (Dean of the appropriate college) by submitting a written statement with evidence supporting his/her case.
- If this request is denied, the student must convince one member of the Academic Grade Review Committee of the merit of his/her case.
- If one member of the Committee is convinced that there was prejudice or miscalculation involved, the Academic Grade Review Committee will convene within two (2) weeks of the final request by the student to determine the results.

For a disputed test or paper grade, the student must first review the issue with the instructor. Then the student may review the issue with the instructor's immediate supervisor (Dean of the appropriate college) by submitting a written statement. This process must take place within seven (7) days from the date of the student's notification of the grade.

Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established for degree programs ("Degree Requirements"). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the responsibility of students to be knowledgeable of the academic standards in their degree program.

Prior to initiation of the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree Program Coordinator. This may be by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from Degree Requirements as they relate to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal

from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate Program Coordinator. The student shall deliver a written request for review of the decision with the Program Coordinator of the appropriate degree program within thirty (30) days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a Degree Requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within thirty (30) days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.
- 1.1 Upon receipt of a written request for review and justification, the Program Coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the Dean of the appropriate college.
- 1.2 In considering the student's request, the Program Coordinator shall consult with the Dean of the appropriate college, may consult with faculty members of the respective degree program and may consider any other evidence the Program Coordinator determines to be relevant. Also, at his or her sole discretion, the Program Coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the Program Coordinator determines to be necessary.
- 1.3 If the Program Coordinator determines that sufficient grounds exist such that relief would be appropriate, the Program Coordinator may grant the relief requested, or may grant any other relief the Program Coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The Program Coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the Program Coordinator.
2. Any student who is not satisfied with the decision of the Program Coordinator on his or her request for review may deliver a written appeal with the Dean of the appropriate college. Such appeal shall be delivered within five (5) days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the Program Coordinator. The written appeal shall include a copy of the student's written request for review to the Program Coordinator and accompanying documentation, as well as a copy of the written decision of the Program Coordinator.
- 2.1 The Dean shall consider all of the information and evidence considered by the Program Coordinator. In addition, the Dean may consult independently with the Program Coordinator and other faculty members of the College and may consider any other evidence the Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Dean may hold a meeting with the student, with the Program Coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The Dean may uphold or modify, in whole or in part, the decision of the Program Coordinator.
- 2.3 The Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Dean.
3. Any student who is not satisfied with the decision of the Dean on his or her appeal may deliver a written appeal with the Academic Dean, Office of Academic Affairs. Such appeal shall be delivered within five (5) days of receipt of the written decision of the Dean. The written appeal shall include: (i) a copy of the student's request for review to the Program Coordinator and accompanying documentation, (ii) a copy of the written decision of the Program Coordinator, (iii) a copy of the written appeal to the Dean and accompanying documentation, and (iv) a copy of the written decision of the Dean.
- 3.1 The Academic Dean shall consider all of the information and evidence considered by the Program Coordinator and the Dean. In addition, the Academic Dean shall consult with the Vice President for Academic Affairs, and may consult independently with the Program Coordinator, the Dean of the appropriate college, and other

faculty members of the College. The Academic Dean may consider any other evidence the Academic Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Academic Dean may hold a meeting with the student, with the Program Coordinator, the Dean of the appropriate college, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Academic Dean determines to be necessary to the disposition of the appeal.

3.2 The Academic Dean may uphold or modify, in whole or in part, the decision of the Dean.

3.3 The Academic Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Academic Dean. The decision of the Academic Dean is final.

4 In cases where the Degree Program Coordinator and the Dean are the same person, step 2 is skipped and the appeal shall proceed from the Program Coordinator directly to the Academic Dean.

5 No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

**Note:** Dismissal from a degree program does imply dismissal from the University. (See Dismissal Policy of the University).

### **Academic Integrity**

All members of the University community, faculty, administrators, staff, AND students are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation.

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

### **Academic Probation**

Master degree students are expected to maintain a GPA of 3.0 each term, as well as throughout their graduate academic career. Doctoral students are required to maintain a GPA of 3.25. Graduate students unable to maintain the required GPA will be placed on academic probation.

Students who have been placed on academic probation for two (2) consecutive terms must attain an aggregate GPA that meets the minimum requirement for satisfactory progress, 3.00 for Master and 3.25 for Ph.D. students, by the end of the third probationary semester.

A student who falls below the minimum standard may remain in the program with a plan for remediation established with the advisor to be set forth for the next term. A student must demonstrate graduate level work in the subsequent term. Failure to meet remediation goals will result in recommendation of dismissal by the program coordinator to the Dean of the College in which the student is enrolled. A student must maintain the appropriate GPA of 3.0 for Master and 3.25 for Ph.D. students to graduate from the University.

### **Dismissal from the University**

A graduate student may also be subject to academic dismissal due to a lack of academic progress, specifically when the graduate student has a second consecutive semester on academic probation. Their advisor and the Dean of the appropriate college review the academic records of these students. Based on their recommendations, a final decision will be made by the Academic Dean.

If there are sufficient and extenuating circumstances, the student may request a review of the academic dismissal in writing to the Academic Dean. The Dean will review the petition with the Dean of the appropriate college and make a recommendation to the Academic Vice President.

Dismissed students, with the exception of anyone dismissed for academic dishonesty, may apply to the University for readmission after one year from the term of dismissal.

Veteran students will have their benefits terminated if they fail to attain a 3.0 GPA (Masters) or 3.25 GPA (Doctoral) after two consecutive terms on probation.

### **The Institutional Review Board**

Lynn University's Institutional Review Board for the Protection of Human Subjects in Research (IRB)

All human subject research and research-related activities involving human subjects conducted within or under the auspices of Lynn University by any faculty, employees or students, is subject to the Institutional Review Board for the Protection of Human Subjects in Research (IRB) review, recommendations if warranted, and final approval.

The purpose of the IRB is to safeguard the safety, privacy, health, and welfare of the human subjects involved in research and research-related activities. IRB reviews three categories of research: new projects, periodic review on a continuing project, or a procedural revision to a previously approved project. IRB members are selected for their experience, expertise, diversity and breadth in backgrounds and represent individuals with primary concerns in both scientific and non-scientific areas. Under no conditions can proposed research begin prior to IRB review and written approval.

Investigators have many obligations, including designing the study so that the incidence of risk and stress are minimized to the greatest degree possible and that these risks are accurately described in the protocol. Moreover, the Investigator bears responsibility for terminating the study when hazards or risks to the subject become apparent or may be incompatible with the benefits of the study; further, investigators must report any adverse reactions associated with the study to the IRB.

Information regarding the IRB Policies is available in the appropriate College. These procedures are briefly summarized as follows:

- A Research Proposal must be approved by an advisor in the case of student research or by the supervisory Vice-President in the case of a University employee prior to submission to the IRB.
- Submit completed Application for IRB Review, which includes the Research Protocol, must be submitted to the IRB. Reviews may be by convened full board review (11 copies) expedited review (5 copies) or request for exempt status (3 copies).
- A schedule of IRB meeting dates, and deadlines for submission of the Application for IRB Review corresponding to these dates is available. Generally, deadlines are two weeks prior to each monthly IRB meeting. If the IRB has any special concerns or questions, the researcher may be asked to attend the meeting. The investigator and the institution are notified in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and provide the investigator an opportunity to respond in person or in writing. Institutional notification for employees is to the investigator's supervisory Vice-President and to the research advisor in the case of students. For students, once approved, a copy of the approval letter is sent to the Student Administrative Services Office for the student's permanent file.
- Currently approved protocols must be reviewed annually.

### **Lynn University Code of Computing Practice**

All Lynn University students and staff are expected to practice responsible and ethical behavior in their computing activities. While most computer users act responsibly, those who do not either through ignorance or intent, have the potential for disrupting others or even for stealing or damaging their work.

The University is responsible for securing its computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate uses. This responsibility includes informing users of the expected standards of conduct and the punitive measures for not adhering to them. For specific information on information technology policies see [www.lynn.edu/student](http://www.lynn.edu/student).

## **Academic Recognition**

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations:

### **Graduate Academic Honors and Honor Society**

The name of each eligible student who has completed at least nine (9) credits with no incompletes, withdrawals, or grades below "B-" and has achieved a grade point average of 3.5 or higher for Master students and 3.75 for Ph.D. students, is placed on the Academic Honors List. This list is publicized within the University and distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation held each spring semester. Students who have achieved Honor status for two consecutive terms and whose aggregate grade point average is at least 3.50 for Master students and 3.75 for Ph.D. students are eligible for membership in the University Honor Society.

## **President's Honor Society**

Master and Ph.D. students who have achieved Honor Society distinction and whose aggregate grade point average is 4.0 are eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

## **Academic Programmatic Policies**

### **General Information**

The University reserves the right to impose probation on any student whose conduct is unsatisfactory. The University further reserves the right, subject to University procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

There will be no refund of tuition, fees, charges, or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University.

Upon dismissal or suspension from the University, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the University will consider the balance due.

Admission of a student to Lynn University for any academic year does not imply that the student will be re-enrolled in any succeeding academic year.

The University makes every effort to assure completeness and accuracy in the catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

### **Enrollment in Class**

Students are permitted to enter class only after obtaining financial clearance from the Student Administrative Services Office and completing the formal registration procedure.

## **Campus Housing**

A limited number of campus accommodations are available to graduate students on a space available basis. For applications and information about costs for room and board, contact the Student Administrative Services Office.

## **Cancellation of Courses**

The University reserves the right to cancel any course for which an insufficient number of students have enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation.

## **Change of Name, Address or Marital Status**

To insure that the University maintains accurate records, students who change their personal status (name, marital status, home address, etc.) should notify their advisor and the Student Administrative Services Office as soon as possible.

## **Classification of Graduate Students**

A Masters or doctoral student is classified as full-time if registered for six or more credits a term for five of the six terms during an academic year. A minimum of 3 credits each term is the requirement for two terms sequentially to qualify for federal financial aid. A student registered for less than six credits per term is considered part-time.

## **Course Schedule Changes**

Graduate students may change their course schedule only within the one-week Add/Drop period following registration at the beginning of each term. The deadline is posted on the appropriate College Academic Calendar ([www.lynn.edu](http://www.lynn.edu)).

## Policy and Procedures for Failing Grades

Those students who receive a grade of F are in serious academic jeopardy. When this happens, their advisor(s) conducts a thorough review of the student's academic progress, in order to determine whether or not and under what circumstances the student(s) will be allowed to remain in the program. In turn, the advisor shares the review results with the Dean of the appropriate College, where a final determination is made. The student is informed of the decision in writing either to: (a) remain in the program with a plan for remediation; or (b) be dismissed from their program and the University. For those who remain in the program, the failed course must be repeated the next term the course is offered.

For doctoral students, a grade of F is unacceptable for any reason. Receipt of this grade requires an immediate review of the student's progress by the advisor who reports these results to the Dean of the appropriate college for a final determination and action.

### Incomplete (I)

An I is given for a course only under the following conditions: A student who is passing a course, but who has not met the course requirements by the end of the term receives an I. I's are used only in extenuating circumstances. This grade reflects neither passing nor failing work. An I is not included in the calculation of the grade point average.

The student is responsible for completing the course requirements during the first two weeks of the following term. Failure to complete the course requirements within this time results in a grade of F for the course.

### Internship Grading

A grade of P (designating Passing) is used for all internships and Doctoral Dissertation Seminars. The P indicates that the student has fulfilled all academic requirements, professional obligations, and work associated with the internship, including the completion of the required hours in the field. The credit hours are recorded, and the P is not used in the calculation of the grade point average.

A grade of F is used when the requirements, professional obligations, and work associated with the internship or Doctoral Seminar have not been completed successfully. Neither the credit hours nor any quality points are entered in a student's record.

A designation of IP is used to denote that an internship requirement has not been completed in one term and is continuing for an additional term.

## Graduate Grade Point Average (GPA)

At the end of each term a GPA is computed and based on the following Grade Quality Points for Each Credit:

A	4
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0
WF	0

A cumulative record of the quality point standing of each student is maintained. Students who fail to meet minimum standards are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made.

Other symbols in use and not included in computation of average include the following:

W	Officially withdrawn from the course
AU	Audit
R	Repeated
I	Incomplete
IP	In Progress (for internships extending over one term)
P	Passing
NR	Grade not reported

A temporary grade of NR is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade will be recorded upon its receipt.

## Graduation

Students who complete their course work by Term 5 (summer 1) will be eligible to participate in the May Commencement. All students anticipating graduation must apply for graduation at the Student Administrative Services Office and have an academic program audit completed. Students should comply with the application deadline indicated on the academic calendar.

A graduation fee of \$130 applies to all graduates and represents each student's share of expenditures related to both the individual graduate and the graduating class. The fee is payable whether or not a graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities.

Applications for graduation are available in the Student Administrative Services Office. Deadlines for applications are posted on the appropriate college Academic Calendar.

## Registration

Registration begins several weeks prior to the beginning of each of the six terms. Schedules of class offerings show up on the web as soon as they are finalized at [www.lynn.edu/advising](http://www.lynn.edu/advising).

Click on the guest button or use your sign-on and pin # if you have already been assigned a pin number. Students who have been assigned a pin number and are not on probation may register via the Web anytime prior to the beginning of the term. New students must meet with an advisor prior to being assigned a pin #.

## Add/Drop Period

The Add/Drop Period takes place during the first week of the term. At this time a student may change or drop a course. However, when the Add/Drop Period ends, it is not possible to change one's schedule.

## Late Registration

Late registration requires written approval from the Dean of the appropriate College. An additional Late Registration Fee of \$40 is also charged and is effective the first day of the term.

Registration Procedures.

Each student must first meet with her/his advisor for approval of course selections. The student may then proceed to the Student Administrative Services Office to pay the tuition and registration fee and then to complete the registration process.

## Residency Requirement

The residency requirement in graduate programs is intended to ensure that students become integrally involved in the academic life of their program and of the university. By being in residence, students are more likely to become fully immersed in graduate study for a substantial period of time and for them to develop a relationship of scholarly and professional collegiality with faculty and fellow students. During their residency period students are expected not only to take courses, but also to participate in other aspects of the intellectual life of their discipline and of the university community.

Master degree students must fulfill residency requirements by completing a total of 6 credit hours in any two consecutive terms (which may include summer). This residency period must be subsequent to admission to the program. Graduate project credit hours, if applicable to the program, may not be used to fulfill residency requirements.

For Ph.D. students, two consecutive terms must be spent in residence. This residency period must be subsequent to admission to the program. A minimum of 6 credit hours of program course work must be completed in each of the terms. Dissertation credit hours may not be used to fulfill residency requirements.

## Special Student Status

Graduate students who wish to take courses for the purposes of continuing education, teacher certification, transfer of credits to another institution or to complete the requirements to sit for the Florida Nursing Home Administrator Licensure examinations may register as Special Students. Special Students are classified as non-degree seeking students and must show evidence of graduation from an accredited college or university in order to be eligible for this classification and take graduate courses at Lynn University. Special Students must complete a Special Student Form available in the Admission Office and may be limited to 6 credit hours, except under the following circumstances:

- Educators seeking E.S.O.L. certification or taking courses for certification or re-certification purposes are limited to 15 credit hours (five 3-credit courses).
- Graduates from either an undergraduate or graduate program in Health Care Administration who may require additional courses from our State-approved program for Nursing Home Administrator Licensure in order to sit for the State of Florida examination are limited to 15 credit hours (five 3-credit courses).

Those interested in enrolling as non-degree seeking students should contact the Admission Office for a Special Student Form and Registration materials. Term Schedules of Classes are available in the Office of Admission, the Student Administrative Services Office, the appropriate College and on the Web.

Financial Aid is not available to Special Students. Because of Immigration Regulations, a foreign student with either an F-1 or J-1 Visa may not register as a Special Student and must be degree-seeking.

Those wishing to change their status to degree seeking must complete a graduate application, provide all necessary documentation, including entrance testing if appropriate and meet all admission requirements. Enrollment as a Special Student in no way implies a right for future admission to the University or a graduate program.

Credit earned as a Special Student does not automatically count as fulfilling graduate degree requirements unless approved by the Program Coordinator or Dean of the appropriate College. All such proposed courses must have a grade of "B" or better and meet specific course requirements for the degree. This determination is made after the applicant has been accepted to the University or by the end of his or her first term as a matriculating student.

## Second Masters Degree

Currently matriculated graduate students who wish to pursue a second Masters degree can do so. The primary requirement is that the second degree must have a minimum of 24 unique credits. An Application for Readmission and submission of the Lynn University graduate transcript needs to be completed and sent to the Graduate Admission Coordinator, who will send formal notification of the acceptance into the second Masters program.

## Security Telephone

The Security Office is available 24 hours a day. A Security Station is located at the southeast corner of the Freiburger parking lot and adjacent to the baseball complex. Security can be reached at (561) 237-7226.

### Student Participation in Sports

Many of our graduate students are interested in athletics as participants. With the changes outlined in the 1998-99 NCAA Manual, graduate students may now compete using the one-time transfer rule of eligibility, which follows: Graduate Student or Post-Baccalaureate Participation.

A student-athlete who is enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate (regardless of whether the individual has received a United States baccalaureate degree or its equivalent), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the

same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent of another major or degree as defined and documented by the institution, may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable five-year or 10-semester period set forth in 14.2.

## **One Time Transfer Exception**

A graduate student who is enrolled in a graduate program or professional school of an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics if the student fulfills the conditions of the one-time transfer exception set forth in 14.5.5.3.11 and has eligibility remaining per 14.2 (Adopted: 1/9/96 effective 8/1/96 for those student-athletes who transfer to the certifying institution on or after 8/1/96).

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men and women's sports in intercollegiate athletic programs at Lynn University is available in the Athletics Office.

The Student Right-To-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree-seeking undergraduate students, and (2) students who receive athletically related student aid, broken down by race and gender within sports. This information is available at the Student Administrative Services Office

## **Transcripts**

Requests for transcripts should be directed to the Student Administrative Services Office. Each transcript is \$5. Cash or checks made payable to Lynn University must accompany each request. Each transcript requires a minimum of 48 hours for processing. If special instructions or services are required, a special processing fee may be required.

Transfers to Another Specialization Within a Degree Program

Should a graduate student wish to transfer to another specialization within the M.B.A. or M.S. Degree program, a Request for Change of Specialization form must be completed and approved by both his or her current advisor and the Dean of the College which sponsors the Academic Specialization.

A copy of the approved form is filed with the Student Administrative Services Office, the new advisor and the student also receives a copy of the approved form.

## **Transfer of Graduate Credits from Other Colleges and Universities**

### **Masters Degree Criteria for Transfer Credits**

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the M.B.A.,

### **M.Ed., M.S. programs if they meet the following criteria:**

The course(s) must be at the graduate level from either a Masters degree program initiated at another school, but not completed OR a completed Masters degree.

The course(s) must have a grade of B or better AND be taken no more than four years prior to admission to Lynn University.

Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog AND part of the proposed course of study.

For course titles not specifically listed in the catalog and curriculum, the Program Coordinator or the dean of the appropriate college will determine whether any transfer credit will be awarded.

Credits taken at schools not accredited by one of the regional associations will be evaluated ONLY AFTER a student has submitted a school catalog and a course syllabus for each. In certain cases competency testing may be required.

### **Ph.D. Degree Criteria for Transfer Credits**

Credit hours may be transferred into the Ph.D. degree program if they meet the following criteria:

A maximum of six graduate credit hours may be transferred from coursework applied to a completed Masters degree.

A maximum of 12 graduate credit hours from a fully accredited graduate school may be transferred into the Ph.D. degree program (only six of which were applied to a completed Masters degree). Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog AND part of the proposed course of study.

All other criteria for the transfer of credit from the University Catalog also apply to the transfer of graduate credit hours into the Ph.D. Program.

Transfer Procedure - Requests for Transfer of Credits should be directed in writing to the faculty advisor or degree program coordinator during the first term of Masters or doctoral study. Appropriate documentation should accompany the request, consisting of an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course, or completed written assignments for the course.

Prospective and enrolled graduate students are reminded that the general academic, financial, and student behavioral policies and rules of the institution as stated in the catalog remain in force and effect unless specifically modified by graduate rules and policies included in the graduate section of the catalog.





## Chapter IV.

# Graduate Degree Programs

### Master's Degree Completion Requirements

#### M.B.A.

1. Complete any necessary prerequisites.
2. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
3. Maintain a cumulative 3.00 G.P.A.
4. Complete twelve 3-credit courses, consisting of seven to nine foundation courses (21 to 27 credits) and three to five specialization courses (9 to 15 credits).
5. Develop and successfully demonstrate a range of critical thinking skills to complete an oral and written presentation, reflecting the integration and application of theory to practice in MBA 690 Strategic Management Seminar.

#### M.Ed.

1. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 G.P.A.
3. The third requirement varies, depending upon the M.Ed. degree program.
  - a. For the M.Ed. without an E.S.O.L. Endorsement, Complete 36 graduate credits, consisting of 27 credits in Exceptional Student Education and 9 credits in research, and successfully complete a Graduate Project.
  - b. For the M.Ed. with an E.S.O.L. Endorsement, Complete 42 graduate credits, consisting of 27 credits in Exceptional Student Education and 15 credits in E.S.O.L., and successfully pass a Comprehensive Examination.
  - c. For the M.Ed. in Educational Leadership. Complete 36 graduate credits.
4. All students in the M.Ed. in Exceptional Student Education degree program must pass the CLAST and the Florida Teacher Certification Examination in Exceptional Student Education.

#### M.S.

1. Complete the degree in four calendar years from the date of a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 G.P.A.
3. The third requirement varies with the M.S. specialization, which follows:
  - a. Criminal Justice Administration: Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major, 18 credits (with a 3-credit graduate project ) of specialization courses, or 21 credits of specialization credits.
  - b. Criminal Justice Administration/Technical Intelligence Operations: Complete 36 graduate credits, consisting of 18 credits of foundation courses for the administration major, 18 credits of specialization courses.

- c. Emergency Planning and Administration: Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major, 18 credits of specialization courses and a 3-credit graduate project, or 21 credits of specialization courses.
- d. Health Care Administration: Complete 42 graduate credits, consisting of 15 credits of required foundation courses for the administration major (12 credits in management and administration, as well as three credits in applied research methods), required specialization courses in health care administration (24 credits), and a supervised internship to provide hands-on experience (3credits).
- e. Health Care Administration with the Nursing Home Administrator Licensure Option: Complete 42 graduate credits, consisting of 15 credits of foundation courses for the administration major, and 27 credits of required specialization courses including a 3-credit 500-650 hour administrative internship in long term care. During the internship, a student must also demonstrate competency in long-term care administration by successfully completing an Internship Project and passing an Internship Examination.

## **1. MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

### **Purpose**

Today the modern business enterprise is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. The Lynn University MBA, delivered on ground and online, is an advanced degree designed to prepare and equip managers with the knowledge and competencies necessary to administer controllable forces within their organizations in order to adapt successfully to variables and changes in the uncontrollable environment. Practitioners develop skills for deciphering and forecasting external forces and in the process become effective leader-managers in the increasingly multicultural, multinational environment of the 21st century.

Lynn University, located at the crossroads of world trade, offers an unparalleled laboratory for learning. Our expert faculty challenge our graduate students, many with international backgrounds, to examine a broad spectrum of issues confronting modern business managers.

The 36-credit M.B.A. program, consists of twelve 3-credit courses, of which seven to nine are foundation courses (21 - 27 credits) for the business administration major, and three to five are specialization courses (9 - 15 credits). Specializations are available in Aviation Management, Mass Communication and Media Management, Health Care Administration, Hospitality Management, International Business, Managerial Electronic Business, Marketing, and Sports and Athletics Administration. Students may also choose to participate in an optional internship.

The Lynn University MBA Program is designed to prepare qualified students for middle and upper-level management leadership responsibilities in business, not-for-profit and governmental organizations. Using a general management focus and strategic approach, students demonstrate (1) broad and integrated knowledge of business functions, (2) knowledge of ethical and legal considerations and the social responsiveness to resolve corporate and public issues, (3) analytical, problem solving and critical thinking skills and use of technology related to business decision making, (4) communication and interpersonal skills to lead groups and business organizations, (5) foundations and tools to make and implement strategy, and (6) the depth and critical importance of the dynamic and global environment as they influence organizations, decisions, and operations.

### **Prerequisites for Those Without an Undergraduate Business Degree**

All M.B.A. undergraduate transcripts are reviewed to determine whether the applicant has taken any of the four prerequisite courses or their equivalents. The following prerequisites courses are required:

- MBA 501 Managerial Writing and Communication
- MBA 502 Managerial Economics
- MBA 504 Survey of Accounting and Finance
- EDU 602 Statistical Methods

Proficiency in the use of computer applications such as Word, Access, Excel, PowerPoint is essential.

<b>I. MBA Foundation Courses</b>	<b>27 Credits</b>
MBA 600 Leadership and Management of Business Organizations	3
MBA 605 Managing for Organizational Effectiveness	3
MBA 610 Legal, Ethical, and Social Issues of Business	3
MBA 620 Marketing Management in a Global Economy	3
MBA 630 Managing Technology for Business Transformation	3
MBA 640 Managing for Financial Accountability	3
MBA 645 Managing for Financial Performance	3
MBA 650 Operations Management	3
MBA 690 Strategic Management Seminar	3

<b>II. Specialization Courses</b>	<b>9 credits</b>
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**Marketing Specialization**

MBA 621 International Marketing	3
MBA 625 Integrated Marketing Communications	3
MBA 628 Special Topics in Marketing	3

**International Business Specialization**

MBA 661 International Trade and Investment	3
MBA 665 International Finance	3
MBA 668 Special Topics in International Business	3

**Managerial Electronic Business Specialization**

MBA 631 Managerial Electronic Commerce	3
MBA 635 Electronic Commerce Technology	3
MBA 636 Data Mining, Warehousing, and Knowledge Management	3

**Mass Communication and Media Management Specialization**

COM 500 Mass Communication Theories	3
COM 515 Mass Media Law and Regulations	3
COM 520 Mass Communication Technology	3

**Health Care Administration**

HCA530 Financing and Reimbursement Systems for Health Care	3
HCA585 Health Care Policy and Analysis	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3

**NOTE:** Health Care Administration students may substitute HCA 565 Health Care Management and Administration for MBA 605 and HCA 665 Graduate Project for MBA 650. Program Coordinator approval needed for these substitutions.

**Hospitality Management**

HA 525 Food Service Administration	3
HA 530 Resort Development and Management	3
HA 575 Service Management	3

**Sports and Athletics Administration**

SAM 530 Sports Administration	3
SAM 535 Issues in Intercollegiate Athletics and Professional Sports	3
SAM 680 Beginning Internship in Sports and Athletics Administration OR	
SAM 681 Advanced Internship in Sports and Athletics Administration	3

**Note:** Sports Administration students may substitute SAM 530 Sports Administration for MBA 605 and SAM 630 Legal Aspects of Athletics for MBA 610. Program Coordinator approval needed for these substitutions.

### **Aviation Management Specialization**

MBA 671 Aviation Organization Operation	3
MBA 675 Airport Operation	3
MBA 678 Special Topics in Aviation Management	3

### **International Study Opportunity**

MBA 660 International Business Studies Abroad	3
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### **Independent Study**

MBA 697 Independent Study (non-degree credit hours)	1-3
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### **Business Internship**

MBA 698 Business Administration Internship (non-degree credit hours)	1-2
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## **2. MASTER OF EDUCATION (M.Ed.)**

### **a. Master of Education in Exceptional Student Education with ESOL endorsement**

#### **Purpose**

Because of the increase in linguistically diverse students in Florida schools, the State has mandated that all classroom teachers serving E.S.O.L. students have additional training. Teachers with no prior experience teaching E.S.O.L. will need to take 15 credit hours to obtain an E.S.O.L. endorsement. Exceptional Student Education represents a distinct category of certification provided by the State of Florida Department of Education. Certification requires completing 27 credit hours of course work in Exceptional Student Education. Included in this category are students who may be emotionally handicapped, mentally handicapped or learning disabled.

The intent is to produce graduates who are able to not only address the needs of this increasingly diverse student population as classroom teachers, but also provide leadership for innovative programs to coordinate professional activities to better serve these students. By developing these advanced competencies, graduates will be able to use their critical thinking skills to understand and employ a variety of knowledge bases to deal with contemporary issues, problems and dilemmas in their diverse learning environments.

#### **Pre-requisites for Those Without an Undergraduate Degree in Education:**

For those applicants who do not have an undergraduate degree in Education, the College of Education and Human Services requires that the following courses be taken as co-requisites for the Masters Degree:

- \* EDU 211 Language Arts in the Elementary School
- \* EDU 315 Reading in the Elementary School
- \* EDU 316 Diagnosis and Evaluation of Reading Problems
- \* EDU 318 Math in the Elementary School

In addition, the student must take EDU 581 Student Teaching in Exceptional Student Education

The State of Florida may require additional courses in the field for certification, prior to issuing the 5-year certificate.

Program requirements may change in order to comply with any changes made by the State of Florida Department of Education. No Grandfather provision will apply should such program changes be necessary.

**Note:** Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the College granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

### **I. M.Ed. Curriculum Overview and Degree Options 42 Credits**

EDU 500 Foundations of Exceptional Student Education	3
EDU 510 Language Development and Learning	3
EDU 511 Characteristics and Needs of Mildly Handicapped Students	3
EDU 512 Instructional Strategies for Emotionally Handicapped Students	3
EDU 513 Instructional Strategies for Mentally Handicapped Students	3
EDU 514 Instructional Strategies for Specific Learning Disabilities	3
EDU 520 Applied Linguistics	3
EDU 521 Methods of Teaching E.S.O.L.	3
EDU 522 Curriculum and Materials Development for E.S.O.L.	3
EDU 523 Cross-cultural Communication and Understanding	3
EDU 525 Testing and Evaluation in E.S.O.L.	3
EDU 534 Classroom Behavior Management	3
EDU 561 Assessment of Exceptional Students	3
EDU 570 Career Management and Transition Planning for Exceptional Students	3

All students must pass the General Knowledge Test and the Florida Teacher Certification Examination in Exceptional Student Education /ESE

## **Graduate Project**

For those students not seeking initial certification from the State of Florida, a graduate project must be completed in lieu of the E.S.O.L. courses.

A Graduate Project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery, and integration of the knowledge and skills required by their degree program. The Project itself focuses on an area of student interest that meets the acceptable standards for graduate level research.

### **Project Proposal Development**

1. During EDU 505 Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the Graduate Project. This topic requires approval by both the course instructor and the student's advisor.
2. The student develops a plan (the methodology) for the way in which the question or problem is to be addressed, the type(s) of data needed and the form in which the final project is to be presented.
3. At the conclusion of EDU 505, the student will have a draft of the Project Proposal. The Graduate Project Proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.
4. Once approved, the student must follow the project plan. The advisor must approve any changes or deviations from the plan. A copy of the proposal is placed in the student's permanent record in the Student Administrative Services Office.

## **The Graduate Project Components**

A completed Project must have the following sections:

- An Abstract, summarizing the research and its results.
  - An Introduction, consisting of the problem or question to be addressed in the Project, its professional importance and relevance.
  - A Literature Review, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s), and methods of investigation.
- The Methodology section involves a description of the research design including a subjects, instruments and procedures section. The subjects section delineates how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The procedure section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the Institutional Review Board has approved the proposal.

The Results section reports the analysis of the data from the study. This may include descriptive statistics such as means and standard deviations as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.

A List of References concludes the Graduate Project and precedes the Appendixes, which should also include the approval letter of the Institutional Review Board (See 4 above). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

## **Oral Defense of the Graduate Project**

As a completion requirement for the M.Ed. research-oriented degree, students make an oral presentation of their Graduate Project findings to the faculty of the College of Education. The purpose of the presentation is to demonstrate the student's ability to draw from the Foundation and Specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the field of Exceptional Student Education.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the University to read their projects.

The student is responsible for providing the University with two bound copies of the approved Graduate Project: one for the University Library and the other for the College of Education. Projects must be completed within two years of the date of the accepted proposal.

## **Grading for the Graduate Project**

The Project is graded on the basis of a pass or fail. A pass is equivalent to a B or better, a fail to less than a B. In the event that a completed Graduate Project does not meet the University standards and receives a grade of fail, the student will meet with the advisor to review the problems that need to be addressed and resubmit the revised Project within 90 days of the meeting. No additional extensions are granted.

## **b. Master of Education in Educational Leadership**

### **Purpose**

The Master of Education in Educational Leadership degree program consists of 36 credit hours of coursework with a focus on educational leadership related theory, knowledge, and clinical experiences in the field, as well as practical application of that theory and knowledge. There are two Specializations in this degree program: School Administration and Higher Education Administration. Students successfully completing the required course work in the M.Ed. program in Educational Leadership with a specialization in School Administration will be eligible for Florida Certification in Educational Leadership: Administrative Class.

No certification is required for higher education administration. Lynn University also offers a Ph.D. in Global Leadership with a specialization in Educational Leadership.

**The goals of the Educational Leadership program are to provide a curriculum that:**

- Introduces students to a body of diverse theory regarding educational leadership
- Focuses on the interpretation of laws and rules that govern the educational institution
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.
- Emphasizes the critical examination and evaluation of ethical issues and implications in today's educational establishment

By completion of the M.Ed. In Educational Leadership, students will be able to:

- Develop knowledge base of basic leadership theories and concepts and apply them to leadership behaviors
- Enhance the relationship between communication and interpersonal relationships
- Compare and contrast the strategies for evaluating curricular and instructional innovations
- Develop the ability to plan, develop, implement and evaluate the financial status of an educational institution
- Analyze the federal, state constitutional, statutory, and regulatory provisions governing educational systems
- Develop knowledge of management policies and procedures for appropriate use of technology

The Educational Leadership Masters Degree School Administration specialization program of study will ensure that students seeking administrative certification will have the competencies needed to become strong, competent administrative and instructional leaders who will be successful at improving public schools. The knowledge and skills acquired through the course work will also improve the likelihood of the School Administration students of passing the FELE certification examination given by the State of Florida.

**I. Master of Education in Educational Leadership Curriculum Overview 24 Credits**

EDU 621 Organizational Management and Development	3
EDU 645 Human Resource Management and Development	3
EDU 630 Transformational Leadership and Innovation	3
EDU 752 Communication Skills	3
EDU 635 Technology and Administration	3
EDU 753 Educational Finance	3
EDU 523 Cross-cultural Communication and Understanding	3
EDU 699 Internship for Administrators	3

**II. Specialization Courses 12 credits**

**School Administration Specialization courses:**

EDU 750 Public School Curriculum and Instruction	3
EDU 698 The Practical Principal	3
EDU 623 Educational Law for the School Administrator	3
EDU 670 Special Education for the Administrator	3

**Higher Education Administration Courses:**

EDU 650 - Higher Education Law	3
EDU 651 - American Higher Education Curricular Issues	3
EDU 652 – Administration and Governance of Higher Education Institutions	3
EDU 653 - Teaching and Learning at the Higher Education Level	3

### 3. MASTER OF SCIENCE (M.S.) WITH A MAJOR IN ADMINISTRATION

#### Purpose

The M.S. with a Major in Administration is designed to develop leaders and managers, who serve in the private or public sector and understand the impact of the global transformations that affect our daily lives. Dedicated to professional leadership development, the goal of this program is to empower our graduate students to cultivate their unique potential and talents as well as to promote mastery of the knowledge, skills, and aptitudes necessary for effective leadership. We at Lynn University believe this balance enables our graduates to make a difference by creating new opportunities and providing workable solutions to the problems that face us now and await us in the 21st century.

