

University of Charleston 2014-15 Catalog



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2300 MacCorkle Avenue, S.E.
Charleston, WV 25304-1099

609 South Kanawha
Beckley, WV 25801
1-877-345-5061

142 North Queen Street, Suite 112
Martinsburg, WV 25401
1-877-345-5061

and on an *ad hoc* basis at other locations throughout West Virginia.

Telephone (304) 357-4800 or (800) 995-GOUC (4682)
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2014-15 ACADEMIC CALENDAR

SUMMER 2014

MODALITY	DATE(S)	EVENT
In-Seat and Hybrid Classes (15 weeks)	April 30	Last day to ADD a class via online registration.
	May 5 – Aug 15	Classes begin.
	May 9	Last day to ADD a class via paper registration.
	May 16	Last day to DROP without a “W” grade.
	May 25	University Closed – Memorial Day
	July 4	University Closed – Independence Day
	July 11	Last day to DROP without a “WF” grade.
Session 1 Online Classes (8 weeks)	April 30	Last day to ADD a class via online registration.
	May 7 – June 29	Classes begin.
	May 9	Last day to ADD a class via paper registration.
	May 14	Last day to DROP without a “W” grade.
	May 28	Last day to DROP without a “WF” grade.
Session 1 In-Seat Classes (5 weeks)	May 21	Last day to ADD a class via online registration.
	May 27 – June 27	Classes begin.
	May 27	Last day to ADD a class via paper registration.
	May 30	Last day to DROP without a “W” grade.
	June 10	Last day to DROP without a “WF” grade.
Session 2 Online Classes (8 weeks)	June 25	Last day to ADD a class via online registration.
	July 2 – Aug 24	Classes begin.
	July 3	Last day to ADD a class via paper registration.
	July 4	University Closed – Independence Day
	July 9	Last day to DROP without a “W” grade.
	July 23	Last day to DROP without a “WF” grade.
Session 2 In-Seat Classes (5 weeks)	June 25	Last day to ADD a class via online registration.
	June 30 – Aug 1	Classes begin.
	June 30	Last day to ADD a class via paper registration.
	July 3	Last day to DROP without a “W” grade.
	July 14	Last day to DROP without a “WF” grade.

FALL 2014

MODALITY	DATE(S)	EVENT
In-Seat and Hybrid Classes (16 weeks)	August 20	Last day to ADD a class via online registration.
	Aug 25 – Dec 12	Classes begin.
	August 29	Last day to ADD a class via paper registration.
	September 4	Last day to DROP without a “W” grade.
	Oct 6-10	Midterm Exams
	Oct 16-17	Fall Break
	October 31	Last day to DROP without a “WF” grade.
	Nov 24-25	Follow the Thursday & Friday Course Schedule (Nov 27 & 28 classes will meet these days)
	Nov 26-28	University Closed - Thanksgiving Break (Thanksgiving – Nov. 27)
	December 7	Winter Commencement Ceremony
	Dec 8 - 12	Final Exams
Session 1 Online Classes (8 weeks)	August 20	Last day to ADD a class via online registration.
	Aug 27 – Oct 19	Classes begin.
	August 27	Last day to ADD a class via paper registration.
	September 3	Last day to DROP without a “W” grade.
	September 17	Last day to DROP without a “WF” grade.
Session 2 Online Classes (8 weeks)	October 15	Last day to ADD a class via online registration.
	Oct 22 – Dec 14	Classes begin.
	October 24	Last day to ADD a class via paper registration.
	October 29	Last day to DROP without a “W” grade.
	November 5	Last day to DROP without a “WF” grade.

SPRING 2015

MODALITY	DATE(S)	EVENT
In-Seat and Hybrid Classes (16 weeks)	January 7	Last day to ADD a class via online registration.
	Jan 12 – May 1	Classes begin.
	January 16	Last day to ADD a class via paper registration.
	January 22	Last day to DROP without a “W” grade.
	Feb 23 - 27	Midterm Exams
	Mar 9 - 13	Spring Break
	March 20	Last day to DROP without a “WF” grade.
	Apr 27 – May 1	Final Exams
	May 3	Spring Commencement Ceremony
Session 1 Online Classes (8 weeks)	January 7	Last day to ADD a class via online registration.
	Jan 14 – Mar 8	Classes begin.
	January 16	Last day to ADD a class via paper registration.
	January 21	Last day to DROP without a “W” grade.
	February 4	Last day to DROP without a “WF” grade.
Session 2 Online Classes (8 weeks)	March 4	Last day to ADD a class via online registration.
	Mar 11 – May 3	Classes begin.
	March 13	Last day to ADD a class via paper registration.
	March 18	Last day to DROP without a “W” grade.
	April 1	Last day to DROP without a “WF” grade.

“MESSAGE FROM THE PRESIDENT”



Welcome to the University of Charleston. I am delighted that you are attending UC and pledge to you that we will help you achieve your educational goals.

The mission of the University of Charleston is not just a statement written for a catalog. It is our guiding light that pulls us together in a common cause. The University really does exist “to educate each student for a life of productive work, enlightened living and community involvement.”

The University is an innovative environment. We change all of the time because the needs of the world and the interests of students change. We will assist you in learning the skills of innovation – how to prepare for a situation that is not yet seen, how to think critically, and how to see something very familiar in an entirely new way.

Our nationally-recognized, outcomes-based curriculum allows students to experience learning in a variety of ways and to master the critical learning outcomes that are most sought after in today’s job market. Our six Liberal Learning Outcomes areas are Citizenship, Communication, Creativity, Critical Thinking, Ethical Practice and Inquiry. Opportunities to demonstrate these outcomes are embedded across the curriculum. We are proud of having developed a unique curriculum to serve you.

The information included in this catalog is designed to assist you in navigating the process of earning your degree. You will find contact information, curriculum requirements and other information necessary to make this process easier.

We are sincere about our mission, excited about your future, and committed to assisting you in surpassing your current goals.

THE UNIVERSITY OF CHARLESTON

Our Mission

The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

Productive Work

The University prepares students to contribute to society. His or her work will vary tremendously, but we hope that each graduate will improve his or her world. “Productive” work isn’t defined by only by acquisition of wealth, but also by the positive impact of the work on the graduate’s community and world.

Enlightened Living

College graduates must possess a broad range of knowledge to thrive in modern society. Graduates should be scientifically, economically, politically, aesthetically, and culturally literate. They should have a sense of history and shared values, and a commitment to moral purpose and personal character.

Community Involvement

Finally, the University attempts to develop within every student a commitment to involvement in his or her community – at local, state, national and global levels. The foundation of our democratic society rests on community involvement, so we want graduates to take responsibility for leadership and initiative in shaping organizations, institutions, and communities.

The Mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

The University realizes this mission by assisting each student to:

- Develop the skills and knowledge necessary to contribute to society and find personal fulfillment through a profession, vocation, or avocation;
- Develop his or her potential for informed appreciation of and creative contribution to the arts;
- Develop a commitment to uphold the duties of citizenship through regular service to and effective involvement in his or her community.

The University’s Core Ethical Values

The University Community expects that members working within and students graduating from the University of Charleston will subscribe to the core values of justice, integrity, respect, equality, responsibility, and altruism.

History

The University of Charleston is an independent, comprehensive institution of higher education located in the capital city of West Virginia. Founded by the Methodist Episcopal Church, South in 1888 as Barboursville Seminary in the rural community of Barboursville, West Virginia, the institution became Morris Harvey College in 1901 to

honor a prominent donor. In 1935 the College responded to a request from Charleston businessmen and moved to the state's capital city.

As a result of a merger between the Methodist Episcopal Church, North and South, the College disaffiliated from the denomination and became independent in 1942. The institution grew between 1935 and 1960, due in part to mergers with Kanawha Junior College and Mason College of Fine Arts and Music. On December 13, 1978, the Board of Trustees changed the name of the institution to the University of Charleston to reflect the institution's strong ties to the local community and to recognize the diversity of programs offered by the institution.

In the mid-1990s the University made demonstrable student learning its central educational focus. The curriculum was redesigned to incorporate specific learning outcomes, based in the liberal arts, in all academic programs. Successful achievement of these outcomes, in the areas of Citizenship, Communication, Creativity, Critical Thinking, Ethical Practice and Inquiry, is now required of all students seeking a degree.

The University of Charleston benefits greatly from its location in the state's capital city and proximity to the state's largest medical, commercial and financial centers, and to major research and manufacturing facilities, all of which provide excellent opportunities for learning experiences outside the classroom. The University, in return, serves the community as a focal point for intellectual, cultural, athletic, and civic events. These interactions between the University and community are vital to the achievement of the University's mission.

In January 2013 the University of Charleston expanded regionally, adding locations in Beckley and Martinsburg, WV. These new locations provided the opportunity to offer new programs and expand access. The institution's academic programs were further enriched by the development of online and hybrid courses and programs.

ORGANIZATIONAL STRUCTURE

Administrative Organization

The University's senior administrative officers report to the President. They are responsible for the following functions:

- **Regional President** – Oversees the operation of regional locations and the university's online programs.
- **Executive Vice President & Provost** — Undergraduate and Graduate Faculty, the Academic Program, Academic Advising, Assessment, the Faculty Center, Institutional Research University Computing, and Audio/Visual Services
- **Executive Vice President & CFO** — Budget and Institutional Finance, Personnel, Facilities Services, Purchasing, Accounting, Food Services, Catering, and Financial Aid.
- **Vice President for Marketing** — Distance Education, Marketing and Recruitment of Adult Students and Outreach.
- **Vice President for Admissions** — Recruitment of In-Seat and International Students, Student Solutions Center, Educational Partnerships, and Military Programs
- **Vice President for Student Development** — Student Life, Residence Life, Academic Support, Schoenbaum Library, and Athletics
- **Vice President for University Development**— Annual Fund, Development, Alumni, Fundraising, and Parent Relations

Academic Organization

An undergraduate and a graduate faculty deliver the University of Charleston curriculum.

The undergraduate faculty is apportioned among three Schools: the School of Arts & Sciences; the School of Business and Leadership; and the School of Health Sciences.

The graduate faculty members serve in the Graduate School of Pharmacy, the Graduate School of Business, and the Physician Assistant Program.

THE CURRICULUM

UC's *outcomes-based* curriculum requires each course and degree program to have clear statements about the skills or knowledge a student must demonstrate (competencies) to meet a specific learning goal (outcome). The levels of achievement expected (standard), and how each level of achievement is to be measured (assessment) must also be well-defined. The information assures that students and faculty share an understanding of the work that needs to be done and how it will be judged. This approach provides a rich educational experience.

The Liberal Learning Outcomes

At the core of the University's curriculum are its Liberal Learning Outcomes (LLOs). To be an educated citizen in the 21st century and engage in "enlightened living," a student must be able to communicate effectively, act ethically, respond aesthetically, and engage in creative thought in his or her professional and personal life. He or she must also be able to think critically and analytically, and be able to locate and evaluate information necessary for discipline-specific research and the pursuit of lifelong learning.

To help students acquire these competencies the University of Charleston has developed a curriculum with a solid foundation in the liberal arts. Students must demonstrate achievement in six Liberal Learning Outcome areas: **Citizenship, Communication, Creativity, Critical Thinking, Ethical Practice, and Inquiry.**

Most LLOs must be demonstrated at multiple levels before the outcome is met. Opportunities to practice skills and demonstrate competencies occur in courses and other learning experiences, within and outside the student's major field. Liberal Learning Outcomes are tightly woven into the curriculum in all academic programs.

Many students complete external learning activities within their major while at the University of Charleston. Clinical and field experiences, service learning, community service projects and internships all provide insight into a profession or practical experience in the student's chosen field of productive work.

These experiences, inside and out of the classroom, create an integrated educational experience and provide evidence that each student leaves the University prepared to live a life of productive work, enlightened living, and community involvement.

There are a variety of ways students can demonstrate achievement of our LLOs. These are described in the [Academic Policies](#) section of this Catalog.

LIBERAL LEARNING DEFINITIONS AND OUTCOMES

1. **Citizenship** – the rights and responsibilities that are associated with social, political, and economic communities that an individual demonstrates as an engaged and knowledgeable member of a society.
 - 1.1 The graduate demonstrates an understanding of social, political, and economic institutions. (Civic Literacy - foundational)
 - 1.2 The graduate demonstrates an understanding of global awareness. (Global Literacy – mid-level)
 - 1.3 The graduate demonstrates an understanding of key historical patterns in human civilization and their relationship to the present. (Historical Literacy – mid-level)
 - 1.4 The graduate demonstrates active and responsible citizenship. (Civic Involvement – advanced level)

2. **Communication** – the ability to effectively send and receive messages.
 - 2.1 The graduate writes effectively for a variety of audiences and purposes.
 - Demonstrate at foundational level
 - Demonstrate at mid-level
 - Demonstrate at advanced level
 - 2.2 The graduate speaks effectively to a variety of audiences for a variety of purposes.
 - Demonstrate at foundational level
 - Demonstrate at mid-level
 - Demonstrate at advanced level
 - 2.3 The graduate reads effectively.

3. **Creativity** – the process of generating original ideas or making new connections among existing ideas for the advancement of human endeavor.
 - 3.1 The graduate is able to critique the creative product in traditional creative disciplines.
 - Demonstrate at foundational level (1 experience)
 - 3.2 The graduate engages in the study or production of a body of work.
 - Demonstrate at mid-level (2 experiences)
 - 3.3 The graduate demonstrates creative ability in the major.
 - Demonstrate at advanced Level (1 experience)

4. **Critical Thinking** – the process of reflection, reasoning and imagining, through which the individual willingly, systematically, and habitually examines and explores statements, problems, issues, beliefs, and social constraints. The graduate demonstrates these competencies at each level: (1) an attitude of intellectual inquiry; (2) information literacy; and (3) critical, analytical, and reflective thinking skills [metacognition].
 - 4.1 Foundational level (2 experiences)
 - 4.2 Mid-level (4 experiences)

- 4.3 Advanced level (1 experience in the major *and* 1 experience outside the major, i.e. Senior Capstone UNIV 459. The LLO lives on the course in the major)
5. **Ethical Practice** – the disposition to treat others with honesty, fairness, justice, integrity, and altruism within communities and areas of professional service. The graduate demonstrates these competencies at each level: (1) an understanding of their ethical beliefs and the ethical beliefs of others; (2) the ability to identify ethical conflicts; and (3) the ability to make ethical decisions.
- 5.1 Foundational level (1 experience)
 - 5.2 Mid-level (2 experiences)
 - 5.3 Advanced level (1 experience)
6. **Inquiry** – the application of concepts and tools to create, verify and communicate new knowledge.
- 6.1 The graduate will understand and apply basic principles of science and mathematics.
 - 6.1M The graduate demonstrates understanding and competence in applying the fundamental theories and laws of mathematics.
 - Foundational level - Mathematics (1 experience)
 - 6.1S The graduate demonstrates understanding and competence in applying the fundamental theories and laws of science.
 - Foundational level - Science (1 experience)
 - 6.2 The graduate will analyze and interpret data in a variety of contexts using mathematical and scientific principles.
 - Mid-level – Application of Mathematics and Science (1 experience)
 - 6.3 The graduate will create new knowledge using principles of inquiry appropriate to his/her discipline.
 - Advanced level – Research in Major/discipline (1 experience)

Note: All Liberal Learning Outcomes may also be demonstrated through a Roundtable-approved Independent Learning Plan (ILP).

ASSESSMENT – TO DEMONSTRATE LEARNING

The University of Charleston systematically measures students' learning using a variety of assessment strategies. Results of these assessments are used to strengthen academic programs and improve learning and teaching. They provide information about the level of a student's skills or knowledge and can be used to measure growth of learning over time. Assessments include, but are not limited to, those described below.

Placement Assessments

Scores on ACT or SAT examinations, when available, are used to identify weaknesses in basic academic skills. Other assessments may be used for this purpose when ACT or SAT scores are not available. When weaknesses are identified, students are required to participate in skill building sessions or classes designed to increase performance in such core areas as writing, reading, or mathematics.

Some academic programs, such as those in the natural sciences, also have departmental placement examinations to assure that students are placed in appropriate courses. These assessments are generally administered during freshmen and transfer orientation sessions.

Program Admission Assessments

Some academic programs, including Teacher Education and some Health Science programs, require passing scores on specific, standardized tests before students are admitted to the programs. In addition to these tests students must meet other admission requirements as stated by the program. A student may be admitted to the University and still be denied admission to a specific program if the admission requirements are not achieved. Students should check with program faculty about these requirements.

Assessment of New Students

In order to establish a baseline of learning, incoming students may be required to take assessments. These are typically administered online, during Orientation or in UNIV 101 and UNIV 203. Students who miss taking these assessments because of late admission must make an appointment to take the assessments before the third week of classes. Contact your academic advisor for more information.

Senior Assessments

In order to measure the effectiveness of our academic program, graduating students are required to participate in standardized examinations as a condition for graduation. Participation is tracked on the Program Evaluation (degree audit). These assessments are separate from and in addition to the Comprehensive Examinations required by each academic program.

FIRST-YEAR EXPERIENCE (FYE)

Debbie Bannister, Director

New Student Orientation

Students begin their academic career at the University of Charleston with Orientation. During Orientation, students begin to make friends and feel at home in a new environment. The Office of Student Life oversees all activities of the orientation process, working with faculty to integrate the curricular and co-curricular elements of the experience.

The first day of New Student Orientation is also the first day of classes for first-year students. The students will meet faculty and begin the work of meeting the Liberal Learning Outcomes. Students are expected to participate in the Summer Orientation and Registration (SOAR) described elsewhere in the *Academic Catalog*. The two processes work in tandem to orient the student to the academic and practical sides of life at the university.

The First Year Experience Courses (FYE)

The first year curriculum at the University of Charleston combines academic coursework with co-curricular and residential life activities to create a rich First Year Experience (FYE).

The student begins his or her liberal arts education and the work of meeting Liberal Learning Outcomes through participation in two or more FYE classes over two semesters. Students generally participate in one FYE class in the fall semester and one FYE class in the spring semester. The FYE classes examine the foundations of the Social Sciences, Humanities, and Biological Sciences and serve to build the student's communication, and critical thinking skills. They also serve to orient students to the scholarly process.

Assignments in the FYE classes are designed to help students meet foundational requirements for achievement of some LLOs. For example, writing assignments successfully completed are designed to fulfill the requirements for foundational Communication (COMM 101 and COMM 102 writing portfolios.)

Mentors and Major Advisors

Incoming students are paired with a faculty mentor, who serves the student as an informed guide, as an advocate, and as a role model. Incoming students who have declared a major are also assigned a major advisor who provides advice on appropriate coursework or other issues associated with a particular academic discipline or major field of study. The major advisor will change if a student changes his or her major. If the student has not declared a major, the mentor serves as advisor until a choice is made.

University 101 & 102

UNIV 101 and UNIV 102 courses are designed to help students master the complexities of University life, understand the academic program, and deal with personal and social issues presented by a newly independent living status. Each student meets at least one hour each week with his or her mentor, Mentoring Group, and a peer educator.

Peer educators are student leaders selected to assist new students adjust to University life and connect with campus programs and co-curricular activities.

Successful completion of all UNIV 101 and 102 activities and assignments provides students with written, spoken, and other work products that can be used to meet some portfolio requirements for completing Liberal Learning Outcomes.

Co-Curricular Activities

The Office of Student Life and various campus organizations offer a variety of experiences that support the academic program. Participation in some of these activities may be required for particular courses or programs of study. In some cases, significant participation may be used as evidence that a student has demonstrated one or all of the competencies for a particular Liberal Learning Outcome.

A Typical First Year Schedule

The first year’s strong introduction to the liberal arts is accompanied by introductory coursework in the academic discipline or major field. The specific classes will vary from major to major, but a typical schedule will look like the one below.

Fall Semester	Credit	Spring Semester	Credit
FYE Class	3 or 4	FYE Class	3 or 4
COMM 101 (Embedded)	3	COMM 102 (Embedded)	3
UNIV 101	1	UNIV 102	2
Course in Major	3	COMM 103 (Embedded)	3
LLO course	3	UNIV 112 (Embedded)	1
Course in Major	3	Course in Major	3
		Course in Major	3
Total:	16 or 17	Total:	18 or 19

COMM 101 and 102 Freshman Writing courses are foundational-level English composition portfolios. There are three ways to demonstrate foundational writing competency. Work done in the FYE classes may be submitted as a portfolio, the course may be taken as a free-standing course, where competency is demonstrated through successfully completing assignments or a student may prepare and submit a portfolio of their writing for assessment. A fee will be charged for the last option. Refer to Policies for [Credit for Prior Learning](#) for more information.

COMM 103 is an oral communication (speech) portfolio. Opportunities for demonstrating competency of COMM 103 are embedded in UNIV 102 / UNIV 203. Students may also demonstrate competency by successfully completing the COMM 103 course online or by preparing and submitting a video portfolio for assessment. A fee will be charged for the last option. Refer to Policies for [Credit for Prior Learning](#) for more information.

DEGREE PROGRAMS

Minors, available in many of these fields, are detailed in program descriptions.

Name of Major	Degree	Location
University-Wide Program		
General Studies	B.A./B.S.	All Locations
Individualized Major	B.A./B.S.	All Locations
School of Arts & Sciences		
Art	B.A.	Charleston
Graphic Design		
Studio Art		
Biology	B.S.	Beckley, Charleston
Pre-Pharmacy		
Pre-Professional		
Chemistry	B.S.	Charleston
Pre-Pharmacy		
Pre-Professional		
Chemistry-Biology Dual Major		
Education		
Elementary Education	B.A.	Charleston, Beckley
Elementary Education/Special Education	B.A.	Charleston, Beckley
Wellness Education	B.S.	Charleston
Wellness Education/Special Education	B.S.	Charleston
Elementary Studies and Child Development	B.A.	Charleston, Beckley
Wellness Studies and Fitness	B.A.	Charleston
English	B.A.	Charleston
History	B.A.	Charleston
Integrated Communications	B.A.	Charleston
Interior Design	B.A.	Charleston
Political Science	B.A.	Charleston
Pre-Law		
Public Policy		
Psychology	B.A.	All locations
Psychology	B.S.	Beckley, Charleston
Social Work	B.S.	Beckley
School of Business and Leadership		
Accounting	B.S.	All locations
Business Administration	B.S.	All locations
Finance	B.S.	All locations
Organizational Leadership	B.S.	All locations
Sport Administration	B.S.	Charleston

School of Health Sciences

Athletic Training	B.S.	Charleston
Diagnostic Medical Sonography	B.S.	Beckley
Nursing (pending WV Board Approval)	A.D.N.	Beckley
Nursing	B.S.N.	Charleston
Occupational Therapy Assistant	A.S.	Beckley
Radiologic Science	B.S.	Charleston
Radiologic Technology	A.S.	Beckley

The Graduate Schools

Executive Master of Business Administration	E.M.B.A.	Beckley, Charleston, Martinsburg
Master of Forensic Accounting	M.F.A.	Charleston – (Low residency)
Master of Business Administration & Leadership	M.B.A.L.	Charleston
Master of Strategic Leadership	M.S.S.L.	All locations
Physician Assistant	M.S.P.A.	Charleston
Doctor of Executive Leadership	D.E.L.	All locations – (Low residency)
Doctor of Pharmacy	Pharm.D.	Charleston

Individualized Major

The Individualized Major is designed for students who have completed an extensive number of college-level courses at other institutions that do not fit conveniently or logically into existing University of Charleston majors, OR for students who want to combine adequate content from two or three existing University of Charleston majors to meet personal educational goals. As in all other programs, students must demonstrate exit level achievement of Liberal Learning Outcomes to graduate. Students interested in pursuing this option should read carefully the requirements and procedures outlined in the “[Academic Policies](#)” section of this *Academic Catalog*.

Statement on Specialized Accreditation

The University of Charleston is committed to excellence in each program that is offered to students. We regularly review the program and liberal learning outcome data to evaluate how our students are doing during and at the end of each program. Specialized accreditation is sought and maintained for appropriate programs. (For a listing of currently specialized accredited programs, go to [catalog list](#).)

In the unlikely situation a decision is made to end a program with specialized accreditation, UC will provide opportunities to teach out current students according to the regulations of the specialized accrediting agency, the requirements of the Higher Learning Commission, and any applicable federal or state law.

OFFICE OF ADMISSIONS
Joan Clark, Vice President for Enrollment

Admission Philosophy

The University of Charleston seeks to enroll students who possess the potential and motivation to take full advantage of our unique curriculum, be successful academically, and contribute to the University community. Admission is based on academic records, evidence of leadership and community involvement, and demonstrated personal qualities of the applicant.

Admissions Office Mission Statement

The Office of Admissions seeks to identify, counsel, and enroll students who possess the potential and motivation to be successful in their pursuit of intellectual growth in their chosen major or career path and social growth in their on and off campus outreach for enlightened living and community involvement.

A visit to campus, scheduled with the Office of Admissions in Charleston or Beckley, is strongly recommended for all in-seat applicants. To schedule a campus visit please contact us at 1.800.995.4682 (GO UC) or 1.304.357.4750.

Standardized Tests

Results of the American College Test (ACT) or the Scholastic Assessment Test (SAT) are required for certain classes of applicants and/or for certain degree programs, as described below in the “Admission Requirements.”

Most individuals take the ACT or SAT on a national testing date. However, the University of Charleston is authorized to administer the ACT Residual Test to applicants who need test results to complete their application to the University of Charleston. Such results may be used only at the University of Charleston. ACT Residual Test results from another institution will not be recognized for admission to the University of Charleston.

Special Admission Requirements

Some programs, most notably Health Science and Education, have special and separate admission requirements. Applicants should consult program descriptions in this Catalog for a complete description of any special or additional requirements specific to the program or programs in which they are interested.

UNDERGRADUATE ADMISSION REQUIREMENTS

General Freshman Admission

A student applying for general freshman admission may submit an application any time after the completion of six semesters of high school. Admission requirements are:

- Minimum 2.25 academic grade point average (on a 4 point scale); or GED or TASC score of 500 (50 if taken prior to 1/1/2003); and
- Minimum composite ACT score of 19 and / or SAT score of 900 on the combined Reading and Mathematics sections – the writing sample sections of the ACT and SAT may be used to determine placement.

Notes regarding the American College Test (ACT) and the Scholastic Aptitude Test (SAT): Results of the ACT or SAT are required of those applicants who graduated from high school (or would have graduated, for those who earned a GED/TASC) within five years of the time of application. For applicants removed from high school for over five years, these tests are highly recommended. If appropriate, a Residual ACT can be offered by the Office of Admissions if requested by the applicant in a timely fashion. If such an applicant elects not to take the ACT or SAT, he or she may be placed in foundational courses (specifically, math and science) upon successful admission and subsequent enrollment. These tests are also required for all students seeking admission to a health sciences program, and they may be requested of others. The writing sample sections of the ACT and SAT will not be used to determine admission status, but may be used to determine placement.

Applicants must submit the following documentation for consideration by Admissions staff:

- Completed Undergraduate Application for admission;
- \$25 application fee;
- Official secondary school records documenting completion of 15 units of academic courses with grades indicating intellectual ability and promise;
- High school transcripts or official GED/TASC results with an average score of 5 (prior to January 1, 2003) and 500 or more on the new test (after January 1, 2003), if applicable;
- A campus visit, either in group format or as an individual, is strongly recommended;
- A personal essay and resume are highly recommended but not required unless the student will be competing for scholarship awards. Student essay may be about their potential for leadership and/or the importance of community involvement.
- A record of active participation in school or community organizations or events throughout high school is highly recommended.
- Applicants accepted by the University of Charleston must submit proof of graduation to the University's Office of Admissions before they will be allowed to enroll.
- Regional campuses may require a general assessment test prior to enrollment
- Online applicants must submit a valid driver's license or state issued photo identification

Home School Admission

The University of Charleston makes every effort to accommodate the special circumstances of home school students during the admissions process. Minimum admission requirements include:

- If you are under the umbrella of a diploma-granting organization, you will need to submit evidence of the coursework completed and your level of performance;
- In the absence of such a document, you will need a detailed portfolio comprised of the breadth of work you have completed to help us evaluate your level of preparation for college-level work (e.g. research project, resume, reading list, community service, athletic and/or artistic endeavors and study abroad);
- Official transcript from an accredited university or college (if applicable);

- AP tests (if applicable);
- ACT/SAT test scores;
- Essay;
- 3 letters of reference; and
- An on-campus interview

General Transfer Admission

Applicants who have earned 12 or more college-level credits (generally, courses numbered 100 and above) at another institution, have a minimum 2.25 grade point average (on a 4.0 point scale) and are in good standing at the institution last attended must submit the following documentation for consideration by Admissions staff:

- Completed online or paper Undergraduate Application for Admission;
- \$25 application fee;
- Official transcript from EACH university or college previously attended;
- Transfer Clearance Form (the Office of Admissions will advise applicants if they qualify to complete the form);
- **Students WHO do not submit all required transcripts by the requested date may not be able to receive financial aid until all required college transcripts are received;** and
- Applicants who have earned fewer than 12 college level credits must also submit the documentation required of general freshman applicants.

Regional campuses may require a general assessment test prior to enrollment

Prospective transfer students may send their college transcripts at any time during their current college enrollment for transcript evaluation by the University of Charleston. Applicants who are accepted at the University of Charleston must submit a final official transcript to the Office of Admissions before enrollment.

Transfer applicants who have been accepted for admission will have the opportunity to review the evaluation of his or her transcript after review by the Registrar. Only courses earned from a regionally accredited college or university will be considered for transfer. See Evaluation of Transfer Equivalency Policy Section. For more information on the policies for evaluation of transfer credits and specific Articulation Agreements can be found on the Student Right-to-know Information page on the website at http://www.ucwv.edu/AboutUC/Student_Consumer_Information.aspx

Only courses with earned grades of “C” or better will transfer unless a transfer agreement exists between the University of Charleston and another institution. No grades are recorded for courses accepted in transfer. A student’s grade point average at the University of Charleston will be based only upon credits earned at the University of Charleston.

Transfer Equivalency for Liberal Learning Outcomes (LLO)

- Courses with a direct equivalency to a University of Charleston course carrying LLO designations will automatically receive LLO credit; and
- Students must bring requests for non-equivalent courses to the appropriate LLO Roundtable for approval. The necessary form and a description of the process for submission of these requests are available in the Student Solutions Center

Re-Admission Students

- Individuals who have previously attended Morris Harvey College or the University of Charleston as degree-seeking students, but who have not taken courses from the University for at least one academic year, may be considered for re-admission by the Vice President for Enrollment.
- The student must complete an Application for Admission available in the Office of Admissions or on the University's website. The student's standing within the Registrar, Financial Aid, Cashier, and Student Life offices must be assessed by each department's designee. Based on their assessments, the Vice President for Enrollment makes the final re-admissions decision.
- Applicants who have attended any college or university since leaving Morris Harvey College or the University of Charleston are considered readmit-transfer students, and must use follow both the transfer and readmit procedures.

International Student Admission

International student applicants must follow the requirements for general freshman or transfer admission, depending on the desired enrollment status.

English Exam Requirements

International Students who do not take the ACT or SAT exams must submit a standardized English test score. The College Board's Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), and the Duolingo exams are accepted. Other standardized English exams are accepted only upon pre-approval from the Director of International Programs. For approval, please submit documentation with your application to Julie Rogers, Assistant Director for International Enrollment, at julierogers@ucwv.edu.

A minimum score of 550 for the paper-based test (PBT) / 61 for the Internet-based test (IBT) on the TOEFL or the equivalent IELTS score of 6.0 is required generally. Students with Duolingo scores of 2.6 or higher for undergraduate work and 4.6 or higher for graduate level work may be considered for enrollment. Conditional admission is available to applicants who have not achieved the minimum English proficiency standards.

When international students, whose primary language is not English, arrive on campus, they must take an English diagnostic exam, which includes a writing sample. The results will be used for placement purposes. Based on their scores, some students will be required to enroll in ESL courses. Once placed in this program, all required ESL courses must be passed with a grade of "C" or better.

Other International Admissions Requirements

Though American College Test (ACT) or Scholastic Assessment Test (SAT) results are required of international students whose first language is English, applicants should submit the results when they have taken either test. These results will help Admissions staff make an informed decision about acceptance.

International students wishing to receive transfer credits for any college or university level work completed prior to arrival at the University of Charleston must have all credits

evaluated by an international transcript evaluation service. Please contact the appropriate service for your needs.

All official secondary school and college/university scholastic records submitted in support of your application should include English translations. English translations do not need to be official but they should be literal (word-for-word, not interpretive) translations.

The University of Charleston recommends that students seek foreign educational credential evaluations from NACES® members. NACES® is an association of private foreign educational credential evaluation services committed to formulating and maintaining ethical standards in the field of foreign educational evaluation. A list of these evaluation services can be found at <http://www.naces.org/members.htm>.

Proof of adequate financial resources to support study in the United States is required to be provided an application for student visa. An official statement specifying these resources is required before an international student may gain entry into the United States for study. If the financial documentation is not in the applicant's name, the account holder or sponsor must submit a Letter of Support stating their relation to the applicant and verifying they are financially responsible for the entirety of the applicant's studies while enrolled at the Institution.

Admission to Undergraduate Degree Completion Programs

Applicants who have prior learning credit such as military transcripts, law enforcement or first responder training will be evaluated by the Director of Educational Partnerships to determine acceptance into the University and will work with program leaders to place the student into foundational coursework or straight into the degree completion program. If a student has college credits, all transcripts must be submitted for review in addition to the prior learning credits.

Provisional Admission/Admission by Academic Contract for Freshmen or Transfer Students

Applicants whose GPA, GED/TASC, ACT, or SAT values/scores (or any combination thereof) fall below the stated minimums must submit an essay (at least one page in length, single spaced) containing the following information:

- Explanation of Low Scores and/or significant discrepancies between GPAs and test score composites;
- Description of Applicant's College Readiness and Preparedness;
- Career Goals; and
- Other Items the Applicant and Admissions Counselor Deem Relevant to Application.

An applicant can choose to submit this essay at the time of application. However, the Office of Admissions will formally request it after receipt of all required materials necessary for review.

Throughout the application process, the Office of Admissions' first preference is for students to improve their GPA (during their remaining high school courses) or test scores (by retaking the ACT or SAT).

Additionally, the Office of Admissions may request an interview with the applicant. Neither the essay nor the interview guarantees admission.

Applicants who demonstrate the ability to be successful in a university environment may be offered Admission by Academic Contract. The contract, which must be signed by the student and parents or guardians if under 18 years of age, will limit the student to a maximum of 14 credits of prescribed courses during his or her first semester. Students who fall below the admittance standard in either test scores or GPA may gain acceptance through the use of a metric system, allowing for quick, consistent and mathematically based acceptance of provisional students.

If the student achieves a grade point average of 2.0 or higher in the first semester, the contract arrangement will be terminated. If the student does not achieve a 2.0 grade point average, the student will be subject to the University of Charleston's probation and dismissal policies.

Special Student / Non-Degree Admission

Students who wish to pursue academic courses for purposes other than a University of Charleston degree can be admitted to the University as special students. Such students must be in good academic standing in all previously attended institutions, and are subject to all academic rules and regulations of the University of Charleston. Special students should possess the requisite academic background for college-level work. A maximum of 15 credit hours may be accumulated as a special student unless the Office of Admissions makes an exception based on individual circumstances. If a special student later applies to be a degree student he or she must complete the application process for general or transfer admission, whichever is applicable. To obtain permission to enroll as a special student or a non-degree student, applicants contact the Student Solutions Office. One of the following statuses may be granted:

- Audit Admission - Most courses at the University of Charleston can be audited (taken for no college credit). Enrollment requires submission of a "Non-Degree Student Application." Enrollment is contingent upon class size and availability. Once a course is audited it may not be taken again for credit.
- Transient Student Admission - Students applying with permission from their home college to transfer course credit are encouraged to enroll. A "Transient Student" Form must be completed along with a "Non-Degree Student Application." Enrollment is contingent upon class size and availability.
- High School / University Dual Enrollment - A student may choose to be enrolled in both high school and college simultaneously. After completion of the sophomore year in high school, a student is eligible to apply for special admission to the University to enroll in freshman-level coursework, provided the student is concurrently enrolled in high school. Students applying for concurrent admission must submit the following documentation for consideration by Admissions staff:
 - Completed Non-Degree Student Application;

- \$25 application fee;
- Official copy of high school transcript showing evidence of a 3.0 grade point average (on a 4.0 scale);
- Minimum composite ACT score of 19 and/or SAT I score of 900 on the re-centered SAT; the writing sample sections of the ACT and SAT may be used to determine placement (PLAN or PSAT equivalents will be accepted); and
- Written recommendation from his or her high school principal or guidance counselor.

The student must consult his or her high school guidance counselor to select the course(s) to be taken, which must supplement and not overlap the high school program.

A student may take a maximum of two courses per semester. The Office of Admissions must approve participation each semester. The University of Charleston has two semesters: the traditional fall and spring semesters, and a variable number of five-week summer semesters annually. Course work done at the University by a pre-college student may count toward the high school diploma if approved by the student's high school. The course work will be credited toward a University of Charleston degree for those who subsequently enroll as regular students and may be evaluated for credit toward a degree at other accredited postsecondary institutions. Enrollment is contingent on class size and availability.

Regular Non-Degree

Includes individuals who have already earned a bachelor's degree or more but who wish to enhance job skills, seek additional academic certification or prepare for graduate school. This category also includes individuals who have not completed a degree but who wish personal or professional enrichment. Enrollment requires submission of a *Non-Degree Student Application* each semester. Enrollment is contingent upon class size and availability. Students will not be able to register for courses until the week prior to the beginning of classes.

UNDERGRADUATE ADMISSION AND ENROLLMENT PROCEDURES

Once the applicant has submitted the application and other necessary documentation to the University of Charleston, the professional staff carefully reviews the information and makes one of four decisions:

- The student is granted general or contracted (provisional) admission to the University of Charleston;
- The admission decision is delayed and additional information is requested from the student, for example, final grades or test scores;
- The student is granted conditional admission until the pending documentation is received and the student gains general admission status; and
- The student is denied admission.

If the decision is delayed, a decision will be made upon receipt of the additional information. Most admission decisions are made on a rolling basis and applicants are usually notified within 5 days of receipt of the completed credential file. Individuals

seeking admission to Health Science and Education programs should refer to the specific program descriptions in this Catalog for information on special admission requirements.

After an offer of admission to the University of Charleston is made, the student must remit a \$100 enrollment deposit. Students must remit the deposit upon acceptance of a financial aid package and prior to pre-registering for classes, unless special arrangements have been made with the Vice President for Enrollment. This deposit will be credited to the first semester's tuition.

If the applicant requests campus housing, (freshmen and sophomores must live in the residence halls if their permanent address is outside a 60-mile radius), a \$100 housing security deposit must also be remitted by the deposit deadline. This is refundable at the conclusion of campus residency providing the student has no unpaid University charges and no damage to rooms or common areas has occurred.

Both deposits are refundable upon written request, until May 1 for fall semester enrollment. After this date, no deposits are refunded. For spring applicants, no deposit refunds will be given after December 1, but the deposits may be deferred for use in the following semester if the University received a request from the student, in writing, before the next semester begins.

Graduate Programs Admissions Requirements

Graduate School of Business and Leadership

Master of Business Administration & Leadership (MBAL)

Admissions Requirements

- **Applications.** To be considered for admission you must first complete and submit an application. This may be accomplished online.
- **Transcripts.** Official transcript all undergraduate work must be forwarded to us directly from you undergraduate institution in a sealed envelope. A minimum grade point average of 3.00 (on a 4.00 scale) is required.
- **Personal statement.** Please submit a personal statement of your career goals and any other pertinent information you feel will be important in an assessment of your candidacy.
- **Personal interview.** Prior to final acceptance a personal interview must be scheduled. Your application and transcripts should be on file in our office at the time the interview is scheduled. At present, the GMAT is not required.

Executive Master of Business Administration

Application Information and Application Resources

EMBA Application

Recommendation(s) Form

Employer Nomination

Transcript Request

Application Requirements

- 3 – 5 years of work experience (may be waived by program director)
- One employer letter of recommendation

Submitting Your Application Materials

To submit your completed application, supporting materials, and fee, you can either:

- Mail the completed forms, support documents, and application fee to the address below
- Email or fax the completed forms and support documents – but still mail the application fee to the address below.

School of Business
University of Charleston
900 Virginia Street, E, Suite 200
Charleston, WV 25301
304-357-4373
FAX: 304-357-4377

Master of Forensic Accounting (MFAcc)

Application Information & Application Resources

MFAcc Application

MFAcc Confidential Recommendation

Submitting Your Application Materials

Completed applications must be received no later than 60 days before the first class. Applicants are encouraged to apply early, as the program is limited to approximately 15 students per class. Please submit the following to Cheryl Fout, Administrative Assistant to the Dean:

- Complete the online application form
- Up to three letters of recommendation, including one from current employer
- Resume
- Official transcript from every college or university attended
- Application fee (\$50)

Master of Science in Strategic Leadership (MSSL)

Application Information

In addition to the application, prospective Master of Science in Strategic Leadership students must submit:

1. A nonrefundable application fee of \$50, payable to University of Charleston.
2. Official transcripts. Official transcripts from all colleges and universities you have attended must be in a sealed envelope and sent directly to UC Admissions. If your degree is from a college or university outside of the United States, you should first contact the S.L. program coordinator to determine whether a transcript evaluation is needed. If you are not a native speaker of English, you may also be required to submit a score from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
3. Statement Regarding Supervisory Experience.
4. Describe your reading and speaking proficiency in language(s) other than English.

Doctor of Executive Leadership (D.E.L.)

Application Information

To be eligible for admission to the D.E.L., you need to have completed a master's or first professional degree in any field from a regionally accredited institution.

In addition to the application, prospective D.E.L. students must submit:

1. A nonrefundable application fee of \$50, payable to University of Charleston.
2. Licensure or Credential Information, Career Focus, Personal Skills Assessment
3. A discussion paper of approximately 1,500 to 2,500 words (about six to ten double-spaced pages of 12-point type) in which you reflect on your motivation for pursuing the D.E.L. and explain how the degree will help you explore your academic and professional interests and goals. You should also address the qualities and experiences you would contribute to a doctoral leadership cohort. The paper is an important part of the admission committee's decision making process.
4. A résumé or curriculum vitae. Your current résumé should include your education and work history, honors and awards, publications and presentations, research experience (if any), and participation in professional and community organizations.
5. Official transcripts. Official transcripts from all colleges and universities you have attended must be in a sealed envelope and sent directly to UC Admissions. If your degree is from a college or university outside of the United States, you should first contact the D.E.L. program coordinator to determine whether a transcript evaluation is needed. If you are not a native speaker of English, you may also be required to submit a score from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
6. Two confidential recommendations, one personal and one professional. Download the application reference form. Professional references can be from supervisors, colleagues, or professors.

Please send all application materials to:

David Cooper
School of Business and Leadership
609 S. Kanawha Street
Beckley, WV 25801

An interview with the admissions committee, conducted in person or by telephone, is required of all applicants. Once your application materials are received, a representative from the UC School of Business and Leadership will contact you for an admission interview.

Graduate School of Health Sciences

Physician Assistant Program Admissions Policy

Background and Purpose:

The purpose of this policy is to define policies and procedures regarding the topic of defining, publishing, and disseminating admission information to prospective students. It also serves to clearly define the application, interview, and selection process for University of Charleston Physician Assistant Program (UCPAP) applicants.

Table of Contents:

- General Information
- Application Process
- Non-Refundable Deposit
- Post-Acceptance Requirements
- Late Acceptance
- Conflict of Interest

Policy Statement:

General Information

In reference to the ARC-PA standards listed below, the UCPAP:

1. Defines and publishes information readily available on its official website and via publicly available program policy links to inform prospective students regarding admission-related information.
2. Does not favor any specific individuals or groups.
3. Does not grant advanced placement under any circumstances. All students who matriculate into the Physician Assistant program must complete all program requirements. This information is published in the admissions and FAQ sections of its official website.

Application Process

The UCPAP values fair admissions practices. Two admission pathways have been developed for the UCPAP:

- PA Fast Track
- Direct Admission

Online Application - Fast Track

The PA Fast Track is only available to full time students who currently are enrolled

at UC. Students who have completed more than 30 hours from other institutions are not eligible. The following steps detail the process:

- **Step 1: Account Registration:** Through the UCPAP application portal, applicants complete a registration form to create an account. Before proceeding past the registration page, applicants will be required to check a box signifying acknowledgment that important admissions-related information has been made available to them, as required in the "Procedure for Informing Students of Policies and Practices" section of the Policy Administration policy.
- **Step 2: Completing Application:** Applicants are required to complete the following sections prior to submitting their applications: Academic Strength (includes submitting official transcripts [directly from other institutions to UC], SAT or ACT scores, and completing their education history), Health Care Experience, Social Engagement, Evidence of Propensity to Practice in Medically Underserved Areas and Populations, Personal Narrative, and References.
 - Applicants must specify the year he or she plans to matriculate. If the applicant is accepted but unable to complete matriculation requirements prior to the year he or she specified, then the applicant forfeits his or her seat and will have to reapply.
- **Step 3: Application Submission:** Applicants will submit their applications through the UC portal. There is no application fee for current UC students.

Online Application – Direct Admission

Direct Admission applicants must have been awarded a bachelor's degree (or higher) from an accredited institution of higher education prior to the matriculation date for which the application is being made. Applications will be submitted to CASPA (Central Application Service for Physician Assistants). Once applicants are verified through CASPA, a supplemental application must be completed on the UCPAP portal accompanied with a \$50 submit fee.

Application Screening and Scoring

Applications are initially screened by the Admissions Coordinator, who makes the determination if the application fully qualifies for scoring. Any questions the Admissions Coordinator may have about the qualifying nature of any application component is deferred to the Director of Admissions. All qualified applications will go through scoring process as follows:

- **Step 1: Academic Strength Scoring:** The Academic Strength score is based on the applicant's GRE score (direct admission applicant), SAT or ACT (fast-track applicants) and GPA. Academic Strength accounts for 40% of the total score.

- **Step 2: Non-Academic Strength Scoring:** Members of the admissions committee use a predefined rubric to independently score all sections of the application other than the Academic Strength: Health Care Experience, 25% of total score; Social Engagement, 15% of total score; Evidence of Propensity to Practice in Medically Underserved Areas and Populations, 5% of total score; Personal Narrative, 10% of total score; and References, 5% of total score. This information is not evaluated by the Admissions Coordinator.
- **Step 3: Invitation for Interview:** Scoring results from Step 2 are averaged together and then added with the Academic Strength score from Step 1 to determine a final score(0 – 100pts). Applicants will be invited for interviews based upon their standing in the overall scoring.

Interviewing Candidates

- **Interview Process:** Program faculty and Program Admissions Committee (PAC) members (except for the Admissions Coordinator and General Admissions Office Representative) are eligible to interview applicants. Once the interviews are complete, interviewers will take into consideration information obtained during the interview process, the applicant’s writing assignment, the applicant’s complete application, input provided by the Admissions Coordinator, and notes provided by current students who may meet with the candidates. Three scores will then be provided to determine whether the candidate is accepted or placed on a wait and see list.
- **Writing Assignment:** As part of the interview process, candidates will be required to write a short essay.
- **Other:** Candidates who interview will be provided informational materials about Financial Aid. They will have an opportunity to interact with current UCPAP students. Candidates will also be given a tour of UC’s campus and provided an opportunity to ask any further questions related to the program.

Selection Process

Candidates who interview will fall into one of three categories based on predefined scoring grid:

- **Immediate Accept:** These candidates will formally be offered a seat in the UCPAP within one week upon completion of their interview.
- **Wait and See List:** These candidates will be formally notified by email within one week of their interview. Following all interviews for a given cycle, any remaining seats will be offered to candidates who were previously placed on the wait list. Seats will also be offered to candidates on the wait and see list when candidates who have

previously accepted subsequently choose not to attend. Rank of wait list candidates is determined by the PAC.

- **No Accept:** These individuals will be notified of the decision in a timely manner following the interview process.

NOTE: Letters of acceptance may be "conditional" in nature. In these cases, conditions of acceptance will be detailed in the letter. An example would be acceptance of a student who still must complete a prerequisite prior to matriculating into the program. In this case, their acceptance would be conditional upon successful completion of the prerequisite course.

Non-Refundable Deposit

Candidates who accept a seat are required to pay a \$500 non-refundable deposit. Candidates are required to pay this deposit within two weeks of notification of acceptance in order to hold their seat in the class. Candidates offered a seat November 1st or later of the respective cycle year are required to pay this deposit within one week of notification of acceptance in order to hold their seats. This money will be applied toward the cost of tuition for their first semester in the program. Accepted candidates who do not pay the \$500 deposit within the required time frame forfeit their seat.

Post-Acceptance Requirements

All students who accept a seat are subject to the Post-Acceptance Requirements as described on the UCPAP web page of the same name. Students are required to fulfill all Post-Acceptance Requirements no later than two weeks prior to the first day of orientation or they will not be allowed to matriculate into the program, except in the following circumstances:

- Students who have completed required prerequisites and/or their Bachelor's degree (Direct Admission students) in the Fall semester preceding program matriculation must supply unofficial transcripts documenting fulfillment of post-acceptance requirements at least two weeks before their first day of orientation. Students failing to do so will not be permitted to matriculate into the program. Receipt of official transcripts documenting course/degree completion is still required and must occur no later than the end of the first semester of the PA Program. Students failing to do so will be dismissed from the program.
- Students who require one or more multi dose-vaccine series to meet Immunization requirements must provide medical documentation that they have initiated the process at least two weeks before their first day of orientation. Students failing to do so will not be permitted to matriculate into the program. They must also provide medical

documentation of completion of the process according to established CDC immunization timelines. Students failing to do so will be dismissed from the program.

Late Acceptance

Late Acceptance is defined as notification of acceptance to the program within one month of the first day of orientation. In these circumstances, deadlines for fulfilling Post-Acceptance Requirements are detailed in the candidate's acceptance letter and supersede deadlines as described in this policy.

Conflict of Interest

Faculty members are expected to use their professional integrity to excuse themselves from participating in the application scoring or interviewing process of candidates whom they have a significant relationship with external to the PA Program. This may include but is not limited to: family members, friends, family friends, acquaintances of individuals they know well, and those whom they have established professional relationships with in other settings.

ARC-PA Associated Standards:

- A3.14 – The program must define, publish and make readily available to enrolled and prospective students general program information to include:
 - a) the program's ARC-PA accreditation status,
 - b) the success of the program in achieving its goals,
 - c) first time PANCE rates for the five most recent graduating classes,
 - d) all required curricular components,
 - e) academic credit offered by the program,
 - f) estimates of all costs (tuition, fees, etc.) related to the program,
 - g) policies and procedures for refunds of tuition and fees
 - h) policies about student employment while enrolled in the program
- A3.15 – The program must define, publish and make readily available to prospective students admission related information to include:
 - a) admission and enrollment practices that favor specified individuals or groups,
 - b) admission requirements regarding prior education or work experience,
 - c) policies and procedures concerning awarding or granting advanced placement,
 - d) any required academic standards for enrollment and

- e) any required technical standards for enrollment.
- A3.16 – The program must make student admission decisions in accordance with clearly defined and published practices of the institution and program.
- A3.17 – The program must define, publish and make readily available to students upon admission academic performance and progression information to include:
 - a) any required academic standards,
 - b) completion deadlines/requirements related to curricular components,
 - c) requirements for progression in and completion of the program,
 - d) policies and procedures for processing student grievances,
 - e) policies and procedures for withdrawal and dismissal,
 - f) policies and procedures for remediation and deceleration,
 - g) policies and procedures for processing allegations of harassment.
- A3.18 – Programs granting advanced placement must document within each student’s file that those students receiving advanced placement have:
 - a) met program defined criteria for such placement,
 - b) met institution defined criteria for such placement and
 - c) demonstrated appropriate competencies for the curricular components in which advanced placement is given.

School of Pharmacy

Pharmacy Admission Process (Pharm.D.)

The University of Charleston School of Pharmacy (UCSOP) operates in a rolling admission process with interviews spanning from October through March, or until all positions are filled. Applications are accepted from [PharmCAS](#) and through the [UCSOP Supplemental Application](#) web link.

UCSOP participates in the PharmCAS Early Decision process. For more information regarding the Early Decision program please visit the following link, [click here](#).

To help you move quickly through the application process please use the following checklist to ensure your application is completed.

Step 1: Complete your PharmCAS application by February 2, 2015 of your application cycle. If you are participating in the Early Decision program, your application must complete and submitted via PharmCAS by the Early Decision Deadline set by PharmCAS.

Step 2: Submit your completed Supplemental Application and payment online by February 2, 2015.

Step 3: Ensure that all transcripts with documentation of your completed pre-pharmacy course work, Pharmacy College Admission Test (PCAT) scores, and two letters of recommendation have been submitted to PharmCAS for verification. One letter must be from a faculty member.

Once you have successfully moved through the application process, the Office of Professional and Student Affairs will notify qualified applicants of the opportunity to interview for a position available in the incoming class. A qualified applicant must have a 2.75 minimum grade point average (any grade lower than a C for pre-requisite course work will not be accepted) and a satisfactory PCAT score. PCAT tests must have been taken within 3 years of the date of application. Applicants must successfully complete the application and interview process in order to be considered for admission.

If you have questions about the application process, please contact the Office of Professional and Student Affairs at:

University of Charleston School of Pharmacy
Office of Professional and Student Affairs
2300 MacCorkle Ave, SE
Charleston, West Virginia 25304
304-357-4889 or pharmacy@ucwv.edu

SUMMER ORIENTATION

At different points in the summer, new students are invited to attend a required Summer Orientation program. During this Orientation, students will obtain their electronic access to campus resources (including an official UC email account), begin to establish relationships with faculty, begin participation in the summer reading program, tour residence halls, and receive a schedule of classes for the fall semester. Students will also have the opportunity to talk with faculty in their anticipated major. The Orientation is designed to provide a solid start to students' career at UC and to encourage students to begin to experience the Living/Learning Community of which they are a part.

Day-long Orientations and an optional overnight stay are available. Students will receive information and be asked to identify an Orientation date in the spring.

During the summer, new residential and commuting students are invited to attend a SOAR Summer Preview program. During SOAR, students have the opportunity to make new friends in the entering class, tour residence halls, get familiar with online resources and talk with faculty about their class schedules. Online students are required to complete an online orientation module.

TUITION AND FEES

Tuition and mandatory fees for the academic year 2014-15 can be found on the website at <http://www.ucwv.edu/finances/tuition.aspx>. Mandatory fees include Comprehensive fee and parking fee (exception for exclusively on-line student, must have an online location). The undergraduate tuition rate for Charleston is a comprehensive tuition for up to 18 credit hours of course work. Any hours over 18 will be billed at \$400 per credit hour. For all other students and locations, the tuition rate is per credit hour based on course registration. Some students have modest charges for clinical or laboratory supplies, excessive printing, standardized tests, lost or damaged items, overdue library fines, parking fee, etc.

However, students should keep in mind that registering for, and then withdrawing from, courses may impact Satisfactory Progress for Financial Aid. For this reason the student, in consultation with his or her advisor and/or other appropriate University officials, should determine an appropriate credit load, based on knowledge of his or her own personal character and ability. Please see the section on “Academic Policies” for more information on Semester Hour Limitations.

Enrollment Deposit

All new undergraduate students are required to pay an enrollment deposit of \$100 and a housing security deposit of \$100. Graduate students should check with their program for specific deposits. New full-time commuting or online students pay only the \$100 tuition deposit. Part-time students pay deposits upon acceptance of financial aid or pre-registration. Enrollment deposits are credited to student accounts and are applied to charges upon registration. Housing assignments will not be made until the housing security deposit is received. Deposits are non-refundable after May 1 for the fall semester, and after December 1 for the spring semester.

Student Costs

Specifics of tuition, fees, room and board, and other costs are shown in the following sections. The student should be aware that these charges do not include the cost of books, software, or other educational supplies needed for coursework, or the cost of travel and personal spending. A reasonable estimate for the cost of books is \$1,500 for the year (two semesters). The cost of books may be higher for those enrolled in Science or Health Science programs.

Tuition and Fees are payable in full prior to the beginning of each semester at a time specified by the University of Charleston. Payment or tuition payment plan must be completed by the start of classes for each semester for the student to be permitted to continue to attend classes or live in the residence halls. No student will be permitted to graduate, register for succeeding semesters, or receive an official transcript until all charges are paid. A student's payment record is part of the student's educational record. Promptness in meeting financial obligations is expected.

Adjustment of Accounts

Students withdrawing from courses will be charged according to the date on which the drop slip is filed with the Student Solutions Center. Exceptions are made when a student is hospitalized or physically incapacitated. A medical doctor's written statement is required before any adjustment is made. The Registrar will determine the date of last attendance.

Students cannot receive charge adjustments until they have officially withdrawn through the Student Solutions Center. Students will be responsible for any balance due at the time of withdrawal.

REFUND POLICY

Deposits and Laboratory Fees

Application, class and laboratory fees are not refundable. Enrollment deposit refunds must be requested from the Admissions Office and are not refundable after May 1.

Housing security deposits will be refunded at the conclusion of campus residency providing the student has no unpaid University charges and no damage to residence hall rooms or common areas has occurred.

Tuition Refunds

Refunds will be made according to the following schedule.

- Students who are registered for 16-week classes and withdraw within the first two weeks of scheduled classes are not charged tuition. If a student withdraws for any reason after the first two weeks of a 16-week semester, the student is responsible for the full charges of the semester.
- Students who are registered for 8-week classes and withdraw on or within the first seven days of class are not charged tuition. If a student withdraws for any reason after the first seven days of an 8-week semester, the student is responsible for the full charges of the term.
- Students who are registered for a 5-week summer class and withdraw on or before the first scheduled class meeting day of the course are not charged tuition. If a student withdraws for any reason after the first day of scheduled classes, the student is responsible for the full charges of the term.

Students who are pre-registered and decide not to attend the University of Charleston must contact the Student Solutions Center to have his or her name removed from course

rosters. The date and time of this communication will determine the amount of tuition that will be charged.

A student dismissed for disciplinary reasons will receive no refund of any charges, except for board and room, which would be proportionate to the number of days of the term remaining after the university ID is surrendered.

Housing and Board

Students who move out of University of Charleston housing during the first 20 days after the last day of regular registration will have room costs pro-rated on a week-by-week basis. Students vacating University housing after this time will receive no housing refund, but will receive a refund from the Meal Plan if requested by the Director of Residential Life.

UNDERGRADUATE TUITION – 2014-2015 ACADEMIC YEAR

Pre-registered students are billed and payment is due two weeks before the semester begins. Full payment for students who are not pre-registered is due at the time of registration, unless other arrangements have been made through the Student Solutions Center.

Students unable to pay the required tuition are responsible for contacting the Student Solutions Center prior to the first day of class to have his or her name deleted from course rosters. See also Catalog sections “Change of Course and Withdrawal,” “Refund Policy,” and “Financial Aid.”

Full-Time Tuition – 2014-2015 Academic Year

New Summer/Fall 2012 students: \$9,750 **per semester for up to 18 credit hours.**
(Charleston based students only)

Per credit hour charge based on course registration (All other students and locations)
Students must register for 12 or more credits to be considered full-time.

Part-Time Tuition – 2014-2015 Academic Year

Students registered for 1-11 credits are considered part-time. Part-time tuition is based on access to resources, just as is full time tuition. Costs for part-time enrollment increase as the number of credits the student is attempting approaches the normal load for a full-time student, because the use of University resources also approaches that of a full-time student:

- 1-7 credits in arts, sciences, and business \$ 410 per credit
- 1-7 credits in nursing \$ 900 per credit
- 8-11 credits all programs \$ 900 per credit
- Senior Citizen Rate (per course, undergraduate only) \$ 160 per course

Senior Citizen Rate

The University of Charleston offers a special Senior Citizen Rate to persons age 60 and above enrolled as either degree-seeking or non-degree students. A person who elects this option can receive the Senior Citizen Rate for two undergraduate courses per semester. Students wishing to enroll in more than two courses per term must pay the regular undergraduate part-time tuition rate for any additional courses. Persons wishing to enroll using the Senior Citizen Rate may not register until the first week of classes. Enrollment is contingent upon class size and availability.

For rates applicable to other special groups, such as military personnel, contact the Student Solutions Center.

HOUSING AND BOARD COSTS – 2014-2015 ACADEMIC YEAR

<u>Housing Rates</u>	<u>Cost Per Semester</u>
East Apartments (Graduate Student Housing Only)	
Efficiency Apartment	\$3,750.00
Two Bedroom	\$3,515.00
Four bedroom	\$3,350.00
Married / Large Single	\$4,030.00
Brotherton Hall (Non-Smoking, Alcohol Free Residence Hall)	
Double-Double Room	\$2,450.00 + Meal Plan
Middle Hall (Non-Smoking, Alcohol Free Residence Hall)	
Double-Double Room	\$2,450.00 + Meal Plan
Apartments (four residents per apartment)	\$2,813.00 + Meal Plan
Suites (four residents per suite)*	\$2,647.00 + Meal Plan
<i>*Available on a limited basis</i>	
Ratree Hall (Non-Smoking, Alcohol Free Residence Hall)	
Double-Double Room	\$2,450.00 + Meal Plan
Super Single Room*	\$2,843.50 + Meal Plan
Apartments (four residents per apartment)*	\$2,813.00 + Meal Plan
Hogan Hall – UC-Beckley-(Non-Smoking, Alcohol Free Residence Hall)	
	<u>Cost Per Semester</u>
Double	\$900.00 + Meal Plan**
Single	\$1,350.00 + Meal Plan**

Room rates include basic television cable service, basic telephone service, and wired and wireless Internet.

**Available on a limited basis*

***Available for the 2014-15 Academic Year Only*

Summer Session room charges will be based on contract terms at the time of reservation.

Board Rates

During the fall and spring semesters, three meals are offered daily except on Saturday and Sunday, when brunch and dinner are served. The cafeteria closes during vacations, including Thanksgiving, Winter Break, and Spring Break. Meals between semesters are not included in the Board Rates.

Students who reside in University of Charleston housing are required to participate in a meal plan unless they live in East Apartments, though they are available for purchase by other students as well.

West Virginia sales tax on meals is charged to the student and collected by the University of Charleston on behalf of the state.

First Year Student options:

	Cost Per Semester
<i>Plan #1</i> 19 meals per week	\$2,050.00 + tax
<i>Plan #2</i> 14 meals per week plus \$225 Eagle Card Credit*	\$2,030.00 + tax
<i>Plan #3</i> 14 meals per week	\$1,863.00 + tax

Upperclassmen may also choose from the following:

<i>Plan #4</i> 10 meals per week plus \$225 Eagle Card Credit*	\$1,863.500 + tax
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Residents residing in an apartment may also choose from the following:

<i>Plan #5</i> 5 meals per week plus \$225 Eagle Card Credit*	\$ 943.00 + tax
<i>Plan #6</i> 5 meals per week	\$ 779.00 + tax

Residents residing in Hogan Hall, UC-Beckley, have one choice for a meal plan:

<i>Meal Plan – Open for use any time until allotted amount is used</i>	\$1,625.00 + tax
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*Eagle Card Credit is accepted in the Coffee Tavern.

Other Costs

Application fee (undergraduate)	\$25
Application fee (graduate)	\$50
Health Science Insurance	\$20 / semester
Accident/Sickness Insurance	As announced
(Contact the Office of Student Life for current rates)	
Identification Card replacement	\$10
Laboratory and breakage fees	See class schedule

Students will be charged for any damage to University of Charleston property if the damage occurs due to misuse. Students must also pay for any test required by an academic program or the University of Charleston for graduation, and any test required by the West Virginia State Board of Education for teacher education.

FINANCIAL AID

Nina Morton, Director of Financial Aid

The University of Charleston offers a comprehensive financial aid program. Many students miss the opportunity for financial aid during the college years simply because they do not apply. UC uses the Federal Application for Federal Student Aid (FAFSA) as the financial aid application. Every student is encouraged to apply in order to determine his or her eligibility for federal aid.

The most current information regarding financial aid may be found on the University's website at: <http://www.ucwv.edu/finances/>.

The Office of Financial Aid is located in Riggelman Hall and coordinates all federal, state and institutional aid awarded to students, including academic scholarships, grants, loans, student employment, veteran's benefits, vocational rehabilitation, and external scholarships. Audited courses will not be included for determining financial aid eligibility.