#### Curriculum

The M.S. with a Major in Administration has a unifying curriculum foundation shared among the specializations. One additional M.S. course in Applied Research Methodology is required by all M.S. specializations. However, some variations exist within specializations in terms of which other courses are required as part of the Foundation. The particular variations reflect the acknowledged specific requirements for knowledge and skills needed for effective administration and management in that particular discipline. Included in the M.S. in Administration Foundation courses, are a total of nine courses, of which five or 15-credits are designated as required by each discipline.

Overview of the M.S. in Administration Foundation*	Credits
MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
MS 530 Public Institutions, Public Policy and Democracy	3
MS 560 Financial Management (Foundation for CJA students)	3
MBA 520 Marketing Management in a Global Economy	3
MBA 525 Management Information Systems	3
MBA 530 Quantitative Methods for Decision Making	3
HCA 595 Ethical and Legal Aspects of Health Care Administration (Foundation HCA students)	3

\*Course Requirements vary by Specialization.

Foundation requirements for the M.S. in Administration have been designed to assure that students have the requisite theoretical and applied knowledge to pursue their individual interests in their specializations. Building on the breadth and depth of the foundation, specialization courses enable students to continue to expand and deepen their mastery through practical applications, simulations, case studies, applied research in areas of individual interest through the Graduate Projects, and in some specializations, internships.

Major requirements for the M.S. in Administration and specialization courses complement each other and address the increasingly complex contemporary and future societal challenges and opportunities faced by 21st century managers-administrators. Through the development of critical thinking skills and a commitment to lifelong learning, graduates will be able to understand changing trends and maintain focus on both institutional and human needs.

#### Graduate Project/Publishable Paper

A Graduate Project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery, and integration of the knowledge and skills required by their specialization. The Project itself focuses on an area of student interest that meets the acceptable standards for graduate level research.

#### Project Proposal Development

During MS 505 Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the Graduate Project, if this option is selected. This topic requires approval by both the course instructor and the student's advisor.

The student develops a plan (the methodology) for the way in which the question or problem is to be

addressed, the type(s) of data needed and the form in which the final project is to be presented. At the conclusion of MS 505, the student will have a draft of the Project Proposal. The Graduate Project Proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.

Once approved, the student must follow the project plan. The advisor must approve any changes or deviations from the plan. A copy of the proposal is placed in the student's permanent record in the Student Administrative Services Office.

### **The Graduate Project Components**

A completed Project must have the following sections:

- An Abstract, summarizing the research and its results.
- An Introduction, consisting of the problem or question to be addressed in the Project, its professional importance and relevance.
- A Literature Review, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s), and methods of investigation. The Methodology section involves a description of the research design including a subjects, instruments and procedures section. The subjects section includes how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The procedure section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the Institutional Review Board has approved the proposal.

The Results section reports the analysis of the data from the study. This may include descriptive statistics such as means and standard deviations as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.

A list of References concludes the Graduate Project and precedes the Appendixes, which should also include the approval letter of the Institutional Review Board (see 4 above). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

### **Oral Defense of the Graduate Project**

As a completion requirement for the M.S. in Administration, students make an oral presentation of their Graduate Project findings to a panel of graduate faculty. The purpose of the presentations is to demonstrate the student's ability to draw from the major requirements and specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the specialized field in administration.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the University to read their projects.

### **Completion of the Graduate Project**

The advisor approves the final rendition of the Graduate Project. The student is responsible for providing the University with two approved bound copies of the Graduate Project, one for the University Library and the other for the M.S. in Administration specialization. Projects must be completed within one year of the date of the accepted proposal.

### **Grading for the Graduate Project**

The Project is graded on the basis of a Pass or Fail. A pass is equivalent to a B or better, a fail to less than a B. In the event that a completed Graduate Project does not meet the University standards and receives a grade of fail, the student will meet with the advisor to review the problems that need to be addressed and resubmit the revised Project within 90 days of the meeting.

## Specialization Options

Within this context, students cultivate their particular areas of professional interest, while developing the talents, abilities and competencies essential for skilled, effective practitioner-leaders.

### Specializations are available in the following:

- a. Criminal Justice Administration (CJA)
- b. Criminal Justice Administration/Technical Intelligence Operations (CJA)
- c. Emergency Planning and Administration (EPA)
- d. Health Care Administration (HCA)
- e. Health Care Administration (HCA) with the Nursing Home Administrator Licensure Option (NHAL)
- f. Sports and Athletics Management (SAM)

The M.S. degree in Administration requires the completion of 36 credits, except for the Health Care Administration Specializations, which require 42 credits.

## M.S. IN ADMINISTRATION SPECIALIZATIONS:

### a. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN CRIMINAL JUSTICE ADMINISTRATION

#### Purpose

The Master of Science in Administration with a specialization in Criminal Justice Administration prepares individuals for leadership roles in a variety of fields within the profession of criminal justice. Despite the broad spectrum of careers within the profession, success and leadership is predicated on an individual's verbal and written mastery of the concepts, principles and functions involved in the management of criminal justice organizations. This specialization will focus on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to the issues facing the criminal justice executive in the 21st century.

Our South Florida location typifies the experiences of modern criminal justice agencies in diverse, densely populated urban centers. Using this laboratory for learning, expert faculty challenge our graduate students to examine a broad spectrum of issues confronting the modern criminal justice administrator. By applying sound business and administration principles and practices, alternate solutions are debated and evaluated.

The required culminating Graduate Project enables our graduate students to demonstrate mastery of these complexities in a specific area of scholarly interest.

Undergraduate Prerequisites for CJA Students: CMS 200 Introduction to Computers and MAT 221 Probability and Statistics

### M.S. in Administration with a Specialization in CJA Curriculum Overview

I. M.S. in Administration Foundation Courses		15 Credits
MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 530	Public Institutions, Public Policy and Democracy	3
MS 560	Financial Management (Foundation for CJA students)	3
II. Specialization Courses		18 Credits
CJA 608	Ethics in the Administration of Criminal Justice	3
CJA 636	Civil Rights and Civil Liberties	3
CJA 656	Conflict Resolution in Criminal Justice	3
CJA 657	Criminal Justice and the Community	3
CJA 659	Global Perspectives in Criminal Justice	3
CJA 661	Youth and Delinquency Control	3
III. Graduate Project		3 Credits
CJA 665	Graduate Project in Criminal Justice Administration	3

## **b. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN CRIMINAL JUSTICE ADMINISTRATION/TECHNICAL INTELLIGENCE OPERATIONS**

### **Partnership with the National Intelligence Academy**

Today, society is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. Within this dynamic, criminal organizations continue to adapt these innovations to further their illicit activities. Law enforcement and intelligence personnel are therefore compelled to constantly strive for the technological advantage to counter this growing threat and successfully protect society.

The partnership between Lynn University and NIA affords our graduate students an unrivaled opportunity to learn and apply critical management and technical skills in a host of law enforcement environments. The thorough blend of theoretical, technical and practical skills development equips our graduates to effectively meet the complex challenges of contemporary law enforcement.

Criminal justice organizations require knowledgeable and skilled administrators who can effectively deal with the demands of a growing multicultural environment and efficiently employ a wide variety of technologies in support of their law enforcement efforts. Our Masters degree program is designed to create skilled administrators and practitioners able to meet the complex demands of the 21st century.

### **M.S. in Administration with a Specialization in CJA Curriculum Overview**

<b>I. M.S. in Administration Foundation Courses</b>	<b>15 Credits</b>
MS 500 Public Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
MS 530 Public Institutions, Public Policy and Democracy	3
MS 560 Financial Management	3
CJA 608 Ethics in the Administration of Criminal Justice	3
<b>II. Specialization Courses</b>	<b>18 Credits</b>
CJA 600 NIA - Video Surveillance Applications and Operations	3
CJA 610 NIA- Audio Surveillance Applications and Operations	3
CJA 62 NIA - Telecommunications and Electronic Data Intercept Applications and Operations	3
CJA 630 NIA- Law Enforcement Investigative Entry Operations	3
CJA 640 NIA- Management of Technical Intelligence Operations	3
CJA 650 NIA -Countering Emerging Domestic Threats	3

### **Undergraduate Prerequisites for CJA Students:**

CMS 200 Introduction to Computers and MAT 221 Probability and Statistics

## **c. THE M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN EMERGENCY PLANNING AND ADMINISTRATION**

### **Purpose**

The field of Emergency Management is changing at an unprecedented rate. Complex changes in technology, demographics, and public policy have significantly influenced the management of emergencies and disasters. Responding to the needs of diverse populations, experiencing increased complexity, suggests the need for insightful examination of relevant issues in Emergency Planning and Administration.

Today, society is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. Public agencies and private companies require knowledgeable and skilled administrators who can effectively deal with the demands of growing challenges in the management of emergencies and disasters. Our Masters degree program is designed to create administrators able to meet the complex demands of the 21st century.

## **M.S. in Administration with a Specialization in EPA Curriculum Overview**

<b>I. M.S. in Administration Foundation Courses</b>	<b>15 Credits</b>
MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
MS 530 Public Institutions, Public Policy and Democracy	3
MS 560 Financial Management	3
<b>II. Specialization Courses</b>	<b>18 Credits</b>
EPA 630 Technology in Emergency Planning and Administration	3
EPA 640 Planning Processes for Emergency Administration	3
EPA 651 The Social Dimensions of Disaster	3
EPA 652 Political and Public Policy Basis of Emergency Planning and Administration	3
EPA 654 Living in a Hazardous Environment	3
EPA 655 Vulnerability Analysis and Hazard Mitigation	3
EPA 620 Internship in Emergency planning and Administration (optional)	3
<b>III. Graduate Project</b>	<b>3 Credits</b>
EPA 665 Graduate Project in Emergency Planning and Administration	3

## **d. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN HEALTH CARE ADMINISTRATION**

### **Purpose**

As health care finds its place on the legislative agenda, the industry is undergoing the most intense scrutiny and profound challenges in defining and providing quality medical care for all Americans. With the growing number of Americans without adequate preventive and primary care, new forms of private and public health insurance and service delivery systems will continue to evolve.

Health Care Administration spans a variety of health-medical care institutions, such as retirement communities, social service agencies, health maintenance organizations, day care centers and hospices, as well as assisted living facilities, skilled nursing facilities and hospitals. Administration of these and other facilities focuses on an understanding of the health care industry, its problems and challenges.

The administrative complexity of the industry along with its escalating costs requires knowledgeable administrators who can provide leadership in redefining the industry, its services, and its standards within a cost-effective, patient-centered, coordinated service delivery system.

This 42-credit M.S. in Administration with a specialization in Health Care Administration degree program is intended for health care professionals or those interested in pursuing a career as a practitioner-administrator in the field and/or career advancement. By design, the mixture of required and elective courses along with an internship affords maximum flexibility in designing a course of study to fit individual needs.

Undergraduate Prerequisites for HCA Students: ACC 201 Financial Accounting and CMS 200 Introduction to Computers or MAT 221 Probability and Statistics (depending on which Foundation Course option is selected, either MBA 525 or MBA 530)

## **M.S. in Administration with a Specialization in HCA Curriculum Overview**

<b>I. M.S. in Administration Foundation Courses:</b>	<b>15 Credits</b>
MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
HCA 555 Accounting & Financial Management of Health Care Organizations	3
MBA 520 Marketing Management in a Global Economy	3
MBA 525 Management Information Systems OR	
MBA 530 Quantitative Methods for Decision Making	3

<b>II. Specialization Courses</b>	<b>21 Credits</b>
HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 541 Residential and Community Health Care Systems	3
HCA 550 Clinical Aspects of Medical Care	3
HCA 560 Clinical Aspects of Mental Health Care	3
HCA 570 Human Resource Management and Labor Relations	3
HCA 585 Health Care Policy and Analysis	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3
<b>III. Internship Or Graduate Project</b>	<b>3 Credits</b>
HCA 600 Health Care Administration Internship OR	
HCA 601 Advanced Health Care Administration Internship	OR
HCA 665 Graduate Project in Health Care	3

**e. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN HEALTH CARE ADMINISTRATION WITH A NURSING HOME ADMINISTRATOR LICENSURE OPTION (NHAL)**

**Purpose**

With the dramatic increase in life expectancy and the growing number of agencies serving adults, the M.S. in Administration, Health Care Administration Specialization with a Nursing Home Administrator Licensure (NHAL) Option offers academic preparation for careers in administering programs, services and facilities for the elderly. Its purpose is to prepare administrators who have an understanding of the regulatory requirements of long-term care and the knowledge and skills to be effective leaders.

The demographics of aging reflect the need for well-trained professionals to design and create supportive environments that foster independence, dignity, and quality of life. Our graduates are employed in a variety of long-term care settings: retirement communities, adult day care and senior centers, adult congregate living facilities, and skilled nursing centers.

**Nursing Home Administrator Licensure (NHAL) Option**

The NHAL Option of the Health Care Administration Specialization requires the completion of 42 credit hours. In addition to the core courses, the NHAL Option involves 24 credits of required courses and a 500-hour or 650 nursing home administration internship depending on experience, necessary for licensure eligibility as a Nursing Home Administrator in the State of Florida.

Program requirements may change in order to comply with any changes made by the State of Florida Department of Business and Professional Regulations, and no Grandfather provision will apply should such program changes be necessary.

Undergraduate Prerequisite Courses for HCA (NHAL) Students:

ACC 201 Financial Accounting and CMS 200 Introduction to Computers.

**M.S. in Administration with a Specialization in HCA with NHAL Option Curriculum Overview**

<b>I. M.S. in Administration Foundation Courses</b>	<b>15 credits</b>
MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MBA 520 Marketing Management in a Global Economy	3
MBA 525 Management Information Systems	3
HCA 555 Accounting & Financial Management of Health Care Organizations	3
<b>II. Required Specialization Courses</b>	<b>24 Credits</b>
HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 541 Residential and Community Health Care Systems	3
HCA 542 Health Care Institutional Systems	3
HCA 550 Clinical Aspects of Medical Care	3

HCA 560 Clinical Aspects of Mental Health Care	3
HCA 565 Health Care Administration Management	3
HCA 570 Human Resource Management and Labor Relations	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3

**III. Internship 3 credits**

HCA 603 Nursing Home Administration Internship	OR
HCA 604 Advanced Nursing Home Administration Internship	3

**f. M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN SPORTS AND ATHLETICS MANAGEMENT**

**Purpose**

Sports Administration is designed for professional managers and athletics administrators pursuing careers in sports management. Opportunities for collegiate and professional entry-level positions abound in this field, especially with renewed interest in intercollegiate athletics as a business and the growth of professional sports

Currently, sports administrators come from a variety of backgrounds, often with experience. However, the complexities of effective administration increase the desirability for an advanced degree. Those with an undergraduate preparation in physical education, sports, science, business, recreation, or other related fields can substantially increase their marketability by pursuing this graduate degree.

Undergraduate Prerequisites for SAM Students: CMS 200 Introduction to Computers

**M.S. in Administration with a Specialization in SAM Curriculum Overview**

**I. M.S. in Administration Foundation Courses 15 Credits**

MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
MS 530 Public Institutions, Public Policy and Democracy	3
MS 560 Financial Management	3

**II. Specialization Courses 6 Credits**

SAM 530 Sports Administration	3
SAM 535 Issues in Intercollegiate and Professional Sports Administration	3

**III. Elective Courses 6 Credits**

SAM 597 Independent Study in Sport and Athletics Administration	1-3
SAM 610 Public Relations and Development	3
SAM 620 Sports Psychology	3
SAM 621 Sports Medicine: Techniques in the Care and Prevention of Athletic Injuries	3
SAM 630 Legal Aspects of Athletics	3
SAM 631 Sports and Athletics Governance	3
SAM 670 Special Topics in Sports and Athletics Administration	3

**IV. Internships 6 Credits**

SAM 680 Beginning Internship in Sports Administration	3
SAM 681 Advanced Internship in Administration	3

**V. Graduate Project 3 Credits**

SAM 665 Graduate Project in Sports Administration	3
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## 4. Ph.D. IN GLOBAL LEADERSHIP

### Purpose

The Doctor of Philosophy (Ph.D.) degree in Global Leadership prepares graduates to lead academic and non-academic organizations in our ever-changing global society. The doctorate offers a comprehensive, multi-faceted, multi-level curriculum designed to provide scholar-practitioners with the complex knowledge, skills, and competencies to create opportunities for ongoing learning in a variety of settings and locations.

### Professional Development Needs of Students

Students entering into a course of study in this Ph.D. degree program will do so to meet several professional development needs. These needs may be different dependent upon their specialization. The Ph.D. degree program has two specializations: Corporate Leadership and Educational Leadership.

Students in the Corporate Leadership specialization may have the following professional development needs.

1. Advanced training in research, leadership and business related coursework culminating in the terminal degree. This degree enables students to serve as professors in business related programs offered by colleges and universities, primarily at the two year and four year levels.
2. A terminal degree in order to gain a key credential for advancing a career or changing a career (e.g. teaching or consulting).
3. A terminal degree to obtain an executive position in a professional organization that has many employees with terminal degrees. (e.g.a hospital administrator who deals with medical doctors or an administrator in the research and development unit of a company with Ph.D. professionals).

Students in the Educational Leadership specialization may have the following professional development needs.

1. Advanced research and training to obtain an executive position with a K-12 public or private school system. (e.g. superintendent, assistant superintendent, or director/headmaster)
2. Advanced training in research and educational leadership related coursework, culminating in the doctoral degree, which will enable students to apply for positions as professors in educational leadership and related programs offered by colleges and universities, primarily at the Masters and Doctoral levels.
3. A terminal degree for a career change (e.g. teaching or consulting)

### Public Sector Professionals

Since most, if not all, of the concepts and skills of research and leadership delivered by this doctoral program also pertain to the public sector, this degree is appropriate to meet this professional development needs of those in health care, criminal justice, or public service related organizations. Dependent upon the nature of their profession, either the corporate or educational leadership specialization may be appropriate.

### Interdisciplinary

The Ph.D. program is designed to be inter-disciplinary in nature. The coursework in the program is taught by faculty members of the College of Business and Management, The Ross College of Education and Human Services, and selected practitioner adjunct faculty. The courses in the degree program will be offered using a variety of formats including on-campus, off-site, and on-line.

## Program Components

### Ph.D. Degree Completion Requirements

Eight requirements for the successful completion of the Ph.D. In Global Leadership Degree Program include:

1. Meet the Statistics Competency Prerequisite.
2. Complete a minimum of 60 doctoral credit hours of coursework, consisting of 9 credit hours of required Research Core, 24 credit hours of required Leadership Core, 21 credit hours of the Specialization, and a minimum of six credits of Dissertation coursework. Dissertation topic choices must reflect the application of the core curriculum and the area of specialization.
3. Maintain a cumulative 3.25 G.P.A. for all coursework in the degree program

4. Prepare an acceptable Qualifying Paper.
5. Prepare and defend the Dissertation Proposal.
6. Successfully defend and complete the Dissertation and obtain the signatures of approval from all members of the Dissertation Committee.
7. Comply with all pertinent regulations of the University as specified in the University Catalog. Among these regulations are the following:
  - a. Complete the degree within six calendar years from the date of the student's initial registration in the Ph.D. degree program. Students are also eligible for up to one year Leave of Absence from study in the degree program, and may request a one-year extension of this time requirement.
  - b. Meet all financial obligations before graduation.

## **Curriculum**

The Ph.D. in Global Leadership will require a minimum of 60 credits of graduate coursework consisting of four program components as follows:

### **I. Research Core (9 credit hours)**

- RES 600 Writing for Research
- RES 700 Research Design
- RES 701 Quantitative/Qualitative Methods of Research (pre-requisite LDR 700)

### **II. Global Leadership Core (24 credit hours)**

- LDR 710 Leadership Theory and Research
- LDR 711 Leading in a Culture of Change
- LDR 712 Managing Across Cultures
- LDR 713 Leading Organizations in Crisis
- LDR 720 Project Management
- LDR 721 Managing Innovation and Technology
- LDR 722 Governance of Organizational Performance & Board Relations
- LDR 790 Leadership and the Execution of Strategic Plans

### **III. Specialization Course Requirements (21 credit hours)**

#### **Corporate Leadership Specialization:**

- BUS 730 Designing the Global Corporation
- BUS 731 Corporate Governance
- BUS 732 Sustainable Business Practices
- BUS 733 Corporate Entrepreneurship
- BUS 734 Corporate Reputation Management
- BUS 740 Managing for Financial Accountability
- BUS 745 Managing for Financial Performance

#### **Educational Leadership Specialization:**

- EDU 610 Leadership of Instructional Programs
- EDU 620 International Educational Systems
- EDU 621 Human Resources Management in Educational Organizations
- EDU 635 Technology And Communications in Educational Organizations
- EDU 723 Fiduciary Management Of Educational Organizations
- EDU 724 Law And Governance In Educational Organizations
- EDU 699 Internship OR EDU 801 Practicum

### **IV. Dissertation (minimum 6 credits)**

- RES 900 Doctoral Research Seminar\* (3 credits)
  - RES 901 Dissertation Continuation (1 credit taken as often as needed)
  - RES 902 Defense and Completion of The Dissertation (3 credits)
- \*Requires successful completion of all required core and specialization coursework.

## **Additional Degree Program Requirements**

In addition to the course requirements listed above, all Ph.D. students must also:

1. Complete the Qualifying Paper, and
2. Meet the statistics prerequisite requirement.

## **Qualifying Paper**

Completion and approval of the Qualifying Paper is a requirement of the Ph.D. Degree Program. An explanation of the parameters for the Qualifying Paper is covered in RES 600. The Qualifying Paper will be completed before the student is enrolled in LDR 790, but may not be completed until the student has completed 42 credit hours of coursework in the Ph.D. program of study. The Qualifying Paper is a substantial research paper of approximately 50 pages to be written on a topic that may be related or not to the student's dissertation. The Qualifying Paper Committee consisting of the student's advisor and one other Lynn University faculty member must approve the Qualifying Paper. This research paper must be completed and approved prior to writing the dissertation proposal. The purpose of the Qualifying Paper is to prepare students for the writing and research components necessary to develop an acceptable dissertation research proposal.

## **Statistics Prerequisite**

Students must demonstrate competence in statistics by showing a graduate statistics course or the equivalent, or by successfully completing the Ph.D. Statistics Qualifying Examination. Any credit hours of statistics used to meet this requirement may not be included in the 60 credit hours required by the Ph.D. degree program.

## **EDUCATIONAL ADMINISTRATIVE CERTIFICATION**

The program of study in the Ph.D. in Global Leadership contains all of the coursework required to obtain Educational Administrative Certification from the State of Florida, except for an internship. The credit hours for the Internship, EDU 699, will NOT count towards the 60 credit hour requirement of the Ph.D. Program. Students must also pass the Florida Educational Leaders Examination (FELE) Examination.

Students seeking Administrative Certification must demonstrate coursework in the following areas:

- Public School Curriculum and Instruction
- Organizational Management and Development
- Human Resource Management and Development
- Leadership Skills
- Communication Skills
- Technology
- Educational Law
- Educational Finance, and
- Internship/Practicum II

## **Dissertation**

The dissertation is the culmination of the doctoral program. As such, it must attest to a high degree of scholarly competence. The dissertation must be presented, in an accepted scholarly style, on an original investigation of a problem of significance in the student's area of specialization. The dissertation must demonstrate that the candidate is capable of conducting and reporting research and analysis in an area relating to educational administration and policy studies.

The student, through broad reading, coursework, and consultation with faculty, identifies a tentative dissertation topic and prepares a statement of general ideas on a proposed dissertation problem. This statement should be at a level of specificity that allows department faculty to judge its merit as a document from which a proposal might be developed. RES 900 provides the student the opportunity to develop the major components of the dissertation proposal (see course description).

The student selects a dissertation committee chair. The chair must be a full-time faculty member of the

University and have Graduate Faculty status. In consultation with the chair, the student selects two or more additional members of the dissertation committee. At least one of the additional committee members must be a regular or adjunct faculty member of the Ph.D. Program. Exceptions to these requirements must be approved by the Program Faculty and conform to any other Graduate Programs and University requirements. A completed form, Appointment of Dissertation Committee, must be filed with the appropriate Graduate Programs.

The student works with his/her committee to develop a dissertation proposal. The committee will assist the student in defining the problem and in designing the study with attention to underlying concepts, theoretical constructs and analytic frameworks, and appropriate research methods.

Upon agreement of the Dissertation Committee Chair and all members of the committee, the student will be permitted to schedule the Hearing for the Defense of the Dissertation Proposal. I would stop this section here and refer to dissertation handbook for procedures and arrangements for the proposal defense.

### **GRADUATE CERTIFICATE PROGRAMS**

The appropriate college offers three graduate certificate programs, each requiring 18 credits, including both course work and a 200-hour supervised practicum. The certificate programs are in Health Care Administration, Aging Studies, and Geriatric Care Management. Prerequisites may be required for those who do not have the necessary undergraduate courses as preparation for the advanced graduate courses. Of specific note is HCA 530 Financing and Reimbursement Systems for Health Care Services, which requires verification of an undergraduate course in accounting.

### **CERTIFICATE IN AGING STUDIES**

The Certificate consists of 18 credits, which include 15 credits in course work and a 3-credit, 200-hour supervised practicum in the field. The graduate Certificate in Aging Studies (CAS) is intended for professionals who wish to increase their knowledge about the physiological processes, characteristics, and psychosocial aspects of aging. The Certificate is useful for those working with the elderly, either as clinicians or administrators.

<b>a. Required Courses</b>	<b>15 Credits</b>
Either HCA 541 Residential and Community Health Care	
Or HCA 542 Health Care Institutional Systems	3
HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 550 Clinical Aspects of Medical Care	3
HCA 560 Clinical Aspects of Mental Health Care	3
HCA 585 Health Care Policy and Analysis	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3

<b>b. Supervised Practicum:</b>	<b>3 Credits</b>
Either HCA 605 Elder Care Community Internship	
Or HCA 665 Graduate Project in Health Care	3

### **CERTIFICATE IN GERIATRIC CARE MANAGEMENT**

The 18-credit Graduate Certificate requires 15 credits of course work and a 3-credit, 200-hour supervised practicum in the field.

This certificate is intended for professionals who work in the social work or health care industry in a variety of settings. The Certificate provides an opportunity to update knowledge of models of effective administrative practice in geriatric care management, as well as trends and prospects in the industry. The emphasis is on the improvement and coordination of patient care services to maximize quality care within budgetary constraints.

<b>a. Required Courses</b>	<b>15 Credits</b>
Either HCA 541 Residential and Community Health Care	
Or HCA 542 Health Care Institutional Systems	3
HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 550 Clinical Aspects of Medical Care	3
HCA 560 Clinical Aspects of Mental Health Care	3
HCA 590 Care Management: Theory and Practice	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3
<b>b. Supervised Practicum/Graduate Project:</b>	<b>3 Credits</b>
Either HCA 606 Practicum in Care Management	
Or HCA 665 Graduate Project in Health Care	3

### **CERTIFICATE IN HEALTH CARE ADMINISTRATION**

The 18-credit Graduate Certificate requires 15 credits of course work and a 3-credit, 200-hour supervised Practicum in the field.

This certificate is intended for professionals who work in the health care industry in a variety of settings. The Certificate provides an opportunity to up-date knowledge of models of effective administrative practice in health care, as well as trends and prospects in the industry. The emphasis is on the improvement and coordination of patient care services to maximize quality care within budgetary constraints.

<b>a. Required Courses</b>	<b>15 Credits</b>
HCA 541 Residential and Community Health Care	
Or HCA 542 Health Care Institutional Systems	3
HCA 555 Accounting and Financial Management	
Or HCA 570 Human Resource Management and Labor Relations	3
HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 565 Health Care Management and Administration	3
HCA 585 Health Care Policy and Analysis	3
HCA 595 Ethics and Legal Aspects of Health Care	3
<b>b. Supervised Practicum/Graduate Project:</b>	<b>3 Credits</b>
HCA 607 Practicum in Health Care Administration	
Or HCA 665 Graduate Project in Health Care	3

### **CERTIFICATE IN EMERGENCY PLANNING AND ADMINISTRATION**

The Graduate Certificate in Emergency Planning and Administration consists of 18 credits of coursework in Emergency and Disaster Management. The six specialization courses that comprise the Graduate Certificate Program provide a comprehensive examination of Emergency Management theories, concepts, and contemporary practices. Students who complete the Graduate Certificate coursework may be eligible to apply credit hours earned toward Lynn University's Master of Science in Emergency Planning and Administration.

#### **Required courses:**

- EPA 630 Technology in Emergency Planning and Administration
- EPA 640 Planning Processes for Emergency Administration
- EPA 651 The Social Dimensions of Disaster
- EPA 652 Political and Public Policy Basis of Emergency Planning and Administration
- EPA 654 Living in a Hazardous Environment
- EPA 655 Vulnerability Analysis and Hazard Mitigation

## **LEGAL NURSE CONSULTANT PROGRAM: GRADUATE LEVEL**

### **Registered Nurses: Graduate Level**

The purpose of the program is to provide Professional Registered Nurses the educational preparation for the role of Legal Nurse Consultant. Expert nursing knowledge and experience and legal knowledge is analyzed and evaluated in rendering opinions about the delivery of health care and the resulting outcomes, medically-related litigation and other medical-legal issues. The role of strategist, collaborator and consultant for effective leadership is developed. Professional standards that identify competencies necessary for entry into practice and which can lead to certification in the specialty are evaluated.

### **Health and Human Service Professional: Graduate Level**

The purpose of the program is to provide health and human service professionals the educational preparation for the role of medical-legal consultant. Expert health and human service knowledge and experience and legal knowledge is analyzed and evaluated in rendering opinions about medically-related litigation and other medical-legal issues. The role of strategist, collaborator and consultant for effective leadership is developed.

### **Program Duration:**

Two 3-credit courses, offered over two consecutive terms, NUR 551 and NUR 552 (Legal Processes for Nurse Consultant I and II).

### **Requirements for Admission to the Graduate Legal Nurse Consultant Certificate Program as a Non-Matriculating Student**

Follow graduate admission procedures. In addition:

1. Provide evidence of current licensure as a registered nurse in the United States or its territories, with a full and unrestricted license
2. Submit an official transcript of highest degree completed.
3. On a case-by-case basis, baccalaureate or higher degree graduates in disciplines of physician assistant, social work, funeral service, medicine, criminal justice, health care administration and other health science and human service disciplines may be permitted to enroll with consent of the RN to BSN Director. While graduate college credit is granted upon successful completion of the two-course sequence, a certificate is only limited to Licensed Registered Nurses.
4. Licensed registered nurses in the RN to BSN program at Lynn University, with senior standing, and a cumulative GPA = 3.25 may be permitted to enroll in up to 6 credits of graduate level course work with consent of the Dean, College of Business and Management. Admission requirements are waived for Registered Nurses already matriculated into a degree program at Lynn University. Upon completion of the two-course sequence, students should apply to the Student Administrative Services Office for a certificate of completion.

### **Certification for Registered Nurses:**

The program prepares students for entry practice into legal nurse consulting. Evidence of 2000 hours of legal nurse consulting experience within the past three years is an eligibility requirement to sit for the certification examination offered by the American Association of Legal Nurse Consultants (AALNC).

## **CERTIFICATES FOR MATRICULATED GRADUATE STUDENTS**

For students who are matriculated in the M.B.A., M.S. or M.Ed. degree program and wish to earn a certificate in an additional area, the certificate has the same 21-credit requirements. Up to nine credits may be waived if the degree courses included the same certificate courses. In these cases, a minimum of 12 additional credits is required in a combination of courses and an internship or Graduate Project.

In cases where the courses cannot otherwise be scheduled in a timely manner or the student's career interests warrant it, the certificate may include both a Graduate Project and internship plus two courses to complete the 12-credit requirement. Any exceptions to this policy must be requested in writing and submitted to the Graduate Council for consideration, review, and final decision.

**Alternatives:**

- a. Courses: 9 credits from courses designated as certificate courses or those required or elective for the certificate specialization
- b. Choice of EITHER a Graduate Project: 3 credits OR an Internship: 3 credits (500 hours) in the certificate specialization

**PROFESSIONAL STUDIES DIPLOMA PROGRAM (PSDP)**

A two-year program of study at the post-baccalaureate level for students of piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, french horn, trombone, bass trombone, tuba, or percussion, with primary focus on advanced music performance education.

The requirements for completion of this program include intensive applied study with specific performance requirements encompassing recitals, concerti, orchestral excerpts, and chamber music. In addition, students enrolled in the Professional Studies Diploma Program fulfill their remaining performance requirements in a preferred area of specialization (i.e. solo, chamber music, orchestral, or a combination of these).

Entrance to the Professional Studies Diploma Program is limited to those who have completed a Bachelor of Music Degree in Performance or an approved equivalent course of study, and who pass an entrance audition on their major instrument.

**P. S. D. P.****Major: Music Performance****CERTIFICATE REQUIREMENTS****MUSIC REQUIREMENTS (27 CREDITS) (PIANO - 23 CREDITS)**

_____MUS	501	Applied Major Instrument I - IV	16
_____MUG	580	Music Entrepreneurship	3
_____MUR	511	Performance Requirement: Concerto	0
_____MUR	513	Performance Requirement: Chamber Work	0
_____MUR	600	Performance Requirement: Recital	0

**FOR STRINGS, WINDS, BRASS, AND PERCUSSION**

_____MUS	511	Small Ensemble I - IV	4
_____MUS	521	Large Ensemble I - IV	4
_____MUR	512	Performance Requirement: Mock Audition	0
_____MUR	500+	Performance Requirement: Concerto/Chamber/Mock Audition (3 additional requirements in any combination)	0

**FOR PIANISTS**

_____MUS / MUP-511	Small Ensemble / Ensemble Arts for Pianists	4
_____MUR	500+ Performance Requirement: Concerto/Chamber Work (4 additional requirements in any combination)	0

**MUSIC ELECTIVES (9 CREDITS)**

_____MUH / MUT	500+	Music History / Theory Elective	3
_____MUH / MUT	500+	Music History / Theory Elective	3
_____MUH / MUT	500+	Music History / Theory Elective	3

STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS:	36
PIANO TOTAL CREDITS:	32



# Undergraduate and Graduate Course Descriptions

A course description indicates that the University is currently offering the course; however, if a degree program is discontinued, the courses offered for that program shall be restricted to those students previously enrolled in the program.