Students interested in being considered for federal financial aid must complete the application procedure every year. Documents which must be submitted include the Free Application for Federal Student Aid (FAFSA). All application materials must be received by March 1 for full consideration for the following academic year. Any applications received after the March 1 deadline will be given consideration only if funds are available.

West Virginia applicants must file the Free Application for Federal Student Aid (FAFSA) by March 1 for the Promise Scholarship. Students are also required to complete a Promise Scholarship application at www.cfww.edu by March 1. Traditional students are required to file the FAFSA by April 15 for consideration for the West Virginia Higher Education Grant.

ACADEMIC AWARDS 2014-2015

Academic scholarships are awarded based on high school or college grades and SAT/ACT scores. Please check <http://www.ucwv.edu/finances/> for the most current information. Award renewal is based on maintenance of the required grade point average. Consult the scholarship notification letter for specific details or contact the University of Charleston's Office of Financial Aid for assistance. New freshmen and transfer students will

be notified by the Office of Admissions of their scholarship eligibility and amount of the scholarship.

Edwin H. Welch Presidential Scholarships

A significant, premier scholarship is awarded to students after an interview with Dr. Welch. Students must have a 3.75 GPA and a 28 ACT or 1260 SAT score to be interviewed. Presidential Scholars must be bachelor degree candidates. Presidential Scholarships are renewable for up to four years. Students receiving Presidential Scholarships are not eligible to receive any additional University of Charleston unfunded student aid.

Edwin H. Welch Colleague Scholarships

A significant premier scholarship is awarded to students selected to participate in the University of Charleston's signature Edwin H. Welch Colleague Program. Selection is based on potential for outstanding leadership, involvement, and service to the community. Colleagues must maintain a cumulative grade point average (GPA) of 3.00, participate in workshops, seminars, on-campus involvement, off-campus service experiences, and students leadership projects. Colleagues must be bachelor's degree candidates. Colleague scholarships are renewable for up to four years.

Involvement Scholarships

Scholarships are awarded to selected full-time students based on involvement potential and performance in the on-campus competition. Scholarships may be renewed for up to four years if a cumulative grade point average (GPA) of 2.50 and participation in the Involvement Program is maintained.

GRANTS

Pell Grants

Pell Grants are available to students who apply and meet the eligibility criteria determined by the U.S. Department of Education. The federal government sets the range for these awards based on the student's financial need.

Pennsylvania / Rhode Island / Vermont / Delaware / Michigan Higher Education Grants

These grants are available to students in the designated states. The grant is based on the student's financial need and determined by the individual state grant agency. Please check with your state on these grants.

Federal Supplemental Education Opportunity Grants

These are federally funded grants for students with exceptional financial need. The grants are based on the student's financial need depending upon the student's need. Students must qualify for Pell Grant to be eligible for SEOG funds. Awards are given to the neediest students first.

West Virginia Higher Education Grants

These grants are available to West Virginia residents. Grants are based on financial need, academic performance, and grade point average (GPA). Applicants must maintain a minimum cumulative grade point average of at least 2.0 ("C") and earn at least twenty-

four (24) credits during an academic year, or twelve (12) credits if only enrolled for one semester.

Promise Scholarships

The Promise Scholarship is awarded to West Virginia high school seniors with a cumulative high school grade point average of at least 3.0 and an American College Test (ACT) composite score of at least 22 (20 in each category or higher) or a SAT total of at least 1020 (490 in reading/ 480 in math or higher).

Please refer to <http://www.cfww.com> for the most current information on these two West Virginia scholarships/grants.

EMPLOYMENT

Federal College Work Study

Federal College Work Study is awarded to students as part of the financial aid package solely on the basis of financial need. A Federal College Work Study Application is included with the student's aid package. The Office of Financial Aid arranges job interviews with other University of Charleston offices. Students employed under this program may earn no more than the amount of the College Work Study award.

UNIVERSITY OF CHARLESTON SCHOLARSHIPS

Athletic Grant-in-Aid Awards

These awards are made to individuals who are outstanding athletes. Award amounts are determined by the coach of each sport.

Resident

Advisor

Awards

Resident Advisor Awards are available to residential upperclassmen. Resident Advisors have responsibilities for providing campus-based programming, as well as peer counseling and tutorial services. Students apply for the RA Awards through the Office of Student Life.

LOANS

Federal Carl Perkins National Direct Student Loans

Perkins Loans are available to students who demonstrate financial need and are enrolled as undergraduates in degree programs. The borrowing is set by the federal government. Repayment of this loan begin nine months after the student graduates or withdraws from school. During the repayment period, five percent interest will be charged on the unpaid balance of the loan principal.

Federal Stafford Loans

Federal Stafford Loans have a fixed interest rate, which is set by the federal government. Undergraduates must be enrolled for at least six credits per semester in a degree program. Pharmacy students are required to be enrolled for at least six hours. Other on line graduate students must be enrolled for five hours to qualify for fulltime loan amounts.

Undergraduate student qualify for subsidized and unsubsidized loans. Graduate students qualify for unsubsidized loans and the Graduate Plus Loan program.

Nursing Student Loans

Nursing Student Loans provide funding for students enrolled in nursing programs. No interest is charged while the student is in school. Five percent simple interest is charged after completion of a nine-month grace period. The student must demonstrate financial need and be enrolled in nursing classes to be eligible for this program.

Federal PLUS Loans

The Parent Loan for Undergraduate Students (PLUS) is a federal loan program. The interest rate is currently fixed and repayment may begin within 60 days after the loan is disbursed, or can be deferred for up to four years. Parents may borrow the total cost of education per year less other financial aid.

Graduate PLUS Loans

The Grad PLUS Loan is a federal loan program for graduate students. The interest rate is currently fixed and payments are deferred as long as the student is enrolled at least half-time. Students may borrow the total cost of attendance less other financial aid.

Scholarships

Alumni and friends of Morris Harvey College/University of Charleston often choose to endow scholarships to show support for the institution and its students. These scholarships carry varied stipulations and are awarded, usually on the basis of demonstrated financial need, at the discretion of the Office of Financial Aid.

ADDITIONAL OUTSIDE FINANCIAL AID PROGRAMS

Veterans' Benefits

Veterans' Benefits are administered through the Veterans Coordinator for full-time and part-time students. Students must carry a course load of 12 credits to be eligible for full-time undergraduate student veterans' benefits. Information on benefits and payment is available from the Veterans' Administration Regional Office in St. Louis, MO. Telephone: 1-888-442-4551 or at <http://www.gibill.va.gov>.

Reserve Officers Training Corps (ROTC)

Two, three, and four-year scholarships are available for those students who apply and meet the ROTC eligibility requirements. Each award covers tuition, other academic expenses, and a subsistence allowance. These scholarships are offered in cooperation with the ROTC Detachment located at West Virginia State University.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Introduction

To receive funds administered by the Financial Aid Office at the University of Charleston, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and

quantitative academic progress as well as completion of degree objective within 150% of normal time frame.

Satisfactory Academic Progress (SAP) standards are the same for all categories of students, including those students registered with the University's Learning Support Services. Students registered with the Learning Support Services should take advantage of suggested accommodation in order to meet the SAP standards. Failure to register with Learning Support Services will not be considered an extenuating circumstance.

All periods of enrollment will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement.

Guidelines for Academic Progress

The academic year at the University of Charleston consists of fall, spring, and summer enrollment periods. Fall begins the academic year and summer concludes it. The measurement of academic progress is made at the end of each enrollment period and the status is effective with the next enrollment period.

Students enrolling at the University of Charleston for the first time (including transfers) are considered initially to be meeting SAP. The measurement of academic progress will be made at the conclusion of the first enrollment term and will include all transfer credit that the University academic record contains. Students who have been academically suspended from the University and who are readmitted are not eligible for financial aid unless meeting the SAP policy. Students who are readmitted may follow the appeal policy if consideration for financial aid is desired. Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades considered as part of the evaluation of academic progress for financial aid.

GPA

Students must meet a qualitative standard of academic progress measured through cumulative grade point average. Students must have an overall 2.0 GPA in order to graduate from the University. The required GPA is based upon the total number of attempted credit hours (not earned credit hours):

GPA Required for Undergraduate level students:

- 1-25 credit hours attempted 1.60 GPA
- 26-59 credit hours attempted 1.90 GPA
- 59 or more credit hours attempted 2.00 GPA

GPA Required for Graduate-level students:

- School of Business 3.00 GPA
- School of Pharmacy 2.30 GPA

Quantitative Standards

Students must meet a quantitative standard of academic progress measured by a percentage completion rate. Students must successfully complete 72% of all attempted

credit hours (this allows students to graduate within 150% of the normal timeframe). The calculation is made as follows: earned credit hours/attempted credit hours = completion rate (result will be rounded to the closest whole number). Courses in which a student receives a grade of “W,” “I,” “F,” “F\X,” “I\F,” “NF,” “NR,” and courses taken under the University’s repeat regulations are included in attempted credit hours but are not included in earned credit hours. Credit hours transferred are included in this quantitative measure.

Maximum Time Frame for Degree Completion

Students must obtain degree objective within 150% of the normal time frame for degree completion. For example, in a baccalaureate program requiring 120 credit hours, students must obtain degrees within 180 attempted credit hours ($120 \times 1.50 = 180$). For associate programs of 60 credit hours, students must complete within 90 attempted hours. Graduate students in master degree programs requiring 68 hours must complete within 102 attempted credit hours. Doctoral students have a maximum of 219 attempted credit hours. This maximum time frame is based upon student classification in the University’s academic records.

Students who are pursuing a course of study with greater credit hour requirements need to notify the Financial Aid Office in order to have a review done on a case-by-case basis. This request for review will not be considered an appeal.

Students who are pursuing second degrees may be considered for financial aid (this is not the same situation as dual degrees). A second undergraduate degree must be obtained within 60 attempted credit hours. A second associate degree must be obtained within 30 attempted credit hours. A second master degree must be obtained within 36 credit hours. The attempted hour limitations for a second degree, .i.e., 60 attempted credit hours, is measured from the point at which the student earned the initial degree.

Financial aid eligibility is limited to no more the two associate degrees, two undergraduate degrees, two master degrees, and one Doctor. Students who wish to pursue degrees beyond these may do so without federal financial assistance.

Warning Period

A student who fails to meet SAP (excluding maximum time frame) at the end of the enrollment period will automatically be placed on “warning”, not to exceed one enrollment period. During the “warning” enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the warning period or will be suspended from further financial aid until such time as the student meets SAP standards (student must pay for any additional course enrollment after the warning period through personal or private funds) or the student must appeal and the appeal is granted.

Probation Period

“Probation” is the status assigned to a student who fails to meet SAP standards and who had appealed and has had eligibility for aid reinstated. A student on financial aid “probation” may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of the individual academic plan developed in conjunction with an academic advisor.

Appeal Process

There may be extenuating circumstances encountered by a student by a student which impact his/her ability to be successful during an enrollment period. These circumstances include personal injury or illness which occurs during an enrollment period; death of an immediate family member or legal guardian during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student. In these cases, cumulative grade point average or completion rate may decline resulting in the student not meeting the minimum qualitative and quantitative standards previously described.

If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic progress Appeal Form must be submitted to the Financial Aid office no later than one week prior to term in which the student seeks financial aid. The Academic Progress Appeal Form will be available in the Financial Aid Office. If the student is able to meet the SAP policy within one enrollment term, the advisor/official form needs to state the number of credit hours and semester GPA that a student must obtain in order to be compliant at the next assessment period. If the student will require more than one enrollment period to become compliant with SAP standards, academic plan must be developed which specifies the course work and term GPA necessary to become compliant within three enrollment periods. A review will be done at the end of each enrollment period to ensure that the student is meeting the terms of the academic plan. If the student is not meeting those terms, further eligibility for aid is suspended immediately. An academic plan should not exceed three additional terms of enrollment.

In some cases, a student may not complete the degree objective within 150% of the normal time frame as a result of a change in major. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted no later than one week prior to the first day of the enrollment term in which the student seeks financial aid. This appeal must include an academic plan which specifically identifies remaining required course work and the projected graduation date. Extensions of the maximum timeframe will not exceed three additional enrollment periods. Extensions of the time frame will not be granted to students who have less than an overall 2.0 grade point average or less than 67% completion rate or who received academic forgiveness under the University Academic Forgiveness Policy.

An appeal form must contain a copy of the University academic transcript (unofficial copy is acceptable), appropriate documentation regarding the extenuating circumstance, and a signed University academic advisor/official form. Incomplete appeal forms will not be reviewed.

The appeal will be reviewed as noted below:
Financial Aid Appeals Committee

ADDITIONAL SPECIAL REQUIREMENTS

West Virginia Grant

Applicants must maintain a minimum cumulative grade point average of at least 2.0 (“C”) and earn at least twenty-four (24) credits during an academic year, or twelve (12) credits if only enrolled for one semester.

Report of Graduation Rates

Information about the graduation rates of a variety of student groups, and other information in compliance with the Student-Right-to-Know-Act, is available in the Student Solutions Center.

Withdrawal from the University of Charleston and Financial Aid

When a student withdraws from school before completing an enrollment period, the University must determine whether any of the student’s financial aid must be repaid. Students earn Title IV federal student financial aid based on the length of time enrolled. If more than 60% of the enrollment period is completed, all Title IV funds are considered “earned,” and no funds have to be repaid.

If charges over and above the amount of retainable Title IV financial aid are not covered by other funds, the University will bill the student to make up for the difference. Students owing a repayment to any federally sponsored student aid program cannot receive any federally supported student financial assistance for future enrollment periods until repayment arrangements have been made with either the University of Charleston or the U.S. Department of Education.

Residence of the Student

A student who receives financial aid as an on-campus, resident student and who subsequently decides to move off campus will receive a reduction of twenty-five (25%) in his/her University financial aid. This reduction applies to **all** forms of University scholarship and grant assistance including academic, involvement/ leadership, athletic, and need-based awards. Students who are planning to move off campus should contact the Financial Aid Office to determine the exact amounts of aid that will be reduced.

STUDENT LENDING CODE OF CONDUCT

The University of Charleston is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between University officers, employees, or agents and education loan lenders, the University has adopted the following:

- The University does not participate in any revenue-sharing arrangements with any lender.
- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor or servicer.

- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors. The University does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders, guarantors, or groups of lenders or guarantors.
- The University does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- The University recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The University will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The University will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- The University will not request or accept any assistance with call center or financial aid office staffing.

IDENTITY THEFT PREVENTION POLICY

The risk to the University of Charleston's faculty, staff, students, and other applicable constituents from data loss and identity theft is of significant concern to the University. The University of Charleston adopts this Identity Theft Prevention Policy and enacts this program in an effort to detect, prevent, and mitigate identity theft, and to help protect its faculty, staff, students, and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft.

Under this policy the program will:

- Identify patterns, practices, or specific activities ("Red Flags") that could indicate the existence of identity theft with regard to new or existing covered accounts;
- Detect red flags that are incorporated in the program;
- Respond appropriately to any red flags that are detected under this program to prevent and mitigate identity theft;
- Ensure periodic updating of the program, including reviewing the accounts that are covered and the identified red flags that are part of this program; and
- Promote compliance with state and federal laws and regulations regarding identity theft protection.

The program shall, as appropriate, incorporate existing anti-fraud programs and information security programs that control reasonably foreseeable risks.

POLICY ON SMOKING AND TOBACCO USE

The University maintains a smoke and tobacco-free environment in all of its buildings/facilities on campus and in all of its vehicles. No smoking or other use of tobacco products (including, but not limited to, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of any building/facility or in vehicles owned, leased, or rented by the University. Employees and students may smoke on campus only in the designated smoking areas. These designated smoking areas are located between the Geary Student Union/Clay Tower Building and between Cox Hall/Middle Hall on the Charleston campus. The designated smoking areas on the Beckley campus are located at the right side of the building of Carter Hall, the right rear corner of the Health Science building, the left rear corner of the John W. Eye Conference Center, the left side of the rear lot by the volleyball court of Hogan Hall, the bottom left corner by the loading dock of the Learning Resource Center, the left rear corner outside of Wiseman Hall, the right rear corner by the dumpster of University Hall, and the left rear corner of the Bookstore building. No one may smoke along any pathway or walkway leading to or from the designated smoking area, the campus lawn or the parking areas. Additionally, employees and students may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that both smoking or non-smoking employees and students are subjected to smoke that they must walk through to reach their vehicle or any other destination on campus.

While the University makes the designated areas available to smokers, it in no way has any legal responsibility to do so. Employees and students who choose to use these smoking areas do so at their own risk. No special release time will be given to any employee or student who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, students and visitors.

Enforcement

This policy applies to all employees, vendors, visitors, and students. Employees, students, or visitors violating this policy shall be subject to discipline in accordance with the progressive disciplinary policy in the *Employee Handbook*. Students violating this policy shall be subject to discipline in accordance with the disciplinary and social justice policies contained in the *Student Handbook*. Vendors or visitors violating the policy shall be notified of the policy and asked politely to refrain from smoking outside of the designated smoking areas.

Smoking Cessation Opportunities

The University encourages all smoking employees and students to quit smoking. The University wellness program offers a number of services for employees who want to quit.

Questions

Any questions regarding the smoke-free workplace policy should be directed to the Administration & Finance Office.

ACADEMIC POLICIES

Carol Spradling, Registrar

PLACEMENT

When scores on placement or ACT or SAT examinations reveal weaknesses in basic skills, students are required to participate in skill building sessions or classes designed to increase performance in core areas such as writing, reading, or mathematics. Needs of individual students will be assessed by the Director of the Academic Success Center.

Students entering with an ACT reading score less than 17 or an SAT verbal score of 400 or lower may be enrolled ASC 100 College Reading.

Students must have a 21 ACT or 540 SAT math score, or must have completed MATH 120 before they will be allowed to enroll in MATH 121. Students who need MATH 121 and who do not have ACT/SAT scores should contact the Department of Natural Science & Mathematics for advisement.

Students in majors requiring MATH 116 do not need or minimum ACT/SAT score.

MAJORS

Academic majors consist of a variety of learning experiences, with at least 40 credits, 15 of which must be from upper-division (300-400 level) courses or experiences. Students must complete at least six upper-division credits in that major at the University of Charleston, with a 2.0 grade point average. An overall grade point average of 2.0 is required in all work attempted in the major. Some programs may have a higher requirement.

Students must declare a major and be assigned or choose a major advisor before completing his or her 60th academic credit.

Any change in major, including a choice of major by an undecided student, requires the student to file a new “Declaration of Change of Major” with the Student Solutions Center, to assure that proper credit toward a degree is tracked and awarded.

General Studies Degree (B.S. or B.A) with an Individualized Major

The Individualized Major is designed for students who have either completed an extensive number of college-level courses at other institutions that do not fit logically into existing University of Charleston academic majors or students who want to combine content from existing University of Charleston majors to meet personal educational goals.

After completing an “Individualized Major” form, available in the Student Solutions Center, the student makes an appointment with the Associate Dean for Curriculum to discuss his or her educational goal(s) and determine the outcomes of the individualized program. The Associate Dean for Curriculum will select an appropriate Advising Team, including a primary advisor and one or two other faculty. This Advising Team will help the student develop a coherent program of study designed to meet the agreed upon outcomes, and a plan for demonstrating Liberal Learning Outcomes. The importance of the latter will grow in proportion to the number of credits transferred from other institutions where Liberal Learning Outcomes are not integrated in or assessed through regular coursework.

Assessment of advanced-level Liberal Learning Outcomes required within the major will be built into and assessed as a part of the student’s comprehensive examination. The Registrar and the staff in the Faculty Center will work with the student and his/her advisor to determine the exact outcomes and assessments based on the student’s program.

Students pursuing this degree option must have, or must complete, a minimum of 18 credits in one discipline to assure a basic understanding of that discipline’s methodology and its strengths and weaknesses. The student must also have, or must complete, 18-24 credits of supporting course work from two or three other disciplines. These courses must fit logically into the program designed. The burden of proving this logical connection rests with the student. The discipline chosen will determine whether the Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree in General Studies is awarded.

MINORS

Students may elect to complete coursework and demonstrate specified outcomes to standard in a minor field of study. A minor is a sequence of courses within an integrated curriculum that is outside of the discipline or area of study of a student’s primary major. Minors require a minimum of 18-24 credits in the discipline. At least six of these credits must be completed at the University of Charleston. No courses in the minor may be counted toward a major. No limit has been placed on the number of minors a student may acquire.

Minors are offered in many disciplines or programs that offer a major, as well as in selected disciplines for which a major is not available. Requirements are described in the appropriate academic department or program course listings. Accumulation of credits in other disciplines or programs will not constitute completion of a minor.

Concentrations

A concentration is a sequence of courses within an integrated curriculum that is within the discipline or area of study of a student’s primary major. At least 9 credits must be outside the core requirements of the major and the concentration must contain between 15 and 24 credits.

Double Majors

A student may declare a second major, which is out of the discipline or area of study of the primary major. Students need only satisfy LLO requirements once regardless of number of majors. Up to 6 credits in the primary major can be counted toward the secondary major. The secondary major must have at least 34 credits that are unique to that major. If the two majors

are in two different degree classifications (A.S., B.S and B.A.) the student will receive two diplomas. If the majors are in the same degree classifications (A.S., B.S. or B.A.) only one diploma will be received.

Undergraduate Degree Requirements

Students must meet the graduation requirements as published in the Catalog in effect when they first enroll in order to graduate, unless they have not maintained continuous enrollment (summers exempted). Students who interrupt their studies may be expected to meet degree requirements of the Catalog in effect at the time of their return. Transfer student requirements are governed by the Catalog in effect at the time of initial enrollment. Subsequent changes in degree requirements, as published in the Catalog or amended by the faculty, may be substituted at the option of the faculty in discussion with the student.

Students are expected to complete all requirements for the bachelor's degree within 10 years of original enrollment at the University and within five years for the associate degree. Within the University certain programs have specific guidelines as to the courses accepted for credit or the time in which courses can be applied for credit. Records of students not completing degree requirements within these times will be subject to review to determine graduation requirements.

Departmental requirements for graduation are those in effect at the time the student declares the major except in cases in which an external accrediting agency requires otherwise. Changes in departmental requirements after declaration will apply, provided they do not require a student to enroll in more than a normal complement of credit hours in any term or do not prolong the time required to complete degree requirements. Department chairs and program coordinators have authority to waive or provide substitute course work for departmental requirements.

The student is responsible for completing all requirements of his or her major program, including mastery of exit-level outcomes at designated standards, and for meeting all University requirements, including meeting all Liberal Learning Outcomes, before they will be allowed to graduate. Students should confer with major advisors and mentors, and refer to this *Academic Catalog*, to assure satisfactory progress toward graduation.

Associate Degree

- Minimum requirements include:
- 60 earned academic credits;
- 20 resident credits, 10 of which must be earned during the year of graduation;
- Fulfillment of all requirements and outcomes of the academic program;
- Cumulative University of Charleston grade point average of 2.0; and
- Demonstration of achievement of exit-level standard on discipline and program outcomes.

Bachelor's Degree

- Minimum requirements include:
- 120 earned academic credits;
- 30 upper-division credits – six of which must be University of Charleston credits;
- 30 University of Charleston credits, 15 of which must be earned during the senior

- year;
- Fulfillment of all requirements and outcomes of the academic program;
- Demonstration of achievement of exit level standard on Liberal Learning Outcomes;
- Cumulative University of Charleston grade point average of 2.0; and
- Demonstration of achievement of exit-level standard on discipline and program outcomes.

General Studies Degree with an Individualized Major

Minimum requirements include:

- 120 earned academic credits;
- 30 upper-division credits – six of which must be University of Charleston credits;
- 30 University of Charleston credits, 15 of which must be earned during the senior year;
- 18 academic credits earned in a single academic discipline;
- Demonstration of achievement of exit level standard on Liberal Learning Outcomes;
- Cumulative University of Charleston grade point average of 2.0; and
- Demonstration of achievement of exit-level standard of agreed upon program outcomes.

Second Degree Requirements

Students who have obtained a bachelor's degree from an accredited institution other than the University of Charleston may receive a second degree from the University of Charleston by completing the requirements for a major field of study different from the one completed as part of the student's first bachelor's degree, but will not need to show additional competency in the LLOs. The student seeking a second degree in this case must take at least 30 credits at the University of Charleston. Students who earn their first bachelor's degree from the University of Charleston and wish to return for a second degree must also complete an additional 30 credit hours.

Academic Credit – Credit for Prior Learning

The University of Charleston's outcomes-based philosophy encourages evaluation of prior learning for college credit. Students may be able to meet certain degree requirements by demonstrating achievement of University or program competencies. Evaluation of prior learning also assures that students begin the college experience at the most appropriate level, subject to the limitations detailed below.

The Registrar, major advisors and mentors will discuss placement, course credit and options for demonstrating outcomes achievement through prior learning when schedules are arranged during orientation and advising. Prior learning may be demonstrated in the following ways:

- Advanced Placement (AP) Examinations;
- College Level Examination Program (CLEP);
- Credit by examination;
- Self-Acquired Competency (SAC);
- American Council on education (ACE);
- International Baccalaureate Degree;

- European Patterned Education; and
- Educational Experiences in the Armed Services.

Advanced Placement (AP): Credit may be given to students who have scores of at least three (3) on the appropriate College Entrance Examination Board Advanced Placement Examinations. The University accepts the following AP tests:

AP Test Name	Credits	Equivalent UC Course
American Government	3	POLS 101
American Literature	3	ENGL 223
Art – History of Art	3	ART 123
Art – General Portfolio	3	(contact Art Program faculty)
Art – Studio: Drawing	3	ART 100
Biology (Score of 3-4)	4	NSCI 120
Biology (Score of 5)	4	BIOL 130
Calculus – AB	4	MATH 201
Calculus – BC	4	MATH 202
Chemistry (Score of 4 or 5)	8	CHEM 101, CHEM 102
Economics – Micro	3	BUSI 201
Economics – Macro	3	BUSI 202
English – Language	3	COMM 101
English – Literature	3	COMM 102
French	6	FREN 101, FREN 102
German	6	GERM 101, GERM 102
Government & Politics	6	POLS 101, POLS 102
History – American	6	HIST 251, HIST 252
History – European	6	HIST electives
Introduction to Accounting	6	ACCT 201, ACCT 202
Introduction to Management	3	MGMT 311
Music – Theory	3	MUSC 101
Music – Listening & Literature	3	MUSC 212
Physics	8	PHSC 201, PHSC 202
Principles of Marketing	3	MRKT 321
Psychology	3	PSYC 101
Spanish	6	SPAN 101, SPAN 102

College Level Examination Program (CLEP): Students may be exempted from one or more introductory courses, with an award of credit for such courses, based on good CLEP performance. The Student Solutions Center and the Learning Support Office can provide information about which CLEP tests are accepted for credit. CLEP testing facilities are available at the University of Charleston-Beckley, the University of Charleston-Charleston and the University of Charleston-Martinsburg.

Credit by Examination: Academic departments or programs may develop examinations to allow students to demonstrate mastery of course content. The Program Coordinator, Department Chair, Dean of the Faculty and the Registrar must approve the

award of credit. The Chair of the Department shall approve content of the examination prior to administration. Completed examinations are filed in the Office of the Registrar. Credit will be awarded only to those receiving a grade of “C” or above on the examination. A grade of “P” or “F” is recorded on the student’s transcript. Students who fail to establish credit for a course by examination will not be allowed to take a second examination for credit for the same course. Contact the academic department of interest to inquire about this option.

Self-Acquired Competency (SAC): Self-Acquired Competency is used to earn academic credit for learning that occurred outside the classroom. Regularly enrolled students or applicants for admission may request SAC credit to be applied to specific courses, program requirements, or Liberal Learning Outcome(s). He or she submits a written request and a portfolio documenting mastery of the content area(s) and outcome(s) to program faculty or the appropriate faculty Liberal Learning Roundtable. The portfolio is evaluated by a faculty member (full-time or part-time) who has expertise in the field or fields being assessed, or by the faculty Roundtable with responsibility for the Liberal Learning area being addressed. The University of Charleston does not award academic credit in areas in which it does not have faculty expertise. SAC credit is used only for prior learning. Independent Learning Projects (ILPs) are used to formulate out-of-classroom alternatives for current learning. SAC requests that involve approval by any Liberal Learning Outcome Roundtable may be submitted to the Faculty Center at the end of the semester preceding the semester in which the student anticipates graduation. For example, may graduates should have requests submitted by December 10, and December graduates should submit requests by May 5.

[The National Guide to Educational Credit for Training Programs:](#) Published by the American Council on Education ([ACE](#)), this guide lists credit recommendations for educational programs and courses sponsored by non-collegiate organizations that offer courses to employees or members. These included business and industry, unions, professional and voluntary organizations, and government agencies. In most instances, the University of Charleston will accept such recommendations and award appropriate credit.

International Baccalaureate Degree: Students achieving 5, 6, or 7 in an individual higher level examination may receive credit for an equivalent course at the University of Charleston. No credit will be awarded for subsidiary (lower) level subjects. Official transcripts must be issued by the International Baccalaureate North American Office.

European-Patterned Education: Up to one year of credit may be awarded upon completion of the courses and the national examination for advanced high school work, the equivalent of the thirteenth year of school. If you are completing such curricula, you may be eligible to receive variable amounts of advanced standing credit (0 – 32) depending on your examination results, course syllabi and subjects taken. We require an officially certified copy of your externally issued exam results showing scores for each exam subject. We also require an official English translation. Advanced standing credit is most often awarded for the following programs:

- British GCE Advanced-level or AS-level examinations
- Canadian (Quebec) two-year College d’enseignement General et Professionnel (CEGEP)
- Caribbean Advanced Proficiency Examinations (CAPE) when two units are completed

- Danish Studentereksamen
- Finnish Ylioppilastutkinto
- French Baccalaureate exams
- German Abitur exams
- Hong Kong HKALE
- Icelandic Studentsprof – Menntaskoli exams
- Italian Maturita
- Lebanese Baccalaureate
- Netherlands Voorbereidend Wetenschappelijk Onderwijs (VWO)
- Norway Vitnemal
- Singaporean Advanced-level exams
- Swedish *Fullständigt Slutbetyg från Gymnasieskolan*
- Swiss Federal Maturite exams
- Other European Baccalaureate

Other international high school programs and diplomas will be evaluated for transfer credit on a case-by-case basis. A final evaluation of credit is subject to receipt of official documents and information about the courses of study completed.

Educational Experiences in the Armed Services: The University may accept military learning experiences if these experiences are consistent with recommendations made through the use of ACE (American Council on Education). ACE recommendations are provided to assist the University in assessing the applicability of military learning experiences to an educational program. The University may modify the recommendations in accordance with institutional policies and practices.

Credit may be applied to a student's program in various ways: (1) applied to the major to replace a required course, (2) applied as an optional course within the major, (3) applied as a general elective, (4) applied to meet basic degree requirements, or (5) applied to waive a prerequisite. Credit granted by a postsecondary institution will depend on institutional policies and degree requirements.

The learning of some service personnel may exceed the skills, competencies, and knowledge evaluated for a specific course. In these cases, the University may conduct further assessment.

The University requires the prospective student to provide the AARTS or SMART transcripts as primary source documents when reviewing military training completed by a service member, verified by the services, and evaluated and endorsed by ACE.

Policies for Credit for Prior Learning: Credit for any Prior Learning may be applied toward graduation, up to 90 credits:

- Examination: A maximum of 30 credits toward associate and 60 credits toward bachelor's degrees may be established by examination, except in clinical and mechanical programs. Credit for any Prior Learning may be applied toward graduation, but not toward residency requirements (30 UC credits). Credit earned by departmental examination will usually be restricted to lower-division (100 and 200 level courses).

- Self-Acquired Competency. Maximum credit awarded for Self-Acquired Competency (SAC) will be 15 credits toward an associate's degree and 30 credits toward a bachelor's degree.

Application for credit for Prior Learning must be submitted prior to the completion of 96 credit credits for bachelor's degree programs and prior to the completion of 45 credits for associate degree programs. The Registrar must approve any exceptions to this regulation.

Tuition and fees may be charged prior to examination or for posting of credit.

All credits earned through Prior Learning options will be counted for purposes of the Financial Aid Satisfactory Progress policy.

Academic Credit Travel Program Credit

Several programs, most notably Business and History, provide travel courses carrying one to three credits. To register for these courses, a student must submit a petition to a special review committee consisting of the chair of the appropriate Division, the Coordinator of the appropriate program and a faculty member. The student must prepare, and submit to the committee for its approval, a written report describing the experience before credit can be granted.

To be considered for credit, the travel must be a bona fide, full-time intercultural experience of intensity and depth, which exposes the student to another culture, either interurban or international. In general, one credit is granted for each week of travel to a maximum of six credits.

A Travel Program experience may be developed as an Independent Learning Project (ILP) to meet the Citizenship Outcome for Global Literacy. Students must work with a faculty member to develop methods for demonstrating and documenting required outcomes within the experience, and identify methods by which the experience may be assessed. The ILP must be reviewed and approved by the faculty Citizenship Roundtable, which may require alterations to the ILP. The Citizenship Roundtable will review documentation of the experience and review or conduct appropriate assessments before credit for achievement of the Citizen Outcome for Global Literacy is granted. It is possible for one Travel Program experience to meet outcomes in more than one area. For example, an experience could meet outcomes for the Business program and also meet the Citizenship Outcome for Global Literacy. Students should try to maximize such opportunities.

International Exchange Program

In addition to study on the Charleston campus, the University of Charleston recognizes the value of study abroad, which enriches the student's educational experience and provides intercultural, cosmopolitan, and enhanced pluralistic dimensions of knowledge. These experiences are highly desirable for performance and advancement in today's worlds of business, government, and cultural affairs.

The University of Charleston welcomes qualified students from abroad and regularly enjoys the presence of a number of students from some 15 to 20 foreign countries who are enrolled on the Charleston campus. Likewise, the University has benefited from visiting scholars from such international centers as Rome, Italy; Villa Velha, Brazil;

Tokyo, Japan and Baoding, China. Professors and students from the University of Charleston have studied and taught on campuses in other countries and those campuses in turn have sent scholars to the Charleston campus for both short-term and extended residence. The University seeks to promote such exchanges of both students and scholars as a valuable contribution to the learning environment.

Transient Student Option

Study at another institution can be beneficial to a University of Charleston student in a variety of ways, including opportunities to enroll in courses not available at the University, the opportunity to study with other faculty, and the opportunity to experience unique living/learning environments.

Students with a grade point average of 2.0 or better may obtain permission to attend another institution with the intent of transferring credit back to the University of Charleston. Only credits earned at a level of “C” or better will be accepted for transfer back to the University. Credit for the course is reflected on the student’s transcript, but grades are not recorded and may not be used to make up quality point (grade point) deficiencies at the University of Charleston. A student may not be given transient permission for the purpose of repeating a course. Transient credits will be accepted toward fulfilling degree requirements provided approval of courses and written permission are granted by the Registrar and the student’s major advisor prior to the term in which the courses are to be taken. It is the student’s responsibility to request that a transcript be forwarded to the University of Charleston upon completion of the course. Transient students are not eligible for financial aid.

Military Science Courses

Students who participate in the Military Science Program (Army ROTC) may count all 20 credits taken in the program as elective credit toward the minimum credits required for graduation. Students who are not participants in the Military Science Program may take Military Science courses, all of which may be applied as elective credits toward the minimum credits required for graduation. Courses in Military Science shall not be used to satisfy major or allied field requirements. Military Science courses are not included in the calculation of semester credit limitations.

Veterans

Veterans enrolled at the University of Charleston may receive credit for courses taken from the Defense Activity for Non-Traditional Education Support (DANTES) and for special college-level training received while in the Armed Forces. The Registrar will determine the amount of credit allowed.

Transfer Students

The University of Charleston’s outcomes-based curriculum provides distinct advantages to transfer students. In addition to credits that may be awarded by the Registrar for work completed at another accredited institution, students may be able to receive credit for prior learning using strategies outlined in the “[Academic Policies](#)” section of this Catalog. However, transfer students should be aware that they must meet the University’s Liberal Learning Outcomes before a degree can be awarded. The awarding of credit for transfer courses does not necessarily equate to recognition of achievement of competencies or Liberal Learning Outcomes.

FYE and UNIV 101/203

Transfer students entering with less than 14 academic credits must enroll in UNIV 101, explained in the section of this Catalog entitled “[First Year Experience](#).”

Students entering with 14 or more credits are exempt from UNIV 101 and UNIV 102. Instead, they are enrolled in UNIV 203 University Transition. This course is designed to help students complete some elements of the lower-level UNIV courses in an accelerated timeline. Students will be guided through this process by a faculty mentor, become acquainted with the University’s outcomes-based curriculum, be assessed to determine baseline achievement levels on Liberal Learning Outcomes and develop a Master Academic Plan (MAP). Assignments in UNIV 203 are designed to meet requirements for a variety of portfolios students must complete for graduation.

Master Academic Plan (MAP)

Each transfer student will work with his or her mentor and/or major advisor in UNIV 101/102/203 to develop a Master Academic Plan (MAP) outlining learning goals and the strategies the student will use to meet Liberal Learning and academic program outcomes required for graduation. The MAP is revised with the support of the mentor and major advisor as necessary, and becomes part of the student’s academic degree plan. Students may revise the Master Academic Plan with the approval of his or her mentor and major advisor.

Fulfilling Degree Requirements as a Transfer Student

Students transferring to the University of Charleston may have already met some requirements for graduation. The University of Charleston accepts for credit only courses in which the student has earned a grade of “C” or better. The Office of Admissions will review each incoming student’s academic record and determine the program and Liberal Learning Outcomes requirements the transfer student must complete at the University of Charleston. Transfer students are responsible for submitting an official transcript from all schools attended before enrollment at the University of Charleston.

COURSES -- DEFINITIONS

Regular Courses (1-4 credits)

Most of the courses described in this Catalog are Regular courses. For each credit granted, the student participates in one hour of faculty-directed lecture/discussion/activity per week. The student is expected to spend approximately two hours per week per credit hour preparing/studying for that class. Laboratory/Studio/Production classes receive at least one credit and meet for varying lengths of time based on program requirements.

Clinical Courses (1-6 credits)

Clinical courses are a type of Regular courses, but they vary in the number of hours required and the nature of the work expected of students. Almost all Clinical courses are found in health science programs. Sometimes Regular courses have clinical components and in some cases Clinical courses are completely separate. A Clinical course is similar to an Internship with the exception that a group or team of students may be involved and the supervision from instructors is more frequent. The number of hours the student is required to take part in Clinical courses varies extensively and is not guided by the amounts of time prescribed in Regular courses or Internships. In some cases the Clinical course is a full-time commitment.

Special Topics Courses (1-4 Credits)

Special Topics courses are also similar in many ways to Regular courses, but they are offered on a one-time basis only. In this *Academic Catalog*, Special Topics courses do not list a specific title, i.e., HIST 350 Topics in History: The American Civil War (3 credits). These courses allow faculty to teach courses in special fields of expertise from time to time and provide attractive opportunities for students to delve more deeply into academic disciplines. Special Topics courses are assigned the number 350.

Independent Study (1-6 credits)

Independent Study courses are offered on a tutorial basis. The content of the course may be suggested by the student to supplement work in his or her major field of study, or it might be suggested by a faculty member to give a student greater experience in the research in the major. However, the content is not the same as delivered in a Regular course. A full-time faculty member must determine if the student has a sufficient academic background to pursue an Independent Study course successfully. The student and faculty member work together to design the syllabus. The student then signs this syllabus to indicate agreement with course requirements. The student and the sponsoring faculty member should be in contact once every week or every other week for a total of 15 hours for the duration of the course to assess the progress of the study. Independent Study courses usually carry the number 299 or 499.

Independent Learning Project (variable credit based on competency)

Independent Learning Project allows students to demonstrate competency in a program outcome or LLO outside the formal course structure. The student must identify a faculty sponsor who helps the student formulate a plan for the ILP including activities and assessment of learning. The faculty sponsor assesses the student's final product. Forms for submission of Independent Learning Plans for LLOs can be found on the University website. The timeline as stated on the form for submission of LLO Independent Learning Project plans and final work product will be strictly enforced. In order to graduate on time graduating students must submit these forms to the appropriate Roundtables on the following timeline:

- November 1st for spring (May) and summer (August) graduation candidates; and
- April 1st for winter (December) graduation candidates.

Internship (1-16 credits)

Internships provide opportunities for a student to apply principles learned in Regular courses to a career-related work experience. The student, with the assistance of the supervising faculty member and the University's Center for Career Development, identifies an appropriate Internship placement site and work-site supervisor. The faculty member and student complete a Learning Contract outlining learning outcomes and competencies the student is expected to achieve, the method of assessing achievement, and the means of maintaining communication between all parties. The faculty member and the Director of the Center for Career Development communicates the terms of the Learning Contract to the work site supervisor. A copy of the Learning Contract is retained by the supervising faculty member, the student, the work site supervisor, and by the Center for Career Development. The amount of academic credit granted to the Internship should be determined by comparison with student effort in Laboratory/Studio courses. An internship usually requires a minimum of 40 hours of involvement for each academic credit. Internships usually carry the course number of 298 or 498. No student

may take more than 16 credits of Internship in the 120 credits required for graduation.

Directed Study (1-4 credits)

Directed Studies are Regular courses which, under exceptional and limited circumstances, are taught on a basis arranged between the student and the instructor and approved by the Dean of the School. A course taken by Directed Study will only be recognized if a Change to Schedule form is completed and filed in the Student Solutions Center prior to the beginning of the course.

Equivalency (College Preparation) Courses (1-3 credits)

These courses, identified by numbers beginning with a “0,” e.g. 095, are meant to prepare students for college-level work. Equivalency courses do not count toward the 120 credits required for graduation, but they do count as part of the academic load for purposes of financial aid and to determine academic good standing. Some students, athletes in particular, need to monitor the number of equivalency courses included in college work. For more information on these limitations, consult the faculty athletic representative or the Registrar.

Online Course – An online course is one in which course activities occur only through internet-based communication and interaction.

Hybrid Course – A hybrid course combines traditional, face-to-face class time with online and out-of-class course work. Hybrid courses replace face-to-face class time with 25% – 50% online or out-of-class work. The student must attend face-to-face classes at the location designated on the course schedule.

Web-enhanced Course – A web-enhanced course meets in a face-to-face environment during regularly scheduled class hours and uses internet-based activities and resources to enhance the face-to-face experience. The majority of University of Charleston classes are web-enhanced.

Special Course Designations

ICON Courses

Courses that include opportunities for meeting one or more Liberal Learning Outcomes are “ICON courses.” Originally these courses were marked in course schedules with small pictures, or icons, specific to the particular Liberal Learning Outcome(s) being addressed in the course. The courses are now marked with the number designation of the LLO addressed in the course. However, the name “ICON course” has been retained. Opportunities for meeting Liberal Learning Outcomes are integrated with the students’ regular course work in ICON courses. A student must meet **all** the competencies for the course **and** the specified Liberal Learning Outcome **at a level of “C” or better** to pass an ICON course.

Portfolios

A collection of completed student work (papers, artwork, computer programs or media, etc.) used to demonstrate achievement of an outcome is called a “Portfolio.” The portfolio may be built over the course of several Regular classes as described in the

syllabi. While achievement of any outcome may be assessed through a portfolio evaluation, students are required to submit evidence of achievement via a portfolio for the foundational Communication LLO in COMM 101 and COMM 102 portfolios. In many cases the work necessary for completion of foundational level Communication portfolios takes place in First-Year Experience (FYE) classes in humanities, social science and natural science. A student may also put together a portfolio documenting work and learning done outside of class.

Portfolios are submitted periodically for assessment and feedback. Competency will be awarded for outcomes when assessment shows the outcome has been achieved at the required level.

Course Numbering System

000-099	Equivalency (college preparation) courses These courses count as part of the student's academic load, but credit cannot be used to meet graduation requirements.
100-199	Lower division freshman level courses
200-299	Lower division sophomore level courses
300-399	Upper division junior level courses Freshman may not enroll without permission of the Department Chair and Dean responsible for the course.
400-499	Upper division senior level courses. Freshman may not enroll without permission of the Department Chair and Dean responsible for the course.
L-Courses	Course numbers followed by "L" denote laboratory courses
X-Courses	Course numbers followed by "X" denote one- time experimental courses, which may be offered again under a permanent number once approved by the appropriate Curriculum Committee
500-999	Graduate level courses Open to advanced undergraduate students with instructor permission.

Courses listed in this Academic Catalog are subject to change through normal academic channels.

Prerequisite Courses

Students may be required to prove a certain level of competence or complete specific courses before being allowed to enroll in a specific course or participate in a learning experience. Questions concerning prerequisites should be referred to the course instructor. Students who have not met all the prerequisites may be excluded from the course or the instructor may waive the prerequisite, based on demonstrated competence or equivalent academic experience. Prerequisites are listed in the course descriptions in the Catalog.

Co-requisite Courses

Students may be required to take two courses simultaneously, such as a science lecture and an accompanying lab. Content and competencies of co-requisite courses are linked.

Student Class Standing (Year in the University)

- Students are classified by the cumulative number of semester credit hours they have earned as recorded in the student's official records. The cumulative number

of hours will include all institutional credit earned at University of Charleston and all transfer credit which has been presented by the student and accepted by the Registrar. Acceptance of transfer credit is indicated by the credit being recorded in the student's record as maintained by the institution.

- Students are classified as follows:
 - Freshmen 25 or fewer hours earned
 - Sophomores 26-60 hours earned
 - Juniors 61-90 hours earned
 - Seniors 91 or more hours earned
- These classifications will apply for institutional and federal financial aid as well as in any academic uses which may exist in the various catalogs and publications regarding undergraduate study.

COURSE POLICIES

General Course Policies

- The minimum enrollment for a course is eight (8) students. Courses with enrollments of less than eight students are subject to cancellation by the Department Chair, School Dean or by the Dean of the Faculty.
- Credit can be counted toward a degree only once for a course covering a specific body of knowledge. No credit can be given for a second course covering essentially the same body of knowledge, even though there is a difference in the course titles and/or number.
- Certain courses may be counted toward a major in more than one department (cross-listed). Cross-listed courses are given designations under both departments, and listed under both departments.
- In order to provide a wider range of courses for students, certain advanced courses are offered on a rotating basis or only if the number of students majoring in the field justifies the offering of the course. To determine which courses will be offered in a given year, the official "Class Schedule" must be consulted. Contact the Student Solutions Center for the current "Class Schedule."

Semester Credit Limitations

An undergraduate student wishing to enroll in more than 19 semester credits* must have the permission of his/her advisor, a cumulative grade point average (GPA) of at least 3.50, and must have completed at least 45 semester credits. A student who wishes to enroll in more than 23 semester credits must petition his/her advisor's School Dean, who will seek the Dean of the Faculty approval of the request. A fee per credit will be charged over 18 credit hours.

*Total credits counted toward the limitation do not include the following courses-- COMM 101, COMM 102, COMM 103, UNIV 100, UNIV 101, UNIV 102, UNIV 112, UNIV 203, ACCT 350, MGMT 355 (Free Enterprise), MUSC 324 (Concert Choir), MSCI (Military Science), and MUSC 327 (Band).

Changes of Instructors and Class Sections

The University of Charleston reserves the right to close sections of classes and to add new sections of classes as conditions warrant. In addition, the University reserves the

right to change instructors from those listed in the “Class Schedule” whenever such a change is necessary.

Changes of Courses (Add/Drop) and Class Schedule Change

15-16-week courses: A student may not **add** a class after 5 p.m. on the 5th school day of a fall, spring, or summer semester. A student may **drop** a class prior to the 10th day of the semester without receiving a “W” grade. If a student drops a course between the 10th day of the semester and the Friday after midterm grades are posted (last day to drop), a “W” will be recorded. If a student drops a course after the last day to drop a class a “WF” will be recorded. If the student wishes to add or drop a class outside these dates permission must be obtained from the class instructor and the student’s advisor (or mentor). Students should be advised that dropping or adding a course may affect the student’s financial aid. The form for gaining such approval may be obtained from the Student Solutions Center. COMM 101, 102, and 103, UNIV 100 and UNIV 112 are exceptions to this policy, and may be added whenever appropriate.

A student may not **add** a class after 5 p.m. on the 5th school day of a fall, spring, or summer semester. A student may **drop** a class prior to the 10th day of the semester without receiving a “W” grade. If a student drops a course between the 10th day of the semester and the Friday after midterm grades are posted (last day to drop), a “W” will be recorded. If a student drops a course after the last day to drop a class a “WF” will be recorded. If the student wishes to add or drop a class outside these dates permission must be obtained from the class instructor and the student’s advisor (or mentor). Students should be advised that dropping or adding a course may affect the student’s financial aid. The form for gaining such approval may be obtained from the Student Solutions Center. COMM 101, 102, and 103, UNIV 100 and UNIV 112 are exceptions to this policy, and may be added whenever appropriate.

8-week courses: A student may not **add** a class after the 5th school day of a fall, spring, or summer session. A student may **drop** a class prior to the 5th day of the session without receiving a “W” grade. If a student drops a course between the 5th day of the session and 3 days after midterm grades are posted (last day to drop), a “W” will be recorded. If a student drops a course after the last day to drop a class a “WF” will be recorded. If the student wishes to add or drop a class outside these dates permission must be obtained from the class instructor and the student’s advisor (or mentor). Students should be advised that dropping or adding a course may affect the student’s financial aid. The form for gaining such approval may be obtained from the Student Solutions Center. COMM 101, 102, and 103, UNIV 100 and UNIV 112 are exceptions to this policy, and may be added whenever appropriate.

5-week courses: A student may not **add** a class after 5 p.m. on the 3rd school day of a 5-week session. A student may **drop** a class prior to the 5th day of the session without receiving a “W” grade. If a student drops a course between the 5th day of the semester and the 3rd day after midterm grades are posted (last day to drop), a “W” will be recorded. If a student drops a course after the last day to drop a class a “WF” will be recorded. If the student wishes to add or drop a class outside these dates permission must be obtained from the class instructor and the student’s advisor (or mentor). Students should be advised that dropping or adding a course may affect the student’s financial aid. The form for gaining such approval may be obtained from the Student Solutions Center. COMM

101, 102, and 103, UNIV 100 and UNIV 112 are exceptions to this policy, and may be added whenever appropriate.

Withdrawal from the University

A student desiring to withdraw totally from the University of Charleston must obtain a “Complete Withdrawal” form from the Student Solutions Center or the University website and submit the completed form to Student Solutions Center. In order to complete the form the student must consult with his or her instructors, major advisor and the designated retention officer for each location and modality.

- Charleston: Student Solutions Center – Phone 304-357-4947
- Beckley, Martinsburg, and Online: Student Solutions Center – 1-877-393-5014

Withdrawal will be granted when the completed form with proper signatures are presented to the Student Solutions Center. If a student withdraws before the last day to drop a grade of “W” will be recorded on the student’s record. If a student withdraws after the last day to drop a grade of “WF” will be posted unless the withdrawal is approved medically.

Medical Withdrawal from the University

A student must submit documentation from a physician stating that there is a medical reason for withdrawal and that the student is under the care of that physician. Documentation is submitted to the Registrar and reviewed by the Dean of the Faculty and the Chief Financial Officer. Withdrawal from the University may require cancellation, refund or repayment of all or part of the student’s financial aid package.

Military Service

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

Withdrawal from the University may require cancellation, refund or repayment of all or part of the student’s financial aid package.

In-seat Class Attendance Policy

- The faculty of the University of Charleston expects students to attend/participate in all sessions of classes for which they have registered. The University does, however, recognize several types of excused absences:
 - Illness of a student;
 - Attendance at a University-approved function, e.g., a field trip;

- Representing the University, as a member of a University-sponsored team or music ensemble for competition or performance; and
- Personal or family emergency, e.g., severe illness or death of a parent.

It is always the responsibility of the student to inform an instructor in advance if he or she is unable to attend or participate in instructional activities. In the event of an excused absence it is the responsibility of the student to make up work that is missed.

- A student's grade may be lowered unless the work missed is made up to the satisfaction of the instructor. Since all absences represent a loss in classroom activity and learning opportunity, no absence (even an excused one) will relieve the student of academic responsibility.
- A student with an excused absence must be permitted to make up a test or other work missed within a reasonable time, e.g., within two weeks of the excused absence. Individual instructors are permitted to determine the definition of "reasonable time."
- The faculty member shall communicate the attendance policy in each syllabus. The instructor should communicate the policy to each class at the beginning of the semester and explain the its application to his or her particular class.

Online Class Participation Policy

It is suggested students access the course several times each week in order to receive assignments, submit assignments, participate in discussions, and receive instructor feedback.

You are required to attend this course through active participation in the course within the first week of class to confirm your enrollment and attendance. Active participation may be fulfilled by one of the following methods:

- Discussion post
- Completion of an exam or quiz
- Submission of an assignment

If a student fails to engage in at least one of these activities during the first week, he or she is considered 'non-attending'. If you do not attend the course as stated above, the Registrar's Office will be notified and you will be dropped from the class roster.

Grading Policies

Students are graded on class attendance and participation, required readings, written reports and papers, tests, oral presentations, other faculty designated activities and assessments. The student receives a final report of his or her level of achievement on academic work at the close of each semester. In addition, the student receives a midterm grade report so that he or she can seek assistance if necessary.

Grading Scheme

Students may receive one of the following letter grades: A, B, C, D, F, I, P, W, and AU. The instructor determines the grading scale for each individual course, i.e., the level of performance required to earn a particular letter grade. The significance of each letter grade is as follows:

- A** An honor grade given for ability and performance of an exceptionally high quality.
- B** Represents performance distinctly better than average.
- C** Represents performance of average quality.
- D** The lowest grade for which a student earns academic credit. A grade of “D” may not meet the standards necessary to fulfill program outcomes. Such standards are stated in program or course outcomes descriptions. A grade of “D” does not indicate competency in Liberal Learning Outcomes.
- F** Represents failure to meet the outcomes or requirements of a learning experience.
- FX** Failure – Violation of Academic Integrity Policy*
- I** Is a temporary grade that indicates a student’s work is “Incomplete” because of illness or other unavoidable reasons and additional time is being allowed for completion. See section “Removal of an Incomplete.”
- I/F** Designates an “I” (Incomplete) grade that was automatically changed to “I/F” at the end of the allowed time for course completion.
- P** Represents Passing. It is the grade that is assigned to represent satisfactory completion of:
 - Courses designated Pass/Fail;
 - Work for which fractional credit is allowed by the University because of interruption of courses by entrance by the student into the Armed Forces;
 - Work in required activity courses in physical education for which the student is not physically qualified, as evidenced by a physician’s certification and in which the scholastic average maintained by the student in all other phases of the course is 2.0 or above;
 - Courses for which credit is established by examination;
 - Courses in which students elect the Pass/Fail option;
 - Credit for experience.
- W** Indicates the student withdrew from the course on or before the last day to officially withdraw.
- WF** Withdraw from a course after the last day to officially withdraw from a class unless the withdrawal is approved medically.
- AU** Signifies that the student registered for the course on the Audit plan and did not desire to submit the evidence necessary for academic credit in the course.

*Effective Academic Year 2012-2013.

Removal of an Incomplete (“I”) Grade

To change a grade of “I” (Incomplete) to a regular letter grade, and receive credit for a course or other learning experience, the student must complete all coursework by the time designated below.

- 15-16-week courses: the 10th week of the following semester (If the “I” is in the spring semester the following semester would be the fall semester.)
- 8-week courses: the 5th week of the following session

Failure to complete coursework within this time frame will result in the course grade being recorded as “I/F.” If a student receives an incomplete grade in a prerequisite

course, he or she will not be allowed to enroll in the subsequent course until satisfactory completion of the prerequisite course.

Quality Points and Grade Point Average

Each letter grade has a numerical equivalent as indicated below. These equivalents are called “quality points.” Quality points are multiplied by the number of credits a student earns for each course. The results for all courses are added together and divided by the total number of credits earned by a student to calculate his or her cumulative Grade Point Average (GPA). Courses in which grades are “P,” “W,” or “AU” are not included when calculating GPA.

- A** – Four quality points per credit
- B** – Three quality points per credit
- C** – Two quality points per credit
- D** – One quality point per credit
- F** – Zero quality points per credit
- I** – Not included in credits attempted for GPA calculations
- I/F** – Not included in credits attempted for GPA calculations

The Dean’s and Provost’s List

Dean’s List

Every student who earns a semester Grade Point Average of 3.50-3.74 for a full-time schedule of courses consisting of 12 or more credits is eligible for the Dean’s List. These twelve credits may not include more than 3 credits that are Pass/Fail. The Deans of each School will recognize these students.

Provost’s List

Every student who earns a semester Grade Point Average of 3.75 or higher for a full-time schedule of courses consisting of 12 or more credits is eligible for the Provost’s List. These twelve credits may not include more than 3 credits that are Pass/Fail. The Provost will recognize these students.

The Dean’s and the Provost’s List are calculated within one month after the end of each 16-week semester. A student who is ineligible for inclusion at the time the lists are calculated will not be given Dean’s or Provost’s List status retroactively. For example, a student who completes an Incomplete, i.e., “I” grade, after the list is calculated and raises his or her GPA to 3.50-3.74 will NOT receive Dean’s List status. Omissions or errors in calculation on the part of the University of Charleston, however, will be corrected when detected.

Policy on Grade Appeal

The assignment of grades for academic work is an important matter that falls within the professional responsibility of each individual faculty member. Grades are determined in such a way as to reflect as accurately as possible student performance according to criteria available to the student and so as to protect the academic freedom of the faculty member and the

student. It is recognized that there is an inherently subjective element to grading, but it does not follow from this that grading is done in an arbitrary fashion.

It is possible that a student may dispute a final grade given for a course. When this occurs, the student should follow the procedure outlined below. However, it should be recognized that the faculty member issuing the grade generally has final authority and responsibility for determining that grade. In order to appeal a grade:

- Step 1 Within two weeks of the start of the following semester, the student should provide a grade appeal in writing to the faculty member who assigned the grade and attempt to resolve the issue.
- Step 2 If no resolution of the grade dispute is achieved after Step 1, the student should discuss the matter with the department chairperson. In this case, the function of the chairperson will be to attempt to determine the relevant facts and mediate the disagreement.
- Step 3 If no resolution is achieved at Step 2, the student or the faculty member may refer the whole matter to the Dean of the School, whose function it will be to mediate the disagreement. The Dean will confer privately with the faculty member and with the student, and may call additional witnesses if this is deemed important. Following this process, the Dean will communicate a decision to the faculty member, who will communicate that decision to the student. This step is the final step in the appeal process.

It is expected that a final decision will be made in a timely fashion, not to exceed the first six weeks of the following semester or session. All parties are requested to adhere to the time deadlines. The instructor and the student should resolve grading conflicts regarding individual assignments during a semester.

Course Repeat Rule

A student earning a grade of “D”, “I/F” or “F” in a course may repeat the course once to attempt to achieve a higher grade. Exceptions: Students may not repeat UNIV 101, UNIV 102, or UNIV 203. The original grade will remain on the student’s academic record, but it will not be calculated into the cumulative grade point average (GPA).

A student is discouraged from repeating a course in which he/she has already earned a “B” or “C” grade. The grade earned when the course is repeated is the grade used in determining the student’s cumulative GPA.

A course in which the student has earned a grade of “A” may not be repeated.

An exception to the “Repeat Rule” may be granted by the Registrar in consultation with the student’s program coordinator.

Pass/Fail Option

Sophomore, junior and senior students who are not on academic probation may elect a maximum of 18 credits for Pass/Fail grading to apply to electives. Students may not elect Pass/Fail grading in courses used to meet Liberal Learning Outcomes or for courses required for the major. No more than five credits per semester may be Pass/Fail. A grade of “P” will not be calculated in determining Grade Point Averages; a grade of “F” will be calculated. Courses in the major or allied field may not be taken on a Pass/Fail basis. The student must declare intentions concerning Pass/Fail before the end of the second week of

a semester or before the end of the second day of a summer session by completing the Pass/Fail Request Form in the Student Solutions Center.

PROVISIONALLY ADMITTED STUDENTS, ACADEMIC PROBATION AND ACADEMIC DISMISSAL POLICY

An undergraduate student with a cumulative Grade Point Average (GPA) of 2.00 or higher is considered to be in “Good Academic Standing” with the University of Charleston. When a student does not obtain a cumulative GPA of 2.0 or higher they are subject to the University’s policy on Academic Probation and Dismissal. Graduate students must follow the policy of the program of study. The following policy is in effect for undergraduate students matriculating after January 2003:

- **Provisionally Admitted Students**—Students who enter the university under an academic contract are probationary students and are subject to the requirements set forth in the policy for Level I [Probation](#).
- **Level I Probation** – Students who obtain a GPA less than 2.0 must meet with their mentor and major advisor to discuss plans for better performance. If appointments are not made or kept, the student will not be allowed to register for subsequent semesters. Students who obtain a GPA less than 2.0 will be limited to a maximum of 15 credits in the following semester, one of which will be the ASC 091 Personal Academic College Success (PACS) class. Part of this class includes the creation of a contract describing how the student will improve academically. **Failure to successfully complete this class will result in dismissal from the University.**
- **Level II Probation**– Students who obtain a term GPA less than 2.0 a second time are placed on Level II probation. They can register for a maximum of 12 credits in the subsequent semester with the approval of the major advisor and the School Dean. Students on Level II Probation are not allowed to register online. The schedules of students who are pre-registered for more than 12 hours may be subject to administrative revision. Students may only be on Level II Probation for one semester over their time at the University.

Academic Dismissal from the University

- A student who obtains a term GPA in any term of less than 1.0 and whose cumulative GPA is less than 2.0 will be dismissed from the University.
- Failure to successfully complete ASC 091 during Level I Probation will result in dismissal.
- Failure to obtain a term GPA of 2.0 or higher while on Level II Probation may result in dismissal from the University. The final decision on dismissal will be made considering the following factors: significant improvement of the term GPA and an improvement in the cumulative GPA. Students must have a minimum cumulative GPA of 2.0 (some academic programs have higher requirements) to graduate from the University of Charleston.

Academic Dismissal Appeal Procedure

A student who is dismissed has ten (10) working days in which to appeal via the following process:

- Student will notify the Registrar in writing (email is acceptable) of his/her intention to appeal;
- Registrar notifies the Provost who will convene the Student Affairs Committee;
- The Student Affairs Committee will review the written appeal and make a recommendation upholding or denying the appeal; and
- The recommendation of the Student Affairs Committee will be sent to the Provost who may accept or reject the recommendation.
- The Provost will notify the student of the final decision.

Students who have been academically dismissed may request to return to the University after one year. The student will need to submit to the Registrar a written description detailing what he/she has done since leaving and why they believe their record will improve if they are readmitted, including appropriate documentation. The Registrar must approve the readmission request before it is acted upon by the Office of Admissions. Examples of possible demonstration that the student will be successful if readmitted include:

- Successful completion of courses at another institution with grades of “C” or higher. The student must keep in mind that courses taken at another college may not be used as part of the D/F Rule to replace grades of “D” or “F” at the University of Charleston.
- Submission of a letter of recommendation from their employer or commanding officer.

GRADUATION

Program Comprehensive Assessment

All students who plan to receive a baccalaureate degree must successfully complete a comprehensive assessment, usually during his or her final semester at the University. The assessment may be prepared and administered by faculty in the student’s major discipline or program, or it may be a nationally normed examination, such as the Graduate Record Examination or the National Teachers Examination. Details of the examination or assessment method in a particular major are available from the program chair for the major.

University Exit Assessments

The University of Charleston requires one or more assessments as a condition for graduation, in addition to the comprehensive assessment done by the student’s major discipline or program.

Graduation Application

A student must complete a Graduation Application in order to receive a degree. So that students may be appropriately advised, application deadlines are scheduled prior to registration for the expected final semester. Applications are available online and should be submitted to the Student Solutions Center. Specific deadlines will be published on the University webpage.

If a student applies for graduation but, does not graduate that semester he/she will be moved to the next semester at no additional charge. If the student fails to graduate in the new semester in which he/she was moved then the application is voided. The student will be required to submit a new graduation application and pay the graduation fee again.

Commencement Participation

Students who have completed graduation requirements, submitted a Graduation Application and are no more than eight (8) credit hours from degree completion may request to participate in the next commencement ceremony.