## Undergraduate Course Designation Guide

ACC	Accounting	HS	Human Services
ADE	Adult Education	HUM	Humanities
ADS	Art and Design	INB	International Business
AFS	Armed Forces Studies	IRPS	International Relations/Political Science
AVM	Aviation Management	LAN	Language
BUS	Business	MAT	Mathematics
CAP	Communication Arts Performance	MKT	Marketing
CED	Continuing Education	MUG	Music General
CMS	Computer Management Systems	MUH	Music History
COA	Communications	MUP	Music for Pianists
COM	International Communications	MUR	Music Recitals/Performances
CRJ	Criminal Justice	MUS	Applied Music/Ensembles
EDU	Education	MUT	Music Theory
ENG	English	NUR	Nursing
ESL	English as a Second Language	PE	Physical Education
FYE	First Year Experience	PSY	Psychology
HM	Hospitality Management	SCI	Science
HCA	Health Care Administration	SOC	Sociology
HIS	History	TSR	Transfer Seminar
HNR	Honors Seminars		

## Graduate Course Designation Guide

CJA	Criminal Justice Administration
DOC	Corporate Leadership
EDL	Educational Leadership
EDU	Education
EPA	Emergency Planning and Administration
GSR	Graduate Seminar
HM	Hospitality Management
HCA	Health Care Administration
LDR	Leadership
MBA	Management, Business Administration
MS	Master in Science
MUG	Music General
MUH	Music History
MUP	Music for Pianists
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
RES	Research
SAM	Sports and Athletics Administration

## Course Number Guide

The first (left-hand) digit of the course number has the following significance:

Freshman Courses	100 Level (lower division courses)
Sophomore Courses	200 Level (lower division courses)
Junior Courses	300 Level (upper division courses)
Senior Courses	400 Level (upper division courses)
Master Level Courses	500 Level
Master and Doctoral Courses	600-700 Levels
Doctoral Courses	800-900 Levels

**Note:** Course numbers 297, 397 and 497 denote independent research projects or other approved phases of research or independent study. They are available in all disciplines and the prerequisite is the permission of the appropriate College Dean. 1-3 credit hours.

# Course Descriptions

## **ACC 201 ACCOUNTING FOR FINANCIAL REPORTING**

**3 credits**

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship, partnerships, and corporations. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statements. Advisory note: Students receiving a grade less than “C” may experience academic difficulty in ACC 202. Offered: Fall, Spring.

## **ACC 202 ACCOUNTING FOR DECISION MAKING**

**3 credits**

The study of managerial or cost accounting concepts and techniques with applications to planning and control. Emphasis is on cost-profit-volume analysis, branch accounting, variable and absorption costing, cash flows, budgets and statement analysis. Prerequisite: ACC 201. Offered: Fall, Spring.

## **ACC 311 INTERMEDIATE ACCOUNTING I**

**4 credits**

A course, which broadens the accounting student’s knowledge of accounting theory and practice. Topics include foundations of accounting theory, the accounting process, financial statements, and a comprehensive examination of current and long-term assets. Prerequisite: ACC 202. Offered: Fall.

## **ACC 312 INTERMEDIATE ACCOUNTING II**

**4 credits**

A continuation of Intermediate Accounting I, extending the coverage to include long-term liabilities, corporate accounting, income tax allocation, cash flow statements, changing accounting methods, financial statement analysis, pensions, leases, and non-current investments. Prerequisite: ACC 311. Offered: Spring.

## **ACC 321 FEDERAL TAXATION I**

**3 credits**

A course covering the determination of the taxable income of individuals and business entities for federal income tax purposes. Emphasis is on the preparation of an individual’s tax return in accordance with Internal Revenue Service regulations. Prerequisite: ACC 202. Offered: Fall.

## **ACC 322 FEDERAL TAXATION II**

**3 credits**

A study of the income taxation of partnerships, corporations, trusts, and estates and their beneficiaries. Special emphasis on new tax regulations, tax planning, and the formation of business entities. Prerequisite: ACC 321.

## **ACC 331 COST ACCOUNTING**

**3 credits**

A course emphasizing cost accounting concepts, analysis, and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant’s role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order and process costing, and inventory valuation. Prerequisite: ACC 202. Offered: Spring.

## **ACC 332 ADVANCED COST ACCOUNTING**

**3 credits**

A continuation of the study of planning, cost control, cost standards, cost profit volume, break-even analysis, direct and variable costing. The emphasis will be on applying these concepts to management decision making using modern quantitative techniques. Prerequisite: ACC 331.

## **ACC 451 ACCOUNTING FOR NONPROFIT ORGANIZATIONS**

**3 credits**

The accounting theory and practice of nonprofit organizations including hospitals, schools, and state and local governments. Prerequisite: ACC 312.

**ACC 461 ADVANCED ACCOUNTING****3 credits**

An advanced accounting course dealing with business combinations and consolidated entities, partnership and branch accounting, and foreign currency translation. Prerequisite: ACC 312. Offered: Spring.

**ACC 465 ACCOUNTING THEORY****3 credits**

A study of the recent trends in the accounting profession with an emphasis on researching and reviewing the accounting literature. Prerequisites: ACC 461 and Senior standing.

**ACC 471 ACCOUNTING SYSTEMS****3 CREDITS**

A course providing a basic knowledge of information systems and their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control, and an understanding of the use of computers in accounting information systems. Prerequisites: ACC 312, CMS 315. Offered: Fall.

**ACC 480 AUDITING****3 credits**

A course representing the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing, and auditing. Prerequisite: ACC 471. Offered: Spring only.

**ACC 485 ADVANCED AUDITING****3 credits**

A continuation of the study of auditing standards, concepts and assumptions with an emphasis on EDP applications. Use of case studies will be introduced. Prerequisite: ACC 480.

**ACC 490 CPA PROBLEMS****3 credits**

The theory and practice portions of the CPA exam are thoroughly discussed and analyzed. Emphasis will be on actual test taking and problem evaluation. Prerequisites: ACC 461 and Senior standing.

**ADS 101 INTRODUCTION TO DESIGN ON A MACINTOSH****3 Credits**

A survey of basic design, utilizing industry-standard software on a Macintosh computer. Students will gain an understanding of how to work with the printing industry to produce a variety of projects that pertain to their own areas of interest. Press-ready digital files such as letterhead, envelopes, business cards, a newsletter, brochures and a logo will be produced on the Macintosh to suit the individual entrepreneurial needs of each student. For Graphic Design majors and non-majors.

**ADS 105 DRAWING****3 credits**

A course designed to help students visualize their thoughts in drawings, beginning with the basics of drawing, to free-hand drawing of three-dimensional objects.

**ADS 120 DESIGN****3 credits**

An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition.

**ADS 205 BASIC RENDERING****3 credits**

The materials and methods used in advertising and graphic design. Figure indication and the preparation of roughs and comprehensives. Prerequisite: ADS 106.

**ADS 210 BASIC LIFE DRAWING****3 credits**

Through the use of the live model and lectures in basic anatomy, the course examines life drawing as a preparatory process to the creation of a finished work.

- ADS 211 LIFE DRAWING FUNDAMENTALS** **3 credits**  
 Through the use of the live model and lectures in basic anatomy, the course uses drawing as a finished work. Figure drawing stressing the use of light and proportion.
- ADS 223 FASHION ILLUSTRATION** **3 credits**  
 Developing awareness of design needs in the fashion world through color, fabrics, and figure proportions. Developing designer's sketches with emphasis on drawing and design rendering.
- ADS 225 COMMERCIAL LAYOUT AND DESIGN (QUARKXPRESS)** **3 credits**  
 As the only industrial type and layout program accepted by the international graphic design community, QuarkXpress is a mandatory program for every graphic designer. In addition to gaining a technical fluency in the program, the student will be required to do four projects with substantial focus given to design as well as technical skill. Students will be expected to produce several portfolio quality pieces. Lab hours will be required. Lab fee: \$30.
- ADS 230 PHOTOGRAPHY** **3 credits**  
 Fundamentals of photography, including picture-taking, camera technique, film developing, and print-making. Lab fee: \$30.
- ADS 235 PRINTMAKING I** **3 credits**  
 This course deals with Lino-Cut, Wood-Block and Collographs as ways of making multiple images.
- ADS 245 ENVIRONMENTAL DESIGN** **3 credits**  
 Basic theory and techniques of environmental design in a two-dimensional form. Areas of interest include interior design, landscape, architecture, and urban planning.
- ADS 246 GRAPHICS I** **3 credits**  
 The basics of design are used to develop two-dimensional designs that serve specific commercial needs. Prerequisite: ADS 121 or Instructor's permission.
- ADS 250 SCULPTURE I** **3 credits**  
 Introduction to basic sculptural processes, such as additive, subtractive, and fabrication.
- ADS 261 COLOR THEORY I** **3 credits**  
 Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are learned.
- ADS 267 PORTFOLIO AND EXHIBITION I** **3 credits**  
 During this course, the student's Foundation Portfolio is assessed. Academic and career directions are planned.
- ADS 270 PROFESSIONAL PRACTICES I** **3 credits**  
 All those things that spell the difference between amateur and professional, including ethical issues, legal proposals, contracts, work orders, patents, copyrights and trademarks.
- ADS 271 FIGURE DRAWING MATERIALS** **3 credits**  
 An investigation into the materials available and how they relate to the expressive needs of the individual student.

**ADS 326 DIGITAL ILLUSTRATION (ILLUSTRATOR)****3 credits**

In this course the student will be using a vector based program in the creation of digital line art. In addition to technical proficiency, design and craft will play a strong role in the course objectives. Projects ranging from basic form to commercial graphics will be explored. As an Art and Design course, students will be expected to leave the course with several portfolio quality pieces. Prerequisite: CMS 200. Lab fee: \$30.

**ADS 327 DIGITAL IMAGING (PHOTOSHOP)****3 credits**

This course will focus entirely on the Adobe Photoshop application. As a standard in the graphic design, photographic and visual art industries, Photoshop has become a powerful contributor to the digital art world. The student will learn to manipulate various media in a variety of ways. A companion lesson book and several projects will be executed during this course. Prerequisite: ADS 230, ADS 326, or permission of instructor. Lab hours will be required.

**ADS 330 COLOR PHOTOGRAPHY****3 credits**

Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisites: ADS 230. Lab fee: \$30.

**ADS 333 ADVANCED PHOTOGRAPHY****3 credits**

Further study of photography as an art form; includes use of color in photography, experimentation in composition, and techniques of processing. Prerequisite: ADS 230. Lab fee: \$30.

**ADS 342 THREE DIMENSION DESIGN****3 credits**

Development of basic skills for building three-dimensional, conceptual and presentation models of products, furniture, and buildings.

**ADS 346 RENDERING FUNDAMENTALS****3 credits**

The methods of rendering presentations for a variety of projects, depending on the major of the student: interior, graphic, product, or environmental. Prerequisite: ADS 205.

**ADS 347 GRAPHICS II****3 credits**

A further investigation into the materials and methods of graphic design. Prerequisite: ADS 246, 225.

**ADS 351 ADVERTISING DESIGN AND PRODUCTION****3 credits**

This course will concentrate on "real world" applications of design, principles and thought. Effective interaction with classmates will be developed and employed as a resource in the conceptual and technical processes. Professionalism and attention to detail will be emphasized and refined. Students will also learn how to manage projects for commercial printing applications. Time will be given to the improvement of ads from a verbal direction as well as the design and productions components. Lab fee: \$30.

**ADS 352 PRINTMAKING II****3 credits**

Expands on the intaglio process, including line etching, engraving, aquatints and lift grounds. Includes lectures in printmaking history. Prerequisite: ADS 140.

**ADS 353 PRINTMAKING MATERIALS****3 credits**

Advanced intaglio process. Advanced techniques in color printing and photo-etching. Prerequisite: Permission of instructor.

**ADS 360 CORPORATE ID****3 credits**

Corporate Identity is a major component of the graphic design community. This course will allow students to research and develop design elements that identify and advertise a corporation or business. Logo/trademarks, corporate collateral, uniforms and vehicle identification will be explored and researched. All projects will be carried through to final portfolio quality. Prerequisites: ADS 225 or permission of instructor.

**ADS 361 SCULPTURE II****3 credits**

An exploration of the casting process. Students participate in all areas of sound, basic foundry processes including ceramic shell, direct and experimental casting. Metals include bronze and aluminum. Prerequisite: ADS 250.

**ADS 362 SCULPTURE MATERIALS****3 credits**

Development of individual vision through an exploration of various materials. Options include clay, wood, stone, plaster and metal. Prerequisite: Permission from instructor.

**ADS 363 PAINTING MATERIALS****3 credits**

Emphasis on an individual aesthetic related to materials. This is developed through a series of self-directed problems. Prerequisite: ADS 106.

**ADS 365 ILLUSTRATION I****3 credits**

An advanced drawing class stressing personal and creative use of tools and techniques to illustrate products, packaging, books, and magazines.

**ADS 371 FIGURE DRAWING METHODS****3 credits**

Explores the various methods used for finding individual styles of expression. Includes discussions of the historical and contemporary use of the figure in art. Prerequisite: Permission of instructor.

**ADS 372 TYPOGRAPHY****3 credits**

Typographical forms studies as both visual and verbal means of communication. Prerequisite: Permission of instructor.

**ADS 380 INTERPRETIVE FIGURE MATERIALS****3 credits**

The course will focus on the dialogue between figuration and abstraction. The materials used will be those chosen by the student as a result of his/her participation in ADS 271, or from consultation with instructor. Prerequisite: Permission of instructor.

**ADS 430 DESIGN TECHNOLOGY AND PRODUCTION****3 credits**

This "capstone" course will enhance the knowledge gained in earlier technology and design courses. Issues such as pre-press and printing will also be seriously addressed. Students will attend a field trip to a local printer and service bureau. In addition to a required packaging solution, students will have an opportunity to propose their own projects. Prerequisite: Permission of instructor. Lab hours will be required. Lab fee: \$30.

**ADS 441 APPLIED PHOTOGRAPHY****3 credits**

Studio and on-site photography, working with requirements particular to the industry. Prerequisite: ADS 230.

**ADS 460 SIGNAGE DESIGN****3 credits**

Designing signs from billboards to bulletin boards, from doorways to roadways. Designing for the appropriate materials and technology.

**ADS 470 ADVANCED GRAPHIC DESIGN****3 credits**

Design as it relates to visual communications. Typography, symbol, image, and visual organization are considered in the context of contemporary practice. Prerequisite: ADS 372.

**ADS 472 ADVANCED TYPOGRAPHY****3 credits**

A further study of typography will be explored in this course. Students will develop a stronger understanding of the visual language and rhythm of typographic structure and form. Focus will be placed on current typographic design trends in both the fine art and commercial design fields. This course will be dependent upon the students' previous coursework in Typography I, Commercial Layout and Design (QuarkXpress) and Electronic Design (Illustrator). Prerequisite: ADS 225, ADS 326 and ADS 327 or permission of instructor.

**ADS 481 ILLUSTRATION II****3 credits**

Advanced drawing working with a variety of media and techniques. Prerequisite: ADS 365. 3 credit hours.

**ADS 485 INTERNSHIP****3 credits**

Under the direction of the Art/Design faculty, the student has the opportunity to pursue experience with practicing professionals in the Boca Raton area.

**ADS 490 PORTFOLIO AND EXHIBITION II****3 credits**

A "capstone" course, which assesses and enhances each student's portfolio. The students, as a group, demonstrate their ability to collaborate by designing and mounting an exhibition of their best work. For graduating seniors in the ADS program. Prerequisite: ADS 276.

**ADS 491 ART & DESIGN SEMINAR****4 credits**

A "capstone" course, the main objective of which is to assess the degree to which the student has assimilated the knowledge and information of preceding courses. This is done through discussion, papers, essay exams and group critiques of work-to-date. For graduating seniors in the ADS program.

**ADS 492 GRAPHICS PRACTICUM****3 credits**

Individual project where the instructor acts as client and critic. Student follows through from proposal and contract to final presentation.

**ADS 493 PROFESSIONAL PRACTICES II****3 credits**

A capstone course that increases the students' ability to seek employment and to succeed in the design professions. Students design, prepare and deliver individual and team presentations, including portfolio and resume to a small audience. Prerequisite: ADS 270 Senior standing and permission of instructor.

**ADS 494 THESES DRAWING I****4 credits**

This course will be designed by the individual student based on initial group discussions. The priorities of a useful Theses drawing class will be established. Questions that will be asked are: What does each Theses need in the way of support drawings? Which source materials are best suited for each Theses (the figure, abstraction, nature, the city)? How will drawing aid in the development of personal imagery? Group and individual critiques. Prerequisite: Permission of instructor.

**ADS 495 THESES DRAWING II****4 credits**

This course is a continuation of Theses Drawing I with an emphasis on preparations for a variety of presentation techniques including framing, portfolios, and slides. Group and individual critiques.

**ADS 499 MAJOR THESIS****4 credits**

A "capstone" course involving the production of a body of work in which personal imagery, concept and technique are successfully integrated. Includes a written description of the student's personal aesthetic. For graduating seniors in the ADS program.

**AFS 100 FOUNDATIONS OF THE US AIR FORCE****1 credit**

This course is designed to show the potential Air Force Officer, what role today's Air Force plays in defense of our nation, what role they can fill in today's Air Force, and finally what the Air Force offers them both today in AFROTC and later should they choose the Air Force as a profession after AFROTC.

**AFS 101 FOUNDATIONS OF THE US AIR FORCE****1 credit**

A continuation of AFS 100. This course is taught in the spring semester. Prerequisite AFS 100.

**AFS 200 EVOLUTION OF USAF AIR/SPACE POWER****1 credit**

This course is designed to examine general aspects of air and space power through a historical perspective. We will cover the time period from the first balloons and dirigibles to the space-age global positioning systems to the Persian Gulf War. Historical examples will be provided to extrapolate the development of Air Force capabilities and missions to demonstrate the evolution of what has become today's US Air Force air and space power.

**AFS 201 EVOLUTION OF USAF AIR/SPACE POWER****1 credit**

A continuation of AFS 200. This course is taught in the spring semester. Prerequisite AFS 200.

**AFS 300 LEADERSHIP AND MANAGEMENT****3 credits**

This is a survey course designed to give cadets an overview of the subject, it is not a content course. We will cover listening, speaking and writing skills in the peculiar Air Force format. Additionally, students will be expected to comprehend various aspects of Air Force leadership, individual leadership, Air Force officers' duties and responsibilities and apply the concepts of ethical behavior.

**AFS 301 LEADERSHIP AND MANAGEMENT****3 credits**

A continuation of AFS 300. This course is taught in the spring semester. Prerequisite AFS 300.

**AFS 400 NATIONAL SECURITY POLICY****3 credits**

Focus is on the examination of the national security process, regional studies, advanced military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

**AFS 401 NATIONAL SECURITY POLICY****3 credits**

A continuation of AFS 400. This course is taught in the spring semester. Prerequisite AFS 400.

**AVM 102 AVIATION HISTORY****3 credits**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential.

**AVM 120 PRIMARY FLIGHT THEORY AND TRAINING, SOLO****3 credits**

Provides the student with the theoretical knowledge and practical skill to successfully meet all FAA requirements for solo flight under FAR Part 141 in a single-engine, land class airplane. Lab fee \$100.

**AVM 121 PRIMARY FLIGHT THEORY AND TRAINING, PPL****3 credits**

Provides the student with the theoretical knowledge and practical skill to successfully complete all FAA written, oral and flight requirements for the award of the Private Pilot License for single-engine, land class aircraft as required under FAR Part 141. Lab fee \$100. Prerequisite: AVM 120

- AVM 220 INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC** **3 credits**  
 Instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student to successfully accomplish a ground and flight progress check covering basic attitude instrument flying and basic instrument navigation. Lab fee \$100. Prerequisite: AVM 121
- AVM 221 INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED** **3 credits**  
 Advanced Instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student for the FAA written, oral and flight tests leading to the instrument rating. Lab fee \$100. Prerequisite: AVM 220
- AVM 226 AVIATION WEATHER** **3 credits**  
 A study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination as they relate to and impact flight operations.
- AVM 230 COMMERCIAL FLIGHT THEORY** **3 credits**  
 Provides the required flight theory and prepares the student for the FAA written and oral tests for the commercial pilot certificate. Prerequisite: AVM 221, or instrument rating. Lab fee: \$100.
- AVM 231 COMMERCIAL FLIGHT TRAINING** **1 credit**  
 Completes the required flight knowledge and skills, and prepares the student for the FAA flight test leading to the commercial pilot certificate. Prerequisite: AVM 221 or instrument rating.
- AVM 250 AVIATION SAFETY AND HUMAN FACTORS** **3 credits**  
 A study of the physiological, psychological, and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement.
- AVM 310 FLIGHT INSTRUCTION METHODS AND PROCEDURES** **4 credits**  
 Methodology and requirements of flight instruction, which prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructor's ratings are involved. Lab fee: \$30.
- AVM 330 AIR TRANSPORTATION INDUSTRY** **3 credits**  
 An overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration, aircraft, and its future.
- AVM 331 AVIATION REGULATION AND LAW** **3 credits**  
 A study of the evolution of aviation regulation and law, which together govern air transportation and the aviation industry. Included are certain sections of current Federal Air Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed.
- AVM 341 AVIATION OPERATIONS I** **3 credits**  
 A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities, applicable local, state, and national regulatory requirements, together with preparation of an airport's master plan.
- AVM 346 FIXED BASE OPERATIONS MANAGEMENT** **3 credits**  
 An analysis of all aspects of fixed base operations, including flight training, charters and rentals, contract services, transient flight operations, and community relations. Study will also include an overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration and its aircraft.

**AVM 441 AIRLINE AND AIRPORT OPERATIONS MANAGEMENT****3 credits**

An analysis of the application of contemporary management techniques to the airline and airport industries. Included are management functions, current issues, domestic and foreign operations, domestic and foreign regulations, aircraft selection, labor relations, airport master plans, and strategic planning. The course will include a major student project.

**AVM 471 AIRLINE EMERGENCY CABIN TRAINING****3 credits**

At the completion of this course, students will have a basic understanding of airline emergency situation procedures and demonstrate the ability to make appropriate responses. Includes 30 hours of classroom instruction and 15 hours of practical demonstration and practice on aircraft mockups and use of emergency equipment. Prerequisites: Enrollment in the aviation program or approval of the department head.

**AVM 472 B-727 PILOT FAMILIARIZATION****3 credits**

At the completion of this course, students will have a basic understanding of major B-727 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Includes 45 hours of classroom and part task mockup (PTM) instruction. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 473 B-727 PILOT SIMULATOR FAMILIARIZATION****3 credits**

At the completion of this course students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-727. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 472.

**AVM 474 B-737 PILOT FAMILIARIZATION****3 credits**

At the completion of this course, students will have a basic understanding of major B-737 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 475 B-737 PILOT SIMULATOR FAMILIARIZATION****3 credits**

At the completion of this course, students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-737. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator

(motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 474.

**AVM 476 B-747 PILOT FAMILIARIZATION**

**3 credits**

At the completion of this course, students will have a basic understanding of major B-747 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 477 AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE**

**3 credits**

This course will result in attaining the Airline Transport Pilot (ATP) certificate. Lynn University is authorized under our FAR Part 142 certificate to provide ATP training. The syllabus is FAA approved. Lynn students will receive academic credit for this work. A student may take the ATP credit or the 737 familiarization credit, but not both. Prerequisite: FAA Commercial License and 1500 flying hours. A lab fee is required.

**AVM 481 AVIATION SEMINAR**

**3 credits**

A series of discussions and analysis of contemporary management problems in aviation. Individual student research and reports are required. Prerequisite: Permission of Advisor/Dean.

**BUS 101 APPAREL INDUSTRY**

**3 credits**

An examination of the scope of fashion industry opportunities. The production and distribution of fashion products are explored leading to an awareness of interaction of various aspects of the industry. Offered: Fall.

**BUS 170 MICROECONOMICS**

**3 credits**

Introduces the student to the basic principles of microeconomics, which are concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy.

**BUS 171 MACROECONOMICS**

**3 credits**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment, and the influence of the nation's economy upon contemporary social problems.

**BUS 200 INTRODUCTION TO BUSINESS**

**3 credits**

For the non-business student, an introduction to various key facets of the business spectrum, including economics and business systems, forms of organizations, the management and marketing processes, accounting and financial matters, legal and regulatory aspects, and ethics and social responsibilities of business. (This course is open only to students outside the College of Business and Management.)

**BUS 210 ENTREPRENEURSHIP**

**3 credits**

This course explores the spirit of entrepreneurship and its importance in achieving personal success. The examination of entrepreneurship is done in the context of students' acquiring a fundamental knowledge of economic principles. Topics covered in the course include the law of supply and demand, business cycle, monetary and fiscal policies, and creativity and innovation. Offered: Fall, Spring.

**BUS 228 COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS 3 credits**

A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem - solving, and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102.

**BUS 240 RETAIL BUYING 3 credits**

The student focuses on the role of the buyer in the retail organization and on buying techniques in the planning, obtaining and controlling of merchandise assortments. Consumer buying motivations are analyzed in terms of implications for retail buying. Prerequisite: BUS 101, MAT 110.

**BUS 255 FUNDAMENTALS OF E-BUSINESS 3 credits**

This course provides an overview of electronic business, the Internet, and the World Wide Web and enabling technologies. The course explores how today's advanced technologies impact business systems and processes. It also discusses connectivity and the relationship between the organization and its constituencies, which may include customers and suppliers, among others. It will also address corporate, national and global information infrastructures. Additionally, this course will cover important peripheral matters such as auditing procedures, risks, ethics, privacy, legal and security issues. Prerequisite: CMS 200. Offered: Fall.

**BUS 260 FUNDAMENTALS OF APPAREL 3 credits**

A study of design details of apparel, including an analysis of historical influences and contemporary fashion creators. Student projects and presentations required with a focus on management decisions. Prerequisite: BUS 101.

**BUS 270 MANAGING ORGANIZATIONS 3 credits**

Introduction to the basic concepts of organizational management. Emphasis is on analysis of managerial functions and organizational behavior factors that influence effective management. Offered: Fall, Spring.

**BUS 290 FASHION INTERNSHIP I 3 credits**

Opportunity for fashion students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. Prerequisite: BUS 260 and MKT 250.

**BUS 300 FASHION EVENTS MANAGEMENT 3 credits**

Fashion events and their role in retail sales are examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion events. Individual projects are required, included detailed plans for a fashion event. Group projects are also incorporated in the course, including community contacts with local apparel firms. Prerequisites: BUS 228, BUS 260, MKT 325, and computer word processing ability.

**BUS 310 SMALL BUSINESS MANAGEMENT 3 credits**

A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for those that prove viable. Prerequisites: BUS 270 and MKT 250. Offered fall and spring.

**BUS 311 FINANCIAL MANAGEMENT 3 credits**

The theories, practices, procedures, and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. Prerequisites: ACC 202. Offered: Fall, Spring.

**BUS 312 BUSINESS LAW I****3 credits**

An introduction to business law with primary focus on contract, agency, negotiable instruments, and sales. Offered: Fall, Spring.

**BUS 313 BUSINESS LAW II****3 credits**

A continuation of business law topics with emphasis on business organization, personal and real property, estates, and bankruptcy. Prerequisite: BUS 312. Offered: Fall, Spring.

**BUS 316 RETAILING MANAGEMENT****3 credits**

Study of organization and operation of retail establishments from a management perspective. Topics include customer service, information systems, staffing, and managing responsibilities. Prerequisite: BUS 250, and BUS 260.

**BUS 320 TEXTILE KNOWLEDGE FOR MANAGERS****3 credits**

Comprehensive survey of the materials and production methods involved in making fabrics with focus on fiber, yarn, and construction. Federal regulations pertaining to textiles are also covered with an emphasis on typical managerial decisions. Offered: Spring.

**BUS 321 INVESTMENTS****3 credits**

Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisites: ACC 202 and BUS 311.

**BUS 322 STATISTICS FOR BUSINESS AND ECONOMICS****3 credits**

A conceptual introduction to the field of statistics and its many applications, particularly in the fields of business and economics. Topics include descriptive statistics, probability distributions, sampling, hypothesis testing, regression analysis and statistics methods for quality control. Prerequisite: MAT 110. (Note: This course may satisfy a core math requirement.) Math credit will not be awarded for both BUS 322 and MAT 221. Offered: Fall, Spring.

**BUS 350 HUMAN RESOURCE MANAGEMENT****3 credits**

A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, comprehensive systems, employee benefits design, and training program design and evolution. Prerequisite: BUS 270. Offered: Fall, Spring.

**BUS 352 MONEY, BANKING, AND MONETARY POLICY****3 credits**

Nature, functions, and sources of money, domestic and international features of monetary systems, monetary and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy, and their relationship to fiscal policy. Prerequisites: BUS 170 and BUS 171. Offered: Fall and spring.

**BUS 370 BUSINESS – SPECIAL TOPICS****3 credits**

A course that will explore different areas of business. Topics may include specific industries, organizational behavior, legal aspects, finance, management strategies and e-commerce. Prerequisites: BUS 270 Can be repeated for credit as topics change.

**BUS 371 FASHION INDUSTRY TOUR****3 credits**

This seminar, held in a fashion center, consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sale, apparel design, fashion retail, advertising, apparel manufacturing and journalism providing an overview of the fashion industry at work. Discussion and required written

projects focus on current topics of concern to the primary market, secondary market and retailers. Enrollment is limited. Prerequisite: BUS 260 and Permission of the instructor.

**BUS 372 THE LEGAL ENVIRONMENT OF BUSINESS 3 credits**

This course addresses the legal and ethical assumptions of laws and administrative rules and procedures that affect the management process. Prerequisite: BUS 270.

**BUS 380 DEVELOPMENT AND ADMINISTRATION OF COMPENSATION PROGRAMS 3 credits**

This course is designed to examine and evaluate factors affecting an employee's salary and compensation package. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. Prerequisite: BUS 350.

**BUS 400 FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES 3 credits**

An introduction to the study of financing small businesses and entrepreneurial ventures. Emphasis will be on introducing government sources, commercial banking sources, investment banking, and other potential venture capital sources. The student will develop a financial business plan to present to a financial institution. Prerequisites: ACC 202, BUS 310.

**BUS 411 MANAGING APPAREL PRODUCT DEVELOPMENT 3 credits**

Topics include analysis of design and construction methods, CAD techniques, global sourcing, apparel manufacturing processes, quality control and management of apparel production. Student projects required. Prerequisites: BUS 240, BUS 316, BUS 320, and MKT 305.

**BUS 420 REAL ESTATE LAW 3 credits**

A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation, and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications.

**BUS 422 QUANTITATIVE BUSINESS ANALYSIS 3 credits**

Application of quantitative analysis to business problems. Topics include: probability concepts, forecasting, decision, making use of probabilities under certainty and uncertainty, cost volume-profit analysis and inventory. EOQ models, linear programming, simplex method, networking, integer programming, simulation, queuing theory, and Markoff analysis. Prerequisite: BUS 322. Offered: Fall, Spring.

**BUS 430 LABOR RELATIONS 3 credits**

A study of the collective bargaining process and its impact on the economy. Included are case studies and arbitration cases in the private and public sectors. Prerequisite: BUS 350.

**BUS 431 MANAGING GROWING BUSINESSES 3 credits**

An emphasis on the necessary changes in management strategies as a business grows from its inception through maturity. Prerequisite: BUS 310.

**BUS 432 MANAGING FAMILY BUSINESSES 3 credits**

Emphasis on particular problems associated with family businesses such as taxes, estate planning, financing, and contractual agreements. Prerequisite: BUS 310.

**BUS 446 ENTREPRENEURSHIP, CREATIVITY, AND ETHICS 3 credits**

Course content explores historical and external forces that impact entrepreneurial efforts in business enterprises. Emphasis will be on the role of government as it influences business goals, structures, and operations of U.S. enterprises. Legal and regulatory constraints as well as political, social and technological

factors that influence managerial/nonmanagerial behavior in the firm and the firm's impact on society will be discussed. Prerequisites: ACC 202, BUS 311, INB 390, MKT 250. Offered: Fall, Spring.

**BUS 451 REAL ESTATE INVESTMENTS**

**3 credits**

Fundamental problems and principles involved in the organization, management, and control of real estate operations. Analysis of real estate financing, including sources and procedures for financing different types of real estate. Prerequisite: ACC 202, and BUS 311.

**BUS 455 INTEGRATIVE MANAGEMENT**

**3 credits**

Focuses on the activities and interactions among functional units of a firm. Emphasis is on organizational learning, culture and change. Prerequisites: Business major and Senior standing.

**BUS 460 BUSINESS STRATEGY**

**3 credits**

Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing, and production are studied. Prerequisites: Permission of Advisor or Dean. Offered: Fall, Spring.

**BUS 470 TRAINING AND DEVELOPMENT**

**3 credits**

Course focuses on the training and development of employees at all levels in the organization relative to the following topics: training and development practices; identifying employer development needs; isolating training from nontraining needs; designing the training program and assessing results; facilitating organizational change; creating and evaluating training packages; exploring training and instructional styles for adult learners in a corporate/business setting. Prerequisites: BUS 350.

**BUS 480 APPAREL INDUSTRY SEMINAR**

**3 credits**

A capstone course for fashion students to integrate merchandising, management, design production, and marketing topics in preparation for employment in the industry. Guest speakers are incorporated. Student presentations required. Prerequisite: BUS 411, and MKT 321.

**BUS 490 FASHION INTERNSHIP II**

**3 credits**

Opportunity for fashion management students to gain on-the-job experience through an internship placement. Prerequisite: BUS 411, MKT 321, MKT 430 and Advisor/Dean permission.

**BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM**

**6 credits**

A four to five month internship in the student's area of study will be conducted through a partner university or college. The partnership schools, (for example, Lynn University's sister campus in Dublin, American College Dublin; Katoh Schools and Fuji Phoenix College in Gotemba, Japan; and École Condé in Lyon, France) cooperate with Lynn University in the administrative and academic support of each other's students in their respective countries. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business. Prerequisite: Permission of Advisor or Dean.

**BUS 498/499 BUSINESS INTERNSHIPS**

**3-6 credits**

Opportunity for business students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. Offered: Fall, Spring.

**BUS 730 DESIGNING THE GLOBAL CORPORATION****3 credits**

A discussion of the methods used to build businesses worldwide. These methods are explained in the context of the many issues that confront the modern international organization. The issues are defined by emerging geopolitical realities, the transformation and convergence of industries, and the strategic selection of new localities.

**BUS 731 CORPORATE GOVERNANCE****3 credits**

Development of a blueprint that corporate boards and managers can follow to improve their corporate governance and inspire investor confidence. Issues discussed include: identifying “red flags”, ensuring independent boards, monitoring the integrity of the financials, determining the level of transparency, and reviewing executive compensation. These issues will be examined in the context of practices found in countries around the world.