Graduation with Honors

To graduate with honors a student must have completed at least 50 percent of the course work required for graduation in the student's program at the University of Charleston. The student must also have maintained a minimum 3.50 GPA for all work completed at the University of Charleston. The type of honor awarded will be based upon the GPA on all work taken, including that of the student's last semester, as follows:

Bachelor's Degree

- Cum laude, 3.50-3.74;
- Magna cum laude, 3.75 to 3.89;
- Summa cum laude, 3.90 to 4.0.

Associate Degree

- With Honors, 3.50 to 3.74;
- With high honors, 3.75 to 3.89;
- With highest honors, 3.90 to 4.0

Graduate Degrees: Each graduate program determines the title and expectations for honors.

EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act Policy (FERPA) Summary

The University of Charleston is committed to maintaining the confidentiality of student records and abides by the Family Educational Rights and Privacy Act (FERPA). The law ensures the confidentiality of student records, permits the student access to his or her records and prohibits the release of records except by permission of the student or by a court order, while permitting the continued release of "directory information" without specific permission of the student. Information determined to be part of a student's educational record may be released according to the guidelines in this policy. Any other anecdotal information will not be released without the student's express written consent and/or personal involvement.

Educational Records

The University of Charleston designates the official records maintained in the following locations as educational records:

- Records Custodian: Registrar
- Cashier (Stud. Sol. Ctr.) Custodian: Cashier
- Office of Student Life Custodian: Vice President for Student Development
- Office of Financial Aid Custodian: Director of Financial Aid
- Academic Success Center Custodian: Director, Academic Success Center

Disclosure of Educational Records

In most cases, the University of Charleston will not disclose information from a student’s educational records without the written consent of the student. Normally, disclosure of educational records will occur only when the student or other eligible person makes an express request for such disclosure. All requests for information must be made in writing unless being made by an on-site University of Charleston official. The exceptions in which a student’s educational records may be disclosed without consent include:

- Requests from University of Charleston officials who have a legitimate educational interest in the records;
- Officials of another school in which a student seeks or intends to enroll;
- Requests from certain government officials;
- Appropriate parties in a health or safety emergency; and
- Requests from parents of an eligible student who is claimed as a dependent for income tax purposes. The University will assume students are independent until a written request is made and proof of dependency is shown.

A student’s grades will only be mailed to the home address if he or she completes the “Release of Student Information” form in the Student Solutions Center allowing grades to be sent to parents. Otherwise, grades are posted electronically only.

The University of Charleston will maintain a record of all requests for and/or disclosures of information from a student’s educational records, except for disclosure to University officials. The student may review this disclosure record in the Student Solutions Center.

The University of Charleston will not disclose information over the telephone, nor will it initiate disclosure, except in cases of health or safety emergencies, serious crimes or to complete financial obligations to the University.

Directory Information

The University of Charleston designates the following items as Directory Information:

- Student name, address, and telephone number;
- E-mail address;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities;
- Height and weight of athletic teams;
- Dates of attendance;
- Degrees and awards received;
- Most recent school attended; and
- Other similar information.

The University may disclose any of these items without prior written consent of the student unless the student has completed and filed in the Student Solutions Center a “*Request to Prevent Disclosure of Directory Information*” form. This form must be completed annually.

Procedure to Inspect Educational Records

Students may inspect and review personal educational records by submitting a written request to the custodian of the records or other appropriate University employee, stating as precisely as possible the record or records he or she wishes to inspect. The records custodian or an appropriate University employee will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in five (5) working days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records relating to him or her. The fee for copies will be 50 cents per page and must be paid at the time copies are made.

The student has the right to inspect his or her educational records at least once per year. Transcripts may be reviewed by appointment in the Student Solutions Center.

Correction of Educational Records

Students have the right to ask that records they believe are inaccurate, misleading or in violation of privacy rights be corrected. To initiate the process for the correction of records a student must submit a written petition to the custodian of the educational record, asking that it be amended. The petition should identify the part of the record to be amended, the reasons why the student believes it is inaccurate or misleading and the action requested.

ACADEMIC INTEGRITY

For a community of learners to thrive, all members must engage in the educational process with honesty and integrity. The University of Charleston community holds firmly to the belief that all members of the community are responsible for promoting and protecting academic integrity. Cheating, plagiarism, fabrication, or facilitating academic dishonesty will not be tolerated.

It should be noted that a hearing involving academic dishonesty – discussed below – is an academic matter, and not a criminal or civil legal proceeding. Rather, it is a process unique to the community of scholars that comprise a university. It is designed to protect the rights of the students accused of violating integrity standards, to educate students, and to deter further violations. Faculty members may use evidence and their professional judgment to determine whether a student has violated academic integrity. The expectation is to follow the rules of “preponderance of evidence” rather than “evidence beyond a reasonable doubt” in the process described below.

The University of Charleston believes that students learn and develop greater knowledge of academic integrity as part of our educational process. The Academic

Integrity process is designed to facilitate a student's development of this understanding while requiring accountability for violation of the policy. The following is an outline of the levels of academic integrity infractions and sanctions:

Academic Dishonesty Levels

- 1) **Minor Infraction (Student lacks understanding)**
 - a. Examples include but are not limited to:
 - i. Repetitive improperly formatted citations within a document
 - ii. Improper citation – i.e. omission of references when in-text citation is present.
 - iii. Partial paraphrase, makes an attempt but lacks understanding
 - iv. Collaborating inappropriately while completing outside coursework.
 - b. Consequences
 - i. First infraction - Training with Reference & Instruction Librarian and/or possible failure of assignment at the faculty member's discretion. Failure to comply within one month of notification will result in the sanction being upgraded to a standard infraction and the student will receive an automatic FX in the course.
 - ii. Second infraction - Failure of assignment or exam and training (See section 1-b-i.)
 - iii. Third and all subsequent minor infractions - See section 2-b-i.
- 2) **Standard Academic Violations (Cheating, plagiarism, fabrication or facilitating academic dishonesty)**
 - a. Examples include but are not limited to:
 - i. Cutting and pasting or manually copying another's intellectual property w/o proper citation
 - ii. Cheating on exam
 - iii. Receiving answers from another student
 - iv. Giving answers to another student
 - v. False insertion of citation
 - vi. Copying a classmate's assignment and passing it off as your own work.
 - vii. Third minor infraction
 - b. Consequences
 - i. First infraction (or third minor infraction) - Failure of course with dishonor (FX). A student can repeat the course but the grade will remain on the student's transcript and will be calculated in their GPA. Student must also complete training with the Reference & Instruction Librarian (See section 1-b-i.) If training is not completed the FX will be considered egregious. (See section 3-b-i)
 - ii. Second infraction - See section 3-b-i
- 3) **Egregious Academic Violations (Above and beyond standard academic violations)**
 - a. Examples include but are not limited to:

- i. Second standard academic violation
 - ii. Stealing and/or sharing exams or other work or documents
 - iii. Buying or selling papers for the purpose of cheating
 - iv. Passing off another person's work, in its entirety, as your own (even with that person's permission)
 - v. Impersonating another student
- b. Consequences
 - i. Failure of course with dishonor (FX) and expulsion from the university

Procedure

If a faculty member has reason to believe that a student may have committed a violation of the Academic Integrity Policy, the faculty member will conduct an investigation to confirm or deny the violation. If the violation is confirmed then the faculty must make a reasonable effort to notify the student within two business days. The faculty member should schedule a meeting with the student within two business days of the notification.

When the student meets with the faculty member, the student should be presented with the evidence of the violation, told the level of infraction and the sanction for that infraction. The faculty member should inform the student of his/her right to appeal the decision. Finally, the faculty member should present the "Academic Integrity Violation Form", request that the student review/sign the document and then provide a copy of the signed document to the student. If the student should choose to appeal, he/she should notify the Dean of the instructor's school in writing within two business days of the meeting. If the student does not appeal within two business days, the decision will be upheld and the infraction/sanction will be recorded. The Dean will then notify the Reference and Instruction librarian of the sanction within two business days.

Appeal Process

During an appeal process, the student should continue to attend class until a decision is rendered. The Academic Integrity Review Board will oversee the appeal hearings for all undergraduate and graduate students. The board will be made up of eight faculty members; two faculty from the School of Business, two from the School of Pharmacy, two from the School of Health Sciences and two from the School of Arts and Sciences. The members will be appointed by the Dean of each school.

If the student notifies the Dean of his/her intent to appeal, the Dean will notify the Chair of the Academic Integrity Review Board. Within two business days of receipt of the appeal, the chair of the Academic Integrity Review Board or his/her designee will send a letter to the student to inform him/her of the date of the appeal hearing.

If the violation is a minor infraction, one person from the committee will meet with the student, review the appeal and decide whether or not to uphold the faculty member's decision or to reverse the decision. The student will be notified of the decision by the chair of the Academic Integrity Board or his/her designee. If the decision is upheld, the infraction/sanction will be recorded into the student's record. If the decision is reversed, the student's record will reflect the reversal.

If the violation is a standard infraction, three people from the committee will review the appeal and decide whether or not to uphold the faculty member's decision or to reverse the decision. The committee's decision will be based upon a two-thirds majority. The student will be notified of the decision by the chair of the Academic Review Board or his/her designee. If the decision is upheld, the infraction will be recorded and the student will receive an "FX" in the course. If the decision is reversed, the student's record will reflect the reversal.

If the violation is an egregious infraction, the entire committee will review the appeal and decide whether or not to uphold the faculty member's decision or to reverse the decision. The committee's decision will be based upon a two-thirds majority. The student will be notified of the decision by the chair of the Academic Review Board or his/her designee. If the decision is upheld, the infraction will be recorded, the student will receive an "FX" in the course and the student will be expelled from the university. If the decision is reversed, the student's record will reflect the reversal. Regardless of the decision, the Dean will then notify the Reference and Instruction Librarian of this decision within two business days.

Note on timing: It is recognized that there may be times that, due to illness, travel, scheduled breaks, etc., the precise schedules indicated in the preceding paragraphs may not be achievable. In such cases, all participants must make good faith efforts to come as close to the schedules as possible. Hearings for alleged integrity violations that occur at the end of the spring semester present special challenges. For returning students, the schedule in the preceding paragraphs will remain in effect. Students suspected of violating academic integrity must work with faculty to attempt to resolve the integrity issue within two weeks of the last official day of the semester or wait until the beginning of the following semester to seek resolution. For a graduating senior suspected of violating academic integrity, he/she may walk at graduation if all other academic requirements have been met, but he/she will not receive a diploma until the integrity matter has been resolved.

TECHNOLOGY SUPPORT SERVICES

Scott Terry, Chief Information Officer

Help Desk

The University of Charleston Help Desk serves as the single point of contact between students, faculty and staff and the Information Technology Department. The Help Desk staff will assist you with your questions, requests and suggestions or route them to the appropriate area for resolution and provide status of your report. You have to be a member of the University of Charleston College community in order to take advantage of Help Desk services. Note that the Help Desk support for personally-owned devices (including mobile) is limited to email client setup and network connection.

For assistance by:

Telephone: - call 1-304-357-HELP (4357) or 1-855-248-3416

Email: - contact help@ucwv.edu

In person: - visit the Help Desk located in Riggleman Hall, Room 102

Hours:

The Help Desk is open five days per week when classes are in session. It is closed during College holidays and for other official College closures such as emergencies and severe weather.

Help Desk, Classes In Session (includes exam periods):

Monday-Friday 7:00AM-10:00 PM

Help Desk, Classes Not In Session (includes vacations, summers, and Interterm):

Full Support:

Monday - Friday, 8:00 AM to 5:00 PM

If you have a computer issue outside the Help Desk hours, please use the online ticket system or send email to help@ucwv.edu. You will receive a response to your question as soon as possible when the Help Desk reopens.

Contact the Help Desk if you:

- Are having trouble with any of your accounts
- Need access to files or printers
- Cannot connect to the network or something on your computer isn't working properly
- Would like to know about options for sharing files, email, or calendars
- Need to purchase software or equipment
- Need service or advice about your personal computer or safe computing practices
- Think you have a virus or other computer problem
- Want to report a problem or place a request concerning a campus telephone
- Are having a computer problem in a campus lab or classroom
- Have questions about software licensing or availability
- Have a Computing need and don't know who to ask or where to begin

Additional Information

- Classroom technology support
- Campus telephones and voicemail support
- eLearn\Moodle support
- Report problems with streaming video service

Password Resets

- Password Resets are available during all hours of Help Desk operation for College passwords. Any community member can also reset his or her own password at <http://turboit.ucwv.edu/smop/>

ACADEMIC SUPPORT SERVICES

Jennie Ferretti, Vice President for Student Development

The University offers a variety of services to provide support for students as they move through their academic programs. Provision of these services reflects the institution's belief that effective learning occurs both in and out of the classroom.

AUDIOVISUAL SERVICES

Audiovisual Services support the learning process by assisting students, faculty and the public with the equipment and expertise necessary for making presentations or developing multi-media projects. The department also provides services to external groups holding meetings on University of Charleston campuses. In addition, the department makes AV supplies available to students, faculty and staff at low cost.

CENTER FOR CAREER DEVELOPMENT (CCD)

Hannah Johnson, Director

The Center for Career Development (CCD) assists undergraduates, graduates and alumni in recognizing their full potential through assessment, self-awareness, career coaching, and educational events focused on the development of lifelong independent career planning skills.

The CCD provides instruction for developing skills necessary to succeed in college and professional life, as well as support and guidance in making positive and productive work/life decisions. Students are encouraged to begin working with the CCD to start planning their career path as early as their freshman year. Services include:

- **Individual Career Coaching** –By appointment or during walk-in hours, the CCD provides assistance in many areas, including choosing a major, making career choices, devising a job search plan, resumes, interviewing, and applying to graduate school.
- **Career Seminars & Workshops** – A variety of seminars and workshops are offered to students throughout the year. Topics include: writing resumes and cover letters, interview skills, job search strategies and job offer decision making, and applying to graduate school. The CCD also holds workshops on leadership, etiquette, and communication.
- **Online Resources** – The CCD has two other online career tools: SIGI and Optimal Resume. With SIGI, students can take personality and career assessment tests that will help them decide on a major or an occupation. Optimal Resume provides students assistance with building a resume, creating a cover letter or practicing for an interview. All online career resources can be reached at www.ucwv.edu/ccd.
- **Job Listings and Resume Referral** – The CCD posts full-time, part-time, summer and internship opportunities. Students and alumni can access job listings through the CCD's web-based system, Eagle Link. Students can house their resumes in Eagle Link, and employers can access students' resumes either through a web resume book or by referrals by the CCD for specific positions.

- **Career Fairs** – Once a year the CCD organizes and assists with an All-Major Career Fair for students to obtain information about full-time, part-time, summer, and internship opportunities.
- **Career Development Week** – This is an annual week of career workshops presented by business professionals from the Charleston area. Topics include: networking, business etiquette, interviewing, resume writing and professional online presence.
- **Company Presentations** – Information sessions are provided by recruiters so students have an opportunity to evaluate and learn more about the companies and the opportunities on a local and national level.
- **Alumni Assistance** – After students graduate from UC, the CCD provides assistance to alums seeking new employment or facing a change in career goals.
- **Graduate Studies** – The Career Development Center (CCD) provides information on graduate education at UC or elsewhere.
- **Career Development Internship Program** – Internships are structured, educational work experiences designed to enrich and complement academic study. An internship enables students to discover the links that enable application of classroom knowledge to career discovery and practical work situations. The institution encourages all students to complete an experience-based learning experience before they graduate. With the internship experience, students gain a greater understanding of how global changes in the workplace impact careers and career transition. In addition students obtain knowledge, skills, and attitudes needed to succeed in life-long career planning.

Professional staff at the Center for Career Development will work with faculty and students to identify appropriate internship placement sites and work-site supervisors. The faculty member and student work together create a *Learning Contract* that specifies learning outcomes and competencies the student is expected to achieve, the method of assessing achievement and the means of maintaining communication between all parties. The faculty member or CCD personnel communicates the terms of the *Learning Contract* to the work-site supervisor. The supervising faculty member, the student, the work-site supervisor and the Center for Career Development all retain copies of the *Learning Contract*. The amount of academic credit granted for the Internship is determined based on the length and depth of the experience.

A quality internship requires students to deliberately prepare for and then reflect upon their field experience. Such an internship markedly increases the student’s professional options and opportunities at graduation.

In addition to extensive experience advising college students, our staff has a rich, hands-on understanding of occupations and the ever-changing world of work. Whether you are an undergraduate, graduate or alumnus/alumna, we are passionate about helping you reach your career goals.

ACADEMIC SUCCESS CENTER - Allison Grassie, Director

The Academic Success Center works to connect University of Charleston students with resources to assist in academic success. Services include peer-to-peer academic tutoring, online tutoring, standardized testing and services for students with disabilities.

Peer Tutoring

- **Discipline-specific Tutoring:** Peer tutoring is available in a variety of subjects including writing, math, science, economics, accounting, nursing and radiology. Tutors can also assist with study skills and test-taking strategies.
- **Writing Tutoring:** For students who need tutoring specifically in writing, peer tutors are available to help generate, organize, and develop ideas for papers. Tutors can also explain punctuation and grammar, as well as teach students how to proofread, document secondary sources, and address a host of other writing-related issues. Additionally, tutors are trained to assist students with the COMM 101 and 102 portfolios. Our goal is to provide quality assistance, tools, and resources to help students become confident, independent writers.

*Subjects and scheduling for peer tutoring vary by location, according to students' needs and the availability of qualified tutors.

Online Tutoring

All UC students have access to the Smarthinking online tutoring tool. A link to this resource is on the Current Students page at <http://www.ucwv.edu/Students/> under Online Resources. Online tutoring is provided in the following formats:

- **Live, On-Demand Tutoring:** Using an advanced queuing system, students are connected on-demand with an expert educator. Students work one-on-one, in real time with a tutor, using the virtual whiteboard technology.
- **Online Writing Lab:** Students can submit a paragraph or essay for individualized critique by expert writing tutors. Students complete a form that provides the tutor with information on the writing assignment and requested areas of assistance, then receive the help that they need with the writing assignment. Students can also request a review by an ESL (English as a second language), technical writing or creative writing expert when appropriate. Upon completion, students are notified that their review is available. Students receive feedback outlining the strengths, areas in need of improvement, and specific guidance to help them improve the quality and content of their writing.
- **Submit a Question:** Students who do not need instant feedback can choose to submit an asynchronous question. Using the virtual whiteboard technology, students submit their question to a tutor and the student is notified when their comprehensive response is available.
- **Schedule an Appointment:** Students who prefer to plan ahead can schedule a 30-minute appointment with a tutor of their choice. At the scheduled time, the student and tutor connect live using the virtual whiteboard technology.

Standardized Testing Services

The University of Charleston offers a variety of standardized tests for UC students and the public at the Charleston, Beckley and Martinsburg locations. Tests offered include:

- CLEP* (computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit)

- DSST* (computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit)
- TOEFL (Test of English as a Foreign Language)
- TEAS (Test of Essential Academic Skills for entrance into nursing school)
- MAT (Miller Analogies Test—for admission to graduate school)
- ACT National (for undergraduate admission)
- ACT Residual (for undergraduate admission)
- LSAT (Law School Admissions Test)
- PRAXIS (exams measuring teacher candidates' knowledge and skills, used for licensing and certification processes.)

*DANTES funding for service members available

Services for Students with Disabilities

ADA Statement: It is the policy of the University of Charleston to provide reasonable accommodations for qualified individuals with documented disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations affording equal educational opportunity. **It is the student's responsibility** to contact the disability coordinator to request assistance. Students must provide current documentation. A disability coordinator will assist students and faculty in arranging appropriate accommodations. This is in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The Academic Success Center in Charleston and the testing center in Beckley include low-distraction private testing rooms with video monitoring. The rooms are available for students with a documented need for an isolated environment, recorded tests or extended time for testing.

Whom Do I Contact If I Need Accommodations?

A Disability Coordinator for each location acts as a liaison between students and faculty, identifying appropriate accommodations for students with documented disabilities. The goal of all concerned is to help students achieve their full academic potential. Students should consult with the Disability Coordinator as early as possible in the semester to ensure their needs are met.

The University, recognizing that disclosure of a disability is a personal and private decision, relies on students with disabilities to self-identify; the University makes no preadmission inquiries about disabilities. All documentation is held in the strictest confidence and not shared with other University offices without the consent of the student.

Students requesting accommodations must submit current documentation of disability from an appropriate, licensed professional qualified in the appropriate specialty area. Students are responsible for the cost of diagnosis and for any costs associated with copying or supplying the information for submission to the University of Charleston. The University of Charleston uses the Guidelines for Documentation of Learning Disability in Adolescents and Adults developed by the Association on Higher Education and Disability (AHEAD) as its standard for documentation requirements.

Prospective students with disabilities must meet the same admission requirements as all other applicants to the University of Charleston. The University provides no special remediation or tutoring programs for learning disabled or special needs students. Students with disabilities are encouraged to use tutoring and advising services open to all UC students.

Students requesting accommodations should direct questions or submit documentation to:

Charleston Campus:

Allison Grassie, Disability Coordinator
Academic Success Center
University of Charleston
302 Clay Tower Building
2300 MacCorkle Avenue, S.E.
Charleston, WV 25304
Tel: (304) 347-6983
Fax: (304)357-4715

SERVICE ANIMAL POLICY

The University of Charleston recognizes that service animals perform a necessary service in assisting and accompanying you. We understand that your service animal is a working animal and will make every effort to educate the university community about the animal's service to you and provide the accommodations afforded a service animal.

The University of Charleston expects the partner/handler to be responsible for ensuring the safety of his/her service animal. While legal access rights are afforded users of assistance animals, the partner/handler has the responsibility of ensuring that the animal behaves and responds appropriately at all times in public. The animal and the partner/handler, as a team, must adhere to the same socially accepted standards as any individual in the university community.

Definitions:

- **Animal in training:** an animal undergoing training to become a service animal. An animal in training has the same rights as a fully trained animal when accompanied by a trainer and identified as such.
- **Partner/Handler:** a person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler.
- **Service Animal:** any animal individually trained to do work or perform tasks for the benefit of a person with a disability.
- **Team:** a person with a disability or a handler and his/her service animal. The two work together as a team in accomplishing the tasks of everyday living.
- **Therapy Animal:** an animal that does not assist an individual with a disability in the activities of daily living. These animals are not protected by the laws for service animals.

Types of Service Animals:

- **Guide Animal:** an animal carefully trained to serve as a travel tool by individuals who have severe visual impairments.
- **Hearing Animal:** an animal trained to alert a person with a significant hearing loss when a sound, e.g., knock on the door, occurs.
- **Service Animal:** an animal trained to assist a person who has a mobility or health impairment. Types of duties the animal may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service animals can sometimes be called assistance animals.
- **SSIG (Sensory Signal) Animal:** an animal trained to assist a person with autism. The animal alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from an animal that an animal might give to a person with visual or hearing impairments.
- **Seizure Disorder Animal:** an animal trained to assist a person with a seizure disorder. The methods the animal uses to serve the person may vary, depending on the person's needs. The animal may stand guard over the person during a seizure, or the animal may go for help. A few animals have somehow learned to predict a seizure and warn the person in advance.

Long-Term versus Short-Term Use

Students desiring to use a service animal on campus should first contact the Disability Coordinator to register as a student in need of an accommodation. The Disability Coordinator will evaluate the documentation of the student's condition, determine if a disability exists, and discuss with the individual any accommodations appropriate to the functional limitations of the disability.

Documentation and Requirements

Documentation: The handler/partner requesting accommodations for a service animal must provide documentation from an appropriate, licensed professional of his/her need for the service animal. The partner/handler of the service animal must provide proof, which will be kept on file in the Academic Success Center, that the animal has met the following requirements:

Training: The partner/handler must provide documentation that the service animal has undergone training to be a service animal.

Licensing: The animal must meet City of Charleston licensing requirements and wear the tags designated by the City of Charleston if the animal resides on the University of Charleston campus. If, however, the service animal accompanies a commuter student and resides in a different locale, the animal must meet the licensing requirements of the student's resident town and wear the tags designated by that community.

Health Records: The animal must have a health statement, including vaccinations against diseases common to that type of animal, from a licensed veterinarian dated within the past year. Annual updates must be provided. The animal must be well groomed, and

measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

Control Requirements

The service animal must be on a leash or other restraining device at all times. Also, the service animal must wear a collar or harness identifying it as a service animal.

The partner/handler must be in full control of the service animal at all times. The care and supervision of the service animal is solely the responsibility of its partner/handler.

Service Animal Etiquette

The service animal must adhere to the following rules at all times:

- Not be allowed to sniff people, store shelves, eating tables, or personal belongings of others;
- Not initiate contact with someone without the direct permission of the partner/handler;
- Not display any behaviors or noises that are disruptive to others, such as barking, whining, growling, etc.;
- Not block aisles or passageways; and
- Be trained to not be attracted to food in common areas.

Students/staff/faculty/administration must adhere to the following rules at all times:

- Not to pet a service animal that is working. Service animals are trained to be protective of partners/handlers, and petting the service animal distracts the animal from its responsibilities;
- Not feed a working service animal. The animal may have specific dietary requirements. Unusual food and/or an unexpected time may cause the animal to become ill;
- Not deliberately startle, tease, or taunt a service animal;
- Not separate or attempt to separate a service animal from its partner/handler;
- Not hesitate to ask a student if he/she would like assistance if the team seems confused about a direction, an entrance, location, etc.; and
- Not give a service animal alcoholic beverages or illegal narcotics on or off campus. To do so will result in disciplinary action through the Office of Student Life.

Conflicting Disabilities

Some people may have a disability that is precipitated by an allergic reaction to animals. Persons with asthma/allergy/medical issues who object to the presence of the animal must register their objection with the Disability Coordinator. The person making the objection must provide verifiable medical documentation to support his/her claim(s). Action will be taken to consider the needs of both persons to resolve the conflict as efficiently as possible.

Residence Halls

The guidelines for conflicting disabilities apply in the residence halls also. If there is an allergy/animal conflict within a residence hall that cannot be resolved agreeably, the Director of Residence Life, the Vice President for Student Development, and the Disability Coordinator will collaborate on a solution.

International and English as a Second Language (ESL) Programs

The Office of International Programs seeks to engage and support international students, provide opportunities for all University of Charleston students to have multicultural experiences, and promote the exchange of educational and cultural ideas.

The Department of International and ESL programs, which is described further in the section of this *Academic Catalog* entitled “Office of Student Life,” offers significant assistance to international students. Courses offered for students whose first language is not English are described in the Undergraduate Course Listings in the section titled English as a Second Language (ENSL).

English as a Second Language students need to demonstrate achievement of a minimum standard of English proficiency in reading and listening comprehension as well as writing and speaking. Based on documentation submitted to the Admissions Office as well as a diagnostic exam given jointly by the Director of International Programs and the Director of the Academic Success Center, students may be placed in the ESL program or the “bridge” program for further development of their language skills.

In order to successfully integrate into the regular curriculum, it is imperative that ESL students reach a certain standard of English language proficiency. If they fail any of the ESL courses, they will be required to retake them. Students may retake each ESL course only once. If a student does not successfully complete the ENSL “bridge” program, he/she will not be able to continue enrollment at the University of Charleston. Passing a required ENSL course includes attendance as well as adequate performance.

Completion of the ENSL program includes the following:

- ENSL 095—High Intermediate with a grade of “C” or higher unless a student tested out of this course with a score of 60% or higher.
- ENSL 096 – Advanced English with a grade of “C” or higher unless a student tested out of this course with a minimum score of 85%.
- ENSL 097 – English Conversation with a grade of “C” or higher unless the student was not required to take this course based on a diagnostic evaluation by the ESL Program Director.
- ENSL 098 – Academic Reading and Writing with a grade of “C” or higher unless the student was not required to take this course based on a diagnostic evaluation by the ESL Program Director.

UNIVERSITY OF CHARLESTON LIBRARIES

Judy Altis, University Librarian

John Adkins, Director, Schoenbaum Library

The ability to efficiently locate and critically evaluate information is an indispensable skill for the 21st century student. University of Charleston Library faculty work closely with classroom faculty to insure that students acquire the information and technology skills they will need to live, work and participate in an information society.

Students must demonstrate achievement of these skills to meet the Critical Thinking Liberal Learning Outcomes necessary for graduation.

The Schoenbaum Library on the Charleston campus is a state-of-the-art facility equipped with wireless networking, a technology-rich classroom and four group-study rooms equipped with whiteboards, network ports and video players. On the Beckley campus, students are served by the Robert C. Byrd Library, providing conference rooms, study carrels, over 40 computers, and wireless connectivity.

Student learning is supported by an array of resources. The combined library has a strong collection of print and electronic resources. The collections include 183,000 books (88,000 Charleston, 95,000 Beckley), 192,000 e-books, and 10,328 audiovisual items (3,600 Charleston, 6,728 Beckley). Over 50,000 journal titles are available either in print or electronically and are accessible from any web-enabled computer, on or off our campuses. All resources are available to students at each branch or to online students either electronically or through document delivery services.

The libraries also boast a number of archival and rare book collections, as well as an outstanding collection of art and sculpture by regional, national and international artists.

A skilled, professional reference staff is available to students during regular library hours. Students can also submit reference questions via e-mail to librarian@ucwv.edu at any time.

OFFICE OF STUDENT LIFE

Jennie Ferretti, Vice President for Student Development

Co-curricular involvement at the University of Charleston provides practical application for education gained in the classroom. The Office of Student Life provides comprehensive support for social, emotional, leadership and intellectual growth and development of UC students. A full range of student services, including counseling, social and recreational events, and opportunities to participate in numerous student organizations help students adjust to undergraduate University life and become academically successful.

New Student Orientation

The Office of Student Life plans and implements all Orientation programs. New Student Orientation is a vital part of the student's first-year experience. Students learn about the campus, its services and the curriculum. Activities are scheduled to help him or her begin to make friends and feel at home in a new environment.

The first day of New Student Orientation is also the first day of classes for freshman students. Students will meet faculty, have a Service Learning experience and begin the work of meeting the Liberal Learning Outcomes.

Residence Life and Housing

Residence hall living is an integral part of the student's collegiate experience. Close proximity to classes, activities and development of lifelong friendships are a few of the benefits of living on campus.

Housing Application

All students who wish to reside on campus must sign a Residence Hall Contract, which is an agreement for the entire academic year for their housing assignment and meal plan. Applications for housing and meal plans are available on the UC website at http://www.ucwv.edu/student_life/housing_info/default.aspx.

All students requesting housing must be accepted by the University of Charleston as full-time, registered students or receive written permission from the Director of Residence Life. All freshman and sophomore students are required to live in a residence hall unless their permanent home address is within a 60-mile radius of the University, or they are married, age 21 or older, or a parent/guardian caring for a dependent child. If a student meets one of the qualifying exemptions he or she must complete an on-campus housing exemption form online at http://www.ucwv.edu/residence_life/Housing_Exemption.aspx. In addition, all students holding Edwin H. Welch Colleague Scholarship are required to live on campus for four years unless they are married or the parent or guardian caring for a dependent child.

A housing application is used to match students with similar interests and values in the housing assignment process. Reciprocal roommate requests are honored when possible, if applications with such requests are returned by the deadline. Housing assignments for freshmen are made throughout the summer after immunization records and health insurance information is received in the Office of Student Life. By August, each student will receive a letter confirming his or her University of Charleston residence hall assignment and stating the date the residence halls will open for student occupancy. In addition, the letter will provide the name and telephone number of the student's roommate.

Housing Cancellation/Withdrawal

If the application for room assignment is accepted but the student decides not to live in the residence hall, the Director of Residence Life must be notified in writing. The Residence Hall Contract designates conditions for refunds on the room rate and the damage deposit.

Vacations

The residence halls are open throughout the academic year (including Thanksgiving and Spring Breaks), and closed during Winter Break. When a student leaves for the summer months all personal property must be removed from the room.

Meals for Residential Students

All residents must purchase a University Meal Plan. Although the residence halls are open for Thanksgiving and Spring Breaks, dining services may be closed and alternative plans for dining should be made by students.

Living/Learning Communities

The Office of Student Life helps coordinate Freshman Living/Learning Communities. Each student enrolled in UNIV 101 and UNIV 102 is part of a living/learning community. These students attend mentoring class together one hour per week and participate in educational and community service activities as a group throughout the first year. This approach helps students connect curricular experiences with co-curricular programs and learning activities. Commuters are involved in the Living/Learning Communities, along

with the other members of their mentoring groups, through participation in these programs and learning activities.

Student Regulations

Students admitted to the University of Charleston must subscribe to the mission and core ethical values of the University. Expectations for student conduct are set forth in the Student Handbook and other official documents, including this *Academic Catalog*. It is the student's responsibility to study the *Student Handbook* and this *Academic Catalog* carefully, and to become fully acquainted with both the student regulations and the principles and practices regarding student honesty in academic affairs. This publication also contains information on other student services, including motor vehicle privileges, check cashing, student identification cards and insurance. The Student Handbook and the *Academic Catalog* are available to all students online at <http://www.ucwv.edu/Students>.

International and ESL Programs

The Department of International and ESL Programs is committed to promoting the exchange of educational and cultural ideas both at the University of Charleston and the greater Charleston community. Through the development and offering of programs and services for students and faculty, the department supports the process of internationalizing the campus.

New international students are supported by the Director of International Programs, who assists them as they adapt to an American campus as well as a new culture. Additionally, an orientation is provided to international students prior to the fall and spring semesters. Upon arrival, international students take a diagnostic English examination and are placed in English as a Second Language (ESL) courses as deemed necessary for their academic success.

All students on campus are welcome to join the Global Student Organization (GSO), which aims to create and promote multicultural experiences on campus and throughout the community. Annual campus-wide international activities include International Education Week in the fall and World Fest in the spring. For more information or questions about international and/or ESL programs at the University, please contact the Director of International and ESL Programs at (304) 357-4881.

Student Government Association (SGA)

Each student at the University of Charleston registered for twelve (12) or more credits is encouraged to become active in the Student Government Association, which provides an opportunity for involvement with campus issues and concerns. The SGA expresses student opinions, disseminates information to the student body, provides student leadership and represents the student body at various functions, offering students effective channels of communication throughout the University.

Student Activities Board (SAB)

The Student Activities Board (SAB) works with the Coordinator of Student Programs to provide programs of an educational, cultural, and social nature such as lectures, comedy events, novelty artists, and other events to meet the needs and interests of the student population. Students are encouraged to take an active role in the planning,

programming, and participation in these activities. The SAB offers both residential and commuter students an assortment of quality programs that enhance the social and academic aspects of a student's experience.

Greek Life

Greek life at the University of Charleston contributes to the unique experience of student development through the virtues of scholarship, leadership, community service, development of lifelong friendships, and the ideals of each Greek organization. The University of Charleston has one national fraternity, **Alpha Sigma Phi**, and two local sororities: Delta Phi Delta, and Theta Kappa Pi. Greek organizations hold recruitment (rush) during the fall and spring semesters, giving students the opportunity to meet with the Greek organizations and learn more about Greek life and its benefits. Being a Greek promises an active role in campus life, and encourages development in leadership roles and teamwork.

Student Organizations

The University of Charleston has a large number of diverse and interesting student organizations registered with the Office of Student Life. Current organizations are listed below, and any group of students may form a new organization. The process is simple and details can be found on the website or in the Office of Student Life.

Governing Organizations

Student Government Association (SGA)

House of Governors (HOG)

Greek Council

Resident Hall Association (RHA)

Greek Organizations

Delta Phi Delta (Local Sorority)

Theta Kappa Pi (Local Sorority)

Alpha Sigma Phi (National Fraternity)

Media Organizations

The Eagle (Newspaper)

Programming Organizations

Student Activities Board (SAB)

Departmental / Professional Organizations

American Chemical Society (ACS)

American Society of Interior Designers (ASID)

Concert Choir / University Singers

ENACTUS

Radiology Club

Sports Medicine Club (SPMD)

Student Ambassador Association (SAA)

Student-Athlete Advisory Committee (SAAC)

Student Nursing Association (SNA)

UC Pep Band

Honorary Societies

Chi Beta Phi (Science)

Iota Tau Alpha (Athletic Training)

National Residence Hall Honorary (NRHH)

Order of Omega (Greek)

Phi Alpha Theta (History)

Psi Chi (Psychology)

Sigma Tau Delta (English)

Special Interest Groups

Because Christ Matters (BCM)

Black Student Organization (BSA)
Catholic Campus Ministries (CCM)
College Republicans
Eagles on a Mission
Fellowship of Christian Athletes
Global Student Organization (GSO)
Humanitarian Relief Club
Muslim Student Association (MSA)
Pre-Professional Healthcare Society (PPHS)
TOMS Campus Club
UC Unity
Young Democrats

ATHLETICS AND RECREATION

DR. BREN STEVENS, ATHLETIC DIRECTOR

Teams and individuals at the University of Charleston have had notable successes in athletics, winning conference and regional championships and advancing to the NCAA national tournament in men's soccer, women's volleyball, softball, men's and women's tennis, men's and women's basketball, and men's golf.

University teams utilize the best athletic facilities available, on and off campus. These include the University of Charleston Stadium, the University's King Gymnasium, Triana Field, and Appalachian Power Park for baseball, Watt Powell Annex Softball Field, Trace Fork and Schoenbaum Fields are utilized for soccer and outstanding public and private facilities for tennis and golf.

Division II of the National Collegiate Athletic Association (NCAA) and the Mountain East Conference (MEC) govern intercollegiate Athletics at the University of Charleston. Membership in the Mountain East Conference includes the following institutions, UC, WV State, Concord, Glenville, West Liberty, Wesleyan, Wheeling Jesuit, UVA-Wise, Notre Dame, Urbana, Fairmont and Shepherd University.

Men's Intercollegiate Athletics

Male student-athletes compete in nine intercollegiate sports: baseball, basketball, cross country, football, golf, soccer, junior varsity soccer, track, tennis and volleyball. Scholarships are available in all nine sports and are awarded at the discretion of each individual head coach.

Women's Intercollegiate Athletics

Female student-athletes compete in nine intercollegiate sports at the University of Charleston: basketball, cross country, golf, rowing, soccer, softball, tennis, track, and volleyball. Scholarships are available in all nine sports and are awarded at the discretion of each individual head coach.

University of Charleston-Beckley Athletics

Students will have the opportunity to participate in five different junior varsity athletic teams: men's soccer, women's soccer, volleyball, men's basketball and women's basketball. UC-B athletic teams will participate in athletic contests against other JV teams, NAIA institutions, preparatory schools as well as other NCAA II colleges.

Cheerleading

The University of Charleston also recruits talented individuals for its Cheerleading team. Interested students should contact the Head Cheerleading Coach for more information. Scholarships are available and are awarded at the discretion of the head coach.

Intramural Athletics

The Intramural sports program provides all students, faculty, and staff opportunities to participate in their favorite sports and activities while at the University of Charleston. Activities for men, women, and coed teams are offered, including basketball, broom ball, flag football, softball, soccer, volleyball, and water polo.

Recreation

The Morrison Fitness Center has state of the art cardio machines, along with workout rooms, free weights and a large variety of Cybex strength equipment which includes selectorized and plate loaded pieces. Special classes such as: Zumba, Yoga and other fitness opportunities are scheduled on a regular basis by the Fitness Center Director. Additional recreation facilities include two gymnasiums, an indoor swimming pool, and two handball/racquetball courts. Facilities are open for the use of students, faculty, and staff with a validated University I.D. card.

SCHOOL OF ARTS & SCIENCES

MORRIS HARVEY DIVISION

Dr. Barbara Wright, Dean

The School of Arts and Sciences provides a solid Liberal Arts education for all students, in addition to major courses of studies in the traditional disciplines. Our mission is to provide a high quality liberal, scientific, and pre-professional education -- engaging students and faculty in an active search for learning – and to prepare our graduates for a lifetime of productive work, enlightened living and community involvement.

The School offers programs leading to the Bachelor of Arts or Bachelor of Science degree. Requirements for these degrees can be found in the program descriptions that follow.

The School has programs in the following areas:

- ART
- BIOLOGY
- CHEMISTRY
- EDUCATION (VARIOUS CERTIFICATIONS)

- ENGLISH
- HISTORY
- INTEGRATED COMMUNICATIONS
- INTERIOR DESIGN
- POLITICAL SCIENCE
- PSYCHOLOGY
- SOCIAL WORK

Minors and career concentrations are available in many of these fields. Requirements for majors and minors are detailed in specific program descriptions.

In addition to oversight of the traditional programs, the School of Arts and Sciences has primary responsibility for advising students pursuing an Individualized Major, as well as oversight of the First-Year Program and the institution's signature Edwin H. Welch Colleague Program.

DEPARTMENT OF EDUCATION

Dr. Calandra Lockhart, Chair

Mission Statement

The Education Department at the University of Charleston (UC) prepares students who will be *committed educators, lifelong learners, and community servants*. More specifically, the education faculty provides students with the opportunity to develop the knowledge (KNOW), skills (DO), and dispositions (BE) to become an effective educator.

Programs in the Education Department are delivered at the Charleston and Beckley campuses.

There are two program tracks that lead to a Bachelor's degree in the Education Department:

Teacher Education Program (certification track):

- Elementary Education
- Elementary Education/Special Education
- Secondary Special Education

Educational Studies Program (non-certification track):

- Elementary Studies and Child Development

Admission to the Teacher Education Program

Students who have gained general admission to the University of Charleston and wish to be admitted to the Teacher Education Program take courses during the first two years at the institution that meet Liberal Learning Outcomes and satisfy Education core requirements. To be officially admitted to the Teacher Education Program, the student must:

- have completed 60 credit hours of coursework by the end of the semester in which they apply;
- have completed 50 clock hours of fieldwork by the end of the semester in which they apply;
- have an overall **GPA** of at least **2.75**;
- have passing **Praxis Core** (Reading, Writing and Math) scores on file (or an ACT score of 26 or above or SAT score of 1170 or above);
- have submitted results of a negative tuberculosis (TB) test before beginning fieldwork;
- have completed and passed a background check through CertifiedBackground.com
- have signed the West Virginia Background Check policy statement
- have submitted evidence of completing courses in CPR and First Aid;
- have completed and passed all freshman level portfolios with a grade of C or above - COMM 101, COMM 102, COMM 103, UNIV 101, UNIV 102 (UNIV 203, if a transfer student) and UNIV 112;
- complete **Admission to the Education Department (Panels Process)**; which includes an interview and submission of a portfolio. More detailed information concerning the **Panels Process** can be found at http://www.ucwv.edu/majors/education/admission_requirements.aspx

Upon completion of the **Panel Process**, students are fully admitted, provisionally admitted, or denied admission to the program. Students have one year (two semesters) to make up deficiencies. If deficiencies have not been taken care of, then the student will be required to go through the **Panels Process** again.

Eligibility for Student Teaching

To be eligible to enroll in student teaching, the teacher candidate must meet the following requirements:

- Receive full admission to the Teacher Education program;
- Submit application approved by the Chair of the Education Department within the six months prior to the planned student teaching experience;
- Submit application for Student Teaching Permit, including fingerprinting and consent to have your fingerprint results submitted to the West Virginia Department of Education;
- Complete a minimum of 96 semester hours of appropriate credit with an overall **2.75** cumulative grade point average;
- Complete at least $\frac{3}{4}$ of the total course requirements in one's teaching content area plus EDUC 320 (Integrated Methods);
- Complete all required professional education and most teaching specialization courses with no less than a **2.75** GPA and replace all D's, F's, or I's with a grade of "C" or better before student teaching;
- Must have taken and passed the Praxis II subject area content test(s) required for their major

Note: Candidates cannot be concurrently enrolled in student teaching and have recorded deficiencies in any academic course work or be seeking retake **Praxis Core or Praxis II content** measures that were previously failed.

For more information about Student Teaching requirements, see the *Education Department website* at <http://www.ucwv.edu/academics/majors/education.aspx>

Admission to the Educational Studies Program

Students who have gained general admission to the University of Charleston and wish to be admitted to Educational Studies take courses during the first two years at the institution that meet Liberal Learning Outcomes and satisfy Education core requirements. To be officially admitted to the Educational Studies Program, the student must:

- have completed 60 credit hours of coursework by the end of the semester in which they apply;
- have completed 50 clock hours of fieldwork by the end of the semester in which they apply;
- have an overall **GPA** of at least **2.5**;
- have submitted results of a negative tuberculosis (TB) test before beginning fieldwork;
- have completed and passed a background check through CertifiedBackground.com
- have signed the West Virginia Background Check policy statement
- have submitted evidence of completing courses in CPR and First Aid;
- have completed and passed all freshman level portfolios with a grade of C or above - COMM 101, COMM 102, COMM 103, UNIV 101, UNIV 102 (UNIV 203, if a transfer student) and UNIV 112;
- complete *Admission to the Education Department (Panels Process)*; which includes an interview and submission of a portfolio. More detailed information concerning the *Panels Process* can be found at http://www.ucwv.edu/majors/education/admission_requirements.aspx

Upon completion of the *Panel Process*, students are fully admitted, provisionally admitted, or denied admission to the program. Students have one year (two semesters) to make up deficiencies. If deficiencies have not been taken care of, then the student will be required to go through the *Panels Process* again.

Eligibility for Internship

To be eligible to enroll in student teaching, the teacher candidate must meet the following requirements:

- a. Receive full admission to the Educational Studies program;
- b. Submit application approved by the Chair of the Education Department within the first month of the semester prior to the planned internship;
- c. Submit application for Student Teaching Permit, including fingerprinting and consent to have your fingerprint results submitted to the Education Department;
- d. Complete a minimum of 96 semester hours of appropriate credit with an overall **2.5** cumulative grade point average;
- e. Complete at least $\frac{3}{4}$ of the total course requirements in one's teaching content area plus EDUC 320 (Integrated Methods);
- f. Complete all required professional education and most Educational Studies specialization courses with no less than a **2.5** GPA and replace all D's, F's, or I's with a grade of "C" or better before internship; and

Note: Candidates cannot be concurrently enrolled in internship while meeting course deficiencies.

For more information about Internship requirements, see the *Education Department website* at <http://www.ucwv.edu/academics/majors/education.aspx>

The Education Department for the University of Charleston is required to meet the Council for the Accreditation of Educator Preparation (CAEP)

Accreditation Standards:

Standard 1: Content and Pedagogical Knowledge

Standard 2: Clinical Partnerships and Practice

Standard 3: Candidate Quality, Recruitment, and Selectivity

Standard 4: Program Impact

Standard 5: Provider Quality Assurance and Continuous Improvement

The Education Department faculty prepares candidates to meet the West Virginia Professional Teaching Standards (WVPTS):

Standard 1 - Curriculum and Planning

Standard 2 - The Learner and the Learning Environment

Standard 3 – Teaching

Standard 4 – Professional Responsibilities for Self-Renewal

Standard 5 – Professional Responsibilities for School and Community

Education Department Outcomes

Education graduates:

- apply and demonstrate discipline specific content knowledge, skills, and practices
- apply and demonstrate developmentally appropriate pedagogical knowledge, skills, and practices to prepare P-12 students for college and career readiness
- exhibit appropriate, professional dispositions required of educators
- demonstrate high academic achievement and ability (i.e., candidate selectivity and quality)
- demonstrate, analyze, and evaluate their effectiveness and impact on P-12 student learning
- apply, demonstrate, analyze, and evaluate their ability to effectively plan, provide, and assess instruction during clinical practice
- demonstrate fulfillment of UC’s Liberal Learning Outcomes at all 3 levels

The Education Department also requires candidates to follow the “*Code of Ethics of the Education Profession*” which were adopted by the 1975 Representative Assembly of the National Education Association.

As a future educator, it is imperative that all teacher candidates project and embrace the following Code of Ethics for Education.

Preamble

“The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to

teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The possible degree of ethical conduct, “*The Code of Ethics of the Education Profession*” indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provisions of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.”

Principle I: Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. exclude any student from participation in any program;
 - b. deny benefits to any student;
 - c. grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by the law.

Principle II: Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligations to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Reprinted with permission from the National Education Association (1995). Code of Ethics of the Education Profession, NEA Representative Assembly.

Field Experience

West Virginia Codes apply to Education Majors when they are completing their field experiences, during their student teaching or in the job setting:

18A-3-2a, 18A-3-6: Grounds for Revocation or Suspension of Certificates. “The [State] Superintendent may, after ten (10) days’ notice and upon proper evidence, revoke or suspend the certificate(s) of any teacher for drunkenness, untruthfulness, immorality, or for any physical, mental or moral defect which would render him/her unfit for the proper performance of his or her duties, or for any neglect of duty or refusal to perform the same, or for using fraudulent, unapproved, or insufficient credit; or for any other cause which would have justified the withholding of a certificate when the same was issued.”

18A-3-2a, 18A-3-6: Grounds for Denial of Licensure for Cause. “A certificate shall not be issued to any person who is not of good moral character and physically, mentally, and emotionally qualified to perform the duties for which the certification would be granted or for any other cause which would justify the revocation or suspension of certification.”

WV Board of Education Policy 1340: Duty of County Superintendent. It shall be the duty of any county superintendent who knows of any immorality or neglect of duty on the part of any teacher, **including student teachers**, to report the same, together with all the facts and evidence, to the [State] Superintendent for such action as may be proper. **In the case of a student teacher, the county superintendent must also send the report to the appropriate teacher preparation institution.** Failure to report such information, if willful, may be grounds for revocation of the certificate of the county superintendent.

Upon initial enrollment, Education majors will be asked to sign a statement in which they document their understanding that they will be **required to submit fingerprints to the county school system prior to student teaching.** At graduation **when certification application is submitted, teacher candidates are required to again be fingerprinted and submit for a criminal background check as a condition for employment and/or certification.** Employment and/or certification may be denied based of results of this background check.

Part of the certification form submitted to the WVDE asks candidates about:

- 1) Have you ever had adverse action taken against any application, certificate, or license in any state?
- 2) Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?
- 3) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?
- 4) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?
- 5) Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?*
- 6) Have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported.) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.*

If a candidate answers yes to any of the previous questions, he/she must submit a narrative with the application including dates, locations, school systems, and all/any other information that explains the circumstance(s) in detail. *For a YES response to items 5 & 6, the following must be included for all charges, including those that have been dismissed or expunged: **1)** Judgment Order; **OR 2)** Final Order; **OR 3)** Magistrate Court Documentation; **AND 4)** all other relevant court documentation.

What You Will Study

Education degrees require at least 120 credits, including 24 credits of Professional Education Core courses, 14 credits of clinical practice component, specified credits of Liberal Learning Outcomes, and a variable (depending on major) number of credits in the student's chosen content area(s). The State of West Virginia Department of Education and the Education Department requires a minimum of 125 hours of field experience before beginning student teaching.

Teacher Education Majors and Certification Areas

- Elementary Education (K-6)
- Elementary Education/Special Education (both certifications K-6)
- Secondary Special Education (5-Adult)

Additional Teacher Certification Areas Available

- Secondary Special Education Certification: All UC students will have the opportunity to obtain Secondary Multi-categorical Special Education certification (Grades 5 to Adult) *regardless* of their major. They must choose at least one of the following content endorsement areas: English, Mathematics, Social Studies, Biology, or General Science. This includes students who already have a degree in a health science related area (i.e., Health Promotion).
- Multi-categorical Special Education for K-6: Current Elementary teachers may also add Multi-categorical Special Education certification through our program.
- Multi-categorical Special Education for 5-Adult: Current Middle School and Secondary teachers may also add Multi-categorical Special Education certification through our program.

Educational Studies Majors

- Elementary Studies and Child Development (learning and development for early and middle childhood)

Professional Education Core (Required for ALL majors)

Foundations and Professional Components

EDUC 100	Introduction to Education	3 credits
EDUC 203	Survey of Students w/Exceptionalities	3 credits
EDUC 204	The Inclusive Classroom	3 credits
EDUC 250	Technology in the Schools	3 credits
EDUC 299	Theories of Learning and Teaching	3 credits
EDUC 311*	Assessment & Diagnosis	3 credits
EDUC 320*	Integrated Methods	3 credits
PSYC 212	Life Span Development	3 credits
Total		24 credits

*No student may enroll in these courses unless admitted to the Education Department or with special permission from the Chair of the Education Department.

Teacher Education Program Clinical Practice Component

EDUC 496	Seminar in the Content Areas	2 credits
EDUC 497	Student Teaching in the Content Areas	12 credits
Total		14 credits

OR for Special Education

EDUC 422	Student Teaching in Special Education	6 credits
EDUC 497	Student Teaching in the Content Areas	6 credits
EDUC 420	Seminar in Special Education	2 credits
EDUC 496	Seminar in the Content Areas	2 credits
Total		16 credits

Educational Studies Program Clinical Practice Component

EDUC 496	Seminar in the Content Areas	2 credits
EDUC 498	Internship in Educational Studies	12 credits
Total		14 credits

Four Year Degree Plans

The degree plans outlined on the following pages list the required courses for each major, with a recommended plan for their accomplishment. Students should work closely with department faculty to assure they are enrolling in needed courses, as not all courses are offered every semester.

Note: Classes are offered on a rotational semester basis for all education majors. Due to circumstances beyond the Education Department's control, this rotation schedule may change for a variety of reasons, e.g., low enrollment and staffing change. In addition, candidates who seek to complete their degree in less than four years must accept responsibility any overload fees incurred and for meeting with their advisor each semester. If a student fails or drops a course or fails to take a course in the rotation, it will

be difficult to accomplish the goal of early program completion in 4 years. Transfer students should also be aware that courses may not always be available on their time line.

These plans are meant as guidelines; students will review 4-year plans with their advisor twice a year to make sure they are able to complete the program during that time period.

Teacher Education Program:

Elementary Education (K-6) – 4 Year Degree Plan

FRESHMAN YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orient. to University	1	UNIV 102 The Univ. Experience	2
EDUC 100 Intro. To Education	3	UNIV 112 Intro. Ethical Practice	1
MATH 116 Survey of Math	3	SSCI 105 Issues in Social Sci.	3
HIST 211 World Cultures I	3	HIST 212 World Cultures II	3
HUMN 110 Unheard Voices	3	MATH 120 Intermediate Algebra	3
COMM 101 Fresh. Writing I	3	COMM 102 Fresh. Writing II	3
Total	16	COMM 103 Oral Comm. Fund	3
		Total	18

SOPHOMORE YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 203 Survey of Students with Exceptionalities	3	EDUC 204 Inclusive Classroom	3
EDUC 250 Technology in Schools	3	EDUC 299 Theories Learn/Teach	3
HIST 251 Found. of American Republic	3	MATH 324 Fundam of Math Inst	3
MATH 121 College Algebra	3	MUSC 111 Music Skills–Elem Teachers	3
NSCI 112 Concepts Human Biology	4	ENGL 2XX Literature*	3
PSYC 212 Life Span Development	3	ATEP 126 First Responder	3
Total	19	Total	18

JUNIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 300 Children’s Literature	3	EDUC 320 Integrated Methods	3
WELL 251 Elem. PE Methods	2	ART 341 Art Education & Instr	3
WELL 252 Elem. PE Field Exp.	1	HIST 252 Contem America	3
EDUC 311 Assessment & Diagnosis	3	WELL 410 School Health	3
EDUC 378 Elem Integrated Methods	6	SSCI 310 WV & Appalachian Reg	3
NSCI 205 Issues in Phys Science	4	Total	15
Total	19		

SENIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
NSCI 206 Earth & Space Sci	3	EDUC 497 Student Teaching in Content Areas	12
EDUC 372 Fundamentals of Reading	3	EDUC 496 Seminar in the Content Areas	2
EDUC 374 Clinical Prac/Read Diag	3	Total	14
UNIV 459 Senior Capstone	3		
GEOG 303 World Geography	3		
Total	15		

*Any literature course that has a Creativity mid-level outcome.

Elementary Education/Special Education (K-6) – 4 Year Degree Plan

FRESHMAN YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orient. to University	1	UNIV 102 The Univ. Experience	2
EDUC 100 Intro. To Education	3	UNIV 112 Intro. Ethical Practice	1
MATH 116 Survey of Math	3	SSCI 105 Issues in Social Sci.	3
HIST 211 World Cultures I	3	HIST 212 World Cultures II	3
HUMN 110 Unheard Voices	3	MATH 120 Intermediate Algebra	3
COMM 101 Fresh. Writing I	3	COMM 102 Fresh. Writing II	3
Total	16	COMM 103 Oral Comm. Fund	3
		Total	18

SOPHOMORE YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 203 Survey of Students with Exceptionalities	3	EDUC 204 Inclusive Classroom	3
EDUC 250 Technology in Schools	3	EDUC 299 Theories Learn/Teach	3
HIST 251 Found. of Amer. Republic	3	MATH 324 Fundam of Math Inst	3
MATH 121 College Algebra	3	MUSC 111 Music Skills–Elem Teachers	3
NSCI 112 Concepts in Biology	4	ENGL 2XX Literature*	3
PSYC 212 Life Span Development	3	ATEP 126 First Responder	3
Total	19	Total	18

JUNIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 300 Children’s Literature	3	EDUC 320 Integrated Methods	3
WELL 251 Elem. PE Methods	2	ART 341 Art Education & Instr	3
WELL 252 Elem. PE Field Exp.	1	HIST 252 Contem America	3
EDUC 311 Assessment & Diagnosis		WELL 410 School Health	3
EDUC 378 Elem Integrated Methods	3	SSCI 310 WV & Appalachian Reg	3
NSCI 205 Issues in Phys Science	6	EDUC 340 Collaboration/Schools	3
EDUC 330 Positive Beh. Supports	4	Total	18
Total	3		
	22		

SENIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
NSCI 206 Earth & Space Sci	3	EDUC 420 Seminar in Special Ed	2
EDUC 372 Fundamentals of Reading	3	EDUC 422 Student Teaching in Special Education	6
EDUC 374 Clinical Prac/Read Diag	3	EDUC 496 Seminar in Content Areas	2
UNIV 459 Senior Capstone	3	EDUC 497 Student Teaching in Content Areas	6
GEOG 303 World Geography	3	Total	16
EDUC 360 High Incidence	3		
Total	18		

*Any literature course that has a Creativity mid-level outcome.

Secondary Special Education (5-Adult) – 4 Year Degree Plan

FRESHMAN YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orient. to University	1	UNIV 102 The Univ. Experience	2
EDUC 100 Intro. To Education	3	UNIV 112 Intro. Ethical Practice	1
MATH 116 Survey of Math	3	NSCI 1XX Natural Science FYE	4
HIST 211 World Cultures I	3	EDUC 203 Survey of Students	3
SSCI 105 Issues in Social Science	3	with Exceptionalities	
COMM 101 Fresh. Writing I	3	MATH 120 Intermediate Algebra	3
Total	16	COMM 102 Fresh. Writing II	3
		COMM 103 Oral Comm. Fund	3
		Total	18

SOPHOMORE YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 204 Inclusive Classroom	3	EDUC 299 Theories Learn/Teach	3
EDUC 250 Technology in Schools	3	EDUC 330 Positive Behavior	3
PSYC 101 Intro to Psychology	3	Supports	
ENGL 2XX World Literature*	3	HIST 251 Found. of Amer.	3
(ENGL 202 or ENGL 203)		Republic	
HUMN 1XX	3	ENGL 2XX English Literature*	3
MATH 121 College Algebra	3	(ENGL 230 or ENGL 231)	
Total	18	PSYC 212 Life Span Development	3
		ATEP 126 First Responder	3
		Total	18

JUNIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 300 Children's Literature	3	EDUC 325 Reading in the Content	3
EDUC 311 Assessment & Diagnosis	3	EDUC 360 High Incidence	3
EDUC 320 Integrated Methods	3	GEOG 303 World Geography	3
EDUC 340 Collaboration/Schools	3	NSCI 220 Statistics in Science &	3
NSCI 333 History of Science	3	Research	
MATH XXX Geometry	3	SSCI 310 WV & Appalachian Reg	3
Total	18	UNIV 459 Senior Capstone	3
		Total	18

SENIOR YEAR

<u>Fall Semester</u>		<u>Total</u>	
EDUC 420 Seminar in Special Ed	2		16
EDUC 496 Seminar in Content	2		
EDUC 422 Student Teaching in Special Education	12		

* Any literature course that has a Creativity mid-level outcome.

Educational Studies Program:

Elementary Studies and Child Development 4 Year Degree Plan (Non-certification Track)

FRESHMAN YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orient. to University	1	UNIV 102 The Univ. Experience	1
EDUC 100 Intro. To Education	3	UNIV 112 Intro. Ethical Practice	1
MATH 116 Survey of Math	3	SSCI 105 Issues in Social Sci.	3
HIST 211 World Cultures I	3	HIST 212 World Cultures II	3
HUMN 110 Unheard Voices	3	MATH 120 Intermediate Algebra or MATH 121 College Algebra	3
COMM 101 Fresh. Writing I	3	COMM 102 Fresh. Writing II	3
Total	16	COMM 103 Oral Comm. Fund	3
		Total	17

SOPHOMORE YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 203 Survey of Students with Exceptionalities	3	EDUC 204 Inclusive Classroom	3
EDUC 250 Technology in Schools	3	EDUC 299 Theories Learn/Teach	3
HIST 251 Found. of Am. Republic or HIST 252 Contemp. America	3	MATH 324 Fundam of Math Inst	3
NSCI 1XX Concepts in Biology	4	MUSC 111 Music Skills–Elem Teachers	3
PSYC 212 Life Span Devlment	3	ENGL 2XX Literature	3
Total	16	ATEP 126 First Responder	3
		Total	18

JUNIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 300 Children’s Literature	3	EDUC 320 Integrated Methods	3
WELL 251 Elem. PE Methods	2	NSCI 205 Issues in Phys. Science	4
WELL 252 Elem. PE Field Exper.	1	WELL 410 School Health	3
EDUC 311 Assessment & Diagnosis	3	ART 341 Art Education & Instr	3
EDUC 378 Elem Integrated Methods	6	Total	13
Total	15		

SENIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 372 Reading Theory	3	EDUC 498 Internship in Educational Studies	12
EDUC 374 Reading Clinic	3	EDUC 496 Seminar in the Content Areas	2
NSCI 206 Earth & Space Science	3	Total	14
UNIV 459 Senior Capstone	3		
Total	12		

* Any literature course that has a Creativity mid-level outcome.

Additional Requirements for Teacher Education Programs (Certification)

Students should monitor their programs of study carefully due to ongoing curricular changes in many programs. Due to changes made by the West Virginia Board of Education and West Virginia Department of Education, students may be required to complete additional curricular requirements to obtain their bachelor’s degree and/or teacher certification.

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston.

To graduate with a degree in Teacher Education from the University of Charleston, students must be eligible for certification in West Virginia. The Education Department also strongly recommends that graduates complete the West Virginia certification process within 12 months. The West Virginia has reciprocity agreements with all 50 states and the District of Columbia. Through reciprocity graduates will have the ability to teach in these states and territories. However, graduates may need to complete additional requirements such as a standardized content or pedagogy examination specific to the reciprocal state's requirements or take a particular course specific to the reciprocal state's requirements.

The student must complete degree requirements with an overall **2.75** Grade Point Average (GPA), including a grade of at least a 'B' in student teaching, and achieve passing scores on all Praxis examinations.

While enrolled in specific Education courses, students are required to take specific Praxis examinations. In order to prepare for the initial Reading, Writing, and Math Praxis Core, students take three Praxis preparation sample tests (Reading, Writing, and Mathematics) from Learning Express link on <http://wvinfodepot.org/> and use study flashcards. Remediation is provided via web resources and the Academic Success Center tutoring services. During EDUC 100 (Introduction to Education), candidates take Praxis Core (Core Academic Skills for Educators which includes Reading, Writing, and Mathematics). During EDUC 320 (a general methods course), candidates take their Praxis II content area tests. While in their specific content methods courses based on their major; candidates take the Praxis II Principles of Learning and Teaching (PLT) examination. Intervention is provided on an individual basis, based on scores of practice tests.

Any student who has failed a Praxis test two times is required to successfully complete a ***Praxis Intervention Plan***. Specific course work for this plan will address preparation of students for the Praxis Core tests required for Admission to the Teacher Education Program (Reading, Writing, and Mathematics) as well as Praxis II content area and pedagogy tests required for graduation and Teacher Certification in West Virginia.

Additional Requirements for Educational Studies Programs (Non-Certification)

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston.