**BUS 732 SUSTAINABLE BUSINESS PRACTICES****3 credits**

An examination of the conditions essential for the maintenance of a healthy relationship between human society and the rest of nature. Case studies of various international companies will be used to develop strategies for implementing sustainable business practices and corporate responsibility that are global in nature.

**BUS 733 CORPORATE ENTREPRENEURSHIP****3 credits**

A framework for learning and understanding the critical elements of corporate entrepreneurship. Topics discussed include: identifying the environmental conditions that establish an entrepreneurial orientation in companies, understanding the obstacles to corporate entrepreneurship, and structuring the company for entrepreneurship.

**BUS 734 CORPORATE REPUTATION MANAGEMENT****3 credits**

An examination of identity, image, reputation and corporate branding. These concepts will be studied across borders to determine similarities and differences from country to country. The course is designed to demonstrate the importance of reputation as a strategic tool for organizations.

**BUS 740 MANAGING FOR FINANCIAL ACCOUNTABILITY****3 credits**

Accounting as a managerial tool for business strategy and implementation. Key topics include: customer satisfaction, total value-chain analysis, continuous improvement, and planning and control techniques linked to key success factors.

**BUS 745 MANAGING FOR FINANCIAL PERFORMANCE****3 credits**

An analysis and comparison of the various techniques that aid in the financial decision making process. Major themes stressed include: creation/destruction of value, cash flow management, the international aspects of financial management, and the standards of ethical behavior adopted by managers.

**CAP 106 ACTING I****3 credits**

An introduction to the history, appreciation and criticism of theater combined with fundamental acting exercises designed to lead the student toward credibility on the stage.

**CAP 206 ACTING II****3 credits**

Fundamental acting exercises designed to lead the student toward credibility on the stage.

**CAP 306 ACTING III****3 credits**

Continuation of CAP 206. Prerequisite: CAP 206 or permission of instructor.

**CED 198 PORTFOLIO SEMINAR****1 credits**

Seminar designed to guide students through the process of developing a Portfolio of their experiential learning.

**CJA 600 NIA-VIDEO SURVEILLANCE APPLICATIONS AND OPERATIONS****3 credits**

This course is designed to prepare students with the necessary, basic theoretical and practical analytical and performance skills, knowledge, and "best practices" in the field of law enforcement/military video surveillance operations. Students will review, examine and utilize past and current video surveillance technology, equipment, and employment techniques in a variety of covert and overt enforcement scenarios. Emerging technology will be explored and conceptualized in the context of current criminal activity, developing trends in criminal activity, and the advent of video surveillance detection equipment. This course will also address international issues in criminal justice. Criminal Justice systems of selected countries will be compared and contrasted. The purpose and goals of different systems will be explored. The students will identify various solutions and approaches to international crime trends.

**CJA 610 NIA - AUDIO SURVEILLANCE APPLICATIONS AND OPERATIONS****3 credits**

This course is designed to prepare students with the necessary, basic theoretical and practical analytical and performance skills, knowledge, and "best practices" in the field of law enforcement/military audio surveillance operations. Students will review, examine and utilize past and current audio surveillance technology, equipment, and employment techniques in a variety of covert and overt enforcement scenarios. Emerging technology will be explored and conceptualized in the context of current criminal activity, developing trends in criminal activity, and the advent of audio surveillance detection equipment. The course will also examine global issues in the administration of criminal justice. Transnational crime issues as well as international collaborations and partnership to address these issues will be examined. Governmental control and oversight will be explored.

**CJA 620 NIA -TELECOMMUNICATIONS AND ELECTRONIC DATA INTERCEPTS, APPLICATIONS AND OPERATIONS****3 credits**

This course is designed to develop the knowledge and skills of investigators to design, plan, resource and conduct a wide range of communications intercept operations that are legal, safe, and produce evidence of prosecutorial value. The complexity of the technology, systems, networks and operations involved is overcome through the development and examination of proven techniques and applications. This course is taught in the context of existing telecommunications infrastructures and intercept equipment. The impact of emerging technology, infrastructure development, and CALEA legislation is explored in the context of current investigative demands and requirements. An in-depth study of federal and state constitutional issues, federal and state statutes and administrative regulations as they relate to surveillance will be conducted.

**CJA 630 NIA - LAW ENFORCEMENT INVESTIGATIVE ENTRY OPERATIONS****3 credits**

This course is designed to give students an advanced understanding of the theoretical and practical applications of the innovative techniques, tools and equipment used when conducting covert entry operations. Students receive a broad introduction to a variety of locks, locking devices, and security systems. Special consideration is given to the legality and safety of conducting such operations. The complexity of these operations is explored in the context of planning and conducting multi-device surveillance operations in support of investigative requirements. An in-depth study of federal and state constitutional issues, federal and state statutes and administrative regulations as they relate to privacy, search and seizure and surveillance will also be conducted.

**CJA 640 NIA - MANAGEMENT OF TECHNICAL INTELLIGENCE OPERATIONS****3 credits**

This course explores the unique considerations and issues involved in managing technical intelligence operations and supervising a Technical Support Unit. Students are introduced to the impact and value of technology in the investigative process and how to effectively employ this technology to detect, deter, and

deny criminal activity. Students will explore the growing sophistication of criminal enterprises and how that impacts current and future law enforcement investigations. In this course students study the broad areas of concern that impact TSU operations to include operations and information security, media relations, funding and resources, and personnel training. Students will also examine current concepts and practices involved in human resources management with particular emphasis on the acquisition, training, evaluation, compensation and retention of an effective work force.

**CJA 650 NIA - COUNTERING EMERGING DOMESTIC THREATS** **3 credits**

In this course, students take a comprehensive look at the current and emerging threats facing society and how law enforcement can effectively utilize a Technical Support Unit to counter these threats. Students are introduced to the impact and value of technology in the investigative process and how to effectively employ this technology to detect, deter, and deny criminal activity. Students will explore the growing sophistication of criminal enterprises and how that impacts current and future law enforcement investigations. In this course students study the broad areas of concern that impact TSU operations to include operations and information security, media relations, funding and resources, and personnel training. Students will also examine current concepts and practices involved in human resources management with particular emphasis on the acquisition, training, evaluation, compensation and retention of an effective work force.

**CMS 200 COMPUTER APPLICATIONS** **3 credits**

An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee: \$30. Offered: Fall, Spring.

**CMS 210 PROGRAMMING LANGUAGES I (QBASIC)** **3 credits**

QBASIC will be used as a vehicle to explore the fundamentals of structured programming, data types, control structures, functions, subroutines and algorithms. Lab fee: \$30 Prerequisite: CMS 200. Offered: Fall.

**CMS 212 PROGRAMMING LANGUAGES II (VBASIC)** **3 credits**

VBASIC is a continuation of CMS 210 in a visual object oriented environment. Lab fee: \$30. Prerequisite: CMS 210. Offered: Spring.

**CMS 215 ARTIFICIAL INTELLIGENCE** **3 credits**

A survey of the concepts and trends in artificial intelligence. Topics include neural networks, knowledge representation, machine learning, deduction, image processing, voice recognition and expert systems. Lab fee: \$30. Prerequisite: CMS 200.

**CMS 260 COMPUTER ARCHITECTURE** **3 credits**

A study of the internal design features, organization, components and arrangements that make a modern microcomputer. Hardware, logic, firmware and software will be discussed. Lab fee: \$30. Prerequisite: CMS 200.

**CMS 300 DATABASE SYSTEMS AND MANAGEMENT** **3 credits**

Study of database concepts, systems, and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to database management systems. A survey of available software and public and commercial database services and practice in the application of microcomputer packages is included. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall.

**CMS 310 JAVA PROGRAMMING** **3 credits**

Concepts, structure, and applications of the Java programming language. Prerequisite: CMS 212. Lab fee: \$30.

**CMS 315 MANAGEMENT INFORMATION SYSTEMS****3 credits**

An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisites: CMS 200 and BUS 270. Lab fee: \$30. Offered: Fall, Spring.

**CMS 320 DESKTOP PUBLISHING****3 credits**

An introduction to methods, techniques, conventions, and limitations of desktop publishing. Hands-on instruction will make use of a professional desktop publishing program. Projects will include composition and production of brochures, flyers, newsletters and short magazines. Course includes layout, composition, freehand art, clip art, scanning, and photo retouching. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall, Spring.

**CMS 330 LOGIC DESIGN****3 credits**

Fundamentals of logic design including Boolean Algebra, simplification of expressions, Grey Code, combination logic, state machines, PLD's and hardware description language. Prerequisite: CMS 260. Lab fee: \$30.

**CMS 340 WEB SITE DESIGN****3 credits**

This is an undergraduate elective course designed to expose students to the techniques and principles of good web site design. This course will focus on creating and incorporating a series of linked web pages into a cohesive web site suitable for publishing on the INTERNET. A popular graphic program will be used in the preliminary design of the site. Enhancements and more advanced features will be added to the web pages utilizing HTML code. Java scripts will be used and manipulated. Simple animation and multimedia elements will be created and added to the pages as appropriate. Prerequisites: CMS 200 and BUS 228, or permission of instructor. Lab fee: \$30. Offered: fall and spring.

**CMS 345 ASSEMBLY LANGUAGE PROGRAMMING****3 credits**

Development of low-level computer programs and firmware. Mnemonic operators, symbolic addresses, indexing, indirect addressing, macros and stack operations will be discussed. Prerequisite: CMS 330 and CMS 210. Lab fee: \$30.

**CMS 350 SPREADSHEET DESIGN AND APPLICATION****3 credits**

Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Available commercial software packages are reviewed. Activities in the course include constructing advanced financial spreadsheet models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall, Spring.

**CMS 360 COMPUTER ETHICS AND LAW****3 credits**

Study of legal issues related to computer users and institutions. Topics include theft of services, rights to privacy, trademarks, patents, copyrights, contracts and royalties. Prerequisite: CMS 200 Offered: Spring.

**CMS 365 DATA STRUCTURES****3 credits**

Study of classic data structures and objects. Topics include stacks, queues, binary trees, linked lists, polymorphism, inheritance, searching and sorting techniques. Prerequisite: CMS 260. Lab fee: \$30.

**CMS 370 OPERATING SYSTEM DESIGN PRINCIPLES****3 credits**

A study of software based management techniques for the control of computer hardware including microprocessors, memory, storage devices, peripherals, interrupt handling, stack operations and file management. Prerequisite: CMS 260 and CMS 365. Lab fee: \$30.

**CMS 380 SYSTEMS ANALYSIS****3 credits**

Structured systems analysis including data flow, data representation, decision trees and tables, fault tolerant computing, performance analysis, deterministic and stochastic models. Prerequisite: CMS 370. Lab fee: \$30.

**CMS 420 ENCRYPTION AND DATA SECURITY****3 credits**

Fundamental concepts and survey of encryption methods and algorithms. Data security over computer networks and verification methods will be emphasized. Prerequisite: CMS 315. Lab fee: \$30.

**CMS 445 DATA COMMUNICATIONS AND NETWORKS****3 credits**

This course covers topics such as telecommunications, modems and client/server technology, networking, multiplexing, switching, protocols and architecture. Prerequisite: CMS 365 and BUS 322. Lab fee: \$30.

**CMS 455 PROCEDURAL ORIENTED PROGRAM DESIGN****3 credits**

Program design and development using objects to enhance reliability, portability and security. A current programming language will be used to illustrate these concepts. Prerequisite: CMS 212. Lab fee: \$30.

**CMS 456 OBJECT ORIENTED SOFTWARE DESIGN****3 credits**

Software design and development principles including modularity system, decomposition and data representation using objects as structures. A current programming language will be used as a representative language. Prerequisite: CMS 455. Lab fee: \$30.

**CMS 481 SENIOR SEMINAR****3 credits**

This course provides an opportunity for students as a group to explore emerging technologies or special interest areas. Site visits and guest lecturers will be used as part of the course strategy. Prerequisite: Permission or Advisor of Dean.

**CMS 495 SENIOR PROJECT****3 credits**

This course is designed for senior level students as a way of providing them an opportunity to explore through research or practical experience areas of Computer Science or Information Systems. Prerequisite: Permission of Advisor or Dean. Lab fee: \$30.

**CMS 497 TOPICS IN COMPUTER SCIENCE****3 credits**

Study of selected topics current to the technology industry. Prerequisite: Permission or Advisor of Dean.

**COA 101 FUNDAMENTALS OF COMMUNICATIONS****3 credits**

Introduction to mass media and its historical and contemporary function in society. Topics include mass media industries' organization and operations, economics, responsibilities and ethics, and career considerations in the field.

**COA 110 FUNDAMENTALS OF PUBLIC SPEAKING****3 credits**

A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning and on interpersonal communication, especially in the context of large groups. Prerequisite: ENG 102.

**COA 305 INTERPERSONAL COMMUNICATION****3 credits**

This course examines the nature of the communication process as it occurs in the "one-on-one" (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110, PSY 150.

**COA 320 GENDER AND COMMUNICATIONS****3 credits**

This course examines a variety of relationships between communication and gender. It emphasizes how communication creates and maintains gender and power roles and how communication behaviors reflect, maintain and influence social and political conceptions of gender. Prerequisite: COA 110.

**COA 340 PERSUASION AND PROPAGANDA****3 credits**

An analysis of the forces, which shape public opinion and spread ideas, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COA 110.

**COA 380 COMMUNICATION ANALYSIS AND CRITICISM****3 credits**

This is an upper level course that studies the skills of communication criticism in social, cultural, and political domains of communication. The course draws from the principles of rhetoric to understand and interpret the meaning of communication events and social transactions and measures and assesses their significance by applying the practice of rhetorical criticism. Prerequisite: COA 110.

**COA 451 INTERCULTURAL COMMUNICATION****3 credits**

This course is the study of the influence of culture on communication. It studies worldwide, perception, and symbols as the basic units of culture; and contact, interaction, and behavior as the basic units of communication. This course also offers a professional practicum in research, counseling management, and education for the management of productive intercultural relationships and functional intercultural systems. Prerequisite: COA 110, ENG 12 and Junior Standing.

**COM 105 INTRODUCTION TO MASS MEDIA****3 credits**

An introductory course that deals with the nature and function of mass media in the United States and offers insight into the history and structure of the book industry, newspapers, magazines, motion pictures, radio, music industry, television, cable, the Internet, and advertising. The course also analyzes the mass media audience, media uses and effects. Offered: Fall, Spring, Summer.

**COM 110 INTRODUCTION TO JOURNALISM****3 credits**

The nature, language, mechanics, and ethics of reporting. An overview of journalistic styles and techniques, and practical experience by writing for the student newspaper and radio/TV stations. Prerequisite: ENG 101. Offered: Fall, Spring, Summer.

**COM 130 FILM APPRECIATION****3 credits**

Study of cinema as an art form, a craft, and a major commercial industry. Students learn about the language and grammar of cinema, narrative structure, stylistic techniques, and the basics of film criticism. Offered: Fall, Spring.

**COM 140 AUDIO PRODUCTION****4 credits**

Introduction to sound (voice, music, sound effects) in radio, television and motion pictures. An overview of technology and its use in audio recording and editing; using analog and digital equipment. Lab fee: \$40. Offered: Fall, Spring.

**COM 145 TELEVISION PRODUCTION I****4 credits**

An introductory course exploring the methods and equipment for TV production, including lighting, audio, camera, video switching, control room operation, set design, and on-air performance. Projects include producing commercials and newscasts. Lab fee: \$40. Offered: Fall, Spring.

**COM 150 FILM PRODUCTION****4 credits**

This course is an introduction to the basic principles and techniques of fictional narrative motion picture production. Students in partnerships produce two short productions, emphasizing dramatic development, and

creative visual storytelling through image composition, camera movement, editing, and sound. Lab fee: \$40. Offered: Fall, Spring.

**COM 210 BROADCAST NEWS WRITING AND REPORTING** **3 credits**

An intermediate level course to sharpen the skills and techniques for news writing, and reporting for electronic media. Exercises include information gathering and story presentation for radio and television. Students also learn about the balance between the rights of an individual and the ethical and moral responsibility in journalism. Prerequisite: COM 110. Offered: Spring.

**COM 220 PHOTOJOURNALISM** **3 credits**

Photojournalism as practiced in contemporary print media. Students plan and produce assignments mixing photography and text, with emphasis on the interrelationships of words and pictures. Prerequisite: COM 105. Offered: Fall, Spring.

**COM 235 FILM HISTORY (1895-1950)** **3 credits**

An introduction to the historical evolution of motion pictures from a novelty entertainment to an art and industry. Topics include: the modest beginning in New York, the move to Hollywood, the rise of the star system, the emergence of the studios, introduction of sound, and the beginning of the demise of the studio system in 1948. Offered: Fall, spring, Summer.

**COM 245 TV PRODUCTION II** **4 credits**

An intermediate TV production course that focuses on principles and techniques of producing studio and on-location programs. Students plan, script, storyboard, record and edit news packages, interviews, and narrative pieces. Prerequisite: COM 145. Lab fee: \$40. Offered: Fall, spring, Summer.

**COM 255 FILM AND TV EDITING** **4 credits**

Introduction to the techniques and aesthetics of film and TV editing using on-line and off-line editing equipment. The course covers theories of editing and their application in narrative, instructional, and informational programs. Prerequisite: COM 245. Lab fee: \$40. Offered: Fall, Spring.

**COM 299 TOPICS IN COMMUNICATION** **3 credits**

Specialized courses on national cinema, various trends in TV and movies, director studies or any other topic not covered in the existing courses but relevant to the study of contemporary mass media. Prerequisite: COM 105.

**COM 300 AUDIO PRACTICUM** **3 credits**

An independent study of sound recording and its application in radio, television, film or the Internet. Audio projects vary in nature and scope. Prerequisite: COM 140. Offered: Fall, Spring.

**COM 305 MEDIA AND SOCIETY** **3 credits**

Investigation of social, psychological, political, and economic implications of the mass media for a society and its subcultures. Prerequisite: COM 105. Offered: Spring.

**COM 310 NEWSPAPER PRODUCTION** **3 credits**

This course serves as a practical workshop for planning, production, and distribution of the student newspaper, The Pulse. Skills in integration of visual and text elements, copy editing, headline writing, photo cropping and sizing, page layout and commercial aspects of advertising, and production. Prerequisite: COM 110 & COM 220. Offered: Fall, Spring.

**COM 315 NARRATIVE WRITING FOR FILM AND TV** **3 credits**

Art and craft of screenwriting for the conventional narrative film and for TV. Students develop a treatment and master scenes of a full-length project in an appropriate format. Prerequisites: ENG 102 and COM 105. Offered: Spring.

**COM 320 WORLD MEDIA SYSTEMS****3 credits**

A comparative analysis of media systems around the world. An in-depth study of different forms of control, access, ownership, distribution, and uses of mass media; the role of international media in communication among and between nations and people. Prerequisite: COM 105. Offered: Fall.

**COM 325 WRITING FOR RADIO-TV-FILM****3 credits**

Principles and practices of writing for radio and television. Exercises include news writing, feature stories, commentaries and developing intros, links, and closings for radio, TV, and the Internet. Prerequisites: ENG 102 and COM 110. Offered: Fall, Spring, Summer.

**COM 330 ORGANIZATIONAL COMMUNICATION****3 credits**

A study of communication within an organization as well as communicating with clients, competitors, and regulatory agencies. Principles of communication in groups, effective leadership, and empowerment as they apply to mass media organizations. Prerequisite: COM 105. Offered: Fall, Spring.

**COM 335 CONTEMPORARY AMERICA THROUGH FILM (1950-present)****3 credits**

Study of the motion picture industry after the decline of the studio system, the rise of independent film production, and the interaction with television.

Offered: Spring.

**COM 340 ADVERTISING WRITING AND DESIGN****3 credits**

Writing advertising copy and designing effective layouts. This course includes creating ads, motivating readers, planning, and developing campaigns. Prerequisite: COM 105. Offered: Fall, Spring.

**COM 345 TV PRACTICUM****3 credits**

Students develop, write, produce, and edit special projects for specific clients. Projects vary in nature and scope. Prerequisite: Junior standing, COM 245. Offered: Fall, Spring.

Lab fee: \$40.

**COM 350 COMMUNICATION LAW AND ETHICS****3 credits**

Legal and ethical aspects of mass communication practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, the Freedom of Information Act, and broadcast regulation. Prerequisite: COM 105. Offered: Fall, Spring.

**COM 355 FILM PRACTICUM****3 credits**

Students develop, write, produce, and edit either a 16-mm film or a single-camera film-style program for a specific client. Prerequisite: Junior standing, COM 245 or COM 150.

**COM 360 COMMUNICATION THEORIES****3 credits**

Discussion of the process of communication theory construction, including a survey of social science paradigms and major theories of communication. Prerequisite: COM 105. Offered: Fall, Spring.

**COM 365 MAGAZINE PRODUCTION****3 credits**

Writing and analyzing feature articles for newspapers, magazines, and other news media. Layout, design, and production of a magazine. Prerequisite: COM 110. Offered: Spring.

**COM 370 MEDIA PROGRAMMING****3 credits**

Categories and sources for selecting materials used in radio, television, and cable to attract, build, and sustain the audience. Prerequisite: COM 105. Offered: Spring.

- COM 375 ADVERTISING AND SOCIETY** **3 credits**  
 History, organization, and the role of advertising in American society. Advertising media such as newspapers, magazines, radio, television, cable, and the Internet are explored. Prerequisite: COM 105. Offered: Fall.
- COM 380 DOCUMENTARY PRODUCTION** **4 credits**  
 An examination of American and world nonfiction film. The study and practice of documentary production from script to screen. Lectures and laboratory. Prerequisite: COM 245 or COM 150. Lab fee: \$40. Offered: Fall.
- COM 385 PRINT PRACTICUM** **3 credits**  
 Students develop and write content for The Pulse, Campus magazine, and the Lynn University Web sites in a newsroom environment. Prerequisite: COM 110 and 310. Offered: Fall, Spring.
- COM 399 ISSUES IN COMMUNICATION** **3 credits**  
 A variable topic seminar dealing with research and issues in mass communication. Prerequisite: Junior standing.
- COM 430 INTERNATIONAL FILM HISTORY** **3 credits**  
 A sociopolitical overview of the development of cinema in Europe, Russia, and Asia. Special attention is paid to forms in narrative, structure, genre, and aesthetic. Prerequisite: COM 235. Offered: Spring.
- COM 435 MEDIA MANAGEMENT** **3 credits**  
 An introduction to the business aspect of the communication industries. Topics include human resource management, marketing, operations management, finance, accounting, and ethical concerns in managing a print, broadcast, or new media service. Prerequisite: COM 105 and senior standing. Offered: Fall, Spring.
- COM 440 PUBLIC RELATIONS** **3 credits**  
 This course defines and conceptualizes the history, ethics, and techniques for molding and cultivating favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations, and mass media. Prerequisite: COM 105 and senior standing. Offered: Fall, Spring.
- COM 450 ADVANCED RADIO/TV/FILM PRODUCTION** **4 credits**  
 An advanced planning, pre-production, production and postproduction workshop in which students complete a 25-minute radio, TV or film project from start to finish. Formats may vary from narrative to newscasts, from documentaries to debates, from game shows to newsmagazines. Prerequisite: COM 245 or COM 150. Lab fee: \$40. Offered: Spring.
- COM 475 SENIOR COMMUNICATION PROJECT** **3 credits**  
 A capstone course that enables students to apply theoretical and practical knowledge to develop either a research paper or a video project. Either outcome is expected to serve as a portfolio item. Prerequisite: COM 105 and senior standing. Offered: Fall, Spring, Summer.
- COM 480 DOMESTIC INTERNSHIP** **3-6 credits**  
 Practical work experience in a mass communications business such as radio or television station, production facility, advertising or public relations agency, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: COM 105 and senior standing, 2.5 GPA. Offered: Fall, Spring, Summer.
- COM 485 INTERNATIONAL MEDIA INTERNSHIP** **3-6 credits**  
 Practical work experience in an international mass communications business, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: COM 105 and senior standing, Minimum GPA 2.5. Offered: Fall, Spring, Summer.

**COM 490 COMMUNICATION SEMINAR****3 credits**

A practical course designed to develop professional reporting skills for television and radio for those interested in a career in broadcast journalism. Emphasis is on demonstrating the relationship between text, images, and sound. Exercises include identifying news stories, gathering facts, organizing materials; working within time limitations, deadlines, and program formats. Prerequisite: COM 105 and senior standing. Offered: Fall, Spring.

**COM 495 COMMUNICATION RESEARCH****3 credits**

The theoretical and practical concerns underlying procedures commonly used in communication research including content analysis, survey research, historical research, legal research, and secondary analysis. Prerequisite: COM 105 and senior standing. Offered: Fall.

**COM 500 MASS COMMUNICATION THEORY****3 credits**

Comparison of theories of mass communication. Also examines history and development of interdisciplinary theories about the mass media processes and effects as well as roles, functions, and consequences of mass communication in society.

**COM 515 MASS COMMUNICATION LAW AND REGULATION****3 credits**

Examines the development and impact of mass communication law, including the international and domestic regulation of the electronic media.

**COM 520 MASS COMMUNICATION RESEARCH METHODS****3 credits**

Introduces students to the research process, planning, and design. Focuses on methods most relevant to mass communication, including experimental design, content analysis, and survey research. Historical development of mass communication studies in social sciences, humanities, and legal areas.

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE****3 credits**

A survey of the agencies and processes involved in the administration of criminal justice. This includes review of the functions of legislature, the police, the prosecutor, the courts, and an analysis of the problems of law enforcement in a democratic society.

**CRJ 203 CRIMINAL LAW AND PROCEDURE****3 credits**

A survey of substantive American criminal law, and an analysis of the accused's procedural rights.

**CRJ 301 CRIME AND DELINQUENCY****3 credits**

A general orientation to the field of criminology which considers the following topics: development of delinquent and criminal behavior, initial handling and proper referral, preventive police techniques. Specific police problems are also studied, including addicts, the mentally ill, compulsive and habitual offenders. Special attention is given to police handling of juveniles and youths. Prerequisite: CRJ 101 or CRJ 203.

**CRJ 302 ISSUES IN CORRECTIONS****3 credits**

This course examines contemporary issues surrounding the legal and social construction of confinement, against a background of controversy, idealism, and unfulfilled social promise. The nature of punishment and its purpose is examined. Alternative correctional models are reviewed, and future trends are considered.

**CRJ 320 CRIMINOLOGY****3 credits**

This course presents an examination of the systematic study of the nature, extent, etiology, and control of law-breaking behavior. It seeks to establish empirical knowledge about crime and its control, based upon qualitative and quantitative research that forms a basis for understanding, explanation, prediction, prevention, and criminal justice policy.

**CRJ 321 COMPARATIVE POLICE SYSTEMS****3 credits**

This course compares and contrasts the law enforcement systems of different countries throughout the world, highlighting important features and differences of each. Students learn how law enforcement systems may vary across cultures and why. Each student will be responsible for the in-depth examination of a particular system against a comparative systems background.

**CRJ 322 PROBATION AND PAROLE****3 credits**

This course examines imposition of conditions and the supervision of offenders in the community as an alternative to imprisonment. Both probation and parole are examined in a historical and contemporary context. Consideration is given to the effects that probation and parole have upon the rest of the criminal justice system.

**CRJ 323 COMMUNITY CORRECTIONS****3 credits**

This course considers the community treatment of offenders. While examining the concept of Community Corrections, it notes the historical development and problems that offenders face when they enter community programs. Community resource provision and prerelease preparation are emphasized.

**CRJ 330 THE AMERICAN JUDICIARY****3 credits**

This course examines the structure and process of the American judicial system from a local, state, and federal perspective, with emphasis upon civil, criminal, administrative, and regulatory issues. Consideration is given to legal and political influences upon the judicial system and the court's role in influencing public policy in the criminal justice system.

**CRJ 400 GENDER, CRIME AND CRIMINAL JUSTICE****3 credits**

An overview of how gender affects women's involvement in the criminal justice system as offenders, victims and professionals. Considerable attention is given to women as victims of crime, the social system and the criminal justice process. Prerequisites: CRJ 101 and CRJ 203 or 301.

**CRJ 410 VIOLENCE AND SOCIAL CHANGE****3 credits**

This course examines the theory, nature, and content of violence as an act of human behavior, an entity, a social structure, a system, or a process. Attention is given to ethno-violence. Relationships to victimization theory are explored, as well as cultural models of violence.

**CRJ 412 CRIME AND PUNISHMENT****3 credits**

This course is an interdisciplinary study of the concepts of crime and punishment as social values, and how these values are reflected upon by different academic disciplines in the context of events important to people in society.

**CRJ 420 ETHICS IN CRIMINAL JUSTICE****3 credits**

An identification and in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, traditional ethical theories will be examined and applied to such topics as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations, and privacy. Prerequisites: CRJ 101 and CRJ 203 or 301.

**CRJ 450 RESEARCH IN CRIMINAL JUSTICE****3 credits**

This course consists of a study of research design, as well as qualitative and quantitative methods of data collection and analysis. A properly formatted, well-developed, research-based paper is a requirement for the course. Students develop an independent project and oral presentation of their findings. Prerequisite: MAT 221.

**CRJ 480 SEMINAR IN CRIMINAL JUSTICE****3 credits**

An intensive study of a selected topic relative to the concept of criminal justice. Emphasis is placed on meaningful research in the area selected. Prerequisites: CRJ 101, 203, and 301.

**DOC 645 THE NEW CULTURALLY DIVERSE WORKFORCE****3 credits**

An exploration of the trends related to the changes in the make-up of the new force and associated issues and opportunities afforded by the changes to increase equity and access to educational opportunities and foster personal growth and development.

**DOC 745 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN CORPORATE SYSTEMS** **3 credits**

This course emphasizes the leader as a change agent and developer of the total enterprise. Managing change, fostering creativity, encouraging entrepreneurial spirit while developing a "learning" organization is explored. Strategy testing and tactical implementation, building corporate culture, and models of decision making will also be discussed. Instruction methods will include case study analysis and business simulations.

**DOC 760 SPECIAL TOPICS IN CORPORATE LEADERSHIP****3 credits**

Current issues and problems in non-academic educational systems.

**EDL 645 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN EDUCATION FOR DIVERSE POPULATIONS****3 credits**

Planning, implementing and assessing effective learning programs and opportunities for culturally diverse populations. Needs assessments to evaluate the kind and level(s) of need, identifying the target group(s), setting priorities, establishing program parameters, the type(s) of learning opportunities to satisfy those needs, the related policies to guide to program/service, and defining expected outcomes. Evaluation strategies to monitor changes and outcomes to assure institutional program effectiveness and continued relevance.

**EDL 750 SPECIAL TOPICS IN EDUCATIONAL LEADERSHIP****3 credits**

Current issues and problems in academic educational systems.

**EDL 753 GOVERNANCE AND FINANCE OF EDUCATIONAL SYSTEMS****3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

**ZEDU 001 CLAST Preparation****Non-credit 3 hours**

This course reviews skills, competencies, and strategies necessary for successfully completing the CLAST. Math review includes arithmetic, algebra, geometry/measurement, probability/statistics, and logical reasoning. Verbal preparation includes reading comprehension, English language skills, and essay writing.

**EDU 100 LANGUAGE AND LEARNING DEVELOPMENT****3 credits**

This course has been designed to help students understand the notion of multiple intelligences and the relationship of intelligence to learning. Linguistic intelligence as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities personnel, to identify their learning styles, cognitive strengths and weaknesses and the sensory modalities that will assist students in their pursuit of college education.

**EDU 101 INTRODUCTION TO EDUCATION****3 credits**

An introduction to the historical, philosophical, and sociological foundations of education as well as the legal, social, sociocultural, financial, and political environment of schools.

**EDU 105 EARLY CHILDHOOD EDUCATION****3 credits**

Investigation of the historical, philosophical and sociological perspectives in early childhood education as they relate to the programs currently available for young children, including the principles and practices utilized for the development of scientific, creative, social, linguistic, and cultural concepts.

**EDU 111 PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES****3 credits**

An introduction to the pre-primary/primary curriculum, age 3 through Grade 3, and the development of activities and materials for each of the seven curricula areas.

**EDU 160 CHILD DEVELOPMENT****3 credits**

This course will focus on the theories and concepts of human growth and development from conception to age 8. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child's personality and behavior.

**EDU 206 ADOLESCENT, CHILD DEVELOPMENT AND LEARNING****3 credits**

This course will focus on the theories and concepts of human growth and development from conception through adolescence. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child and adolescent's personality and behavior.

**EDU 210 EFFECTIVE TEACHING ACROSS THE ELEMENTARY SCHOOL CURRICULUM****3 credits**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare elementary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in elementary classrooms.

**EDU 211 LANGUAGE ARTS IN THE ELEMENTARY SCHOOL****3 credits**

Development of methods and materials for teaching, listening, reading, thinking, speaking and writing skills for all children in the elementary school. Field observation and participation required.

**EDU 212 ART IN THE ELEMENTARY SCHOOL****3 credits**

Development of instructional skills, techniques, and strategies for teaching art to all children in the elementary school.

**EDU 213 MUSIC IN THE ELEMENTARY SCHOOL****3 credits**

Designed to provide the student with competencies necessary for the development and implementation of music instruction appropriate for all children in the elementary curriculum.

**EDU 214 ART AND MUSIC IN THE ELEMENTARY SCHOOL****3 credits**

Development of instructional skills, techniques, and strategies as it relates to art, and music for the elementary school teacher working in a multicultural classroom.

**EDU 215 EMERGING LITERACY, COMMUNICATION AND CULTURE****3 credits**

This course is an introduction to the acquisition and development of language and literacy theories, processes, instructional strategies and assessments for implementing effective teaching practices for all children with special consideration for the specific academic and sociocultural needs of English Language Learners in multicultural classrooms.

**EDU 219 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL****3 credits**

Development of instructional skills, techniques, strategies and related technologies for teaching social studies appropriate for all children as a mode of inquiry in elementary school.

**EDU 230 CREATIVE ACTIVITIES****3 credits**

Integration of art, music and movement in the pre-primary and primary environment (age 3 through grade 3) with developmental emphases on the use of art supplies and techniques, acquisition of basic movement skills and familiarization with types of music and musical instruments for use in multicultural classrooms.

**EDU 231 SECONDARY SCHOOL CURRICULUM AND EFFECTIVE TEACHING****3 credits**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare secondary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in middle and/or high school.

**EDU 240 PRE-PRIMARY LANGUAGE ARTS****3 credits**

Emphasis upon developing and using meaningful strategies for involving all children in language arts experiences at the pre-primary/primary level, age 3 through grade 3.

**EDU 250 PRE-PRIMARY MATH AND SCIENCE****3 credits**

An introduction to the math and science concepts appropriate to the developmental level of the pre-primary/primary child, age 3 through grade 3. Activities will be examined and creative ideas explored as the student develops math and science lesson plans appropriate for diverse learners.