To graduate with a degree from the Educational Studies Program, students must complete a two-part Exit-Examination. Candidates demonstrate the knowledge, understanding, and skills required by the Education Department conceptual framework of 'Know, Do, and Be' in context with the Liberal Learning Outcomes. They also demonstrate their knowledge and understanding of the national standards associated with their content area (for example, NAEYC and ACEI or NASPE and AAHE). During the first part of the assessment, candidates successfully complete a comprehensive examination. The Exit-Examination meets the UC Exit-Level Assessment requirement for graduation. During

the second part of the assessment, candidates complete an Interview Assessment. The candidate will be interviewed by their cooperating mentor (community/social/educational service professional), their Education Department advisor or other Education Department faculty, and a potential employer or other professional of their choosing. During the Interview Assessment, the candidate will be asked to express and demonstrate their knowledge, understanding, and experiences concerning their specialization and community advocacy as well as their goals as community educators.

The student must complete degree requirements with a **2.5** Grade Point Average (GPA), including internship, and achieve a passing score on the two-part Educational Studies Exit-Examination mentioned above.

The *Education Department Handbook* (Part 1 and Part 2) is the authoritative document for specific, detailed descriptions of requirements, expectations, and conditions for admission to, participation in, and graduation from, the Education Department. Students should consult that document, as well as his or her major advisor, for complete information about the Education Department. Specific course requirements for each major are described in the 4-year degree plans above.

DEPARTMENT OF HUMANITIES *Tracy Bradley, Chair*

The Department of Humanities seeks to engage students with a discipline and develop capacity for aesthetic response by increasing their understanding of the breadth of human creativity and communication.

Students encounter within coursework the myriad ways humans have communicated over time and across all cultures using language, images, and sound. Creativity is expressed through the visual and performing arts, through the written word, and through technology. At the University of Charleston, the study of the Humanities is central to development of an understanding of one's everyday life, as well as an understanding of global culture.

Majors in the Department

ART

ENGLISH

INTEGRATED COMMUNICATIONS

INTERIOR DESIGN

ART (ART)

Professor Raymond Yeager, Coordinator

From the Faculty

University of Charleston's Art department offers talented students the opportunity to grow and mature as creative artists and thinkers in a supportive environment that prepares them for careers in the visual arts:

- First semester program entrance
- BA with concentrations in Studio Art or Graphic Design.
- Minors in Studio Art or Graphic Design.
- 3-Year Fast Tract BA in Art with Independent Business minor. This is an innovative and attractive program for artistically talented students who are interested in a challenging art program. This tract prepares students for careers in the art profession by covering the artistic as well as the business side of being an artist.
- All studio courses are limited to 15 or less.
- Student centered curriculum.
- 24 hour access to studio classrooms.
- A state-of-the-art digital art lab
- A drawing and painting studio equipped with easels, painting tables, student lockers and painting storage.
- Professional networking and contact with prominent artists through regular gallery tours and exhibitions in the Frankenberger Art Gallery.
- Great reputation throughout the city of Charleston and region.
- Annual department sponsored trips to major museums and art galleries in New York, Washington D. C., Chicago, Atlanta, and Pittsburgh.

What is unique about the program?

The University of Charleston Art program takes a holistic approach to the training and education of the visual artist. Being an artist requires great vision and creativity but the modern artist also needs practical business skills. Our program is unique because we offer both. The BA in Studio or Graphic Design is coupled with an Independent Business Minor. And for the motivated student we offer a unique 3-year fast tract BA with an Independent Business Minor. No other college offers this type of program.

Mission Statement

“The Art program enriches aesthetic development by increasing sensitivity of perception, understanding, and knowledge of the visual arts while preparing students for a vocation or avocation in art. Students develop creative ability by experimenting with art materials and techniques while studying the principles of aesthetics. The excitement of creating and exhibiting artistic works, engaging with the local arts community, traveling to view exhibits in other locations, and preparing for the possibility of graduate work combine to create a vibrant culture for learning.”

Program Outcomes

- Upon completion of the program, the student will demonstrate the ability to:
- Demonstrate the ability to apply art fundamentals.

- Demonstrate understanding of technical knowledge, design skills, and conceptual development in one or more media of visual arts.
- Demonstrate the ability to use visual media for expression.
- Apply in written and oral form, knowledge of art history and how it has developed over time.
- Demonstrate the ability to reflect upon and assess the characteristics and merits of personal work and the work of others.
- Demonstrate preparation and presentation of work with an understanding of professional practices in the field.

Admission Requirements

All students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and Art Program faculty is strongly recommended.

WHAT WILL YOU STUDY?

Graphic Design (45 hours)

Foundation (27 hours)

Required Art courses are:

ART 100	Drawing
ART 105	Design Foundations
ART 123	Art History: Ancient to Gothic
ART 124	Art History: Renaissance to 20 th Century
ART 125	Exploration of 3-D Art Forms
ART 201	Painting
ART 223	Art History: Modern Art
ART 250	Photography
ART 301	Life Drawing

Graphic Design Tract (12 hours)

ART 230	Graphic Design I
ART 330	Graphic Design II
ART 335	Illustration
ART 340	Typography

Senior (6 hours)

ART 410	Ideas And Practice (senior requirement)
ART 457	Senior Capstone and Exhibit (senior requirement)

Additional optional requirement is:
COMM XXX Communication elective

Studio (45 hours)

Foundation (30 hours)

Required Art Courses are:

ART 100	Drawing
ART 105	Design Foundations
ART 123	Art History: Ancient to Gothic
ART 124	Art History: Renaissance to 20 th Century
ART 125	Exploration of 3-D Art Forms
ART 201	Painting
ART 223	Art History: Modern Art
ART 230	Graphic Design I
ART 250	Photography
ART 301	Life Drawing

Advanced Courses (9 hours)

ART 305	Studio I
ART 310	Studio II
ART 4XX	Senior Special Topics

Senior (6 hours)

ART 410	Ideas And Practice (senior requirement)
ART 457	Senior Capstone and Exhibit (senior requirement)

Additional optional requirement is:
COMM XXX Communication elective

Art Minor (18 hours total)

This minor is designed for students who wish to major in another discipline, but desire an arts minor or minor in art.

Foundations (9 hours)

ART 100	Drawing
ART 105	Design Foundations
ART 125	Exploration of 3-D Art Forms

Studio Elective (6 hours) - Choose two from the following:

ART 201	Painting
ART 230	Graphic Design I
ART 250	Photography
ART 301	Life Drawing
ART 305	Studio I
ART 310	Studio II

Art History Elective (3 hours) - Choose one from the following:

ART 123	Art History: Ancient to Gothic
ART 124	Art History: Renaissance to 20 th Century
ART 223	Art History: Modern Art

Graphic Design Minor (21 hours)

This minor is designed for the non-art majors and will enhance students' ability in any major or discipline that requires them to describe concepts and ideas visually. For example, effectively producing a traditional printed report, a Powerpoint presentation or a web site. Students will gain in-depth experience using industry-standard computer software while acquiring an understanding of graphic design principles and formats. This minor is a great complement to a major in business, marketing, finance, computer science, criminal justice, communication arts (television, journalism, etc.), natural sciences and psychology.

Foundation (12 hours)

ART 100	Drawing
ART 105	Design Foundations
ART 230	Graphic Design I
ART 250	Photography

Graphic Design (6 hours) - Choose two from the following:

ART 330	Graphic Design II
ART 335	Illustration
ART 340	Typography

Art History Elective (3 hours) - Choose one from the following:

ART 123	Art History: Ancient to Gothic
ART 124	Art History: Renaissance to 20 th Century
ART 223	Art History: Modern Art

3-Year Fast Tract BA in Art with an Independent Business Minor

To be admitted into the 3-year tract program, the prospective student would submit a portfolio of artwork for art faculty review and approval. Students may receive up to 9 hours of credit based on the quality of their work. Advanced Placement (AP) credit may be given to students who have scores of at least three (3) on the appropriate College Entrance Examination Board Advanced Placement Examinations. The University of Charleston accepts the following AP tests:

AP Test Name	Credits	Equivalent UC Course
Art – History of Art	3	ART 123
Art – General Portfolio	3	(contact Art Program faculty) Art –
Studio: Drawing	3	ART 100

YEAR 1 (40-42)

<u>Fall Semester</u>		<u>Spring Semester</u>		<u>Summer</u>	
UNIV101 Orient to University	1	UNIV 102 Univ. Experience	2		
COMM101 Fresh. Writing 1	3				
MATH116 or 121	3	COMM102 Fresh. Writing II	3	Elective	3
FYE Course	3-4	FYE Course	3-4		
ART201 Painting	3	COMM103 Oral Comm. Fund.	3		
ART250 Photography	3	ART 125 3-D	3		
UNIV111 Micro-processing	3	ART123, 124, 223 Art History	3		
Total:	19-20	Total:	18-19	Total:	3

YEAR 2 (33)

<u>Fall Semester</u>		<u>Spring Semester</u>		<u>Summer</u>	
LLO Course	3	ART 310 Studio II	3		
LLO Course/HUMN Elective	3	LLO Course	3		
ART 230 Princ.of Graphic Design I	3	ART123, 124, 223 Art History	3	*Business Elective	3
*BUSI151 Intro to Business Elective	3	*Accounting course	3		
	3	*Principles of Econom. Course	3		
Total:	15	Total:	15	Total:	3

YEAR 3 (36)

<u>Fall Semester</u>		<u>Spring Semester</u>	
LLO Course	3	UNIV 459 Senior Capstone	3
ART 410 Ideas and Practices	3	ART123, 124, 223 Art History	3
Elective	3	Elective	3
*Business Elective	3	*Business Elective	3
COMM Elective	3	ART457 Senior Exhibit	3
Elective	3	LLO Course	3
Total:	18	Total:	18

Hours taken toward degree:	109-111
Credits from portfolio review:	6
Total:	115-116

* Independent Minor in Business

The Independent Minor in Business is designed to encourage students from other disciplines to develop business skills. Students must complete 18 credits of Business courses, including BUSI 151 Introduction to Business, one Accounting course, and one Principles of Economics course. The remaining nine credits should be selected in consultation with Business faculty and the student's major advisor to meet individual educational objectives.

Completing a Double Major

Students are strongly encouraged to double major in a related field, such as Communication, Psychology, or complete the independent minor in Business. Consult with program faculty for more information.

Typical First Year Semester

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
UNIV 101	1	UNIV 102	2
FYE course	3 or 4	FYE course	3 or 4
ART 100 Drawing	3	FYE course	3
ART 105 Design Foundations	3	ART 123 Art History: Ancient to Medieval	3
Natural Science	3-4	ART 201 Painting	3
Total:	13 - 15	Total:	14 -15

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled "First Year Experience."

Additional Requirements Portfolio Reviews

Student portfolio is reviewed during the fourth semester to determine if the student should be allowed to progress into upper-division work. The purpose of reviews is to determine the quality of work.

There are three possible outcomes of the review:

- **Accept.** The work is considered acceptable and the student may advance in the program.
- **Defer.** Deficiencies must be corrected before the student may advance in the program. The student will develop a plan for improvement under the guidance of program faculty.
- **Probation.** Deficiencies must be corrected, but the student may enroll in advanced studios while they are being addressed. The student will develop a plan for improvement under the guidance of program faculty.

The student will also be required to plan and hang an exhibit of work in the Frankenberger Art Gallery during his or her senior year. As part of the course, ART 457 Senior Capstone, graduating seniors complete 20 hours of community service and write extensively about the underlying influences and motivations of their art work. In consultation with the student, the Art program faculty reserves the privilege of selecting and retaining one example of work from each senior student for the University's permanent collection.

ENGLISH (ENGL)

Dr. Jeannie Dalporto, Coordinator

Mission

The mission of the English Program is to give students an overview of the major cultural trends in British, American, and World literature in order to prepare them for a life of enlightened living and productive work; to help students develop sophisticated reading, writing, critical thinking, and research skills in order to prepare them for a life of enlightened living and productive work; and to prepare students to communicate effectively in order to be successful in the community.

English majors will experience the following:

- Opportunities to work on the campus newspaper and the campus TV broadcast show, *Golden Eagle News*.
- Learn the sophisticated reading and written communication skills increasingly sought after by businesses, graduate schools, law schools, & medical schools.
- Read and interpret works of literature from America, the United Kingdom, and the World.
- Present research at regional & national academic conferences.
- Program design facilitates double majors
- Earn prestigious internships writing & researching for media companies, not-for-profit corporations, newspapers, libraries, and other organizations.
- Explore and become prepared for a variety of career interests, including government, law, businesses, media, teaching, and graduate school.

From the Faculty

“The English major gives students an overview of the major cultural trends in British, American, and World literature. Students develop sophisticated reading, writing, and research skills, preparing them for graduate study in traditional academic programs as well as professional programs like law and, when combined with the appropriate science classes, medicine. Students acquire the intellectual tools to analyze texts within their historical, cultural, and critical contexts, as well as to communicate effectively in writing to a variety of audiences for various purposes.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to the campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

The English major has four outcomes. Course requirements are organized under their primary outcome, though many courses deliver more than one outcome. For example, the Survey courses under the first outcome deliver information about texts, contexts and criticism as their primary focus, but students will also perform the *reading, interpretation, analysis, and evaluation* required by the second outcome.

Graduates with the **English major** will be able to:

- *Identify* a wide range of literary texts & periods, including historical and contemporary works by British, American, and World authors, works by female authors, and works by authors of color across several genres.
- Engage in meta-cognition & critical thinking as he or she *reads, interprets, analyzes,* and *evaluates* individual works, taking into account the relationships among the text, context, critical context, & sub-text.
- *Conduct research* (electronic and non-electronic) for the purpose of exploring, documenting, evaluating, and publishing conclusions orally and in writing.
- *Communicate* effectively to a variety of audiences and in a variety of modes.

What You Will Study

The major in English consists of at least 120 credit hours, including a total of 39 hours in English courses.

1. Identify a wide range of literary texts and periods including historical and contemporary works by British, American, and World authors, works by female authors, and works by authors of color across several genres.

Literature Surveys

One each in the British, American, and World literature clusters, plus 3 credit hours of the student's choosing in one of the clusters.

British Literature (3 credits) – Choose one of the following courses:

ENGL 202	British Literature: from Beowulf to 1798	3 credits
ENGL 203	British Literature: Romantics to the Present	3 credits

American Literature (3 credits) – Choose one of the following courses:

ENGL 223	American Literature Survey I	3 credits
ENGL 224	American Literature Survey II	3 credits

World Literature (3 credits) – Choose one of the following courses:

ENGL 230	Western World Literature	3 credits
ENGL 231	Non-Western World Literature	3 credits

Literature Survey Elective (3 credits) – Choose one of the remaining courses in British, American or World Literature above.

Total: 12 credits

- Engage in meta-cognition & critical thinking as he or she reads, interprets, analyzes, and evaluates individual texts, taking into account the relationships among the text, context, critical context, & sub-text.

Literature (3 credits)

ENGL 302	Literary Criticism	3 credits
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Literature Electives (15 credits) – Choose 5 of the following courses:

ENGL 307	Appalachian Literature	3 credits
ENGL 312	Shakespeare	3 credits
ENGL 320	Multi-ethnic Literature	3 credits
ENGL 326	Literature and Gender	3 credits
ENGL 330	Studies in Period	3 credits
ENGL 335	Drama	3 credits
ENGL 336	Literature and Film	3 credits
ENGL 350	Special Topics	3 credits

Total: 18 credits

- Conduct research (electronic and non-electronic) for the purpose of exploring, documenting, evaluating, and publishing conclusions orally and in writing.
- Communicate effectively to a variety of audiences and in a variety of modes.

ENGL 345 Advanced Writing (3 credits) 3 credits

(Choose another writing and language elective)

Writing and Language electives (3 credits) – Choose one of the following courses:

ENGL 241	Business Writing	3 credits
ENGL 315	Linguistics	3 credits
ENGL 340	Creative Writing	3 credits
ICOM 323	Screenwriting	3 credits

Students will also complete a Senior Capstone (3 credits)

ENGL 405	Senior Capstone	3 credits
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Total: 9 credits

Total for the Major: 39 Credits

Typical First Year Schedule

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
UNIV 101 Orient. to Univ.	1	UNIV 102 University Exp.	2
FYE course	3 or 4	FYE Course	3
HIST 211 World Cultures I	3	HIST 212 World Cultures II	3
HIST251 Found Am Repub	3	PSYC 101 Intro – Psych.	3
Elective	3	FYE Course	3 or 4
Total:	13 or 14	Total	14 or 15

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.”

Additional Requirements

Students must meet all liberal learning outcomes required for graduation by the University of Charleston. Also, students must pass ENGL 405 with a grade of C or better.

Requirements for the Minor

Interested students may choose to minor in English. The minor in English consists of 18 credits:

British, American and World Literature – (9 credits) - 1 course from each cluster

British Literature (3 credits) – Choose one of the following courses:

- ENGL 202 British Literature: from Beowulf to 1798 3 credits
- ENGL 203 British Literature: Romanticism to the Present 3 credits

American Literature (3 credits) – Choose one of the following courses:

- ENGL 223 American Literature Survey I 3 credits
- ENGL 224 American Literature Survey II 3 credits

World Literature (3 credits) – Choose one of the following courses:

- ENGL 230 Western World Literature 3 credits
- ENGL 231 Non-Western World Literature 3 credits

Electives (9 credits) – Choose 3 of the following courses:

- ENGL 312 Shakespeare 3 credits
- ENGL 320 Multi-ethnic literature 3 credits
- ENGL 326 Literature and Gender 3 credits
- ENGL 330 Studies in Period 3 credits
- ENGL 335 Drama 3 credits
- ENGL 336 Literature and Film 3 credits
- ENGL 345 Advanced Writing 3 credits
- ENGL 350 Special Topics 3 credits

Total for Minor: 18 credits

INTEGRATED COMMUNICATION (ICOM)

Professor Staci Ballard, Program Coordinator

The Integrated Communication program provides students with a foundation in the study of human communication while integrating the major areas of study within the communication field including: public relations, graphic design, marketing, journalism, and event management.

The Integrated Communication curriculum provides students with an integrated curriculum---meaning the curriculum provides the student with an education that allows them to study the theoretical principals in the communication field, while applying them in a variety of communication contexts. **The program has the flexibility to allow students to customize their education further through a seven course focus area** of courses outside of Integrated Communication. An additional focus area provides the student with an additional academic schema area such as education, political science, business, art, etc.

Highlights of the Program:

- The Integrated Communication Program can be completed in 3 years.
- The Integrated Communication Program has a multi-disciplinary approach that provides students with an education that prepares them for a variety of careers in Communication fields.
- The Integrated Communication Program allows students to customize their learning experience through a seven-course area of focus outside of communication.
- One-on-one faculty advising and professional mentoring through two internships and small class sizes.

Program Outcomes:

- The graduate will use communication theory and principles to analyze, design and evaluate oral, written, and visual communication in a variety of professional settings.
- The graduate will use current communications technologies to analyze, design and evaluate oral, written and visual communication for a variety of professional settings.
- The graduate will use a variety of communication methods and tools to analyze, design, and evaluate an event or campaign for a variety of settings in the field of communication.

Admissions Requirements:

Students must gain general admission to the University of Charleston.

What will you Study?

First Year Freshman Schedule example:

Freshman Year

<u>Course</u>	<u>Title</u>	<u>Credits</u>
COMM 101	Freshman Writing I	3
ICOM 151	Human Communication	3
ICOM 225	Introduction to Public Relations	3
NSCI 115 or 116	Politically Incorrect Biology or	4
POLS 101	American National Government	3
UNIV 101	Orientation to University	1
		17

Spring

<u>Course</u>	<u>Title</u>	<u>Credits</u>
COMM 102	Freshman Writing II	3
COMM 103	Oral Communication Skills	3
HUMN	Humanities course	3
ICOMM 200	Media and Society	3
MATH 116	Survey of Mathematics	3
UNIV 102	The University Experience	2
		17

****Schedule may vary depending on the individual needs of students.*

Completing a Minor in Integrated Communications:

A student must complete 18 credit hours in Integrated Communication courses.

Requirements include:

ICOM 151 Human Communication
 ICOM 200 Media and Society
 ICOM 400 Communication Theory

Choose 3 from the following courses (9 credits):

ICOM 225 Intro to PR
 ICOM 221 Intro to Journalism
 ICOM 201 Public Speaking
 ICOM 305 PR & Campaigns
 ICOM 361 Practicum in Integrated Communication

INTERIOR DESIGN (IDES)

Professor Tracy Bradley, Coordinator

The interior design program leading to the Bachelor of Arts Degree in Interior Design is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.

- Focus on professional portfolio development built on concepts
- Art, architecture and design trips to major firms, museums, and architectural landmarks
- Opportunities to interact with professionals
- Participation in exhibits and competitions sharpen professional skills
- Internship experiences at local, regional, and national firms
- High job placement rates for graduates
- Community-based field experiences throughout the program
- First semester program entrance
- Preparation for graduate school in interior design and architecture

From the Faculty

“The Interior Design curriculum emphasizes the interior and all elements that impact function, safety and aesthetics. The program successfully combines artistic and technical literacy with a strong liberal arts foundation. Courses in communication skills, space planning, design theory, design analysis, aesthetics, history, materials, ethics, and building systems prepare students to be creative and innovative in the formulation of a design solution relevant to human needs and interior environments.”

Program Mission Statement

The interior design program prepares the graduate:

- For an entry level position in the interior design profession (productive work)
- For a career in a creative and critical thinking environment (enlightened living)
- To be a participating and contributing member of the profession and society (community involvement)

Program Outcomes

Upon completion of the program graduates will demonstrate the ability to:

- Develop a body of knowledge for the practice of interior design.
- Propose developed design concepts using Liberal Learning Outcomes and interior design knowledge base.
- Evaluate design needs and produce design solutions with the design methodology process.
- Use graphic, verbal, written, and technical communication skills.
- Exhibit professional attitudes and behaviors towards self-directed learning, citizenship, and ethical practice for the interior design profession.

Admission Requirements

All students must gain general admission to the University of Charleston. A visit to

campus to meet with Admissions personnel and Interior Design program faculty is strongly recommended.

Applicants with previous art or design experience should present a portfolio; however, a portfolio submission is not a requirement for admission.

What You Will Study

To graduate with a Bachelor of Arts degree in Interior Design, the student must complete a minimum of 120 credit hours, which consists of 83 credits of Interior Design (IDES), Art (ART), Business (BUSI), Psychology (PSYC), and 35 Liberal Learning Outcome (LLO) credits. In addition to the courses taken in the freshman year, Interior Design majors are required to take the courses listed below. Students are encouraged to consider a double major or a minor in their Master Academic Plan (MAP).

FRESHMAN YEAR

<u>Fall Semester</u>	<u>Credit</u>	<u>Spring Semester</u>	<u>Credit</u>
UNIV 101 Un. Orient.	1	UNIV 102 Un. Exper.	2
FYE- NSCI or SSCI	3-4	FYE- NSCI or SSCI	3-4
ART 100 Drawing	3	COMM 102 Portfolio	3
IDES105 Design Found.	3	ART 201 Painting	3
LLO Course	3	IDES101Fund. Interior Design	3
COMM 101 Fr. Writing	3	IDES 141 Architect. Comm. I	3
Portfolio		COMM 103 Portfolio	3
Total: <u>16-17</u>		Total: <u>21-22</u>	

SOPHMORE YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
ART 250 Photography	3	ART 203/204/223 Art History	3
IDES 142Architect Comm II	3	IDES 210 Textiles & Finishes	3
IDES 212 Materials & Systems	3	IDES 241 Residential Studio	3
IDES 232 Design Process	3	IDES 260 CADD	3
LLO Course/HUMN Elective	3	LLO Course or Elective	3
Total: <u>15</u>		Total: <u>15</u>	

JUNIOR YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
IDES 301 Interior Design Studio I	3	IDES 302 Inter. Des. Studio II	3
ART 230 Graphic Design I	3	IDES 322 Hist. Int Architecture II	3
IDES 321 Hist. Int. Architecture I	3	PSYC 342 or BUSI 151	3
IDES 355 En. Systems/Codes	3	IDES 303 3D Design	3
LLO Course or Elective	3	IDES 398 Professional Pract. I	2
		LLO Course or Elective	3
Total: <u>15</u>		Total: <u>17</u>	

SENIOR YEAR

Fall Semester

IDES 452 Interior Lighting Sys.	4
IDES 401 Inter. Des Studio III	3
IDES 408 Historic Preservation	3
LLO Course or Elective	3

Total: 13

Spring Semester

IDES 402 Senior Design Project	3
PSYC 342 or BUSI 151	3
UNIV 459 Senior Capstone	3
IDES 498 Professional Practice II	2
LLO or Elective	3

Total: 14

Courses containing LLO designations should be used to complete any Liberal Learning Outcomes requirements that are not integrated with courses in the major. Students must meet all Liberal Learning and program outcomes in order to graduate.

Additional Requirements

Portfolio Reviews

Student portfolios are reviewed at the end of three semesters to determine if the student should be allowed to progress into upper-division work. Portfolios are evaluated and reviewed at the end of the sixth semester in preparation for the required internship. Portfolios are reviewed at the beginning of the eighth semester for the senior gallery exhibit. The purpose of reviews is to determine the quality of work. The review process benefits:

- The student by assessing potential or direction for the field of design.
- The program by maintaining quality and expected student outcomes.
- The profession by producing the highest quality design.

The student is expected to:

- Purchase or obtain professional supplies needed for each design/art course.
- Retain *all* projects and work from *all* semesters for the length of the *entire* four-year program for purposes of evaluation and reference.
- Develop basic skills and techniques in beginning level studio classes with reinforcement and rapid utilization techniques in upper-level courses.
- Permit the Interior Design program office to keep student work for accreditation visits.
- Approach studio project assignments with a professional design attitude of meeting deadlines and demands.
- Join ASID (American Society of Interior Designers) student chapter or IIDA (International Interior Design Association).

The Student must:

- Successfully complete a senior comprehensive examination.
- Participate in a senior portfolio design exhibit in the Frankenberger Art Gallery.
- Successfully complete a senior design problem
- Complete “incomplete” work before moving into consecutive IDES studio classes.
- Pass all IDES courses with a grade of “C” or better.
- Achieve all expected student outcomes of IDES courses before progressing into sequenced courses.

Requirements of the Residential Design & Enhancement Minor

This minor is an introduction to interior design with an emphasis on residential and small scale design. The following classes must be taken to meet requirements:

The minor in consists of 18 credits of interior design courses including:

IDES 101	Fundamentals of Interior Design	3 credits
IDES 141	Architectural Communications I	3 credits
IDES 142	Architectural Communications II	3 credits
IDES 241	Residential Studio	3 credits
IDES 210	Textiles and Finishes	3 credits
IDES 212	Materials and Systems	<u>3 credits</u>

Total: 18 credits

Certificate Program in Historic Preservation

Students may combine courses from the Interior Design Program and the Social Sciences Department to complete an 18 credit Historic Preservation Certificate Program.

Required Courses:

HIST 251	Foundations of the Amer. Republic	3 credits
HIST 252	Contemporary America	3 credits
HIST/IDES 408	Historic Preservation	3 credits
IDES 321	History of Interior Architecture I	3 credits
IDES 322	History of Interior Architecture II	3 credits
SSCI 498	Internship*	<u>3 credits</u>

Total: 18 credits

*Internship must be with the State Historic Preservation Office, the West Virginia Main Street Program, or a suitable historic site. Approval of the major advisor is required.

DEPARTMENT OF NATURAL SCIENCES AND MATHEMATICS

Dr. John Robinson, Chair

The Department of Natural Sciences and Mathematics strives to:

- Help the student understand common phenomena in nature;
- Appreciate the impact of science on the life of the individual and society,
- Consider, among other factors, the laws and processes of nature in developing a wholesome philosophy of life;
- Achieve proficiency in the use of the scientific method;
- Develop problem-solving skills; and
- Acquire sufficient knowledge of a specific field, or some part of it, for immediate vocational or professional use or as a basis for further study.

The department's curriculum provides a solid foundation through general courses in biological and physical science, and specialization through courses in each of the majors,

with appropriate use of laboratory methods of instruction. The department offers many web-based courses, a mode of delivery students find convenient. Learning is viewed as a partnership between student and instructor, and students are expected to participate as active learners.

Majors in the Department

- **BIOLOGY**
 - General Biology Concentration
 - Pre-Medicine
 - Pre-Pharmacy
 - Pre-Pharmacy Scholars
 - Pre-Physician Assistant
 - Pre-Physician Assistant Scholars
 - Pre-Professional Concentration
- **CHEMISTRY**
 - General Chemistry Concentration
 - Pre-Professional Concentration
 - Traditional Pre-Pharmacy Concentration
- **CHEMISTRY/BIOLOGY DUAL MAJOR**

Science Core Curriculum

All students are required to successfully complete a core of courses that provide learning opportunities in content and skills areas, in communication, in research design and implementation, and that provide a foundation for upper division coursework in the majors.

Science Core courses include:

BIOL 130	Introductory Biology for Majors
NSCI 220	Statistics in Science and Research
BIOL/CHEM 495	Research in Science
BIOL/CHEM 496	Seminar in Science
BIOL/CHEM 497	Science Research Portfolio

Assessment

Science majors are required to attain a minimum level of “C” in each science course or learning experience and an overall grade point average (GPA) in all science courses taken of 3.0 for graduation. Competencies for all students will be assessed each semester. The major advisor will maintain records of assessment results. Demonstration of competencies is viewed as a continuous process. Once achieved, competencies must be maintained and further refined as each student progresses toward graduation.

Students must meet a minimum level of “C” in introductory core courses (BIOL 130, NSCI 220) before they will be allowed to take upper division learning experiences. Upper division students must maintain a minimum level of “C” in all courses before proceeding to the capstone experience.

Courses with Labs

Are courses with labs will have separate sections and separate grades for the in class lecture portion and the lab. However, to get full credit, students must pass both. Students failing either the lecture portion or lab will have to repeat both.

Capstone Research Experience

As a final demonstration of his or her ability to do science, each student must complete a hypothesis-based or thesis-based research project and defend it successfully before the science faculty and his or her fellow students. The sequence of capstone learning experiences are CHEM 494 (Chemistry students only), BIOL/CHEM 495, 496, and 497.

Required Research Timeline

To assure that graduation occurs within the student's expected time frame, care must be taken to fulfill the requirements for completing the capstone research and seminar learning experiences (CHEM 494, BIOL/CHEM 495, 496, and 497) in the sequence outlined below. Breaking the sequence, skipping a requirement, or failing to complete events by required dates will delay graduation.

- Complete BIOL 130 and NSCI 220 prior to attaining 60 credits.
- During the spring semester of the junior year biology majors will complete a Science Literacy Portfolio.
- Chemistry majors will take CHEM 494 in their junior year.
- The research project, BIOL/CHEM 495 must be completed by the end of the fall semester. Students will not be allowed to take BIOL/CHEM 495 and 496 simultaneously.
- During the spring of the senior year, students will register for both BIOL/CHEM 496 (Seminar in Science) and BIOL/CHEM 497 (Science Research Portfolio).

PRE-PHARMACY CONCENTRATIONS

Dr. John Robinson, Coordinator

The Department of Natural Science and Mathematics offers two pathways designed to facilitate admission to and success in a graduate pharmacy program.

The Program

The two pathways are the Scholars Program and the Traditional Pre-Pharmacy Concentration.

The Pre-Pharmacy Scholar Program

The Pre-Pharmacy Scholars Program is designed to reward those incoming freshmen students with exemplary records. Please refer to the University of Charleston School of Pharmacy section for admission criteria, conditions, and benefits of being in the scholars program.

The Pre-Pharmacy Concentration

Incoming freshmen not eligible for the scholars program will be admitted to the traditional pre-pharmacy concentration in either biology or chemistry. Students will have the option of completing the pre-requisite courses for pharmacy in 2 or 3 years. Students may stay in the program 3 to 4 years and graduate with a bachelor's degree in either biology or chemistry.