**EDU 257 PHYSICAL EDUCATION, HEALTH, SAFETY IN THE SCHOOLS (PE/HEALTH-ELEMENTARY)****3 credits**

The objective of this course is to develop an understanding of the important aspects of physical education, as well as health and safety, as it relates to the age 3 through grade 3 and elementary school teacher.

**EDU 260 EDUCATIONAL COMPUTER APPLICATIONS****3 credits**

The use of microcomputers and related technologies in elementary and secondary classrooms is discussed. Software evaluation, instructional materials generation, record keeping, and the use of technology to benefit culturally and linguistically diverse students, as well as exceptional students, are covered.

**EDU 261 FAMILY AND COMMUNITY INVOLVEMENT****3 credits**

A study of family systems and their impact on the education, growth and development of all children. Understanding the importance of involving families and communities, including culturally diverse families and their communities working cooperatively, in all phases of school programs.

**EDU 265 WRITING PROCESS IN THE ELEMENTARY SCHOOL****3 credits**

Materials, methods, and strategies to teach all children the writing process as an integral part of reading, language, and literacy development. Prerequisites: ENG 101, ENG 102, and EDU 211.

**EDU 270 PRE-PRIMARY LANGUAGE ARTS & CREATIVE ACTIVITIES****3 credits**

Students will acquire a basic understanding of pre-reading and reading skills while integrating art, music and movement activities to enable them to develop and implement appropriate lessons for all pre-primary/primary age children.

**EDU 300 APPLIED LINGUISTICS****3 credits**

Examines current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Observation and field experience required.

**EDU 305 A SURVEY OF ESOL STRATEGIES FOR SECONDARY EDUCATION****3 credits**

An overview of current approaches, methods, and strategies for adapting content, delivering instruction, and designing assessment to ensure that ESOL secondary students comprehend academic content, develop academic language, and engage in classroom activities that are culturally appropriate.

**EDU 310 METHODS OF TEACHING ESOL****3 credits**

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English Language Learners in a variety of classroom settings and for a variety of purposes. Application of theory, principles, and research to methods and strategies in multicultural classrooms. Field experience required. Prerequisite: EDU 300.

**EDU 314 CHILDREN'S LITERATURE/ EDUCATIONAL MEDIA & LIBRARY****3 credits**

Selection and use of children's books, storytelling, and creative writing for use with all children in elementary school, and the development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations.

**EDU 315 READING IN THE ELEMENTARY SCHOOL****3 credits**

Approaches, methods, and materials appropriate to teaching all young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, word attack skills, vocabulary, and comprehension as all are part of a whole language philosophy. Field observation and practice will be required.

**EDU 316 DIAGNOSIS AND EVALUATION OF READING PROBLEMS****3 credits**

Focuses on the evaluative processes. Proficiency in recognizing and diagnosing reading problems and prescribing and using a variety of appropriate methods and materials to increase and facilitate reading performance for all children. Prerequisite: EDU 315 for Elementary and Pre-K/Primary majors.

**EDU 317 SCIENCE IN THE ELEMENTARY SCHOOL****3 credits**

Contemporary elementary science methods and materials, courses of study, and science texts are examined, including development and use of science teaching units.

**EDU 318 MATHEMATICS IN THE ELEMENTARY SCHOOL****3 credits**

Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use with diverse students in elementary school mathematics.

**EDU 330 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING****3 credits**

Identification of cultural issues related to communication, classroom interaction, academic content, as well as parental and community involvement. Activities are designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis is on the development of effective teaching strategies for multicultural classroom. Field experience in a multicultural setting required.

**EDU 332 READING IN THE SECONDARY SCHOOL****3 credits**

Materials and approaches to develop and reinforce reading skills for all students necessary for success in content areas. Emphasis on academic vocabulary development and comprehension skills.

**EDU 333 SOCIAL STUDIES METHODS IN THE SECONDARY SCHOOL****3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs.

Prerequisite: EDU 334.

**EDU 334 CLASSROOM BEHAVIOR MANAGEMENT****3 credits**

Strategies used to formulate a standard of student behavior in the classroom. Methods that promote instructional momentum. Emphasis on instructional planning effective for all learners.

**EDU 335 SCIENCE METHODS IN THE SECONDARY SCHOOL****3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in science. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs.

Prerequisite: EDU 334.

**EDU 336 MATH METHODS IN THE SECONDARY SCHOOL****3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in math. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs.

Prerequisite: EDU 334.

**EDU 350 EDUCATIONAL MEDIA AND LIBRARY****3 credits**

Development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations.

**EDU 355 CHILD GUIDANCE AND CLASSROOM MANAGEMENT****3 credits**

The study and comparison of child guidance methods in relationship to classroom management skills as an integral part of effective teaching for all children.

**EDU 356 LEARNING PRINCIPLES FOR EDUCATORS****3 credits**

A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization, and utilization of information by all learners. Topics examined include: classical conditioning, instrumental condition, observational learning, and memory.

**EDU 364 LANGUAGE AND WRITING METHODS IN SECONDARY SCHOOL****3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with students' varying levels of literacy development. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

**EDU 365 LITERATURE METHODS IN THE SECONDARY SCHOOL****3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

**EDU 366 ADOLESCENT LITERATURE****3 credits**

A survey of the teaching techniques that utilize the major works of adventure, biography, autobiography, folk literature, historical fiction, mystery, mythology, science fiction, and poetry for working with all adolescents. Some recreational and motivational works are also reviewed.

**EDU 400 ESOL CURRICULUM AND MATERIALS DEVELOPMENT****3 credits**

Introduction of practices in planning, selecting, adapting, implementing, and evaluation instructional programs, materials, content, and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language sensitive content teaching, adapting as well as, developing content and materials for English Language Learners. Observation and field experience required. Prerequisite: EDU 310.

**EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION****3 credits**

Development of instructional objectives and classroom evaluation measures for all students. An overview of alternative assessment strategies; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Field experience in a multicultural classroom is required.

**EDU 460 CHILDREN AT RISK****3 credits**

A study of research based information of the identification, resources, and effective instructional practices for all children with special needs who are at risk of school failure from age 3 through grade 3. Procedures and intervention approaches for appropriate and effective family support are discussed.

**EDU 461 EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS****3 credits**

Review of research based information on the identification and remediation of exceptional students in the regular classroom. Development of practical teaching strategies and use of technology that regular educators need to respond effectively to exceptional students, including linguistically and culturally diverse students in regular classroom settings. Field observation and practice in a multicultural classroom required.

**EDU 462 CHILDREN AT RISK AND EXCEPTIONAL STUDENT EDUCATION****3 credits**

A study of research based information on the identification, redemption and resources for children who are at risk of school failure (age 3 through grade 3), and those already designated as exceptional students. Development of practical teaching strategies, procedures and intervention approaches to effectively respond to the needs of these students, and their families, including linguistically and culturally diverse students and families. Field observations and practice in a multicultural setting required.

**EDU 480 PRACTICUM****3 credits**

Guided practice under supervision of an ESOL endorsed elementary classroom teacher in at least two multicultural classrooms at different grade levels. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$100.

**EDU 481 STUDENT TEACHING****9 credits**

Independent practice teaching in a multicultural classroom. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$100.

**EDU 500 FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION****3 credits**

An exploration and analysis of exceptional student education with a focus on government policy, particularly P.L. 94-142 and the A.D.A.; areas contributing to the history of special education; legal and ethical issues in exceptional student education; and major theories associated with mildly handicapped situations. Field experience and observation required.

**EDU 505 APPLIED RESEARCH METHODS****3 credits**

A review of the various methods of research and basic statistical methods appropriate to educational research. Students select a topic of interest in Exceptional Student Education, design a research project and draft a proposal. Completion of the first two chapters of the Graduate Project: 1-Introduction and 2-Review of the Literature.

**EDU 510 LANGUAGE DEVELOPMENT AND LEARNING****3 credits**

Theories of language acquisition, various models and patterns of language adaptation, types of listening and variables that affect listening, formal language tests, informal assessment measures of language problems, and specific teaching strategies in the areas of expressive and receptive language.

**EDU 511 CHARACTERISTICS AND NEEDS OF MILDLY HANDICAPPED STUDENTS****3 credits**

An in-depth study of the characteristics and needs of the mildly handicapped student (mentally handicapped, specific learning disabilities, emotionally handicapped) along with the use of various teaching strategies and individual instruction. Suggested materials and methods utilizing microcomputers, self-correcting materials, instructional games, and personalized education activities. Field experience and observation required.

**EDU 512 INSTRUCTIONAL STRATEGIES FOR EMOTIONALLY HANDICAPPED STUDENTS****3 credits**

Specialized strategies for teaching emotionally handicapped (EH) students. Overview of instructional techniques, motivational strategies. Highlighted are the development, implementation and evaluation of individualized educational plans along with database management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 513 INSTRUCTIONAL STRATEGIES FOR MENTALLY HANDICAPPED STUDENTS****3 credits**

An exploration of unique teaching strategies for mentally handicapped (MH) students. Highlighted are the development, implementation, and evaluation of individualized educational plans. Special approaches to teaching functional skills, developmental programming, and data base management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 514 INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES****3 credits**

Individualized instructional strategies for teaching students with specific learning disabilities (SLD), including specialized approaches to teaching basic skills and adaptation of curriculum. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 520 APPLIED LINGUISTICS****3 credits**

Current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Field experience and observation required.

**EDU 521 METHODS OF TEACHING E.S.O.L.****3 credits**

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English language learners in a variety of classroom settings and for a variety of purposes. In-depth application of theory, principles, and research to methods and strategies. Field experience required. Prerequisite: EDU 520

**EDU 522 CURRICULUM AND MATERIALS DEVELOPMENT FOR E.S.O.L.****3 credits**

Advanced practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language sensitive content teaching, adapting, as well as developing content and materials for English language learners. Field experience and observation required. Prerequisite: EDU 521

- EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING** **3 credits**  
 Identification of cultural issues related to communication, classroom interaction, academic content, as well as parental and community involvement. Activities designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis on development of teaching strategies for multicultural classrooms. Field experience required.
- EDU 525 TESTING AND EVALUATION IN E.S.O.L.** **3 credits**  
 Advanced study and research on current issues in the field of E.S.O.L. testing and evaluation. Development of skills necessary for selecting, designing and administering appropriate assessment instruments for the purposes of evaluating second language proficiency and monitoring academic progress. Field experience required.
- EDU 534 CLASSROOM BEHAVIOR MANAGEMENT** **3 credits**  
 Developing strategies to formulate a standard of behavior in special needs classrooms. Methods to promote instructional momentum for special needs classrooms and special educators working within regular classrooms.
- EDU 561 ASSESSMENT OF EXCEPTIONAL STUDENTS** **3 credits**  
 In-depth knowledge and competencies necessary to administer formal tests and utilize types of informal measures. Provides teachers with the skills necessary in identifying various handicapping conditions. Field experience and observation required.
- EDU 570 CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS** **3 credits**  
 Comprehensive guide to collegiate, counseling, residential, social and vocational programs, serving adolescents and young adults with learning disabilities and other mild handicaps. Field experience and observation required. Prerequisite: EDU 500 or EDU 511
- EDU 581 STUDENT TEACHING IN EXCEPTIONAL STUDENT EDUCATION** **6 credits**  
 Culminating field experience in a program for students with Exceptional Student Education, demonstrating competencies learned throughout the program. Required of all students who do not have an undergraduate degree in Education. Prerequisites: Completion of all program requirements. Lab fee: \$30.00.
- EDU 600 RESEARCH METHODS I** **3 credits**  
 An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate methodology, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline. Research site approval.
- EDU 601 RESEARCH METHODS II** **3 credits**  
 A continuation and expansion of the Research Methods I course.
- EDU 602 STATISTICAL METHODS** **3 credits**  
 Measurement and statistical analysis of parametric and non-parametric data. Techniques, applications and analysis, using spreadsheets and statistical packages for computerized data analysis.
- EDU 603 ADVANCED QUANTITATIVE RESEARCH** **3 credits**  
 Application of statistics for hypothesis testing on quantitative data. Selection of appropriate statistical tests for research designs, the use of statistical tests for analyzing quantitative data, understanding of computer statistical programs and interpretation of statistical results. Prerequisite: EDU 602 Statistical Methods.

**EDU 604 ADVANCED QUALITATIVE RESEARCH****3 credits**

Understanding and developing a qualitative research design. To focus, identify potential problems and solutions, and develop useful and relevant theory in qualitative research.

**EDU 605 INTRODUCTION TO EDUCATIONAL ADMINISTRATION****3 credits**

This course provides an introduction to the profession of Educational Administration by focusing on foundational concepts and theories significant to the understanding of education and educational administration. It offers a critical examination of a wide range of topics central to educational administration, such as organization, community, power, authority, change, leadership, management and values.

**EDU 610 LEADERSHIP OF INSTRUCTIONAL PROGRAMS****3 credits**

This course has a focus on the leadership roles in curriculum and instruction. Topics include: leadership of curriculum development and administration, student achievement, program assessment, accountability, supervision of instruction, learning for understanding, and school improvement models.

**EDU 620 INTERNATIONAL EDUCATION SYSTEMS****3 credits**

A comprehensive examination and comparison of international educational systems. Topics include: the philosophical, political, social and economic influences on the development of international educational systems, comparative analysis of the administration processes of educational systems, comparative analysis of curriculum and outcomes of international educational systems.

**EDU 621 HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS****3 credits**

This course will examine the professional functions, processes and tools of human resource management, including collective bargaining and arbitration, from the perspectives of the line manager, human resources professional and organization member. Additional topics include: definition and determination of staff needs. Management and coordination problems. Policies for recruitment, selection, assignment, salary planning, scheduling, promotion, separation, grievances, reassignment, records, development programs, in-service training, evaluation, benefits and services.

**EDU 622 CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS****3 credits**

Analysis of the changing demographics of the world population and its implications for basic human needs on all levels: educational, psycho-bio-social, environmental. Trends and countervailing forces affecting social disorganization and the need for institutional renewal in educational systems.

**EDU 623 LEGAL ASPECTS OF EDUCATIONAL SYSTEMS****3 credits**

Exploration of the historical and contemporary legal challenges in educational systems and management of the litigious environment that emerges. Constitutional, statutory and common law relating to education are discussed.

**EDU 630 TRANSFORMATIONAL LEADERSHIP AND INNOVATION****3 credits**

Theories of leadership: roles, styles and management of the change process in educational systems. Planning, implementation and assessment process of the leader's vision for program innovation.

**EDU 635 TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS****3 credits**

The role of technology and its impact on traditional and non-traditional educational systems. Historical perspectives on traditional and non-traditional ways of educating, coupled with theories of how we communicate and learn. Range and mix of technology available as instructional tools to enhance learning across culturally diverse groups and environments. Future directions of technological innovations in educational systems.

**EDU 640 STRATEGIC PLANNING AND ASSESSMENT FOR EDUCATIONAL SYSTEMS 3 credits**

Elements of strategic planning for innovation in educational systems: Environmental scanning, SWOT analysis, renewing the organizational mission, goals and objectives to address new needs. Defining roles and levels of strategy for each institutional unit/subunit in implementing and assuring the strategic control of the plan over time.

**EDU 650 HIGHER EDUCATION LAW 3 credits**

Impact of laws, regulations, and judicial opinions on institutions of higher education. Legal issues involved in various controversies co- extensive with inquiry regarding the educational and policy implications of the legal cases considered.

**EDU 651 AMERICAN HIGHER EDUCATION CURRICULAR ISSUES 3 credits**

Conceptual analysis of curriculum and other educational program elements and rational relationships among them, including educational goals, instructional plans, program evaluation, managerial planning, content sources, and criteria for selection and organization.

**EDU 652 ADMINISTRATION AND GOVERNANCE OF HIGHER EDUCATION INSTITUTIONS 3 credits**

Analysis of controls in higher education: internal organizational patterns, roles of trustees, administrative personnel, and faculties. The impact of teaching, research, criticism, and sanctions on the differentiation of institutional goals.

**EDU 653 TEACHING AND LEARNING AT THE HIGHER EDUCATION LEVEL 3 credits**

This course is an introduction to general theories of human learning and their application to learning in academic disciplines. The course raises pedagogical and curricular issues related to the creation of instruction and learning environments in subject matter domains, as well as the evolution and status of instructional programs and practices in American higher education.

**EDU 664 GRADUATE PROJECT IN EXCEPTIONAL STUDENT EDUCATION I 3 credits**

Continuation of the research initiated in EDU 505. Refinement of research methodology, data gathering and presentation of results, concluding with the development and completion of the Graduate Project Chapters 3 Methodology and 4 Results. Prerequisite: EDU 505.

**EDU 665 GRADUATE PROJECT IN EXCEPTIONAL STUDENT EDUCATION II 3 credits**

Continuation of EDU 664. The Graduate Project will reach its final stage with the completion of Chapter 5 Discussion and Conclusions. The student will demonstrate expertise in the subject matter through a written Graduate Project and its oral defense to the faculty. Prerequisite: EDU 664.

**EDU 670 SPECIAL EDUCATION FOR ADMINISTRATORS 3 credits**

Designed for the administrator to understand and implement policies at the Federal, State and Local levels for Children with Special Needs. Major theories in the field of Special Education will be the focus, along with strategies to evaluate Special Education Programs, such as inclusion, and transition. Program planning, child placement, least restrictive environment, and assessment will be addressed.

**EDU 698 THE PRACTICAL PRINCIPAL 3 credits**

An examination of the practical side of the principalship. Areas to be discussed include research, i.e. action research; issues of moral judgment; planning and conducting faculty meetings; supervising; writing reports & grant proposals for federal, state and local agencies; building school morale; allocation of time.

**EDU 699 INTERNSHIP 3 credits**

Culminating field experience for administrators. Supervised placement in an educational setting demonstrating competencies learned throughout the program. Prerequisites: Completion of all program requirements.

**EDU 723 FIDUCIARY MANAGEMENT OF EDUCATIONAL ORGANIZATIONS 3 credits**

The course examines the knowledge and skills needed for the fiduciary management of educational organizations with a focus on budgeting, including budgeting theories and budgeting processes. The course examines the sources of revenue, allocation of expenditures, budget implementation and administration, and issues of accountability and equity.

**EDU 724 LAW AND GOVERNANCE IN EDUCATIONAL ORGANIZATIONS 3 credits**

Study of federal and state constitutions, legislation, regulatory guidelines, and court decisions as related to operation of educational institutions and organizations. Development of awareness and knowledge of legal parameters related to education. Students will be required to synthesize legal mandates and organizational responsibilities, apply knowledge of common law and contractual requirements, analyze constitutional provisions such as the separation of church and state, analyze special education litigation, and demonstrate an understanding of legal provisions for student participation, student and parent rights, torts, and liabilities.

**EDU 750 ADMINISTRATION OF CURRICULUM AND INSTRUCTION 3 credits**

The Development, Administration and Evaluation of curriculum and Instruction

**EDU 751 CROSS-CULTURAL EXPERIENCES 3 credits**

Students may travel to other countries to conduct research.

**EDU 752 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING 3 credits**

Emphasis on examining the ways in which we communicate across socioeconomic and cultural dimensions to become effective leaders and innovators.

**EDU 753 GOVERNANCE AND FINANCING OF EDUCATIONAL SYSTEMS 3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

**EDU 800 PRACTICUM I 3 credits**

A beginning level field experience in which the scholar-practitioner demonstrates (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

**EDU 801 PRACTICUM II 3 credits**

An advanced level field experience in which the scholar-practitioner demonstrates (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

**EDU 901 DOCTORAL RESEARCH SEMINAR 3 credits**

Finalizing the dissertation question(s) and appropriate methodology in educational leadership from a global perspective, resulting in a completed Dissertation Proposal. This proposal is reviewed by the student's Dissertation Committee for final approval. A grade is given once the Proposal has been approved by the Committee. Prerequisite: Completion of Comprehensive Examination.

**EDU 902 DISSERTATION CONTINUATION 3 credits**

Used to maintain residency during completion of Dissertation. Fee paid for Residency requirement.

**EDU 903 DISSERTATION COMPLETION 3 credits**

Enrollment is required in the term in which graduation requirements are completed. Includes final Dissertation approval.

**EDU 904 DEFENSE OF THE DISSERTATION****3 credits**

Usually taken in the last term of doctoral study. Enrollment is required in the term in which graduation requirements are completed. Includes successful defense of the Dissertation.

**ENG 099 ENGLISH SKILLS****Non-Credit**

A three (3) credit course in basic writing, grammar, and sentence structure as prerequisite to ENG 101 when required. Includes writing lab requirements. This course is graded Pass/Fail and course credit does not apply toward graduation requirements.

**ENG 101 ENGLISH COMPOSITION I****3 credits**

A course in clear, effective expression designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. Includes writing lab requirement. This course fulfills the Gordon Rule. Students will write a minimum of 6000 words. Students must earn a C- or higher to move on to ENG 102. Offered every semester. Prerequisite: Pass grade in ENG 099 or appropriate score on the placement test.

**ENG 102 ENGLISH COMPOSITION II/WORLD LITERATURE****3 credits**

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres, reading and writing critically on a global canon. This course fulfills the Gordon Rule. Students will write a minimum of 6000 words. Students must earn a C- or higher to enroll in upper division English courses. Prerequisite: C- or higher in ENG 101. Offered every semester.

**ENG 201 STUDIES IN POETRY****3 credits**

A survey of the genre, using a global canon to study the formal elements and various forms of poetry. Prerequisite: C- or higher in ENG 102. Offered odd years in the fall.

**ENG 202 STUDIES IN SHORT FICTION****3 credits**

A survey of the genre, using a global canon to study the formal elements of the short story. Prerequisite: C- or higher in ENG 102. Offered even years in the spring.

**ENG 203 STUDIES IN DRAMA****3 credits**

A survey of the genre, using a global canon to study the formal elements of dramatic literature. Prerequisite: C- or higher in ENG 102. Offered odd years in the fall.

**ENG 204 STUDIES IN THE NOVEL****3 credits**

A survey of the genre, using a global canon to study the formal elements of the novel. Prerequisite: C- or higher in ENG 102. Offered even years in the fall.

**ENG 311 CREATIVE WRITING****3 credits**

A practical course in writing poetry and fiction in even years in the fall and writing plays in odd years in the fall. Prerequisite: C- or higher in ENG 102.

**ENG 325 SHAKESPEARE****3 credits**

An intensive study of the plays and sonnets of William Shakespeare. Offered even years in the spring. Prerequisite: C- or higher in ENG 102. Offered odd years in the spring.

**ENG 330 AMERICAN LITERATURE I****3 credits**

A survey of American authors from the Colonial Period, the Age of Reason, and the Romantic Era. Offered odd years in the fall. Prerequisite: C- or higher in ENG 102.

**ENG 331 AMERICAN LITERATURE II****3 credits**

A survey of American authors from the Age of Realism through the 20th Century. Offered even years in the spring. Prerequisite: C- or higher in ENG 102.

**ENG 340 BRITISH LITERATURE I****3 credits**

A survey of major British authors up to and including the Renaissance. Offered even years in the fall. Prerequisite: C- or higher in ENG 102.

**ENG 341 BRITISH LITERATURE II****3 credits**

A survey of major British authors after the Renaissance and through the 20th Century. Offered odd years in the spring. Prerequisite: C- or higher in ENG 102.

**ENG 350 INTRODUCTION TO GENDER AND MULTICULTURALISM IN LITERATURE****3 credits**

This course is an analysis and appreciation of writings from a variety of diverse global groups with an emphasis on the uniqueness and nuances of culture and identity, the individual, and an acknowledgement and recognition of differences among these various groups. It will also examine the development of gender formation and sexual identity as a social, political, and historical construct and its representation in multicultural literature. Offered odd years in the spring. Prerequisite: C- in ENG 102.

**ENG 405 SEMINAR IN GENDER AND LITERATURE****3 credits**

This course will enable students to comprehend the genesis of stereotypical gender roles and how this perception is formed by social, political, and historical influences. This course will also present how this constricting perception of behavior has evolved into a more humanistic attitude toward equality in society and how these conceptions are represented in literature and various other cultural expression. Offered odd years in the fall. Prerequisite: C- or higher in ENG 102.

**ENG 420 TOPICS IN LITERATURE****3 credits**

An advanced study of selected themes, genres, and authors. Offered every semester except odd years in the fall. Prerequisite: C- or higher in ENG 102.

**ENG 470 WRITING THE MAJOR THESIS****3 credits**

This is an upperdivision writing workshop in which students receive instruction and feedback in writing as well as reinforcement of writing skills. Taught by an English professor, the course allows students to develop writing projects for assignments in their major program and to receive guidance on these projects from the planning stages through completion. Input from faculty members in the student's major program is encouraged. Offered every semester. Prerequisite: C- or higher in ENG 102.

**EPA 620 INTERNSHIP IN EMERGENCY PLANNING AND ADMINISTRATION****3 credits**

The Internship in Emergency Planning and Administration is a practical experiential field placement in a public or private emergency administration setting. The internship is practicum-based learning combined with applied research.

**EPA 630 TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION****3 credits**

This course examines the nature and extent of current and emerging technologies in the field of Emergency Planning and Administration. It analyzes technology applications and their role in emergency planning, response, recovery and mitigation. Problems and issues associated with the introduction and use of technology applications for emergency management are considered. Various information systems that support decision-making in emergency administration are examined.

**EPA 640 PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION 3 credits**

This course will examine various planning process models and methods used within the context of Emergency Planning and Administration. Students will analyze how the planning process enables critical thinking by professionals, and alternatives available in the event of an emergency. This course also considers the dynamics of coordination and cooperation among and between agencies that is required for effective emergency planning to occur.

**EPA 651 THE SOCIAL DIMENSIONS OF DISASTER 3 credits**

This course involves an analysis of sociological research regarding individual, group, organizational, and community responses to, and recovery from, disasters. It examines how social science research can be used as a basis for modifying public policy related to Emergency Planning and Administration. The course considers some theoretical principles that govern the design and implementation of effective disaster warning systems, myths concerning disaster response and how people will behave, and theoretical principles most relevant to the implementation of an effective local emergency management program.

**EPA 652 POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

This course is an examination of the political and public policy environment in which Emergency Planning and Administration is practiced. It examines the political dynamics of emergency management and analyzes government decision-making before, during, and after disasters. Students study how political factors play a role in all phases of emergency and disaster management. Students also analyze various disaster policy studies for lessons learned.

**EPA 654 LIVING IN A HAZARDOUS ENVIRONMENT 3 credits**

An examination of selected natural hazards and their distribution; technical hazards and their origin, as well as, the frequency and impact of hazardous events. Analyzes hazard perception and public response to natural hazards and technological failures. Examines the consequences of hazards on society over time and assesses various mitigation strategies. Considers trends in hazards research and explores a variety of national and international issues through case studies.

**EPA 655 VULNERABILITY ANALYSIS AND HAZARD MITIGATION 3 credits**

This course will examine hazard, risk, and vulnerability analysis within the context of Emergency Planning and Administration. The concept of hazard mitigation will be framed and analyzed as a tool to reduce vulnerability to humans and the built environment, thereby reducing potential damages from future disasters. The student will review federal, state, and local mitigation programs, and intergovernmental relationships will be explored. The role of the private sector and non-governmental organizations (NGO's) will be examined, and the economic effectiveness of vulnerability analysis will be assessed.

**EPA 665 GRADUATE PROJECT IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

The culminating Graduate Project represents a topic of professional interest selected by the student and approved by their advisor for relevance and importance in the field of Emergency Planning and Administration. In the project, the student must reflect the integration of theory and practice, as well as, demonstrate mastery in the subject matter. Final projects are presented in a seminar. 3 credit hours

**FYE 101 THE FIRST YEAR EXPERIENCE I 1 credit**

Required of all first-year students enrolled and Lynn University and for transfer students with less than 30 semester credits. This course is designed to increase students' success by assisting in obtaining knowledge and skills necessary to reach their educational objectives using a holistic approach. Topics in this course include the nature of education, time management, test taking, communication skills, study techniques, university policies and procedures, resources and services, health/wellness issues, and personal issues that face many college students. A pre-orientation to the international Academic Adventure experience program will be

offered. Students earn a letter grade for this course and must successfully pass to participate in Academic Adventure. This course meets two hours per week and is a core requirement.

### **FYE 102 THE FIRST YEAR EXPERIENCE II**

**1 credit**

FYE 101 and FYE 102 are required for all first-year students and for students transferring less than 30 semester credits. A continuation of FYE 101, this course will focus on an analysis and reflection of the international Academic Adventure experience program, multi-cultural and diversity awareness, personal finance, educational planning, leadership, community service and career development. Students will earn a letter grade for this course. This course meets two hours per week, is a core requirement and is required of all second semester freshmen. Prerequisite: FYE 101.

### **HCA 100 HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEMS**

**\* 3 credits**

A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their role in the prevention, diagnosis, and treatment of health care problems.

### **HCA 120 INTRODUCTION TO HEALTH CARE ADMINISTRATION I**

**3 credits**

Fundamental theories, principles, and concepts of management are surveyed to prepare the student for a middle management position in health care. Administration theory and management principles are examined in their application to the organizational analysis of hospitals and health care facilities.

### **HCA 210 CHANGE AND LOSS ACROSS LIFE SPAN**

**3 credits**

A study of nature and loss, especially through death as experienced by children, adults, family, and friends. The meaning of personhood is critically examined in relation to clinical brain death, along with its implications for euthanasia and living wills. Emotional differences experienced in chronic illness versus sudden abrupt change are compared. Prerequisites: PSY 150, SOC 110, ENG 101-102.

### **HCA 220 INTRODUCTION TO HEALTH CARE ADMINISTRATION II**

**3 credits**

A continuation of Introduction to Health Care Administration I. Prerequisites: PSY 150, SOC 110; ENG 101-102; HCA 120.

### **HCA 230 SOCIAL GERONTOLOGY**

**3 credits**

Examines the individual, group, and societal needs of the older population. Emphasis is placed on concepts and theoretical perspectives, factual information, research, social policy issues, and professional practice in the field of gerontology. Also included are historical aspects of aging, social support, income, employment, housing, institutionalization, retirement, death and dying, and health and social services for the elderly. Prerequisites: PSY 150; SOC 110; ENG 101-102.

### **HCA 240 MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION**

**3 credits**

An examination of basic principles of medical ethics and social responsibilities of the health and human services professional. Students discuss various ethical decisions in health care from legal and societal perspectives. Prerequisites: SOC 110; ENG 102.

### **HCA 300 RESEARCH METHODS IN HEALTH AND HUMAN SERVICES**

**3 credits**

An examination of the methods of inquiry used in applied research in health and human services. Includes case studies, survey research, needs assessments, evaluation research, epidemiological research, experimental design, and qualitative research. Other topics include resources for research, choosing a research problem, sampling, measurement issues, data analysis, and report presentation. Students design a research project and draft a research proposal. Prerequisites: MAT 221; HCA 100, 120, 210, 220, 240; PSY 150; SOC 110.

**HCA 320 PUBLIC HEALTH POLICY IN HEALTH CARE 3 credits**

An examination of health care policy in long term care including the politics of aging and the aging network as well as financial and retirement programs. Major health care and medical programs are also reviewed. Prerequisite: HCA 300 or consent of HCA Director.

**HCA 350 MENTAL HEALTH AND AGING 3 credits**

An examination of mental health problems in the United States today. Students examine the major psychological theories of aging as they relate to mental health. Basic characteristics of various functional disorders are identified, along with prevalence, prevention and treatment interventions. Alcoholism, substance abuse and suicide are discussed. Prerequisite: HCA 300 or consent of HCA Director.

**HCA 390 PRACTICUM IN HEALTH AND HUMAN SERVICES 3 credits**

The student identifies an area of interest in health and human services and develops the topic into a written project proposal. Upon approval, the project is implemented and evaluated. The course concludes with a seminar presentation and final paper. Letter grade is assigned. Prerequisite: HCA 320.

**HCA 420 THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR THE ELDERLY 3 credits**

An examination of rehabilitative and restorative care and services for the elderly, including therapeutic activity programming. Students apply techniques of assessment, activity analysis, documentation, and evaluation to activity programs as well as construct and implement a therapeutic recreation program for a specific setting and population group. Prerequisites: HCA 450 and 460.

**HCA 425 CLINICAL ASPECTS OF THERAPEUTIC RECREATION 3 credits**

An examination of the history of activity programs and therapeutic recreation programs. An extensive review of current clinical issues related to therapeutic recreation including patient assessment, documentation, regulatory compliance and standards of practice. Prerequisites: HCA 300 and HCA 320.

**HCA 430 ADMINISTRATIVE PRINCIPLES IN THERAPEUTIC RECREATION 3 credits**

The course applies management and leadership principles to the delivery of recreation services. It systematically builds a foundation of administrative and supervisory skills. Prerequisite: HCA 420. Prerequisite or Co-requisite: HCA 425.

**HCA 450 FINANCIAL REPORTING AND REIMBURSEMENT SYSTEMS IN HEALTH CARE 3 credits**

The principal sources and uses of health care funds will be addressed. Financial reporting methods of health care organizations will be examined. Prospective payment system requirements of Medicare, Medicaid and private third party payers are analyzed. Managed care is addressed. Prerequisites: ACC 202; HCA 350 and 390 or consent of HCA Director.

**HCA 460 HEALTH IN THE LATER YEARS 3 credits**

A study of the biological theories and processes of aging. Major age related diseases are discussed including prevalence, prevention and treatment interventions along with their implications for health and wellness. Prerequisites: SCI 261, HCA 350 and 390.

**HCA 470 HEALTH CARE DELIVERY IN LONG-TERM CARE 3 credits**

An examination of nursing homes, health care facilities and adult congregate living facilities. Attention is given to regulatory requirements, reimbursement policy, licensing, role and duties of administrators, staffing positions, therapeutic and support care and services, standards of health and safety as well as architectural needs. State codes and statutes are reviewed. Prerequisite: HCA 450 or consent of HCA Director.

**HCA 475 CURRENT ISSUES IN HEALTH CARE 3 credits**

Various topics of current interest not covered in other courses and particularly related to Health Care Administration. Prerequisite: Senior level status.

**HCA 495 UNDERGRADUATE ADMINISTRATIVE RESIDENCY****3 credits**

Emphasis is placed on agency or facility administration in this residency. Upon assignment to an organization the student rotates through the various departments, reviewing functions as well as the policies and procedures governing them. Requires a written log, reports, evaluations and major project as outlined in the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisite: HCA 470.

**HCA 498 UNDERGRADUATE ADMINISTRATIVE RESIDENCY IN LONG TERM CARE****3 credits**

The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six domains of practice as specified in Chapter 468, Part II, Florida Statutes and Rule 64B10, Florida Administrative Code for Nursing Home Administrators: Personnel, finance, marketing, physical resources management, laws, regulatory codes, governing boards and resident care. Placement duties consist of a supervised departmental rotation, written log, evaluation and major project as outlined by the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisites: HCA 230, 420, 470.

**HCA 530 FINANCING AND REIMBURSEMENT SYSTEMS FOR HEALTH CARE SERVICES****3 credits**

Examination of various financing and reimbursement systems for health care services. Review of private insurance and government sponsored health plans and entitlement programs including Medicare and Medicaid. Analysis of marketplace forces that drive the costs of health care. Emphasis will be on the impact of managed care programs as they affect the acute, subacute and long-term care industries.

**HCA 541 RESIDENTIAL AND COMMUNITY HEALTH CARE SYSTEMS****3 credits**

Analysis of the health and mental health systems and utilization patterns. Examination of the structure, services, and regulatory requirements of assisted living facilities, home health agencies, adult day care centers and hospices. Specific services analyzed in terms of regulatory requirements, access, and outcomes.

**HCA 542 HEALTH CARE INSTITUTIONAL SYSTEMS****3 credits**

Examination of the structure, services, and regulatory requirements of nursing homes. Licensing, structural requirements, roles/duties of administrators, staffing patterns, and resident assessment are reviewed. Physical environment, life safety, universal precautions, and ADA requirements are examined in depth. Federal regulations and state codes/statutes.

**HCA 550 CLINICAL ASPECTS OF MEDICAL CARE****3 credits**

Overview of anatomy and physiology of illness and disease processes. Acute and chronic illness processes and their manifestations along with health behaviors and nutritional needs. Pharmacological and medical treatment reviewed along with professional and medical ethics.

**HCA 555 ACCOUNTING AND FINANCIAL MANAGEMENT OF HEALTH CARE ORGANIZATIONS****3 credits**

An overview of financial management in the short and long term health services industry. Emphasis placed on pricing, cost analysis, forecasting, budgeting, and financial statement analysis. Prerequisite: ACC 201

**HCA 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE****3 credits**

Examination of the psychological theories of aging over the life span. Identification of the behavioral aspects: needs, stressors, psychodynamics, personality, emotions, and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care, models of effective treatment services.

**HCA 565 HEALTH CARE MANAGEMENT AND ADMINISTRATION** **3 credits**

Examination of management policies and practices in health care administration including forecasting, planning, marketing, organizing, staffing and directing complex, multi-cultural health care facilities. Successful managerial strategies will be stressed. Emphasis will be on corporate compliance programs as they relate to the health care industry including governmental antitrust policies as they affect change in the health care delivery system.

**NOTE:** Health Care Administration students must take HCA 565 Health Care Management and Administration, in lieu of MBA 500 and must take HCA 555 Accounting and Financial Management of Health Care Organizations in lieu of MBA 550.

**HCA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS** **3 credits**

Comprehensive overview of personnel practices and labor relations, including human resource planning, ADA, staffing, performance appraisal, labor-management relations and collective bargaining. Leadership studies highlighted.

**HCA 585 HEALTH CARE POLICY AND ANALYSIS** **3 credits**

Analysis of the federal, state, and local level trends and initiatives affecting health care policy and its formulation. Focus on the social, economic, and political forces shaping health care policy and service delivery.

**HCA 590 CARE MANAGEMENT: THEORY AND PRACTICE** **3 credits**

The theory and practice of care management and its implications. Skills development in interviewing, assessment instruments, and report writing with a comprehensive overview of crisis management, family dynamics, advocacy and confidentiality.

**HCA 595 ETHICAL AND LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION** **3 credits**

Examination of the ethical, moral and legal issues affecting the health care administrator and policy maker. The establishment and function of an ethics committee will be addressed. Key issues concerning patient rights will be analyzed through the use of case studies.

**HCA 597 INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION** **1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**HCA 600 HEALTH CARE ADMINISTRATION INTERNSHIP** **3 credits**

A supervised 650-hour internship in a health care setting, designed for those who do not have experience in the field. Requires a written log, reports and evaluations. An Internship Project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration. Regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

**HCA 601 ADVANCED HEALTH CARE ADMINISTRATION INTERNSHIP** **3 credits**

A supervised 500-hour internship in a health care setting for those with documented experience in the field. Requires a written log, reports and evaluations. An Internship Project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration.

**HCA 603 NURSING HOME ADMINISTRATION INTERNSHIP** **3 credits**

A supervised 650-hour internship designed for those who do not have experience in the field. Development of professional competence in administering a nursing home facility approved for a 650-hour internship placement. Internship covers the 6 domains of practice stipulated in Chapter 468 Part II of the Florida Statutes & Rules Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an Internship Project and passing an Internship Examination are requirements.

**HCA 604 ADVANCED NURSING HOME ADMINISTRATION INTERNSHIP 3 credits**

A supervised 500-hour internship designed for those with documented experience in the field. Development of professional competence in administering a nursing home facility approved for a 500-hour internship placement. Internship covers the 6 domains of practice stipulated in Chapter Chapter 468 Part II of the Florida Statutes & Rule Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an Internship Project and passing an Internship Examination are requirements.

**HCA 605 ELDER CARE COMMUNITY INTERNSHIP 3 credits**

A supervised 500-hour internship in a health care setting serving the elderly, such as a social service agency, an adult daycare center, adult congregate living facility, or a retirement community. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the field supervisor and faculty advisor.

**HCA 606 INTERNSHIP IN CARE MANAGEMENT 3 credits**

A supervised 500-hour internship in a geriatric care management organization or setting. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

**HCA 607 HEALTH CARE ADMINISTRATION INTERNSHIP 3 credits**

A supervised 500-hour internship in a health care setting in either an inpatient or outpatient setting. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

**HCA 665 GRADUATE PROJECT IN HEALTH CARE 3 credits**

The culminating graduate project option represents topics of professional interest selected by the student and approved by his/her advisor for its relevance and importance in the Health Care field for the 21st century. Project preparation begins in MS 505 Applied Research Methods, where a student selects an advisor-approved topic and develops a preliminary practice-oriented proposal. Prerequisite: MS 505.

**HM 100 INTRODUCTION TO HOSPITALITY AND TOURISM 3 credits**

The growth and progress of the hospitality industry. How hospitality and tourism businesses are organized, financed and operated. The industry's opportunities and future trends are stressed.

**HM 125 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT 3 credits**

A survey of the history, organizational structure and future direction of the sports and recreation industry.

**HM 140 FRONT OFFICE OPERATIONS 3 credits**

A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions.

**HM 150 INTRODUCTION TO CAMP ADMINISTRATION 3 credits**

This course offers an overview and introduction into what camp administration entails. Subjects covered will be the camp director's job, marketing and evaluation procedures, business and finance in camping, staff recruitment, training and supervision, programming and scheduling, operation and implementation of activities and programs, and risk management and safety issues.

**HM 160    ADVANCED GOLF SKILLS I** **3 credits**

Emphasis on knowledge of the game as it applies to grip, aim, stance and swing. Students must demonstrate playing proficiency in these four areas.

**HM 163    HOSPITALITY EMPLOYEE DEVELOPMENT** **3 credits**

Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching and counseling. Prerequisite: HM 100.

**HM 201    HOSPITALITY INDUSTRY FINANCIAL ACCOUNTING** **3 credits**

A simplified overview of accounting, basic accounting concepts, financial statements, chart of accounts, asset, liability and equity accounts, effects of business transactions, debits and credits, accounting records, journalizing and posting, the month-end accounting process, the year-end accounting process. Lab fee: \$30.

**HM 215    HOSPITALITY INDUSTRY COMPUTER SYSTEMS** **3 credits**

Introduction to automation in lodging and food service operations. Includes an introduction to computer systems, hardware, software, software application, programming and systems selection for various hospitality operations. Lab fee: \$30.

**HM 216    SPORTS SKILLS I: TENNIS** **3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

**HM 218    SPORTS SKILLS I: GOLF** **3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

**HM 231    HOSPITALITY MANAGEMENT AND ORGANIZATION** **3 credits**

Examines the skills specific to managing operations. Includes management responsibilities, operational responsibilities and the personal and professional demands of management. Prerequisite: HM 163.

**HM 250    GOLF SEMINAR I** **3 credits**

Relevant topics related to the management and operation of different types of golf facilities will be discussed. Trends and advances in the sport will be emphasized.

**HM 271    HOSPITALITY INDUSTRY HUMAN RELATIONS** **3 credits**

The transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. Also describes the general process of management and how to achieve organization goals by planning, organizing, coordinating, staffing, directing, controlling and evaluating functions. Prerequisite: HM 163.

**HM 290    HOSPITALITY INTERNSHIP** **3 credits**

250 hours of work in the Hospitality Industry. The field experience will be accompanied by reports, journals and faculty conferences. Prerequisite: consent of instructor.

**HM 300    HOTEL - SPECIAL TOPICS** **3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hotel industry.

**HM 301 RESORT - SPECIAL TOPICS****3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the resort industry.

**HM 302 TOURISM - SPECIAL TOPICS****3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research.

**HM 303 HOSPITALITY - SPECIAL TOPICS****3 credits**

The hotel field is constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry.

**HM 304 FOOD SERVICE - SPECIAL TOPICS****3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry.

**HM 306 SPORTS - SPECIAL TOPICS****3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the sports industry.

**HM 308 RECREATION - SPECIAL TOPICS****3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the recreation industry.

**HM 310 HOSPITALITY INDUSTRY LAW****3 credits**

An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence and other legal relationships for hotels, motels, restaurants and clubs.

**HM 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY****3 credits**

Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control, planning cash flow; incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Prerequisite: HA 201 or ACC 201. Lab fee: \$30.

**HM 316 SPORTS SKILLS II: TENNIS****3 credits**

Continuation of HA 216. Prerequisite: HA 216. Lab fee \$30.

**HM 318 SPORTS SKILLS II: GOLF****3 credits**

Continuation of HA 218. Prerequisite: HA 218. Lab fee: \$30.

**HM 322 SECURITY MANAGEMENT****3 credits**

Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a view toward resolving operational losses.

**HM 326 METHODS OF TEACHING SPORTS****3 credits**

A professional sports management intensive course covering the techniques and methods of teaching sports such as golf, swimming, tennis and taekwon do.

- HM 331 HOSPITALITY STUDY TOURS** **3-9 credits**  
 On-site experience at hospitality businesses for an evaluation of a domestic property. Management procedures, concepts and styles of operation will be scrutinized.
- HM 332 INTERNATIONAL STUDY TOURS** **3-9 credits**  
 On-site experience at international hospitality businesses for a comparative evaluation of a domestic international property. Management procedures, concepts and styles of operation will be scrutinized.
- HM 336 RECREATIONAL TURF AND LANDSCAPE MANAGEMENT** **3 credits**  
 Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses and recreational areas.
- HM 340 ADVANCED GOLF SKILLS** **3 credits**  
 A continuation of HA 160.
- HM 343 FOOD SERVICE PURCHASING** **3 credits**  
 Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques.
- HM 345 FOOD PRODUCTION** **3 credits**  
 This course will serve as an introduction to food production techniques and will include: processing of meats, stocks and sauces, continental cuisine and regional cuisines of America.
- HM 347 FOOD SERVICE SANITATION** **3 credits**  
 Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices.
- HM 348 FOOD AND BEVERAGE COST CONTROLS** **3 credits**  
 This course will include a thorough analysis of food, beverage and labor cost control techniques from a management perspective. Prerequisite: HA 201.
- HM 349 FOOD AND BEVERAGE MANAGEMENT** **3 credits**  
 Food and beverage management will be explained through the following areas: dining room management, beverage management, storeroom management, nutritional analysis, and menu planning.
- HM 350 MANAGEMENT INFORMATION SYSTEMS FOR THE HOSPITALITY INDUSTRY** **3 credits**  
 Advanced topics will be covered, computer system feasibility studies, designing a computer system and an in-depth study of Lodging and Resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. Prerequisite: HA 215. Lab fee: \$30.
- HM 353 HOSPITALITY SYSTEMS AND OPERATIONS** **3 credits**  
 Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic, and detailed analysis of case studies. Prerequisites: HA 311,350.
- HM 355 CUSTOMER SERVICE** **3 credits**  
 An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints.

- HM 358 HOSPITALITY LABOR RELATIONS** **3 credits**  
 Topics include history of organized labor, union organizing campaigns, labor law, employment law, collective bargaining, and union management relations. Case studies and role playing are integral parts of the course.
- HM 360 METHODS/MATERIALS OF TEACHING GOLF** **3 credits**  
 A professional golf management intensive course covering the techniques of teaching golf.
- HM 361 FOOD SERVICE OPERATIONS I** **1 credit**  
 The application of management techniques to the areas of food production and dining room service. Students will be placed in The University Club to gain practical application of these techniques.
- HM 362 FOOD SERVICE OPERATIONS II** **4 credits**  
 This course is designed to teach the student the principles of menu planning and design in various types of food service operations. The University Club will provide a laboratory for the marketing and testing of these menus.
- HM 363 FOOD SERVICE OPERATIONS III** **4 credits**  
 Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation and service will be taught for different types of food service operations. The University Club will provide the real world setting for this course.
- HM 365 HOSPITALITY HUMAN RESOURCES MANAGEMENT** **3 credits**  
 Focus is on application of human resources principles to the hospitality industry, including selection, employment law, and health and safety. Prerequisite: HA 163.
- HM 370 GROUP AND CONVENTION MANAGEMENT** **3 credits**  
 Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementation of more competitive service.
- HM 375 HOSPITALITY STRATEGIC MARKETING** **3 credits**  
 Examines marketing, the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising and evaluation of case studies.
- HM 380 WORLD TOURIST ATTRACTIONS** **3 credits**  
 A geographical, social, cultural, political and economic analysis of the major tourist areas in the world and investigation into historical foundations and developments that have contributed to or have had an impact upon an area's offerings to the tourist market and their reasons for choosing such destinations.
- HM 385 TOURISM PLANNING AND DEVELOPMENT** **3 credits**  
 A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism's proper development within the economic, political and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations and support industries.
- HM 390 HOSPITALITY INTERNSHIP** **3 credits**  
 250 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: consent of the instructor.

- HM 410 HOSPITALITY LEADERSHIP AND SUPERVISION** **3 credits**  
 An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior and social responsibility.
- HM 416 SPORTS AND RECREATION FACILITIES** **3 credits**  
 This course provides an understanding of recreational facilities and the layout of space allocation both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of facilities.
- HM 426 HEALTH FACILITIES** **3 credits**  
 The study of administrative theory, responsibilities, personnel supervision and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth.
- HM 445 ADVANCED FOOD PRODUCTION** **3 credits**  
 This course will provide advanced food production analysis in the following areas: quantity food production, health conscious cuisine and Garde Manger.
- HM 446 SPORTS AND RECREATION SEMINAR** **3 credits**  
 Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research, will be covered.
- HM 447 INTERNATIONAL BAKING AND PASTRY** **3 credits**  
 A global survey of the art and science of baking and pastry production. Topics include: breads and rolls, French pastries, cakes, tortes and other international pastries.
- HM 449 INTERNATIONAL CUISINE** **3 credits**  
 This course will provide the advanced student an analysis of Classic French, European, Asian and various other cuisines.
- HM 455 CLUB FACILITIES MANAGEMENT** **3 credits**  
 This course provides an understanding of golf operation facilities and the layout of space both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of these facilities.
- HM 460 GOLF SEMINAR II** **3 credits**  
 A continuation of HA 250.
- HM 481 HOSPITALITY INDUSTRY SEMINAR** **3 credits**  
 This capstone course will include current issues in personal and professional development for the hospitality manager. Topics include ethics, principle centered living, and situational leadership. Prerequisite: Senior standing or consent of instructor.
- HM 485 TURF AND LANDSCAPE MANAGEMENT** **3 credits**  
 Basic care and maintenance of fine turf grass, trees, shrubs, and ornamental plants used on golf courses.
- HM 487 TOURISM SEMINAR** **3 credits**  
 Current topics and developments within the tourism/hospitality industry with emphasis on career development in tourism and travel. Prerequisite: senior standing.
- HM 490 HOSPITALITY INTERNSHIP** **3 credits**  
 500 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: Consent of instructor.

- HM 495 RESEARCH IN HOSPITALITY** **3 credits**  
Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the Dean.
- HM 499 INDEPENDENT STUDY IN HOSPITALITY II** **3 credits**  
Independent research projects or other approved phases of research or independent study. Prerequisite: permission of the Dean.
- HM 525 FOOD SERVICE ADMINISTRATION** **3 credits**  
Food service systems and operations. Controls and financial management of efficient food service operations.
- HM 530 RESORT DEVELOPMENT AND MANAGEMENT** **3 credits**  
Principles of resort management with particular reference to the social, economic, and environmental issues involved in resort development and management.
- HM 550 HOSPITALITY MANAGEMENT EDUCATION** **3 credits**  
An overview of educational research, curriculum development, and the role of the faculty member in Hospitality Management Education.
- HM 555 FINANCIAL MANAGEMENT** **3 credits**  
An overview of financial management in the service industry in the short-term and long-term, including: pricing, cost analysis, forecasting, financial statement analysis.
- HM 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS** **3 credits**  
Comprehensive overview of personnel practices and labor relations including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. Leadership studies are highlighted.
- HM 575 SERVICE MANAGEMENT** **3 credits**  
An integrated approach to the marketing, operational and human aspects of managing a service business. Case studies of service businesses provide the major focus for service management analysis.
- HM 597 INDEPENDENT STUDY IN HOSPITALITY MANAGEMENT** **1-3 Credits**  
Opportunities to explore both career directions and areas of individual interest.
- HM 665 GRADUATE PROJECT IN HOSPITALITY MANAGEMENT** **3 credits**  
The Project is developed in an area of professional interest and importance in the Hospitality field. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter.
- HM 670 SPECIAL TOPICS IN HOSPITALITY** **3 credits**  
Analysis of special topics of current interest that reflect the latest developments or current trends in the industry.
- HIS 111 WESTERN CIVILIZATION I** **3 credits**  
An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval, and Non-Western civilizations; also including the Renaissance and Reformation.
- HIS 112 WESTERN CIVILIZATION II** **3 credits**  
An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War.

- HIS 113 20TH CENTURY WORLD** **3 credits**  
 An examination of significant trends and events from 1930 to the present using comparative perspectives.
- HIS 221 AMERICAN HISTORY I\*** **3 credits**  
 A general examination of the social, political, cultural, and economic history of the United States from the “New World” to the Civil War.
- HIS 222 AMERICAN HISTORY II** **3 credits**  
 A general examination of the social, political, cultural, economic, and international events influencing the United States from the Civil War to World War II.
- HIS 225 UNITED STATES GOVERNMENT** **3 credits**  
 An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with IRPS 225.
- HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES** **3 credits**  
 A topical approach to key political and social events that have an impact on American culture.
- HIS 240 AMERICAN SOCIETY SINCE 1945** **3 credits**  
 The aim of this course is to explore social, political, economic, and cultural change in the United States since 1945. Topics include family life, popular music, the suburban experience, women’s and civil rights movements, and life in a consumer society.
- HIS 320 LATIN AMERICAN HISTORY** **3 credits**  
 An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism, and the trend toward economic integration. Cross-listed with IRPS 320. Prerequisite: IRPS 150 or 250.
- HIS 332 HISTORY OF AMERICAN CAPITALISM** **3 credits**  
 This course is a survey of the development of American business from colonial times to the present. The course will investigate the evolution of modern managerial capitalism, study some of the people who created it, organized it, and then made it work. In addition, this course will explore the history of managerial behavior and ethics in American business.
- HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM** **3 credits**  
 Historical and contemporary America as viewed by the American Film Industry using various perspectives across disciplines such as: social and behavioral sciences, science and technologies, film, and humanities.
- HIS 481 SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST** **3 credits**  
 This course will examine Hitler’s antisemitic policies and practices, their causative factors and their implications as an example of the effect of prejudice. Prerequisite: Junior and Senior standing.
- HIS 482 HISTORY SEMINAR** **3 credits**  
 A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. Prerequisite: Senior standing.
- HNR 295 HONORS SEMINAR I** **1 credit**  
 Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students.

**HNR 395 HONORS SEMINAR II****1 credit**

Open to seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

**HNR 495 HONORS SEMINAR III****1 credit**

Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

**HS 100 INTRODUCTION TO HUMAN SERVICES I****3 credits**

This course surveys and discusses the theoretical concepts and principles upon which the human service field operates. Students visit agencies and human service organizations to observe community settings. They will gain a basic knowledge of the human service field.

**HS 101 INTRODUCTION TO HUMAN SERVICES II****3 credits**

Students learn to analyze the theoretical concepts and principles upon which the human service field operates. Students are introduced to agencies and human service organizations to gain knowledge and understanding of child care; early childhood education; recreation; hospitality; and eldercare settings.

**HS 150 INTRODUCTION TO LEADERSHIP****3 credits**

The course introduces students to the basic principles of contemporary management and leadership styles, differentiates between the study of management and leadership, and cites the function of leadership in education, in cultural management and other human services industries.

**HS 200 INTERPERSONAL PROCESS IN HUMAN SERVICES****3 credits**

The student gains a general knowledge of human communications, interpersonal relationships, and small group dynamics. Topics discussed include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Practical application of the theory of interpersonal process is conducted during the Human Services Practicum (HS 250) during the summer semester. Pre-requisite: PSY 150.

**HS 230 GROUP DYNAMICS IN HUMAN SERVICES****3 credits**

The dynamics of small group systems in relation to other human service systems. Emphasis on participation in and facilitation of task-oriented or decision-making groups and leadership theory. Prerequisite: HS 100.

**HS 240 HELPING IN HUMAN SERVICES****3 credits**

Introduction to the helping role. A philosophical exploration of various concepts of the helping relationship and the ethical issues inherent in that process. Students develop their own philosophy of helping. Prerequisite: HS 100.

**HS 250 HUMAN SERVICES PRACTICUM****3 credits**

Students become involved and have direct contact with clients and/or customers and field supervisors in the following fields: childcare, education, eldercare, recreation, hospitality. They complete seventy (70) hours of service in an unpaid practicum. During this practicum experience the students apply the practical knowledge gained in SOC 110 and the practice necessary to understand HS 200. They also participate in field trips and weekly seminars. Prerequisite: HS 150.

**HS 251 INTERNSHIP I****3 credits**

Students complete 100-120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 250.

**HS 252 INTERNSHIP II****3 credits**

Students complete 120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 251.

**HS 255 HUMAN SERVICE ORGANIZATIONAL SYSTEMS****3 credits**

The dynamics of human service organizations in relation to other human service systems. Emphasis on knowledge of factors that influence organizational behavior, the skills useful in influencing organizational outcomes and the characteristics of effective human service professionals in human services organizations. Prerequisite: HS 100.

**HS 301 HUMAN SERVICE PROFESSIONALS****3 credits**

Students will learn about work options in public and private agencies. This course will correlate opportunities to the interpersonal dynamics and communication skills required by the human service professional. A mentorship situation will be created to establish role model situations for students.

**HS 320 COMPARATIVE EDUCATION AND HUMAN SERVICES****3 credits**

The educational and human service systems of selected developed and developing countries studied in cross-cultural perspective.

**HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES****3 credits**

An analysis of the political processes that shape and influence educational politics and human service agencies and services in the United States at the local, state, and national levels. 3 credit hours.

**HS 340 PERSONAL DEVELOPMENT FOR HUMAN SERVICE PROFESSIONALS****3 credits**

The student will be able to develop self awareness and a personal philosophy. Students will examine how their own personal and professional values affect their practice. Also, students will learn how to become sensitive to different value systems. Prerequisite: HS 255.

**HS 350 HUMAN SERVICES INTERNSHIP****3 credits**

In this first of four internship experiences, students will complete field work in hotels, clubs, restaurants or human service agencies. Weekly seminars will present issues for discussion including management and leadership. Field hours TBA.

**HS 355 THE ADMINISTRATION OF CHANGE****3 credits**

Course content includes forces of change, models and strategies for intentional change diffusion, planning and managing change, and self-renewal in educational organizations and human services.

**HS 360 ASSESSMENT IN HUMAN SERVICES****3 credits**

This course is an introduction to applied research as it relates to individual, group, or community assets and needs assessments. Prerequisite: HS 255.

**HS 370 PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICE ORGANIZATIONS****3 credits**

The knowledge and skills involved in planning, management, and evaluation of programs in the human services. The problem-solving process and decision-making is emphasized. Prerequisite: HS 255.

**HS 375 HUMAN SERVICES INTERNSHIP****3 credits**

Students will complete field work experience in a hotel, restaurant, recreational club, or human service agency. Weekly seminars will offer discussion topics including planning and management strategies, goals of businesses and organizations, marketing, and organizational behavior. Field hours TBA.

**HS 400 LEADERSHIP BEHAVIOR****3 credits**

This course is designed to provide students the opportunity to simulate the position of a human service administrator and assume the leadership of a typical agency. The content is developed around the use of simulated materials and focuses on the individual student and his/her approach to realistic problems and situations faced by a human service administrator. These responses are the basis for the student's self-examination of his/her administrative behavior and enables him/her to capitalize upon strengths and ameliorate weaknesses. Prerequisite: Consent of instructor.

**HS 410 INTERVENTION STRATEGIES FOR HUMAN SERVICE PROFESSIONALS****3 credits**

This course is designed to provide practical, applied intervention strategies in work with individual clients. The course will cover ethics and client rights, basic communication and listening skills, cognitive and affective helping strategies, problem-solving techniques. Students will learn to assess client situations and behaviors for referral to other professionals. Crisis intervention strategies will also be covered. Multidisciplinary team intervention will be discussed. Prerequisite: HS 255.

**HS 420 ETHICAL AND LEGAL ISSUES IN HUMAN SERVICES****3 credits**

A survey of ethical, legal and professional issues facing the human services worker. Designed to teach a process of ethical decision-making and to increase awareness of the complexities in the Human Service field. Students will learn how to address and work with laws relating to confidentiality, client records and legal documents kept on clients, ethical and professional standards, subpoenas, legal actions, search warrants and preparation for court testimony. Prerequisite: HS 255.

**HS 450 HUMAN SERVICES INTERNSHIP I****6 credits**

Students will spend 20 hours per week in an internship situation within a Human Service organization. This internship will be offered concurrently with weekly seminar sessions. Seminar sessions will deal with practical application of current theories and research regarding the settings in which students will be placed for their internship hours. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 370.

**HS 475 HUMAN SERVICE SENIOR INTERNSHIP****6 credits**

Students will spend a minimum of 20 hours per week in an internship within a Human Service organization or setting that is consistent with the student's minor. Students are required to attend weekly seminars and to complete a senior paper that will include a description and in-depth study of the student's internship setting. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 380.

**HS 482 HUMAN SERVICE SENIOR SEMINAR****3 credits**

This course will offer a study of selected issues and specialized topics in the field of human services and/or hospitality. Designed for seniors, the seminar will help prepare students for entrance level employment positions. Interviewing techniques will be explored and a written resume and work portfolio will be designed by each student. Prerequisite: Senior standing.

**HUM 101 ART APPRECIATION****3 credits**

This course will concentrate on specific works of art which are expressions of the cultural values held by people from nations around the world. While the focus of the course is on artistic monuments and works, they cannot be thoroughly comprehended without including material about the historical events, philosophy, intellectual ideas, which inspired these works. The goal of this course is to enable students to increase their awareness through the study of art of the rich and vast numbers of cultures that have and currently make up our global world. It will also show how these cultures have interacted and contributed to the development of human civilization. Prerequisite: None.

**HUM 102 MUSIC APPRECIATION****3 credits**

A consideration of the principal musical forms against the background of other arts: symphony, musical drama, jazz, folk music, and experimental forms.

**HUM 103 THEATER APPRECIATION****3 credits**

This course will provide a student a broad understanding of the history of the theater and the elements of theatrical production. The course will begin with an analysis of the structure of a play and the nature of the theater itself. Another unit of the course will examine the key historical eras within the development of theater as an art form around the world. Prerequisites: None

**HUM 104 DANCE APPRECIATION****3 credits**

This is a performance course which also introduces students to the study of dance techniques, criticism, and appreciation. Students explore classical and contemporary dance vocabulary. Prerequisites: None.

**HUM 170 HUMANISTIC APPROACHES TO WORLD CULTURE****3 credits**

This course exposes the student to a deeper awareness of world cultures through an interdisciplinary approach which draws on the main emphases in the humanities of history, art, music, language, and literature. Consideration of worldview and ideology in their relationship to past and contemporary global issues will serve as an integral theme of the course.

**HUM 201 LOGIC****3 credits**

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied.

**HUM 203 EARLY ART HISTORY****3 credits**

From prehistoric art through the art of the Gothic period. Prerequisites: HUM 101.

**HUM 204 RENAISSANCE TO MODERN ART HISTORY****3 credits**

From the Renaissance through the Age of Impressionism. Prerequisite: HUM 100 or 101.

**HUM 205 HISTORY OF PHOTOGRAPHY and FILM PRINCIPLES****3 credits**

History and development of photography and film from its beginning to the present, focusing on the creative and technical aspects.

**HUM 206 HISTORY OF PHOTOGRAPHY AND FILM CONCEPTS****3 credits**

The student will gain an understanding of the basic concepts used in both photography and film, and their impact on the artist.

**HUM 221 INTRODUCTION TO PHILOSOPHY****3 credits**

A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront humankind, both collectively and individually.

**HUM 230 WORLD RELIGIONS****3 credits**

A comparative study of the great religious traditions of the world which seeks to understand their place in history and their impact on the world today. Hinduism, Buddhism, Christianity, Islam, Taoism, Native American, and African traditions will be discussed. The course will approach these traditions as living. It will invite students to enter into dialogue with them, observe them in their unique cultural contexts, and ultimately to learn how they enrich and challenge our lives.

**HUM 250 HISTORY OF GRAPHIC DESIGN****3 credits**

This course explores the visual language invented and re-invented by human beings throughout history and covers the work of historically significant graphic designers and typographers. Prehistoric mark-making and the development of the written word will be covered as well as revolutionary technological changes such as the invention of the printing press, moveable type and the digital information era.

**HUM 300 GREAT ISSUES****3 credits**

An interdisciplinary approach to such topics as “Man and the Universe,” “Science, Technology and Society,” “Man and the Imagination,” and “Faith and Morals.” Prerequisite: Junior and Senior standing.

**HUM 301 CREATIVE THINKING****3 credits**

An examination of different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures for obtaining greater intellectual flexibility. Prerequisite: Junior and Senior standing.

**HUM 302 ETHICS****3 credits**

A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, and Dewey. The principles derived will be applied to the problems of the present in individual as well as social situations.

**HUM 315 MODERN ART HISTORY: POST-IMPRESSIONISM TO 1945****3 credits**

From the post-impressionists to the abstract expressionists. Prerequisite: HUM 100 or 101.

**HUM 350 AMERICAN PHILOSOPHY****3 credits**

A study of the major insights of Edwards, Pierce, James, Royce, and other American philosophers. The course explores the ways philosophical ideas shaped American law, politics, morals, aesthetics, and educational structures. Prerequisite: Junior and Senior standing.

**HUM 390 LIBERAL ARTS INTERNSHIP****3-6 credits**

Opportunity for Liberal Arts majors to gain on-the-job experience through an internship placement. Advisor/Dean permission required

**HUM 399 COMMUNITY AWARENESS****1-3 credits**

An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: Junior or senior standing.

**HUM 410 GREAT BOOKS****3 credits**

A study of some of the seminal works of literature both fiction and nonfiction from writers around the world. The course explores their significance, depth and the degree to which they provide the challenge to reflect upon human experience. Prerequisite: HUM 100 or Junior or Senior standing.

**HUM 411 ART HISTORY: 1945 TO THE PRESENT****3 credits**

From the development of Abstract Expressionism through Postmodernism. Prerequisite: HUM 203 or 204.

**HUM 490 LIBERAL ARTS SEMINAR****3 credits**

A capstone senior course.

**HUM 495, 496, 497 INTERNATIONAL STUDIES IN ART AND HUMANITIES****3-9 credits**

International studies abroad in languages, arts, and cultures of foreign nations and societies, stressing the unique experience of study in a foreign country and direct experience of another culture. Prerequisite: Permission of advisor/Dean.

**INB 390 GLOBAL BUSINESS ENTERPRISE****3 credits**

This course surveys the unique opportunities and challenges faced by firms engaged in cross-border and/or foreign business activities. Through text, lecture, case analysis, selected readings, and in-class activities, students will be exposed to the diversity and complexity of the international business environment and how it affects them as workers, consumers, citizens, and future managers. Prerequisite: BUS 270.

**INB 391 COMPARATIVE ECONOMIC SYSTEMS****3 credits**

This course provides an overview of the opportunities and challenges relevant to the conduct of business in dissimilar economic systems. Students will compare international business as it is characteristically affected by differing national economic and political philosophies, patterns or government-business relationships, and strategies for economic development. Prerequisites: BUS 171, BUS 210, and INB 390.

**INB 393 MULTINATIONAL CORPORATION- EVOLUTION AND CURRENT ISSUES****3 credits**

This course is designed to expose the student to the workings of the international financial management environment, foreign exchange risk management, multinational working capital management and financing of foreign operations. Prerequisites: INB 390 and BUS 311 or permission of instructor. Offered: Fall.

**INB 491 CONTEMPORARY INTERNATIONAL BUSINESS ISSUES****3 credits**

Students will analyze the effects of currently emerging issues on developing or defending competitive international business performance. Through the integrative exercise of theory, concepts and tools acquired in their prior courses, students will demonstrate their ability to apply that broad foundation of knowledge to the formulation of strategies and tactics specific to the changing scenarios characteristic of the constantly fluid international business environment. Prerequisites: INB 390 or permission of instructor. Offered: Spring.

**INB 492 LEGAL ASPECTS OF INTERNATIONAL BUSINESS****3 credits**

A survey of international laws, regulations and codes, plus those international institutions whose duty it is to regulate intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the "Global Village". Prerequisite: BUS 312, BUS 313, INB 390. Offered: Spring.

**INB 495 INTERNATIONAL STUDY ABROAD PROGRAM****6 credits**

A four to five month internship in the student's area of study will be conducted through a partner university or college. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business.

**INB 496 INTERNATIONAL STUDY ABROAD IN BUSINESS****3-9 credits**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political, and economic. Studies abroad in business may accumulate up to nine (9) credits depending on the nature and scope of the project, with fifteen (15) contact hours of instruction necessary for each hour of credit earned. Students considering enrollment in

International Studies in Business should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of Advisor/Dean.

**INT 390 INTERNATIONAL INTERNSHIP**

**3 – 6 credits**

Opportunity for students participating in Lynn University's International Internship Program opportunities to gain on-the-job experience through an internship placement. Advisor/Dean permission required.

**IRPS 100 INTERNATIONAL EXPERIENCE**

**1 credit**

This course is an international or cross-cultural experience aimed at stimulating and expanding students' perspectives in global education. It is a requirement that must be satisfied during the freshmen year. It will encourage students to experience, first hand, new international or cross-cultural learning adventures in a variety of settings. Academic credit for the course will be based on participation and a final examination project. A first-year student who does not successfully complete FYE 101 with a "D" grade or better and/or is placed on Disciplinary Probation forfeits the right to attend the Academic Adventure.

**IRPS 150 CONTEMPORARY POLITICAL SCIENCE**

**3 credits**

This course explores the complex, multifaceted world of politics and government at the end of the 20th century and the beginning of the 21st century. Topics examined include the nature of law and government, the development of the nation-state and the evolution of ideology. These developments are placed within a contemporary as well as a comparative context in order to investigate current and future political challenges including social and economic developments, problems in political democracy and issues of globalization and conflict.

**IRPS 225 UNITED STATES GOVERNMENT**

**3 credits**

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with HIS 255.

**IRPS 250 CONTEMPORARY GEOPOLITICAL AFFAIRS**

**3 credits**

Introduction to the interplay of geography on political and cultural events. Emphasis on current events.

**IRPS 320 LATIN AMERICAN HISTORY**

**3 credits**

An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism and the trend toward economic integration. Prerequisite: IRPS 150 or 250. Cross-listed with HIS 320.

**IRPS 325 INTERNATIONAL DIPLOMACY**

**3 credits**

The evolution of modern diplomacy over the last two centuries will be examined. Changes in strategies and techniques, as well as distinctions in diplomatic goals will be analyzed, particularly in terms of cultural, historical and national contexts. Prerequisites: IRPS 150 and 250.

**IRPS 330 POLITICS OF DEVELOPMENT**

**3 credits**

This course examines divergent explanations for development and underdevelopment. Emphasis is placed upon the concepts and theories which highlight the political process and political actors involved in the politics of development. Attention is given to the role of international political and economic organizations in the development process. Where appropriate, country studies are examined to illustrate theoretical dimensions. Prerequisites: IRPS 150 and 250.

**IRPS 340 GOVERNMENT AND POLITICS OF RUSSIA**

**3 credits**

Russia has been a key international player for most the 20th century, driving the foreign policy of Western nations through the theater of confrontation known as the Cold War. The rise and fall of the Soviet Union will be a focus, as will contemporary concerns about the stability and development of the fledgling Russian Republic. Prerequisite: IRPS 150 or 250.

**IRPS 350 COMPARATIVE POLITICS****3 credits**

This course assists students in acquiring a theoretical and analytical structure in which to approach the study of comparative governments by taking a regional approach which highlights cultural, historical, economic and political features common to all or most of the states within a given geographic area. In doing so, it provides the basis for comparison not only between and among states, but also across regional boundaries. Prerequisite: IRPS 150 or 250.

**IRPS 365 INTERNATIONAL EXPERIENCE IN THE MAJOR****3 credits**

This will be an international study abroad opportunity typically one week in length, hosted by the college in which the student is majoring.

**IRPS 370 MODEL ORGANIZATION OF AMERICAN STATES****3 credits**

This course introduces students to the history, structure and purpose of the Organization of American States (OAS) by preparing them to participate in a national model OAS conference. In addition to examining contemporary political relations in the Americas, students will also gain specialized knowledge of a particular country's economic, political and social framework. Prerequisite: IRPS 150 or IRPS 250. Lab fee \$750.00

**IRPS 395 GOVERNMENT AND POLITICS OF JAPAN****3 credits**

This course provides an overview of Japan's political system with emphasis on traditions from the past which have impact on the current political context. Particular focus will be placed upon how public and private actors, both within and without Japan, affect the contemporary policy process. Prerequisite: IRPS 150 or 250.

**IRPS 403 GOVERNMENT AND POLITICS OF CHINA****3 credits**

The 21st century has been designated as the "Chinese Century". Yet, even with expanded knowledge of as well as interaction with China, the functioning of the political system remains an enigma. This course aims to uncover the basic historical trends and cultural predispositions which will reveal how China functions both internally and externally, as well as provide a prognosis for its future development.

**IRPS 420 ORIGINS AND DEVELOPMENT OF THE EUROPEAN UNION****3 credits**

This course undertakes an examination of the circumstances leading to the creation of the European Economic Community and its eventual metamorphosis into the European Union. It considers the consequences of the Cold War and the United States' decision to promote European integration. Of special interest will be British, French and German attitudes and the policies of the Benelux countries. This course will also feature an examination of Ireland's entry into the EEC in 1973 and its role since then. Prerequisite: IRPS 150 or 250.

**IRPS 465 LAND BASED INTERNATIONAL EXPERIENCE****4 credits**

For those unable to study abroad and complete the International Experience (IRPS 100 and IRPS 365) requirement, a domestic travel with an International focus will be offered.

**IRPS 470 UNITED STATES FOREIGN POLICY****3 credits**

The purpose of this course is to illustrate how the United States makes its foreign policies in the post-cold war world. The endings of the bipolar superpower confrontations between the United States and the Soviet Union, growing global interdependence, the rise of ethnic politics and other factors have produced important changes in the way U.S. foreign policy is made. This course will uncover the changing actors and issues which comprise the new context of U.S. foreign policy. Prerequisites: IRPS 225 and 250.

**IRPS 471 THE AMERICAN PRESIDENCY****3 credits**

Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality, and leadership. Selected presidents are used as examples. Prerequisite: IRPS 225.

**IRPS 475 CONTEMPORARY INTERNATIONAL RELATIONS****3 credits**

This course explores the relationships between nations and their behavior towards one another. Analysis and conceptualization of the forces and conditions which influence the relations among nations is accomplished. In addition to examination of the basic theoretical and conceptual approaches to the analysis and prescription of world affairs, this course investigates the history of the modern nation-state system and the ways in which it is challenged today. Prerequisites: IRPS 150 and 250.

**IRPS 483 POLITICAL SCIENCE SEMINAR (special projects)****3 credits**

Research on topical areas of political policy issues as well as, where appropriate, actual country research into the policy record of specific countries. Prerequisites: Completion of 12 credit hours in International Relations courses and approval of the IR Program Coordinator.

**IRPS 495 SPECIAL PROJECTS/INTERNSHIPS****3-9 credits**

Offers opportunities for students to study abroad or to pursue internships at other institutions in the public or private sectors. Special Project/Internship is monitored by an International Relations faculty member or the Internship Director. Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator. Depending upon the workload and duration of a Special Project/Internship, credits earned would vary.

**IRPS 499 WASHINGTON INTERNSHIP****12 credits**

Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator.

**LAN 100 FRENCH I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audio-visual materials utilized.

**LAN 101 FRENCH II****3 credits**

Continuation of beginning course. Stress on grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 100 or Placement Test.

**LAN 110H SPANISH I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audio-visual materials utilized.

**LAN 111H SPANISH II****3 credits**

Continuation of beginning course. Stress on grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 110 or Placement Test.

**LAN 120 GERMAN I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audio-visual materials utilized.

**LAN 121 GERMAN II****3 credits**

Continuation of beginning course. Stress on grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 120 or Placement Test.

**LAN 130 JAPANESE I****3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audio-visual materials utilized.

- LAN 131 JAPANESE II** **3 credits**  
Continuation of beginning course. Stress on grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 130 or Placement Test.
- LAN 200 FRENCH III** **3 credits**  
Elementary French. Continuation of French II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 101 or Placement Test
- LAN 210H SPANISH III** **3 credits**  
Elementary Spanish. Continuation of Spanish II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 111 or Placement Test
- LAN 230 JAPANESE III** **3 credits**  
Elementary Japanese. Continuation of Japanese II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 131 or Placement Test
- LAN 301 FRENCH IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Studying the history, geography and culture of the French speaking countries. Business language in an integral part of this course. Prerequisite: LAN 200 or Placement Test.
- LAN 310H SPANISH IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Studying the history, geography and culture of the Spanish speaking countries. Business language in an integral part of this course. Prerequisite: LAN 210 or Placement Test.
- LAN 331 JAPANESE IV** **3 credits**  
Emphasis on fluency in both speaking and composition. Studying the history, geography and culture of Japan. Business language in an integral part of this course. Prerequisite: LAN 230 or Placement Test.
- LAN 320 CUENTOS CONTEMPORARIOS (CONTEMPORARY SHORT STORIES)** **3 credits**  
It is a literature course, which focuses on reading and analysis of Spanish and Latin American contemporary short stories. Appreciation of critical thinking skills such as analysis, judgment and knowledge of the sociocultural aspect of Spain and Latin America. Prerequisite: 210, LAN 310 or permission of instructor.
- LDR 710 LEADERSHIP THEORY AND RESEARCH** **3 credits**  
A presentation of various theories of leadership that provides integrative perspectives on leadership research. The theories are put into context through case studies that examine several leaders in different fields. Ethics and morality in leadership decision making will be examined.
- LDR 711 LEADING IN A CULTURE OF CHANGE** **3 credits**  
An examination of the skills that must be developed in order to lead effectively in a chaotic environment with its rapid-paced developments in technology, sudden shifts in the marketplace, and crisis and contention in the public arena.
- LDR 712 MANAGING ACROSS CULTURES** **3 credits**  
An examination of how culture can impact management practices. Case studies are used to design strategies for managing cultural differences from three perspectives: the individual manager, the multicultural team, and the global organization.

**LDR 713 LEADING ORGANIZATIONS IN CRISIS****3 credits**

A detailed examination of the field of crisis management. This course will provide insight into how managers dealt with serious incidents. Topics covered include: the leader's learning curve in crisis management, the leader's management of communications in crisis management and strategies for avoiding major threats to the organization's viability.

**LDR 720 PROJECT MANAGEMENT****3 credits**

An overview of the tools and techniques necessary to successfully manage any project. Topics covered include: project cost management, project management leadership, project planning and control, and project risk management.

**LDR 721 MANAGING INNOVATION AND TECHNOLOGY****3 credits**

The importance of three contemporary environmental trends – globalization, time compression, and technology – is examined. These three challenges define the framework for developing a process of technology change, a technology strategy, and deployment of technology in the value chain.

**LDR 722 GOVERNANCE OF ORGANIZATIONAL PERFORMANCE & BOARD RELATIONS****3 credits**

An examination of the due diligence necessary to provide guidance for board members dedicated to establishing and maintaining an efficient and effective organization. Topics discussed include: developing clearly articulated missions, designing standards that are ethical and prudent, and providing the leadership that supports the fulfillment of long-term goals.

**LDR 790 LEADERSHIP AND THE EXECUTION OF STRATEGIC PLANS****3 credits**

This is the capstone course for the Ph.D. degree program. The various concepts and issues presented in the course work and acquired in individual research are synthesized to develop a strategic blueprint for organizational success. The Qualifying Paper must be completed before the end of this course.

**MAT 099 ELEMENTARY MATH****3 credits**

This is a course designed for those students who lack the necessary background to immediately address College Algebra. Topics include real number systems, radicals, graphics, and solving equations. This course is graded Pass/Fail and credit does not apply toward graduation requirements. Offered: Fall, Spring.

**MAT 105 APPLIED MATHEMATICS I\*****3 credits**

Broad based, college level mathematics emphasizing both computational and mathematical skills. Topics include problem solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. Offered: Fall, Spring.

**MAT 106 APPLIED MATHEMATICS II\*****3 credits**

A continuation of Applied Mathematics I designed to meet the needs of those students who will NOT take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency.

**\*MAT 110 COLLEGE ALGEBRA****3 credits**

Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 099 or appropriate score on the placement test. Offered: Fall, Spring.

**MAT 117 PRE-CALCULUS****3 credits**

The course covers advanced Algebra topics such as extensive analyses of different kinds of functions, equations and systems of equations. Attention is paid to problem solving techniques and proper graphing of functions. Prerequisite: MAT 110.

**MAT 202 MATH APPLICATIONS****3 credits**

This course will combine the concepts of MAT 105 and MAT 106 with primary emphasis placed on those skills required in the CLAST exam. Topics will include arithmetic skills, geometry and measurement skills, algebra skills, probability and statistics skills, and logical reasoning. Math credit will NOT be awarded for both MAT 202 and either MAT 105 or MAT 106. Offered: Spring of odd numbered years.

**\*MAT 210 CALCULUS I****3 credits**

A first course in calculus covering differentiation of algebraic and trigonometric functions, logarithmic and exponential functions and applications to geometry, simple physics phenomena and business economics. Prerequisite: MAT 117.

**\* MAT 211 CALCULUS II****3 credits**

A second course in calculus covering integration techniques, series, vectors, vector valued functions and partial derivatives. Prerequisite: MAT 210.

**MAT 215 TRIGONOMETRY WITH ANALYTICAL GEOMETRY****4 credits**

Topics include functions and graphs, trigonometric functions, the unit circle, graphs of trigonometric functions, analytic trigonometry, oblique triangles with polar coordinates, analytic geometry, complex numbers and vectors. Prerequisite: MAT 110. Offered: Spring of odd numbered years.

**MAT 221 PROBABILITY AND STATISTICS****3 credits**

A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. Math credit will not be awarded for both MAT 221 and BUS 322. Offered: Fall, Spring.

**\*MAT 301 FINITE MATHEMATICS WITH GEOMETRY****3 credits**

A course which covers a variety of contemporary areas in mathematics specifically designed for education majors. Topics include problem solving strategies, word problems, ratio and proportion, permutations and combinations and their use in probability and statistics, systems of measurement and conversion, topics in plane geometry, and topics in number theory. Emphasis will be placed on methods of integrating these topics into curricula at various levels in the education system. Prerequisite: MAT 110.

**\*MAT 310 LINEAR ALGEBRA****3 credits**

The study of vector spaces, linear transformations, matrices, applications in analysis of systems of linear equations, Eigenvalues and Eigenvectors. Prerequisite: MAT110.

**MAT 320 METHODS OF CALCULUS****4 credits**

An introduction to the methods and applications of differentiation and integration. Primarily for business and social science majors. Prerequisite: MAT 110. Offered: Fall, Spring.

**\*MAT 321 STATISTICAL APPLICATIONS****3 credits**

A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 221.

\* Class will be offered on a needed basis.

**MBA 501 MANAGERIAL WRITING AND COMMUNICATION****3 credits**

A variety of classroom exercises in writing, presentations, one-on-one communication, listening and responding, and writing business proposals. Provides an opportunity to enhance persuasive managerial communication skills to succeed in business environments.

**MBA 502 MANAGERIAL ECONOMICS****3 credits**

Application of economic theory to the decision making process of managers to achieve the organizational objective of maximizing the value of the enterprise. Topics include: microeconomics discussions of theory of a consumer and a firm, market structures production functions, costs and revenues, profit maximization, and environmental factors.

**MBA 504 SURVEY OF ACCOUNTING AND FINANCE****3 Credits**

An introduction to and overview of financial accounting and its role in reporting business activity. Included will be financial reporting for different forms of business organizations, users and uses of financial information, interpretation of the major financial statements as well as the assumptions and the principles in Financial Reporting.

**MBA 530 QUANTITATIVE METHODS FOR DECISION MAKING****3 credits**

The decision making process and the role of management science in that process. Management science techniques include: statistical methods, mathematical programming, simulation, network models, decision analysis, waiting line models and inventory methods.

**MBA 600 LEADERSHIP AND MANAGEMENT OF BUSINESS ORGANIZATIONS****3 credits**

Introduces students to leading thinkers in business today and to influential theories and approaches to contemporary business issues. Issues such as organizational styles, innovation and change, globalization and technology will be analyzed to determine best practices for leaders and managers. Students will apply these ideas, theories and strategies to analysis of case studies and to examples from their own professional lives.

**MBA 605 MANAGING FOR ORGANIZATIONAL EFFECTIVENESS****3 credits**

An examination of management functions, concepts, and principles. Exploration of managerial roles and administrative implications of systems theories. Management theories applied to case studies. Preparation of schematic models to solve problems. Prerequisite: MBA 501

**MBA 610 LEGAL, ETHICAL, AND SOCIAL ISSUES OF BUSINESS****3 credits**

An advanced analysis of legal issues affecting organizations. Examination of common law, federal, state, and local statutes, corporate structure and legal liabilities affecting organizations. Study of the influence of regulatory issues on business decisions while considering ethical and social perspectives. Legal and moral aspects of management are analyzed and compared.

**MBA 620 MARKETING MANAGEMENT IN A GLOBAL ECONOMY****3 credits**

Focus on the major decisions that marketing managers and top management face in their efforts to mesh the objectives, core competencies, and resources of an organization with the opportunities and threats in an increasingly global marketplace. Applications of marketing thinking to products and services for any organization whether profit or not-for-profit. Prerequisite: MBA 502

**MBA 621 INTERNATIONAL MARKETING****3 credits**

An examination of how a company markets an existing product in new global markets and how a company develops a new product for a global market. This examination occurs in the framework of foreign entry, local marketing abroad, and global management. Prerequisite: MBA 620

**MBA 625 INTEGRATED MARKETING COMMUNICATIONS****3 credits**

Integration of every form of communication to deliver the same powerful message. A customer focused approach which combines the full range of information tools and points of contact to build customer loyalty. Developing strategies for the allocation of communications resources. Prerequisite: MBA 620

**MBA 628 SPECIAL TOPICS IN MARKETING****3 credits**

Coverage of current or leading edge topics in the field of marketing. Topics that could be covered include: brand asset management, new product development, marketing research, advertising management, business to business marketing, or multicultural marketing. Prerequisite: MBA 620

**MBA 630 MANAGING TECHNOLOGY FOR BUSINESS TRANSFORMATION****3 credits**

An examination of key management challenges in building and using information systems, including: understanding system requirements for the environment in which the organization operates; creating an information architecture to support organizational goals; designing systems that managers can control and understand in a socially and ethically responsible manner.

**MBA 631 MANAGERIAL ELECTRONIC COMMERCE****3 credits**

Managerial Electronic Commerce, focuses on the managerial issues associated with e-commerce solutions. It is designed to teach students the basics of conducting business online. The course covers the various Internet business models, business strategies for e-commerce, categories of e-commerce, and infrastructure. Students will also review the legal issues surrounding this new medium, and the security protection offered for Web-based businesses and their customers. Prerequisite: MBA 630

**MBA 635 ELECTRONIC COMMERCE TECHNOLOGY****3 credits**

The course focuses on the technological issues associated with implementation of an e-commerce solution. It provides an overview of the various strategies and solutions available for building an e-commerce site so that students can select the best possible methods for unique organizational needs. The technologies of e-commerce including electronic commerce software, electronic commerce security, and electronic payments system will be covered. Throughout this course, students will create a site based on the site's design plans and goals, audience, content and hardware and software requirements. Prerequisite: MBA 631

**MBA 636 DATA MINING, WAREHOUSING, AND KNOWLEDGE MANAGEMENT****3 credits**

Data Mining, Warehousing and Knowledge Management focus on in-depth examination of the concepts of data warehousing and data mining. Both approaches are used to integrate and analyze enterprise-wide databases to support decision making for business advantage. Other issues related to web mining, search engine architecture, security and privacy will be covered. Applications of knowledge based decision support such as intelligent software agents, expert systems and neural computing will also be discussed. Prerequisite: MBA 630

**MBA 640 MANAGING FOR FINANCIAL ACCOUNTABILITY****3 credits**

Accounting as a managerial tool for business strategy and implementation. Key topics include: customer satisfaction, total value-chain analysis, continuous improvement, and planning and control techniques linked to key success factors. Prerequisite: MBA 504

**MBA 645 MANAGING FOR FINANCIAL PERFORMANCE****3 credits**

An analysis and comparison of the various techniques that aid in the decision making process. Major themes stressed include: shareholder wealth maximization, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers. Prerequisite: MBA 504

**MBA 650 OPERATIONS MANAGEMENT****3 credits**

A comprehensive analysis and comparison of the various techniques than can produce increased productivity for manufacturing and service operations. Provides an opportunity to assess the methods used in striving for long-term strength and growth in economic enterprises. Prerequisite: EDU 602

**MBA 660 INTERNATIONAL BUSINESS STUDIES ABROAD****3 credits**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political, and economic. Studies abroad may be substituted in the MBA program curriculum for one course. Program coordinator approval needed for the substitution.

**MBA 661 INTERNATIONAL TRADE AND INVESTMENT****3 credits**

Analysis of international trade and investment from the perspective of globalization, with focus on the traditional theories of trade and investment. The normative aspects of international economic, commerce, the latest development and integration of the world economy will be discussed.

Prerequisite: MBA 502

**MBA 665 INTERNATIONAL FINANCE****3 credits**

Overview of the tools (e.g. hedging, swaps, counter trade) and methods that financial managers use to solve financial problems, that emanate from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation, and accounting practices.

**MBA 668 SPECIAL TOPICS IN INTERNATIONAL BUSINESS****3 credits**

Lectures and seminars on advanced selected topics in international business such as international marketing, international management, comparative economic systems, and international law.

**MBA 671 AVIATION ORGANIZATION OPERATION****3 credits**

An examination of organizational systems and management in the aviation industry. The emphasis is on development and integration of effective work elements, as well as the varying personnel concerns that must be resolved for successful leadership in the aviation industry. Topics provide insights to behavior, structure, authority, motivation, leadership, organizational development, social responsibility and an appreciation of the principles, research and applications of organizational theory to the aviation industry.

**MBA 675 AIRPORT OPERATIONS****3 credits**

Focuses on preparation for the American Association of Airport Executives (AAAE) Certified Member designation. It is a study of management and regulatory issues relevant to airport management enabling the student to perform as a leader in the airport and aviation environment. These studies will encompass all aspects of airport and airway management. This course will lead to successful completion of the AAAE Certified Member designation examination and result in one of the most prestigious distinctions in the airport industry

**MBA 678 SPECIAL TOPICS IN AVIATION MANAGEMENT****3 credits**

Lectures and seminars on advanced selected topics in Aviation Management such as airport security, effects of terrorism on aviation, effects of increased special use airspace on the national airway system and advances in air traffic control. The class will also introduce the student to the impact of various other real-world issues as they occur during the course of the semester.

**MBA 690 BUSINESS POLICY SEMINAR****3 credits**

Capstone seminar for the M.B.A. program in which students are required to demonstrate their ability to integrate and apply theory to practice in case studies and experiential exercises that require the mastery of strategic thinking. NOTE: Must be completed in the last term, or with Advisor's approval may be completed in the next to last term of study.

**MBA 697 INDEPENDENT STUDY****1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**MBA 698 BUSINESS ADMINISTRATION INTERNSHIP****1-2 credits**

A supervised internship in a for-profit or not-for-profit business. Designed for those who do not have business experience. Requires a written log. Reports and evaluations to the field supervisor. An internship project on a related topic is required in order to demonstrate integration of theory with application in business administration that is submitted to the faculty advisor. Students are required to regularly meet with both the field supervisor and the faculty advisor.

**MKT 250 PRINCIPLES OF MARKETING****3 credits**

Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. Offered: Fall, Spring.

**MKT 260 RETAILING****3 credits**

Examination of the organization and operation of retail establishments. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services as well as goods. Prerequisite: MKT 250.

**MKT 305 CONSUMER BEHAVIOR****3 credits**

A study of the consumer decision process. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250. Offered: Fall.

**MKT 321 PROFESSIONAL SELLING AND SALES MANAGEMENT****3 credits**

An integrative course that introduces the professional sales process with an emphasis on selling skills and technique, and then focuses on the management of the sales team. Topics such as forecasting, relationship management, territory design and professional presentation development and delivery are components of this course. Prerequisite: MKT 250. Offered: Spring.

**MKT 325 FASHION ADVERTISING AND PROMOTION****3 credits**

Advertising, visual display and marketing methodology are utilized in establishing a sales promotion plan. Shows and special events, used to promote fashion products, are incorporated in student projects. Prerequisites: BUS 240 and MKT 250.

**MKT 350 ADVERTISING****3 credits**

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis, and presentation. Prerequisite: MKT 250. Offered: Fall.

**MKT 370 MARKETING - SPECIAL TOPICS****3 credits**

A course that will explore different areas of marketing. Topics may include specific industries, telemarketing, relationship marketing, direct marketing and marketing on the Internet. Can be repeated for credit as topics change. Prerequisites: MKT 250.

**MKT 392 GLOBAL MARKETING****3 credits**

A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing which are unique to international business and problem solving within an international context. Also, a theoretical analysis of the causes of international trade including comparative advantage, Heckcher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Prerequisites: MKT 250 and INB 390. Offered: Spring.

**MKT 430 MARKETING RESEARCH****3 credits**

Introduction to the techniques and tools of market research as an aid to decision making. Topics include problem definition, research methods, research project design, results interpretation. Prerequisites: MKT 250, BUS 322. Offered: Spring.

**MS 500 MANAGEMENT AND ADMINISTRATION****3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge, analytical skills, and “best practices” within the field of contemporary public management and administration. By reviewing both the past and present, the course will adopt a future orientation in the examination of the factors, perspectives, and theories that influence the understanding of public sector management and administration.

**MS 505 APPLIED RESEARCH METHODS****3 credits**

An overview of the methods of inquiry within the framework of applied management theories. Includes a critique of assessment issues in experimental, quantitative-descriptive, and exploratory studies. Students design a research project and draft a research proposal, which will be utilized in their culminating Graduate Project in Emergency Planning and Administration (EPA-665).

**MS 510 ADMINISTRATIVE AND REGULATORY LAW****3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge, and analysis of reasonable principles of organizational justice. Students will examine charters, statutes, executive orders, regulations, ordinances and codes. By examining the American regulatory process through Federal, State and Local regulations and administrative law, the student will be able to shape substantive and procedural issues constructively for the long-term civic good in the face of complexity and paradox.

**MS 530 PUBLIC INSTITUTIONS, PUBLIC POLICY AND DEMOCRACY****3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge and analytical skills, related to the study of public policy formulation within a democratic institutional context. By examining American politics, the course will assimilate the theories and practices that influence the understanding of public policy in the free and democratic society that we call the United States of America.

**MS 560 FINANCIAL MANAGEMENT****3 credits**

An examination of financial management techniques utilized by public agencies. Considers the fundamental principles of fiscal administration, budgeting, revenue, debt administration, and fund management. Uses case studies to analyze how public agencies are impacted by both revenue enhancements and shortfalls. Students also learn the fundamentals of working through the budgetary process.

**MUG 280 MUSIC ENTREPRENEURSHIP****3 credits**

This course helps the Conservatory student define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and the musical community visit the seminar through the semester. Offered fall 2002 and every other fall. Prerequisite: Two semesters of MUS 301.

**MUG 301 BASIC CONDUCTING****3 credits**

Students will cover the basic materials of conducting technique as expressed through beat patterns and explore the physical language of conducting as an expressive and illustrative medium. Students will acquire elemental score study skills through the study of selected masterworks and regularly conduct a small class ensemble. Offered fall 2003 and every other fall. Prerequisite: MUT 151, MUT 201, MUT 155.

**MUG 300 RHYTHMIC AND 20TH CENTURY PERFORMANCE PRACTICE****2 credits**

The largest part of the work in this class pertains to rhythm. This will involve a theoretical as well as practical approach to that subject. Among the other subjects studied are changing meter, understanding and rewriting complex rhythms, cross rhythms, metric modulation, extended instrumental techniques, alternative notational systems, and new symbols. An important part of this class will consist of continuing exercises for mastering the irregular groupings such as fives and sevens, cross rhythms such as three against four and four against seven, changing meter, and metric modulation. It is expected that students will practice the various rhythmic exercises as tests will occur every few weeks. Prerequisite: Four semesters of MUS 301. Offered every fall.

**MUG 310 DIRECTED STUDY****2 credits**

An advanced course of individually directed study with a focus on either Music Theory or Music History topics. Does not fulfill the Music History or Music Theory elective requirement. Prerequisite: Permission of the instructor and approval of the dean of the Conservatory.

**MUG 390 MUSIC INTERNSHIP****1-2 credits**

Opportunity for music students to gain on-the-job performance or teaching experience through an internship placement. Advisor/Dean permission required.

**MUH 261 MUSIC HISTORY I: THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS****3 credits**

This course traces the stylistic history of Western art music from antiquity through the Baroque era. The course presents an overview of the early history of Western art music, provides the foundation for further student of music history and literature and encourages the incorporation of historical perspective in interpretation and performance. Offered every fall. Prerequisite: Conservatory students or permission of instructor.

**MUH 360 MUSIC HISTORY II: THE CLASSICAL AND ROMANTIC PERIODS****3 credits**

This course serves as a continuation of the historical study of Western art music. Commencing with the pre-Classical age, the course will traverse the eighteenth and nineteenth centuries, concluding with the contributions of Claude Debussy. Focusing upon the needs and supporting aspirations of the performing musicians, the course continually emphasizes the study of music literature through extensive analytical listening, score study and in-class performances. Offered every spring. Prerequisite: MUH 261.

**MUH 361 MUSIC HISTORY III: TWENTIETH CENTURY MUSIC****3 credits**

The objective of this course is to familiarize students with the styles that have emerged in the music of the twentieth century. The course will largely concentrate on the main composers of the century and their works. Lecture material will also include some discussion of socio-political/economic factors and developments in other art forms to provide a background for the intellectual climate of the period. Weekly listening and reading assignments will be made throughout the course. Offered every fall. Prerequisite: MUH 360.

**MUH 362 HISTORY OF CHAMBER MUSIC****3 credits**

This course traces the evolution of the forms of chamber music and seeks to discover how and why this evolution came about. Through a large dose of listening, discussion and comparison of standard works, students will examine the complete history of chamber music. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. Offered spring 2005 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

**MUH 363 HISTORY AND LITERATURE OF THE SYMPHONY****3 credits**

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. Prerequisite: MUH 261. Offered spring 2003 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

**MUH 365 ART MUSIC OF THE AMERICAS****3 credits**

This course is designed to introduce the student to art music from Latin America, the United States, Canada and the Caribbean. Certain vernacular musical traditions will be included because of their significant role in the development of art music on the American continents. This course will encourage the investigation of music literature that may be unfamiliar or uncommon and focus upon the musical achievements in the Americas. Composers included in the course are Villa-Lobos, Ginastera, Chavez, Champagne, R. Murray Schafer, Sousa, Griffes, Ives, Copland, Cage, Cowell, Armstrong and Ellington, among others. Fulfills the Music History elective requirement. Offered Fall 2002 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

**MUH 366 CHORAL REPERTOIRE AND ART SONG****3 credits**

This course serves as an introduction to choral repertoire and art song from the Renaissance to the present. One objective of the course is to enrich the musicianship of each student by examining the vocal arts through the repertoire. Works by the following composers will be studied: Britten, Stravinsky, Brahms, Verdi, Beethoven, Machaut, Bach, Handel, Josquin, Schubert, Schumann, Wolf, Duparc, Debussy, Schoenberg and others. Fulfills the Music History elective requirement. Prerequisite: MHS 261 or permission of the instructor. Offered Fall 2003 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

**MUH 367 SURVEY OF WORLD MUSIC****3 credits**

This course serves as an introduction to the folk traditions of various societies throughout the world. Some of the music and musical traditions to be discussed include those of Africa, India, Indonesia, China, Japan, South America, Native Americans, African Americans, the folk music of Eastern Europe, as well as jazz and the influence of ethnic music on 20th-century classical music. Lectures will concentrate on placing these various music in their proper social context with an emphasis on understanding the different ways that music can function. Musical examples will also be analyzed in purely musical terms. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. Fulfills the Music History elective requirement. Offered spring 2004 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

**MUH 368 AN OVERTURE TO OPERA****3 credits**

This course will introduce the student to the world of opera via study of its history and literature (surveyed chronologically), performance excerpts, and operas on video. Additionally, arias, and other short excerpts from a variety of styles will be transcribed for the respective instruments of students in the class. These arias will then be performed by the students and their interpretive insights and solutions will serve as models for comparison with a singer's solutions as revealed in historical and contemporary recordings. Fulfills the Music History elective requirement. Open to University students with permission of instructor. Offered Fall 2004 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

**MUP 311 ENSEMBLE ARTS FOR PIANISTS****1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing. Prerequisite: An audition may be required.

**MUP 313 KEYBOARD SKILLS FOR PIANISTS I****1 credit**

Several essential skills are introduced to pianist through the four levels of this course. Each skill is continually developed during the four semester curriculum. Skills include sight-reading, score-reading, improvisation, harmonic progressions, realization of figured bass, and transposition. Placement examinations will determine student level. Offered fall 2002 and every 4th fall thereafter or when needed. Prerequisite: Placement Exam.

**MUP 314 KEYBOARD SKILLS FOR PIANISTS II****1 credit**

Continuation of MUP 313. Offered spring 2003 and every 4th spring thereafter or when needed. Prerequisite: MUP 313 or placement exam.

**MUP 325 PIANO LITERATURE****3 credit**

This course provides an overview of significant piano repertoire and an overview of piano chamber music literature through sight-reading chamber music repertoire: concerti, art song, two-piano and four-hand duet music, piano/string and piano/wind music. It is designed to foster in each student a desire to continually investigate all aspects of the vast piano literature. Listening to recorded performances supplements the students' direct contact through sight-reading of the repertoire. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Offered fall 2005 and every 4th fall thereafter or when needed. Prerequisite: Permission of instructor.

**MUP 329 PIANO PEDAGOGY****2 credit**

This course serves as an introduction to the world of piano teaching. It addresses the musical, technical, theoretical and practical concerns of the piano pedagogue. Students will develop teaching skills in the basic elements of music at the piano as well as a broad array of keyboard techniques. Assignments include readings, sight-reading, teaching repertoire, short papers, practice and examinations. Offered fall 2003 and every 4th fall thereafter or when needed. Prerequisite: Conservatory students only.

**MUP 413 KEYBOARD SKILLS FOR PIANISTS III****1 credit**

Continuation of MUP 314. Offered fall 2003 and every 4th fall thereafter or when needed. Prerequisite: MUP 314 or placement exam.

**MUP 414 KEYBOARD SKILLS FOR PIANISTS IV****1 credit**

Continuation of MUP 413. Offered spring 2004 and every 4th spring thereafter or when needed. Prerequisite MUP 413 or placement exam.

**MUR 300 JUNIOR RECITAL****0 credit**

The Recital 300 should consist of 45 to 50 minutes of music and be played without intermission. The student must present one complete work, and one selection must be memorized. The instructor may require that additional works be presented from memory. Program information must be submitted to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Junior standing and permission of the instructor.

**MUR 400 SENIOR RECITAL****0 credit**

The Recital 400 should consist of 70 to 90 minutes of music and should include an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require additional works be presented from memory. The student is to write the program and present it to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Senior standing and permission of the instructor.

**MUR 511 PERFORMANCE REQUIREMENT: CONCERTO****0 credit**

Prerequisite: Permission of instructor.

**MUR 512 PERFORMANCE REQUIREMENT: MOCK AUDITION** **0 credit**

Prerequisite: Permission of instructor.

**MUR 513 PERFORMANCE REQUIREMENT: CHAMBER WORK** **0 credit**

Prerequisite: Permission of instructor.

**MUR 600 PERFORMANCE REQUIREMENT: FULL RECITAL** **0 credit**

The Recital 600 should consist of 70 to 90 minutes of music and should include an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require additional works be presented from memory. The student is to write the program and present it to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Permission of the instructor.

**MUS 100 ELECTIVE IN INSTRUMENTAL LESSONS** **1 credit**

This course is designed to allow any student to study a string, brass, wind, percussion or piano instrument privately with an instructor. Prerequisite: Audition.

**MUS 131 SECONDARY PIANO I** **1 credit**

This is a course for music students with minimal or no previous experience playing the piano. Work in this course focuses on learning major and minor five-finger patterns, major scales and arpeggios, four types of triads, dominant seventh chords and their inversions, one basic chord progression, repertoire, sight-reading and harmonization. Offered every fall. Prerequisite: Placement exam.

**MUS 132 SECONDARY PIANO II** **1 credit**

After reviewing the skills learned in MUS 131, work in this course focuses on learning minor scales and arpeggios, modal scales, five types of seventh chords, another chord progressions, repertoire, sight-reading and harmonization. Offered every spring. Prerequisite: MUS 131 or placement exam.

**MUS 230 CHORUS** **1 credit**

A performance-oriented course made up of students singing in a mixed choral ensemble of the standard grouping SATB (soprano, alto, tenor and bass voices). Course requirement will include a two-hour rehearsal once each week and at least one public performance during the semester. Repertoire for the group will include both sacred and secular works chosen from the Renaissance through the twentieth century. Prerequisite: None.

**MUS 231 SECONDARY PIANO III** **1 credit**

After reviewing the skills learned in MUS 132, work in this course focuses on learning dominant seventh arpeggios, secondary dominants, more chord progressions, repertoire, sight-reading and harmonization. Offered every fall. Prerequisite: MUS 132 or placement exam.

**MUS 232 SECONDARY PIANO IV** **1 credit**

After reviewing the skills learned in MUS 231, work in this final upper level course focuses on learning diminished seventh arpeggios, Neopolitan and augmented sixth chords, modulatory chord progressions, repertoire, sight-reading and harmonization. Offered every spring. Prerequisite: MUS 231 or placement exam.

**MUS 301 APPLIED MAJOR INSTRUMENT** **4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory BM students only.

**MUS 303 PRINCIPAL INSTRUMENT****2 credits**

This course is designed to develop student's musical and technical performance ability. Students receive training through scales, arpeggios, etudes, exercises, and repertoire from different musical styles. Students take weekly individual lessons and attend studio class. Prerequisite: Conservatory BA students only.

**MUS 311 SMALL ENSEMBLE****1 credit**

The chamber music program focuses on the process of coming together to achieve the most rewarding musical experience while recognizing the substantial individual and collective responsibility required of each ensemble member. Regular coachings and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform as they become ready, both on campus and throughout the community. Prerequisite: An audition may be required.

**MUS 321 LARGE ENSEMBLE****1 credit**

This course provides the students with an opportunity to learn and perform orchestral repertoire from a wide range of periods and styles. It is a class in ensemble performance; rehearsals and concerts provide a guided practical experience in all factors of music making (including phrasing, pacing, articulation, intonation, balance rhythm, ensemble, and sound quality.) Prerequisite: An audition may be required.

**MUS 501 APPLIED MUSIC-MAJOR INSTRUMENT****4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory graduate students only.

**MUS 511 SMALL ENSEMBLE****1 credit**

The chamber music program focuses on the process of coming together to achieve the most rewarding musical experience while recognizing the substantial individual and collective responsibility required of each ensemble member. Regular coachings and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform as they become ready, both on campus and throughout the community. Prerequisite: An audition may be required.

**MUS 521 LARGE ENSEMBLE****1 credit**

This course provides the students with an opportunity to learn and perform orchestral repertoire from a wide range of periods and styles. It is a class in ensemble performance; rehearsals and concerts provide a guided practical experience in all factors of music making (including phrasing, pacing, articulation, intonation, balance rhythm, ensemble, and sound quality.) Prerequisite: An audition may be required.

**MUT 099 RUDIMENTS OF THEORY****1 credit**

This is a review course designed by the teacher to meet the individual needs of each student for whom the course is required. This course is designed to provide a brief review of basic elements of music and musical notation necessary to begin work in music theory and ear training classes. Credit does not count toward degree. Offered when needed. Prerequisite: Placement exam.

**MUT 150 EAR TRAINING I****1 credit**

The main goal of this course will be to establish a firm foundation for continued work in ear training. In-class activity will consist of rhythmic drills and dictation exercises and will be coordinated with materials from MUT 200. Subjects covered will include: intervals (melodic and harmonic) short rhythmic patterns, short melodic patterns, triads and short two-voice exercises. Offered every fall. Prerequisite: Placement exam.

**MUT 151 EAR TRAINING II****1 credit**

This course will build upon MUT 150. In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include compound intervals (melodic and harmonic), short rhythmic patterns introducing syncopation, short melodic patterns introducing chromatic notes; triads and seventh chords (including inversions); short chord progressions; two-voice exercises; and four-measure and eight-measure melodies. Subject matter will also include elementary concepts of melodic improvisation. Offered every spring. Prerequisite: MUT 150 or placement exam.

**MUT 154 SOLFEGE I****1 credit**

Solfège develops a high level of sight-reading ability which fosters overall musical literacy and fluency. Musical exercises are used to develop sight-reading, intonation, rhythm and knowledge of clefs. Offered every fall. Prerequisite: Placement exam.

**MUT 155 SOLFEGE II****1 credit**

A continuation of Solfège I. Offered every spring. Prerequisite: MUT 154 or placement exam.

**MUT 200 FUNDAMENTALS OF MUSIC I: COUNTERPOINT/ELEMENTARY HARMONY** **3 credits**

This course is divided into two parts: as a preparation for the study of tonal harmony, the first half of the course will be a study of strict species counterpoint in two-voices (through all five species). The second half of the course will begin the study of the basic harmonic materials of "functional" tonal music of the Common-Practice period. Topics covered will include: the structure of triads and Roman numeral analysis; concepts of voice-leading; inversions of chords; harmonic progressions in four parts based on the Bach Chorales; the importance and creation of bass lines, the harmonization of bass lines and figured bass. Written work will consist of one or two short assignments per week. Offered every fall. Prerequisite: MUT 099 or placement exam.

**MUT 201 FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY****3 credits**

This course is a continuation of the study begun in Fundamentals I of the basic materials of tonal music, using the four-part chorale style of J.S. Bach as the basis for study. Topics covered will include cadences, non-harmonic tones, triads in second inversion, the structure and treatment of seventh chords, the harmonization of melodies, secondary function chords, modulation and chromaticism. Written work will consist of one or two short assignments each week. Offered every spring. Prerequisite MUT 200 or placement exam.

**MUT 250 EAR TRAINING III****1 credit**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include: chromatic harmony; 4-part chorales; syncopation and irregular subdivisions of the beat and modulations. Subject matter will include a continuation of improvisation studies. Offered every fall. Prerequisite: MUT 151 or placement exam.

**MUT 251 EAR TRAINING IV****1 credit**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include melodies involving increased chromaticism; progressions involving chromatic chords and foreign modulations; nontertian chord structures; melodies using the church modes, twelve-tone and "free" atonality; and advanced rhythmic exercises. Subject matter will include a continuation of improvisation studies. Offered every spring. Prerequisite: MUT 250 or placement exam.

**MUT 254 SOLFEGE III****1 credit**

A continuation of Solfège II. Offered every fall. Prerequisite: MUT 155 or placement exam.

**MUT 255 SOLFEGE IV****1 credit**

A continuation of Solfège III. Offered every spring. Prerequisite: MUT 254 or placement exam.

**MUT 300 FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS****3 credits**

This course is concerned with the analysis of selected movements and complete compositions from the Common-Practice Period of functional tonal music and the development of the necessary analytical skills to achieve this goal. This will be done in a number of ways: (1) the continued development and refinement of the student's ability to perform harmonic analysis, as begun in Fundamentals I and II; (2) the expansion of analytical techniques to include analysis of rhythm, meter, phrase structure, articulation, etc; and (3) study of the principal forms from the Common-Practice Period, with some consideration of their historical development. Weekly analysis assignments will be required. Offered every fall. Prerequisite: MUT 201 or placement exam.

**MUT 301 FUNDAMENTALS OF MUSIC IV: 20TH-CENTURY THEORY****3 credit**

This course is concerned with the theoretical concepts of 20th-century music and the compositional techniques used in this music. At the beginning of the course, there will also be an introduction to the analysis of Medieval and Renaissance music. This course will be a survey of a variety of different compositional and analytical techniques and will not be historical in nature. Weekly analysis assignments will be required. Offered every spring. Prerequisite: MUT 300 or placement exam.

**MUT 374 ADVANCED COUNTERPOINT AND FUGUE****3 credit**

The main goals of this course will be: (1) through the writing of strict "species" counterpoint exercises in 18th-century style to prepare the student to go onto (2) more advanced stylistic composition exercises employing true 18th-century forms, such as "dance" suite movements, two and three-part inventions, chorale preludes and fugues; and (3) to develop the student's ability to analyze, both in terms of harmony and form, contrapuntal compositions from the 18th century. The course will begin with strict species counterpoint and then move onto the specific style and techniques of 18th-century counterpoint. Listening assignments of selected works by J.S. Bach and others will be required. Fulfills the Music Theory elective requirement. Offered spring 2005 and every 3rd spring thereafter. Prerequisite: MUT 300.

**MUT 375 TONAL COMPOSITION****3 credits**

This course involves imitation of basic forms of tonal music, and focuses on the techniques of motivic transformation, melody, harmony and rhythm. The weekly assignment is a short composition in a traditional form as a final project. Fulfills the Music Theory elective requirement Offered spring 2003 and every 3rd spring thereafter. Prerequisite: MUT 300.

**MUT 377 ANALYSIS FOR MUSICAL PERFORMANCE****3 credit**

This course deals with the detailed analysis of musical compositions with particular emphasis on the implications for musical performance. Some of the topics that will be discussed include articulation and phrasing; accent, rhythm and meter; the analysis of structural pitches; and the 'correct' stylistic interpretation. Students will be required to present in-class reports. They should also expect to prepare pieces for performance and to work together as an ensemble. Fulfills the Music Theory elective requirement. Offered spring 2004 and every 3rd spring thereafter. Prerequisite: MUT 251 and 301 and/or permission of the instructor.

**NUR 301 TRANSITIONS IN PROFESSIONAL NURSING****3 credits**

Introduction to the purpose, philosophy and organizing framework of the program. The development of nursing and the global environment of health care delivery, professional socialization, professional values, professional role development, and legal, ethical, and professional practice standards are examined. Fundamentals of critical and creative thinking and use in decision making processes, information literacy, and communication are emphasized. Self-awareness and philosophy development provide the basis for role transition. Prerequisite: Computer Literacy and admission status or consent by the Nursing Program Director.

**NUR 302 HEALTH ASSESSMENT, COMMUNICATION COLLABORATION 3 credits**

Techniques and methods of health assessment as a basis for professional nursing practice with the individual, family, and community across the life span. Dimensions of human functioning form the structure for assessment and diagnosis of health and illness responses in the problem solving process. Communication and collaboration in nurse-client and nurse-health team relationships and use of health technologies are emphasized. Practice setting: Lab. Prerequisite: Junior level progression status. Prerequisite or Co-requisite: NUR 301.

**NUR 303 HEALTH PROMOTION, PROTECTION AND ILLNESS PREVENTION: PRIMARY PREVENTION 3 credits**

Professional nursing practice design focusing on health promotion, protection and illness prevention goals and interventions at the primary prevention level for healthy individuals across the life span (focusing on older adults). The client is viewed in the context of family. Promoting continuity of care, health educator and counselor, and research consumer roles, and Healthy People 2010 are emphasized in meeting aggregate health needs in the community. Prerequisite: Junior level progression status. Prerequisites or Co-requisites: NUR 301, NUR 302, computer literacy.

**NUR 306 HEALTH RESTORATION, REHABILITATION AND PALLIATIVE CARE: SECONDARY AND TERTIARY PREVENTION 6 credits**

Professional nursing practice design focusing on restorative, rehabilitation and palliative goals and secondary and tertiary prevention interventions for children and adults (focusing on older adults) experiencing acute and critical physical and psychosocial illness, and chronic, disabling, and terminal illness. The individual as client is viewed in the context of family. Role development emphasizes: research consumer, discharge planner, educator and counselor, nursing care manager, case management, facilitator and coordinator of care, and health team collaborator in acute care, psychiatric hospitals, long-term care, subacute care (rehabilitation), palliative care (hospice), the home and the community. Prerequisites: NUR 302 and NUR 303.

**NUR 351 LEGAL PROCESSES FOR NURSE CONSULTANT I 3 credits**

This course focuses on explanation and application of rules and regulations of civil procedure, criminal procedure and evidence relevant to the legal nurse consultant's field of study, the changing health care and legal system, knowledge and skills of courtroom rules, legal and professional research and the role of the nurse both in and out of the courtroom. Prerequisites: Licensed Registered Nurse or Consent by Nursing Director.

**NUR 352 LEGAL PROCESSES FOR NURSE CONSULTANT II 3 credits**

This course focuses on explanation and application of legal procedures in the legal nurse consultant's field of study, knowledge and skills of health care litigation both inside and outside the courtroom with an emphasis on communication, networking, consultation, and issues, trends, and global challenges in the evolving role of the legal nurse. Prerequisite: C grade or higher in NUR 351.

**NUR 403 LEADERSHIP, MANAGEMENT AND CHANGE 4 credits**

Professional nursing practice design focusing on effective leadership and management of the care of multiple clients. Change management, negotiation, supervision, delegation and coordination in the context of the health care organization are emphasized. Nursing management and leadership practices, organizational policies, nursing practices, and effectiveness of outcomes-based practice are critically analyzed. Staff development through roles of health team educator and professional communicator are implemented. Setting: Any health care agency. Prerequisite: NUR 406. Prerequisite or Co-requisite: COA 110.

**NUR 404 RESEARCH IN NURSING 3 credits**

Acquiring positive attitudes, knowledge and skills to critique research processes and outcomes relevant to nursing. Developing the nursing research consumer and colleague roles and strategies for utilization of

research results that improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people are emphasized. Prerequisite: Senior level progression status. Prerequisite or Co-requisite: MAT 221.

#### **NUR 405 ISSUES, TRENDS & CHALLENGES**

**3 credits**

In-depth historical and contemporary analysis of issues, trends, and global challenges in professional nursing and health care delivery. Problem solving and decision making strategies are applied to ethical and legal issues, economic/financial and health policy trends, and professional and political challenges. Professional role development, life long learner, global citizen and opportunities for organizational participation and leadership as a professional member are evaluated. Prerequisite or Co-requisite: NUR 403, NUR 406.

#### **NUR 406 FAMILIES, COMMUNITY AND POPULATION-FOCUSED CARE**

**3 credits**

Professional nursing practice design focusing on care of individuals, families and other aggregate groups in the community who may be healthy or experiencing illness. Childbearing, childrearing and contracting families are viewed in the context of community and contemporary family and social problems. The community is viewed in the context of a global society, with aggregate/population focused care and public, international and world health examined. All health goals and interventions at all levels of prevention are applied. Role development emphasizes: research consumer (family, epidemiology and use of population based data), family and community educator, counselor, and case manager, home health nursing, health planning, project management, and evaluation, facilitator and coordinator of care, and collaborator with leaders and consumers in the community (mental health, public health, home health, primary care, ambulatory care, support associations, crisis centers, employee health, day care and schools). Prerequisites: NUR 306 and NUR 404. Prerequisite or co-requisite IRPS 475. 7 credit hours (4.5 lecture and 2.5 clinical credits).

#### **NUR 551 LEGAL PROCESSES FOR NURSE CONSULTANT I**

**3 credits**

This course focuses on analysis and evaluation of rules and regulations of civil procedure, criminal procedure and evidence relevant to the legal nurse consultant's field of study, the changing health care and legal system, knowledge and skills of courtroom rules, legal and professional research and the role of the nurse both in and out of the courtroom. Prerequisites: Licensed Registered Nurse or Consent by Nursing Director; Bachelor's Degree.

#### **NUR 552 LEGAL PROCESSES FOR NURSE CONSULTANT II**

**3 credits**

This course focuses on analysis and evaluation of legal procedures in the legal nurse consultant's field of study, knowledge and skills of health care litigation both inside and outside the courtroom with an emphasis on communication, networking and consultation for effective leadership, and issues, trends and global challenges in the evolving role of the legal nurse. Prerequisite: B grade or higher in NUR 551.

**Note:** For all nursing courses, the ratio of class (lecture) to lab or clinical hours is 1:3.

1 Lecture credit =	13.3 hours
.5 clinical or lab credit =	20 hours
1 clinical or lab credit =	40 hours

#### **PSY 150 INTRODUCTION TO PSYCHOLOGY**

**3 credits**

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology in contemporary society.

#### **PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY**

**3 credits**

This course introduces students to the professional language of psychology, the protocol of research, and ethical conduct related to the field. Emphasis is placed on career choices and the importance of understanding research methods in psychology. Prerequisite: PSY 150 or approval from the instructor.

**PSY 201 THE AGING PROCESS****3 credits**

A study of the processes of aging and their behavioral effects on the individual. To better understand the capacities and potential of the mature, older person, topics studied include: age changes and biological functions; sensations; perception; intelligence; learning; memory; and creativity. Prerequisite: PSY 150.

**PSY 210 DEATH AND DYING****3 credits**

This course focuses on death as an event in history. The topics of discussion include: concerns and fears of illness and death; grief and bereavement; society's values and conflicts regarding life and death. Credit may not be given for both PSY 210 and HCA 210. Prerequisite: PSY 150.

**PSY 225 HUMAN SEXUALITY****3 credits**

Anatomy and physiology of the human reproductive system, human sexual response, the range of sexual behaviors and sources of attitudes and beliefs about sexuality will be explored in this course. Prerequisite: PSY 150 or SOC 110.

**PSY 250 DEVELOPMENTAL PSYCHOLOGY****3 credits**

Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a life long process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral, and linguistic. Prerequisite: PSY 150.

**PSY 260 PERSONALITY THEORY****3 credits**

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. Prerequisite: PSY 150.

**PSY 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE****3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

**PSY 270 HUMAN MOTIVATION****3 credits**

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. Prerequisite: PSY 150.

**PSY 280 MIND BODY MEDICINE****3 credits**

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course is cross-listed as SCI 280. Prerequisite: PSY 150. Lab fee: \$30.

**PSY 300 EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT****3 credits**

Students will be exposed to the fundamental theory and application of each art form. Through didactic presentation, discussion, experiential work and art making, students will develop an understanding of the arts and their therapeutic dimensions. Prerequisites: PSY 150, PSY 250 OR PSY 370.

**PSY 305 EXPRESSIVE STUDIES: DRAMA AS EXPRESSION****3 credits**

Students will be introduced to the theory and technique of expressive performance with an emphasis on psychotherapeutic and aesthetic dimensions. Students will study a dramatic piece, explore the theory behind psychodrama and create an original dialogue expressing a psychological theme. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 310 EXPRESSIVE STUDIES: POETRY AND NARRATIVE****3 credits**

Students will study the theories and techniques of literary process and explore the ways in which poetry and narrative literature reflect the authors' processes of expression and healing. In addition, the course will include a creative writing component in which students produce their own poetry, stories and journals and examine the dynamics of expressive articulation. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 315 PSYCHOLOGICAL TESTS AND MEASUREMENTS****3 credits**

Theory and use of psychological tests of ability and personality. Includes laboratory sessions. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 349 INTRODUCTION TO APPLIED COUNSELING****3 credits**

Focus is on developing counseling competencies and specialized skills and techniques used in the counseling process for individuals and groups. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 350 FACILITATOR TRAINING COURSE****3 credits**

This course is designed to develop: (1) improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding; and (2) counseling skills which are effective in dealing with emotional problems. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 352 COMMUNITY PSYCHOLOGY****3 credits**

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Discussion with psychologically trained change agents in human service roles. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY****3 credits**

Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. The course examines issues in the following areas: supervisory, leadership, morale, personnel selection, training, human factors engineering, and consumer psychology. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 355 PRINCIPLES OF LEARNING****3 credits**

A study of behavioral, cognitive, and information processing accounts of the acquisition, organization, and utilization of information. Topics examined include: classical conditioning, instrumental conditioning, observational learning, and memory. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 360 SOCIAL PSYCHOLOGY****3 credits**

A study of the processes underlying and resulting from group interactions. Topics examined include: persuasion, conformity, aggression, prejudice, interpersonal evaluation, and interpersonal attraction. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 370 ABNORMAL PSYCHOLOGY****3 credits**

A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. Maladaptive behavior patterns which are examined include: the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. Prerequisites: PSY 150.

**PSY 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY****3 credits**

A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 410 RESEARCH AND STATISTICS IN PSYCHOLOGY****3 credits**

A study of research design and qualitative and quantitative methods of data collection and analysis. The student selects and carries out independent library and/or empirical research, including a well developed research paper and oral presentation of research project. Faculty supervision is provided on an individual basis. Prerequisites: MAT 221 and PSY 150 PSY 250 or PSY 370.

**PSY 420 PHYSIOLOGICAL PSYCHOLOGY****3 credits**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as SCI 320. Prerequisites: SCI 261 or 280, PSY 150, PSY 250 or PSY 370.

**PSY 481 INTERNSHIP IN PSYCHOLOGY****3-6 credits**

The experience involves applying the knowledge acquired in prerequisite psychology courses in the community through placement in a mental health clinic/community service agency. Supervision on-site and by practicum supervisor. Written report and evaluation of goals and objectives required. Prerequisites: Junior or Senior standing and at least 12 hours in psychology.

**PSY 490 SEMINAR IN PSYCHOLOGY****3 credits**

Special topics course for Psychology, Behavioral Science, or Criminal Justice majors. May serve as capstone course for Psychology majors. Prerequisite: PSY 250 or PSY 370.

**PSY 499 EXPERIMENTAL PSYCHOLOGY****4 credits**

Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in conducting research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisite: MAT 221, PSY 250 or PSY 370, and PSY 499.

**RES 600 WRITING FOR RESEARCH****3 credits**

This course is designed to prepare the student for the conduct of scholarly inquiry and technical writing. Topics to be covered include: refining one's writing style, avoiding plagiarism, adhering to APA style, conducting a review of literature, and critiquing the work of others. The course also provides an explanation of the preparation of the Qualifying Paper. 3 credit hours

**RES 700 RESEARCH DESIGN****3 credits**

An introduction to research, including the purpose of research, principles of observation, development of paradigms, laws, theories and hypotheses, definition and classification of variables, cause and effect, analysis of nomothetic and ideographic research, development of research designs, and principles of measurement.

**RES 701 QUANTITATIVE & QUALITATIVE METHODS OF RESEARCH****3 credits**

An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate methodology, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline. Prerequisite: RES700

**RES 900 DOCTORAL RESEARCH SEMINAR****3 credits**

Under the guidance of the course instructor and the Dissertation Committee, students complete the preparation of the Dissertation Proposal. Students will receive a grade for the course upon the successful defense of the Proposal before the Faculty of the University, and approval of the Proposal from the University Institutional Review Board for Human Subjects Research. Prerequisite: Completion of all required and specialization coursework, including the Qualifying Paper.

**RES 901 DISSERTATION CONTINUATION****3 credits**

Used during continuation of work on the dissertation, this course is necessary to comply with the continuous registration requirement of the degree program. Students must register for this course for every term until the student's dissertation chair anticipates completion of the dissertation the following term. 1 credit hour per additional term

**RES 902 Defense and Completion Of The Dissertation****3 credits**

Enrollment in this course is required for the term of completion of all degree requirements, including the successful defense of the dissertation.

**SAM 530 SPORTS ADMINISTRATION****3 credits**

Application of management theory and practice to sports administration. Emphasis on organizing, structuring, and maintaining a successful department. Day-to-day operations reviewed along with facility management, fiscal and budgetary aspects, personnel selection and supervision, public relations, and office management.

**SAM 535 ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL SPORTS ADMINISTRATION****3 credits**

An overview of critical issues of national interest in both collegiate and professional sports, Title IX, Gender Equity, scholarships and payment of athletes, recruiting policies, professional agents, and other current matters of prime importance in the field.

**SAM 597 INDEPENDENT STUDY IN SPORTS AND ATHLETICS ADMINISTRATION****1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**SAM 610 SPORTS MANAGEMENT, MARKETING AND PUBLIC RELATIONS****3 credits**

The purpose of the course is to expose students to various aspects of the sports marketplace, including but not limited to athlete representation, legal issues including but not limited to the internet, individual and corporate marketing, and public relations strategies. The course will examine trends in the industry, analyzing their present and future effects on both the particular sport and sports in general

**SAM 620 SPORTS PSYCHOLOGY****3 credits**

Study of selected and specialized current topics in the field of sports psychology. Included are the processes underlying and resulting from group interactions with particular reference to the study of personal growth in the areas of sports.

**SAM 621 SPORTS MEDICINE: TECHNIQUES IN THE CARE AND PREVENTION OF ATHLETIC INJURIES****3 credits**

Techniques and procedures designed to prevent injuries: preventative taping, injury recognition and immediate care of athletic injuries. Designed for athletic personnel and those interested in the field of athletic training. 3 credit hours

**SAM 630 LEGAL ASPECTS OF ATHLETICS****3 credits**

General overview of the fundamentals of sports law. Emphasis on those areas of sports law that impinge on the daily business routines of lawyers and sports professionals. Topics include: school, coach, and medical liability, as well as liability, injuries, warnings, waivers, contracts, and discrimination.

**SAM 631 SPORTS AND ATHLETICS GOVERNANCE****3 credits**

Introduction to the structure and principles of governance in Intercollegiate Athletics for institutions who are members of the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. Focus on the structure and responsibilities of the NCAA/NAIA, the constitution and bylaws, application of rules and regulations, the structure and responsibilities of the university/college compliance office, and ethics. Upon completion, members should be capable of passing the NCAA annual recruiting examination.

- SAM 665 GRADUATE PROJECT IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
 The Project is developed around an area of professional interest and importance. The project must reflect an integration of theory and practice, as well as demonstrate expertise in the subject matter.
- SAM 670 SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
 Various topics of current interest not covered in other courses and particularly related to coaching administrative skills, which meet state certification requirements in education or other areas.
- SAM 680 BEGINNING INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
 The internship provides an opportunity to apply beginning knowledge and theory to professional practice.
- SAM 681 ADVANCED INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION** **3 credits**  
 The internship provides an opportunity to apply advanced knowledge and theory to professional practice.
- SCI 100 PRINCIPLES OF SCIENCE FOR HEALTH PROFESSIONALS** **3 credits**  
 An integrated science course that introduces basic scientific principles involved in the health professions. Selected topics from biology, microbiology, chemistry and physics are included. This course may not be used to fulfill the core curriculum laboratory science requirement.
- SCI 110 THE BIOLOGICAL WORLD AND LAB** **4 credits**  
 Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in the evolutionary perspective. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.00.
- SCI 111 BIOLOGICAL PATTERN AND PROCESS AND LAB** **4 credits**  
 Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.
- SCI 130 GENERAL CHEMISTRY I AND LAB** **4 credits**  
 This course provides a background in the basic concepts of chemistry. Topics include discussion of units of measurements, structure of atoms, stoichiometry, types of chemical reactions, concepts of bonding, ideal gases, atomic structure and periodicity, and thermochemistry. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite or Corequisite: MAT 110. Lab fee: \$30.
- SCI 131 GENERAL CHEMISTRY II AND LAB** **4 credits**  
 This course continues from SCI 130 and presents an introduction to the properties of solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, spontaneous processes and entropy, and the chemistry of representative elements from the periodic table. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 130. Lab fee: \$30.00.
- SCI 170 ASTRONOMY OF THE STARS AND GALAXIES AND LAB** **3 credits**  
 The study of the lives of the stars and galaxies by using tools of scientific inquiry and observation. It covers the basic principles and tools of the trade in order to study the Universe beyond the Solar System. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.
- SCI 206 THE BIOLOGY OF PLANTS AND ALGAE AND LAB** **4 credits**  
 An introduction to the form, function, diversity, evolution, natural history and cultural significance of green plants and other photosynthetic organisms. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110 and 111. Lab fee: \$30.

**SCI 215 MARINE BIOLOGY AND LAB****4 credits**

An introduction to marine organisms: their diversity, adaptations and ecological interrelationships. Laboratory and mandatory field trips. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 110.

**SCI 222 NATURE AND THE SCIENTIFIC ENTERPRISE****4 credits**

An introduction to science as a human enterprise, and the explanations it offers toward understanding the fundamental features of the natural Universe. Included are the nature and philosophy of science, differences between science and other modes of inquiry/interpretation, the scientific method, the language of science, the limitations of science, science and human affairs, and a survey of the theories of science that have most shaped the modern world view. Prerequisite: Sophomore standing, and MAT 110 (or above) or at least one college-level science course; or permission of instructor(s).

**SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB****4 credits**

An introduction to the ecosystems of humanity and nature emphasizing basic principles of pattern and process, and analysis of current biological, technological, social, political, economic, resource and energy issues in relation to the environment. This course meets 3 lecture hours and 3 lab hours per week. Lab fee: \$30.

**SCI 260 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB****4 credits**

Exploration of basic human anatomy and physiology as an integrated whole covering cells and tissues, skeletal, muscular, circulatory, and digestive systems. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.

**SCI 261 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB****4 credits**

Exploration of basic human anatomy and physiology covering the nervous, respiratory, excretory, endocrine, and reproductive systems. A survey of major human diseases, development, heredity, and aging. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 260 or permission of Biology Program Coordinator. Lab fee: \$30.

**SCI 280 MIND BODY MEDICINE****3 credits**

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: PSY 150. Lab fee: \$30.

**SCI 300 ACOUSTICS AND LAB****4 credits**

This course explores the physics of sound and its relationship to music. Topics covered include the physics of vibrating systems, waves, intensity, timbre, frequency, tuning and temperament, the physics of musical instruments and the psychology of sound. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: An ability to read music notation. Lab fee: \$30.

**SCI 320 PHYSIOLOGICAL PSYCHOLOGY****3 credits**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as PSY 320. Prerequisites: SCI 261 and PSY 150.

**SCI 325 MICROBIOLOGY AND LAB****4 credits**

An introduction to the morphology, physiology, life history and ecology of microbes (chiefly bacterial) and viruses. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110, 111, 130, and 131. Lab fee: \$30.

**SCI 350 PHYSICS I AND LAB****4 credits**

Exposition of the fundamental laws and phenomena of mechanics, fluids, heat, wave motion and sound. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: MAT 110. MAT 320 as a Pre or Corequisite is recommended. Lab fee: \$30.

**SCI 351 PHYSICS II AND LAB****4 credits**

Exposition of the fundamental laws and phenomena of electricity, magnetism, optics, special relativity, atomic, and nuclear physics. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 350. Lab fee: \$30.

**SCI 360 ECOLOGY AND LAB****4 credits**

An in-depth study of ecosystems at various levels of pattern and process, broadly emphasizing material/energy interrelationships in concept, time and space. This course meets 3 lecture hours and 3 lab hours per week. Laboratory and mandatory field trips. Prerequisites SCI 110, MAT 110; SCI 230 or permission of Biology Program Coordinator. Lab fee: \$30.

**SCI 485 BIOLOGY INTERNSHIP****3-6 credits**

Opportunity for Biology majors to gain on-the-job experience through an internship placement. Advisor/Dean permission required.

**SCI 390 ORGANIC CHEMISTRY I AND LAB****4 credits**

This course covers the fundamental topics of organic chemistry which include structure and bonding, bonding and molecular properties, the nature and stereochemistry of alkanes and cycloalkanes, structure and reactivity of alkenes, stereochemistry, mechanisms of the common type of organic reactions, and the nomenclature of organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 131 or equivalent. Lab fee: \$30.

**SCI 391 ORGANIC CHEMISTRY II AND LAB****4 credits**

This course provides a detailed survey of the synthetic reactions of various organic functional groups. The main thrust of the course is the thorough mechanistic understanding of the organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 390. Lab fee: \$30.

**SCI 450 GENETICS AND LAB****4 credits**

A study of the nature, inheritance and expression of genes. Laboratory work emphasizes genetic experimentation and statistical analysis of genetic data. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110 and 111 (or SCI 260 and 261) and MAT 221. Lab fee: \$30.

**SCI 485 BIOLOGY INTERNSHIP****3-6 credits**

Opportunity for Biology majors to gain on-the-job experience through an internship placement. Advisor/Dean permission required.

**SCI 490 BIOLOGY SENIOR SEMINAR****3 credits**

Special topics/capstone course for biology majors. Senior standing and permission of Biology Program Coordinator.

**Note:** Lab Credits: For each 1 credit of lab: All upper division (300+) lab science courses and some lower division (100+) lab science courses meet for 3 hours of lab per week. Other lab science courses meet for a 2 hour lab.

**SOC 110 INTRODUCTION TO SOCIOLOGY****3 credits**

A survey course designed to introduce the student to the science of sociology. Introduction to fundamental concepts of social relationships and group life. Culture, social institutions, and deviance are discussed.

**SOC 210 INTRODUCTION TO ANTHROPOLOGY****3 credits**

A two-part course introducing the fields of physical and cultural anthropology through the investigation of human biology and behavior. Emphasis is placed on a cross-cultural examination of family and kinship, religion, economics and politics.

**SOC 220 FAMILY AND SOCIETY****3 credits**

Study of the institutional character of the family, its history and relationship to other institutions. Problems encompassing premarital concerns, internal dynamics of family life, children, and divorce are discussed. Prerequisite: SOC 110.

**SOC 230 INTRODUCTION TO SOCIAL WORK****3 credits**

An examination of modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and the community organization. Prerequisite: SOC 110.

**SOC 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE****3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

**SOC 311 INTERPERSONAL PROCESSES****3 credits**

The course involves the study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Instructional emphasis is placed on providing an understanding of the behavioral, emotional, and cognitive components of interpersonal communication in contemporary society. Prerequisite: PSY 150 or SOC 110.

**SOC 330 THE SOCIAL WELFARE SYSTEM****3 credits**

Programs, policies and services on local, state and national level are examined. Goals and approaches of various social work agencies are explored. Particular problems of various social, racial, ethnic groups are studied. Prerequisite: SOC 110.

**SOC 335 CONTEMPORARY SOCIAL PROBLEMS****3 credits**

A presentation of methods of identifying social problems. Analysis of such problems as crime, drug abuse, discrimination and disadvantage, family disorganization, ecology and armed conflict are discussed. Prerequisite: SOC 110.

**SOC 491 SEMINAR IN SOCIOLOGY****3 credits**

A study of selected and specialized topics in the field of sociology. Prerequisites: Two upper level SOC courses.

**SOC 450 RACE AND ETHNICITY****3 credits**

In this course students will use the sociological perspective to examine race and ethnicity. Topics include the historical conditions of various racial-ethnic groups in the U.S., as well as challenges facing minorities today. Prerequisite: SOC 110

**TSR 101 TRANSFER STUDENT SEMINAR: THE UNIVERSITY EXPERIENCE****0 credits**

This course is designed to orient students to the specific policies, procedures, programs, and services available at Lynn University.



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