Pharmacy Program Curriculum Requirements

Required Science Courses

BIOL 301 & 302	Anatomy & Physiology	8 credits
BIOL 130 & BIOL 215		
OR BIOL 224	General Biology with Lab	8 credits
BIOL 331	Microbiology for Majors	4 credits
CHEM 101 & 102	General Chemistry	8 credits
CHEM 201 & 202	Organic Chemistry	8 credits
PHSC 201	Physics	4 credits
NSCI 220	Statistics in Science Research	<u>3 credits</u>

Total: 43 credits

Required Math Courses*

MATH 123	Pre-Calculus	4 credits
MATH 201	Calculus I	<u>4 credits</u>

Total: 8 credits

Other Required Courses

BUSI 201 OR BUSI 202	Economics	3 credits
NSCI 333, HIST 212,		
HIST 251, OR HIST 252	History	3 credits
COMM 101 & COMM 102	English Composition	6 credits
PSYC 101 OR SOCI 101	Intro: Psych or Sociology	<u>3 credits</u>

Total: 66 credits

*Actual math requirement is 6 credits

Pre-Pharmacy Academic Schedule – with Completion of Pre-requisites in 2 Years

Typical First Year Schedule

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orientation to Univ.	1	UNIV 102 Univ. Experience	2
FYE Course – SSCI 105 OR	3	FYE Course – SSCI or HUMN	3
HUMN 101 Intro to Humanities		MATH 201 Calculus I	4
MATH 123 Pre-Calculus	4	CHEM 102 Gen. Chemistry II	4
BIOL 130 Introductory Biology	4	BIOL 224 General Zoology	4
CHEM 101 General Chemistry I	4	PSYC 101 Intro to Psych OR	3
NSCI 220 Statistics in Sci & Res	<u>3</u>	BUSI 201 Microeconomics	<u>3</u>
Total:	19	Total:	20

Typical Second Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
CHEM 201 Organic Chemistry I	4	CHEM 202 Organic Chem. II	4
BIOL 301 Anatomy& Phys. I	4	BIOL 302 Anatomy Phys. II	4
PHSC 201 Intro to Physics I	4	PHSC 202 Intro to Physics II	4
BIOL 331 Microbiology - Majors	4	BIOL303 Medical Terminology	3
PYSC 101 Intro to Psych. OR		NSCI 333 History of Science	3
BUSI 201 Microeconomics	<u>3</u>		

Total:	19		18
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Typical Third Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIOL 333 Immunology	4	BIOL 332 Genetics	4
ART 211 Art and Medicine	3	BIOL 451 Cell and Molecular	4
ENG XXX Literature	3	NSCI 345 Issues in Medicine	3
CHEM 410 Biochemistry	4	BIOL 215 General Botany	4
		BIOL 126 Biology Portfolio	1
Total:	14	Total:	16

Typical Fourth Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIOL 495 Research in Science	3	BIOL 496 Seminar in Sciences	1
UNIV 459 Senior Capstone	3	BIOL 497 Science Portfolio	1
BIOL 420 Intro Pathophysiology	3	BIOL 453 Virology	4
PSYC 212 Life- Span Develop.	3	BIOL33X Physical Assessment	3
		PSYC 362 Abnormal Psych	3
Total:	12	Total:	12

- SSCI 105 & HUMN 101 fulfill the requirement for English Composition I and II
- BUSI 202 can be substituted for BUSI 201
- SOCI 101 can be substituted for PSYC 101
- PHSC 202 is not a requirement for pre-pharmacy but is a requirement for a biology or chemistry degree

Deviations from the Curriculum

- The prescribed course work for admittance to the School of Pharmacy after 2 years of undergraduate work allows for no electives. There will be cases in which freshmen will need to take additional course work such as Welch Colleagues, students with choir scholarships, etc. To stay in sequence these students must take these courses in addition to the Scholar courses
- Students may receive credit for AP courses completed in high school. Acceptance of an AP course for credit will be determined by the registrar. Students receiving AP credit may require additional coursework to maintain full time status
- Changes in the requirements will be at the discretion of the School of Pharmacy

Community Service

Students in both pre-pharmacy programs are required to demonstrate participation in the community or campus. Below are listed organizations readily available for students, however, students may choose working with off-campus service organizations or any organized group on campus involved with community service or student government:

- American Chemical Society (ACS)
- Chi Beta Phi Science Honorary
- Pre-Pharmacy Club

PRE-MED CONCENTRATION
Dr. John Robinson, Coordinator

The Department of Natural Science and Mathematics offers a Pre-Med concentration designed to facilitate admissions to and success in medical school.

Special Features

All students in the pre-med concentration will be provided with a copy of the *University of Charleston Department of Natural Science and Mathematics Pre-Professional Manual* which will outline the proper way to prepare for, apply to, and succeed in medical school. Through classes, students will be groomed in the fine art of interviewing as well as having mock interviews. Pre-med students will also receive guidance with the writing of personal statements. Students in the pre-professional concentration will have the opportunity, in the various classes, to learn how to suture, read EKGs, and learn surgical techniques during dissection. Many courses will also utilize medical case studies.

MCAT/DAT/VCAT/GRE Study

The Department of Natural Science and Mathematics offers formal study for preadmission tests for professional school. These sessions are presented by the faculty. The Department also encourages small group study and provides study material to such groups. These services are provided to students without charge.

Concentration Available in Two Programs

The Pre-med concentration is available in both the Biology and Chemistry Programs. The typical four year schedule for biology is outlined below. For the typical chemistry schedule please refer to the Chemistry Program pages in the catalog.

Typical First Year – Biology

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orientation to Univ.	1	UNIV 102 Univ. Experience	2
HUMN 101 Intro to Humanities	3	SSCI 105 Intro to Social Science	3
MATH 123 Pre-calculus	4	MATH 201 Calculus I	4
BIOL 130 Biological Science	4	BIOL 224 General Zoology	4
NSCI 220 Statistics in Sci & Res	3	PSYC 101 Introductory Psych	3
Total: 15		Total: 16	

Typical Second Year – Biology

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIOL 301 Anat & Physiology I	4	BIOL 302 Anat & Physiology I	4
CHEM 101 General Chemistry I	4	CHEM 102 General Chem II	4
PHSC 201 Introductory Physics I	4	PHSC 202 Intro Physics II	4
NSCI 345 Issues in Medicine	3	PSYC 212 Life-Span Develop.	3
Total: 15		Total: 15	

Typical Third Year – Biology

<u>Fall Semester</u>		<u>Spring Semester</u>	
CHEM 201 Organic Chemistry I	4	CHEM 202 Organic Chemistry II	4
BIOL 331 Microbiology for Majors	4	BIOL 332 Genetics	4
ART 211 Art and Medicine	3	BIOL 215 General Botany	4
PSYC 362 Abnormal Psych	3	NSCI 333 History of Science	3
ENG XXX Literature	3	PSYC 342 Social Psychology	3
		BIOL 126 Biology Portfolio	1
	<hr/>		<hr/>
	17		19

Typical Fourth Year – Biology

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIOL 420 Pathophysiology I	3	BIOL 421 Pathophysiology II	3
BIOL 495 Research in Science	3	BIOL 496 Seminar in Science	1
UNIV 459 Senior Capstone	3	BIOL 497 Science Res. Portfolio	1
PSYC 343 Personality	3	BIOL 451 Cell and Molecular	4
BIOL 333 Immunology	4	PSYC 361 Intro to Clinical Psych	3
		BIOL XXX Biochemistry	3
	<hr/>		<hr/>
Total:	16	Total:	15

Pre-Professional Concentration

The Pre-professional concentration is composed of, but not limited to Pre-Dentistry, Pre-Veterinary, Pre-Chiropractic, and Pre-Physical Therapy. Each discipline has specific courses designed to meet their individual needs.

Special Features

All students in the pre-professional concentration will be provided with a copy of the *University of Charleston Department of Natural Science and Mathematics Pre-Professional Manual* which will outline the proper way to prepare for, apply to, and succeed in professional school. Through classes, students will be groomed in the fine art of interviewing as well as having mock interviews. Pre-professional students will also receive guidance with the writing of personal statements. Students in the pre-professional concentration will have the opportunity, in the various classes, to learn how to suture, read EKGs, and learn surgical techniques during dissection. Many courses will also utilize medical case studies.

MCAT/DAT/VCAT/GRE Study

The Department of Natural Science and Mathematics offers formal study for preadmission tests for professional school. These sessions are presented by the faculty. The Department also encourages small group study and provides study material to such groups. These services are provided to students without charge.

Typical Course Work: Please refer back to the Pre-Med Concentration.

BIOLOGY (BIOL)

Dr. Mark Watson, Coordinator

- Strong emphasis on undergraduate research and experiential learning
- Free and Formal MCAT and PCAT reviews taught/lead by Professors in their specialties
- Laboratory sections are taught by Professors
- Three Program concentrations to meet students' educational goals

From the Faculty

Biology Program Mission Statement

“The mission of the Biology Program is to educate each student in understanding the living world and fundamental life processes and to help them acquire the skills and knowledge base needed to teach science, pursue graduate work, or prepare for a career in medicine, dentistry, veterinary science, physician assistant, and physical therapy or as a professional biologist. Each student is encouraged to think critically using their acquired knowledge base to make informed decisions in their future career and life enabling the student to use their skills to productively contribute to their community.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged. Biology is offered on both the Traditional Charleston Campus and UC-Beckley

Program Outcomes

At the conclusion of the program the student will be able to:

- Demonstrate the ability to understand, use, and apply the scientific method of reasoning;
- Understand the major concepts, principles, and theories that would be required of a practicing biologist;
- Have developed the necessary skills that would represent the tools of a professional biologist;
- Have acquired the ability to communicate ideas and present results in professional style, in both written and oral form; and
- Have acquired the ability to practice the skills of a biologist both ethically and professionally.

What You Will Study

The general Biology major is designed for students whose future goals do not foresee the need for additional chemistry, or medical related electives. This includes students who plan on careers in environmental science, graduate school in biology related areas or biological consulting fields. This program leads to a B.S. in Biology. Students who need or desire additional coursework should meet with their academic advisor to determine an adequate plan of study.

For the general Biology major, the student must fulfill the Liberal Learning Outcomes (LLOs) of the University and must also take:

Required Natural Science Course

NSCI 220 Statistics in Science and Research 3 credits

Total: 3 credits

Required Biology Courses

BIOL 126 Scientific Writing Portfolio 1 credit

BIOL 130 Introductory Biology for Majors 4 credits

BIOL 215 General Botany 4 credits

BIOL 224 General Zoology 4 credits

BIOL 301 Anatomy & Physiology Majors I 4 credits

BIOL 302 Anatomy & Physiology Majors II 4 credits

BIOL 331 Microbiology for Majors 4 credits

BIOL 332 Genetics 4 credits

BIOL 495 Research in Science 3 credits

BIOL 496 Seminar in Science 1 credit

BIOL 497 Research in Science Portfolio 1 credit

Total: 34 credits

Biology Electives (Need 2)

BIOL 321 Animal Parasitology 4 credits

BIOL 333 Immunology 4 credits

BIOL 400 Ecology 4 credits

BIOL 413 Systemic Botany 4 credits

BIOL 420 Intro to Pathophysiology I 3 credits

BIOL 421 Intro to Pathophysiology II 3 credits

BIOL 422 Embryology 4 credits

BIOL 451 Cell and Molecular Biology 4 credits

BIOL 453 Virology 4 credits

Total: 6-8 credits

Required Physics Courses

PHSC 201 Introductory Physics I 4 credits

PHSC 202 Introductory Physics II 4 credits

Total: 8 credits

Required Chemistry Courses

CHEM 101 General Chemistry I 4 credits

CHEM 102 General Chemistry II 4 credits

CHEM 201 Organic Chemistry I 4 credits

CHEM 202 Organic Chemistry II 4 credits

Total: 16 credits

Required Mathematics Courses

MATH 123 Pre-Calculus 4 credits

MATH 201 Calculus I 4 credits

Total: 8 credits

Please note: Lecture and Laboratory sections are split and therefore students must pass both to get credit for the class. Failure of the lecture or laboratory will result in Failure of both.

*Other electives are offered and may be taken with the permission of the Program Coordinator or Department Chair. Online or Web courses will not count as elective credit toward your major or minor.

Pre-requisites: Please note there are pre-requisites for many Science courses. You must take the prescribed pre-requisites before taking a Science course.

Typical First Year Schedule

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101 Orientation to University	1	UNIV 102 University Experience	2
FYE Course	3	FYE Course	3
MATH 123 Pre-Calculus	4	MATH 201 Calculus I	4
BIOL 130 Introductory Biology	4	BIOL 224 General Zoology	4
Total:	12	Total:	13

Typical Second Year Schedule

<u>Fall Semester</u>		<u>Spring Semester</u>	
Chem 101 Gen. Chemistry I	4	Chem 102 Gen. Chemistry II	4
NSCI 220 Statistics	3	NSCI 333 History of Science	3
Literature Creativity	3	BIOL 215 General Botany	4
NSCI 345 Ethics	3	Elective	3
Total:	13	Total:	14

Typical Third Year Schedule

<u>Fall Semester</u>		<u>Spring Semester</u>	
Chem 201 Organic Chemistry I	4	CHEM 201 Organic Chemistry II	4
BIOL 331 Microbiology for Majors	4	BIOL 126 Writing Portfolio	1
BIOL 301 Anatomy I	4	BIOL 302 Anatomy II	4
Elective	3	BIOL 332 Genetics	4
Total:	15	Total:	13

Typical Fourth Year Schedule

<u>Fall Semester</u>		<u>Spring Semester</u>	
BIOL 495 Senior Capstone	3	BIOL 496 Seminar in Science	1
UNIV 459 University	3	BIOL 497 Biology Portfolio	1
PHSC 201 Physics I	4	PHSC 202 Physics II	4
BIOL Elective	4	BIOL Elective	4
Creativity Non-Lit	3	Elective	3
Total:	17	Total:	13

Electives are chosen by the student in consultation with their advisor. For example, these can be used to satisfy the requirements for a minor.

Additional credits should be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled "First Year Experience."

Additional Requirements

Students must meet all Liberal Learning Outcomes required for graduation from the

University of Charleston.

The University of Charleston comprehensive examination requirement for Biology majors is met through completion of the senior capstone research project and presentation.

Biology Minor

The Biology Minor consists of 19 credits of BIOL courses in addition to the Natural Science course NSCI 220 Statistics in Science and Research.

Chemistry-Biology Dual-Major (BIOCHEM)

This specially-designed B.S. degree plan allows interested students to obtain two majors: chemistry and biology, within a four-year timeframe. Students interested in pursuing this option should consult the section of this *Academic Catalog* describing the Chemistry Program for a full description of the coursework needed to complete the Dual Major.

Pre-Pharmacy Scholars, Traditional Pre-Pharmacy, and Pre-Professional Programs

A Pre-Pharmacy Scholars Program, a Traditional Pre-Pharmacy Concentration, and a Pre-Professional Concentration are available for students interested in pursuing advanced degrees in Pharmacy, health professions, or veterinary science. Please see the sections of this *Academic Catalog* describing these programs for additional details.

CHEMISTRY (CHEM) *Dr. Juliana Serafin, Coordinator*

- State-of-the-art laboratory facilities and instrumentation
- Strong emphasis on undergraduate research and skill acquisition
- Hands-on learning
- University of Charleston Student Chapter of the American Chemical Society on campus
- Internship experiences

From the Faculty

“The mission of the chemistry program is to educate each student on the nature of chemistry and biochemistry, and to prepare the student with sufficient knowledge and skills to pursue productive work in chemistry, or to attend graduate school in chemistry, or to attend professional school in the health sciences, and to enable students in the use of chemistry to interpret everyday life in the pursuit of enlightened living and community involvement.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of the program the graduate will demonstrate the ability to:

1. Apply the major concepts, principles and theories of chemistry to solve problems.
2. Apply good laboratory and synthesis skills to obtain meaningful results.
3. Create a plan of analysis using chemical instrumentation and evaluate the results.
4. Create new scientific knowledge by designing and performing a chemical research project.
5. Evaluate data and communicate the findings of a chemical research project.

What You Will Study

The major in chemistry consists of 125-130 credits, including 50 credits of required and elective chemistry courses, 24 credits of required mathematics and physics courses, 3 credits in natural science, and 50 credits of courses containing the Liberal Learning Outcomes. In order to graduate, a student must receive a minimum grade of “C” for each of the chemistry, mathematics, physics, and natural science courses. The science and mathematics curriculum for the chemistry major is as follows:

Required Chemistry Courses

CHEM 101	General Chemistry I	4 credits
CHEM 102	General Chemistry II	4 credits
CHEM 201	Organic Chemistry I	4 credits
CHEM 202	Organic Chemistry II	4 credits
CHEM 251	Quantitative Analysis	4 credits
CHEM 362	Instrumental Analysis	4 credits
CHEM 410	Biochemistry	4 credits
CHEM 412	Physical Chemistry I	4 credits
CHEM 413	Physical Chemistry II	4 credits
CHEM XXX	Electives (300-400 levels)	6 credits
CHEM 494	Proposal Writing in Chemistry	1 credit
CHEM 495	Research in Chemical Science	3 credits
CHEM 496	Seminar in Chemical Science	1 credit
Total:		47 credits

Required Mathematics Courses

MATH 123	Pre-Calculus	4 credits
MATH 201	Calculus I	4 credits
MATH 202	Calculus II	4 credits
MATH 203	Calculus III	4 credits
Total:		16 credits

Required Physics Courses

PHSC 201	Introductory Physics I	4 credits
PHSC 202	Introductory Physics II	4 credits
Total:		8 credits

Required Biology Courses

BIOL 130	Introductory Biology for Majors	4 credits
Total:		4 credits

Required Natural Science Courses

NSCI 220 Statistics in Science and Research 3 credits

Total: 3 credits

An AP score of 4 or higher may be used to fulfill the CHEM 101 and CHEM 102 requirement. The initial course in MATH and eligibility to take CHEM 101 will be determined based on SAT and/or ACT Math Scores.

Typical Four Year Schedule

Fall Semester Year 1

UNIV 101 Orientation to Univ.	1
FYE Course (HUMN or SSCI)	3
CHEM 101 Gen. Chemistry I	4
BIOL 130 Intro. Bio. for Majors	4
MATH 123 Pre-calculus	4

Total: 16

Spring Semester Year 1

UNIV 102 Univ. Experience	2
FYE Course (HUMN or SSCI)	3
MATH 201 Calculus I	4
NSCI 220 Statistics in Sci/Res	3
CHEM 102 Gen. Chemistry II	4
HIST 211 or other (LLOs)	3

Total: 19

Fall Semester Year 2

CHEM 201 Organic Chemistry I	4
CHEM 251 Quantitative Anal.	4
MATH 202 Calculus II	4
PHSC 201 Intro. Physics I	4

Total: 16

Spring Semester Year 2

CHEM 202 Organic Chem. II	4
CHEM 362 Instrumental Anal.	4
MATH 203 Calculus III	4
PHSC 202 Intro.. Physics II	4

Total: 16

Fall Semester Year 3

CHEM Elective	3
CHEM 494 Proposal Writing	1
NSCI 345 Issues in Medicine	3
NSCI 333 History of Science	3
ENGL XXX or other (LLOs)	3
HIST 251 or other (LLOs)	3

Total: 16

Spring Semester Year 3

CHEM Elective	3
LLOs Class or Elective	3
LLOs Class or Elective	3
LLOs Class	3
LLOs Class	3

Total: 15

Fall Semester Year 4

CHEM 412 Physical Chem I	4
CHEM 410 Biochem	4
UNIV 459 Senior Capstone	3
CHEM 495 Research Chem Sci.	3
LLOs Class or Elective	3

Total: 17

Spring Semester Year 4

CHEM 413 Physical Chem II	4
CHEM 496 Seminar Chem Sci	3
LLOs Class or Elective	3
LLOs Class or Elective	3

Total: 13

Please note that many chemistry and biology classes have a lab. Although the lab is registered for as a separate class, the credit hour totals above include the lab hours. The student must pass both the lecture and lab portion of the class in order to receive any of the credit.

Additional Requirements

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston. Students should take care to fulfill prerequisites for upper division courses as noted in the course descriptions.

Successful completion of American Chemical Society (ACS) examinations may be required as part of the course assessments.

Chemistry majors should follow the Research Timeline described above in the section about Natural Sciences & Mathematics Department Requirements.

Chemistry Minor

Students can earn a minor in Chemistry by completing 23 credit hours of Chemistry classes (excluding those required for other degrees).

Chemistry Major for Pharmacy and Pre-Professional Tracks

A Pre-Pharmacy Chemistry Track and a Pre-Professional Chemistry Track are available for students interested in pursuing advanced degrees in Pharmacy, health professions, or veterinary science. Please see the Natural Science and Mathematics Department sections of this *Academic Catalog* describing these programs for additional details.

Chemistry-Biology Dual-Major (BIOCHEM) Program

This specially-designed B.S. degree program allows interested students to obtain a dual major in chemistry and biology within a four-year timeframe, representing a very efficient and vigorous learning approach. Possessing a strong knowledge base in both chemistry and biology gives science students, particularly Pre-Pharmacy and Pre-Professional students, a competitive edge.

Please see the section of this *Academic Catalog* describing the Chemistry-Biology Dual Major Plan for further details.

CHEMISTRY-BIOLOGY DUAL MAJOR

Dr. Juliana Serafin, Coordinator

- State-of-the-art laboratory facilities and instrumentation
- Strong emphasis on undergraduate research
- Hands-on learning
- University of Charleston Student Chapter of the American Chemical Society on campus
- Strong preparation for a multitude of professional and graduate school opportunities

From the Faculty

“This specially-designed B.S. degree program allows interested students to obtain a dual-major in chemistry and biology within a four-year timeframe. B.S. degree holders possessing a strong knowledge base in both chemistry and biology are particularly competitive for professional schools.

The mission of the chemistry-biology dual-major program is to educate each student about the nature of chemistry, biology and biochemistry, and to prepare the student with sufficient knowledge and skills to pursue productive work in chemistry, biology or biochemistry in a professional or graduate school, or in the workforce, and to pursue enlightened living and community involvement.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of the program the graduate will demonstrate the ability to:

6. Apply the major concepts, principles and theories of chemistry to solve problems.
7. Apply good laboratory and synthesis skills to obtain meaningful results.
8. Create a plan of analysis using chemical instrumentation and evaluate the results.
9. Create new scientific knowledge by designing and performing a chemical research project.
10. Evaluate data and communicate the findings of a chemical research project.

What You Will Study

The Program consists of 40 credits of required chemistry courses, 32 credits of required and elective biology courses, 24 credits of required mathematics and physics courses, 3 credits in the Natural Science Sequence, and 50 credits of Liberal Learning Outcomes. In order to graduate, a student must receive a minimum grade of “C” for each of the chemistry, biology, mathematics, physics, and natural science courses. The science and mathematics curriculum for this Dual-Major Program is as follows:

Required Chemistry Courses

CHEM 101	General Chemistry I	4 credits
CHEM 102	General Chemistry II	4 credits
CHEM 201	Organic Chemistry I	4 credits
CHEM 202	Organic Chemistry II	4 credits
CHEM 251	Quantitative Analysis	4 credits
CHEM 362	Instrumental Analysis	4 credits
CHEM 410	Biochemistry	4 credits
CHEM 411	Advanced Organic Chemistry	
OR		
CHEM 420	Advanced Biochemistry	3 credits
CHEM 412	Physical Chemistry I	4 credits
CHEM 494	Proposal Writing in Chemistry	1 credit
CHEM 495	Research in Chemical Science	3 credits
CHEM 496	Seminar in Chemical Science	<u>1 credit</u>

Total: 40 credits

Required Biology Courses

BIOL 130	Introductory Biology for Majors	4 credits
BIOL 215	General Botany	
OR		
BIOL 224	General Zoology	4 credits
BIOL 301	Anatomy & Physiology I	4 credits
BIOL 302	Anatomy & Physiology II	4 credits
BIOL 331	Microbiology	4 credits

BIOL 332	Genetics	4 credits
BIOL XXX	Electives (300- or 400-levels)	<u>8 credits</u>
Total:		32 credits

Required Mathematics Courses

MATH 123	Pre-Calculus	4 credits
MATH 201	Calculus I	4 credits
MATH 202	Calculus II	<u>4 credits</u>
Total:		12 credits

Required Physics Courses

PHSC 201	Introductory Physics I	4 credits
PHSC 202	Introductory Physics II	<u>4 credits</u>
Total:		8 credits

Required Natural Science Course

NSCI 220	Statistics in Science and Research	<u>3 credits</u>
Total:		3 credits

An AP score of 4 or higher may be used to fulfill the CHEM 101 and CHEM 102 requirement. The initial course in MATH and eligibility to take CHEM 101 will be determined based on SAT and/or ACT Math Scores.

Typical Four Year Schedule

Fall Semester Year 1

UNIV 101 Orient. to University	1
FYE Course (HUMN or SSCI)	3
CHEM 101 Gen. Chemistry I	4
BIOL 130 Intro. Bio. for Majors	4
MATH 123 Pre-calculus	4
Total:	16

Spring Semester Year 1

UNIV 102 Univ. Experience	2
FYE Course (HUMN or SSCI)	3
MATH 201 Calculus	4
NSCI 220 Statistics in Research	3
CHEM 102 Gen. Chemistry II	4
Total:	16

Fall Semester Year 2

CHEM 201 Organic I	4
BIOL 301 A&P I	4
MATH 202 Calculus II	4
PHSC 201 Physics I	4
Total:	16

Spring Semester Year 2

CHEM 202 Organic II	4
BIOL 302 A&P II	4
MATH 203 Calculus III	4
PHSC 202 Physics II	4
Total:	16

Fall Semester Year 3

CHEM 251 Quantitative Analy.	4
BIOL 331 Microbiology Majors	4
NSCI 345 or NSCI 333	4
BIOL XXX Elective	3
HIST 251 or other (LLOs)	3
Total:	18

Spring Semester Year 3

CHEM 362 Instrumental Anal	4
BIOL 224 or 251	4
BIOL 332 Genetics	4
HIST 252 or other (LLOs)	3
BIOL XXX Elective	3
Total:	18

Fall Semester Year 4

CHEM 412 Physical Chem I	4
CHEM 410 Biochem	4
UNIV 459 Senior Capstone	3
CHEM 494 Proposal	1
CHEM 495 Research	3
LLOs Class or Elective	3

Total: 18**Spring Semester Year 4**

CHEM 411 or CHEM 420	3
BIOL XXX Elective	4
CHEM 496 Seminar	3
LLOs Class or Elective	3
LLOs Class or Elective	3

Total: 16**Additional Requirements**

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston. Students should take care to establish the mathematics and physics prerequisites for upper division courses as noted in course descriptions. The candidates for the Chemistry-Biology Dual-Major should follow the Research Timeline described above in the Department of Natural Sciences & Mathematics requirements.

MATHEMATICS (MATH)*Professor Jennifer Hoffman, Coordinator*

Mathematics courses are offered to help students:

- Understand, appreciate, and use basic mathematical concepts and natural physical laws, and their broad practical application;
- Acquire competence in reading and solving problems in mathematics;
- Achieve sufficient mastery of the field for use in teaching, industry, or further study; and
- Understand the relationship of the discipline of mathematics to the society of which it is a part.

No major or minor is offered in Mathematics.

NATURAL SCIENCES (NSCI)*Dr. Beth Pauley, Coordinator*

Natural Sciences courses are offered to help students:

- Understand the scientific method and its application to the natural world
- Obtain a foundational understanding of biological principles, physical science, and environmental science
- Acquire research experience in the natural science

No major or minor is offered in Natural Sciences

PHYSICAL SCIENCES (PHSC)*Dr. Juliana Serafin, Coordinator*

Physical Science courses are offered to help students acquire:

- A clear and logical understand of the basic concepts and principles of physical science;
- An explanation of how the concepts can be applied to the real world; and
- A foundation in the principles and techniques as a basis for professional or pre-professional study.

No major or minor is offered in Physical Sciences.

DEPARTMENT OF SOCIAL SCIENCES

Dr. Martha Spiker, Chair

The Department of Social Sciences presents programs that develop students as participating and contributing members of society. Students acquire knowledge that bears directly on life situations, and develop ideas, attitudes, and analytical skills that provide a sound basis for appreciation of people and society.

Majors in the Department

- HISTORY
- POLITICAL SCIENCE
- PSYCHOLOGY
- SOCIAL WORK

Departmental Programs – Off-Campus Internship Program

During the junior or senior year a student majoring in Political Science or Psychology may elect to participate in an off-campus internship, such as the program offered by the Washington Center. This is designated as a Professional Internship Semester. The approval of the Program Coordinator is required.

HISTORY (HIST)

Dr. Sarah J. Adams, Coordinator

- History majors acquire a breadth of historical knowledge and depth in a limited area, as well as the tools needed to prepare students for graduate study, law school, life-long learning, and community involvement as a global citizen. A geopolitical focus characterizes this program of study.
- The program structure encourages students to double major either within the social sciences or in other fields, including other liberal arts and business.
- Opportunities are available to present student research at state, regional and national meetings.
- Students work with experienced and engaged Ph.D. faculty who are published authors and have traveled widely and taught abroad.

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to

the campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of the course of study, the graduate will demonstrate:

1. A breadth of historical knowledge and depth in a limited area;
2. Communication and critical thinking skills of analysis, synthesis, and presentation;
3. An ability to analyze historiography;
4. An ability to analyze the interconnectedness of political, social and economic developments throughout the world; and
5. Research skills using print and electronic resources.

What You Will Study

The major requires a total of 39 hours of coursework – 24 hours of core requirements and 15 elective hours. Beyond these requirements, the major requires that students take a minimum of 81 hours, some outside the program, to satisfy the 120 hour requirement for graduation. Students must also, when constructing their plan of study, meet all of the Liberal Learning Outcomes required for graduation by the University of Charleston.

Core Requirements

HIST 211	World Cultures I	3 credits
HIST 212	World Cultures II	3 credits
HIST 251	Foundations of the American Republic	3 credits
HIST 252	Contemporary America	3 credits
HIST 400	Senior Thesis	3 credits
Elective with Research Paper		3 credits
GEOG 303	World Geography or approved elective (300 level non-American history)	3 credits
MATH 116	Survey of Mathematics	3 credits
		Total
		24 credits
HIST Electives	(300 level HIST courses)	15 credits
Total		39 credits

Additional Requirements

Each graduating major in the program must complete and pass a Comprehensive Examination or take either the GRE or the LSAT.

Typical First Year Schedule

Fall Semester	Credits	Spring Semester	Credits
UNIV 101 Orient. to Univ.	1	UNIV 102 Univ. Experience	2
HIST 211 World Cultures I	3	NSCI 105 Issues in Biology	4
HUMN 101 Intro. to HUMN	3	LLO elective or HIST 212	3
HIST 251 Found. Amer. Rep.	3	HIST 252 Contemp. America	3
COMM 101 Fresh. Writing I	3	COMM 102 Fresh. Writing II	3
LLO elective	3	COM 103 Oral Comm Fund	3
Total	16	Total	18

Completing the Double Major

History majors are encouraged to double major both within the Social Sciences Department and with other programs in the broader university community. **All double majors must complete all requirements for BOTH majors, with the exception that a single senior thesis is required. Students choosing a double major outside the department, and who choose to do a senior thesis or project outside of History must consult with program faculty on the nature of the outside project.** The Program expects that a senior thesis completed as part of a double major with a Program degree will engage the discipline in a meaningful way. Possible double majors include, but are not limited to:

- History and Political Science
- History and Psychology
- History and Education
- History and English

POLITICAL SCIENCE (POLS)

Professor Brad Deel, Coordinator

- Students can choose a program concentration of either **Pre-Law**, which emphasizes course work appropriate for those who plan to attend law school upon completion of the undergraduate studies; or **Public Policy**, which emphasizes the interconnectedness of political science, policymaking, and specific policy areas. This concentration is appropriate for those who want to pursue entry-level positions in the public or private sector working directly or indirectly with government. It is also appropriate for those who wish to continue their graduate studies in diverse areas, such as government, public relations and other specific fields related to public policy.
- Students are immersed in a comprehensive program that emphasizes the merging of traditional approaches with modern research techniques to prepare students for graduate study, law school, applied work in the discipline and life-long learning.
- Program structure encourages students to double major within the program or in other fields, including the liberal arts and business.
- Prestigious internship opportunities with local and state government agencies provide valuable field-work experience in the disciplines.
- Opportunities to present student research at state, regional and national meetings.
- Work with an experienced and engaged faculty who are published authors and have taught at both the undergraduates and graduate levels.

From the Faculty

“Students who major in political science study the actors and institutions of government and examine their interactions with significant ‘others’ that influence lawmaking. In addition, the process of how policy is made within this environment is emphasized. Those who choose to study political science at the University of Charleston are immersed in a comprehensive program that integrates the merging of traditional approaches with modern research techniques to prepare students for graduate study, law school, applied work in the disciplines and life-long learning.”

Admission

Students must gain general admission to the University of Charleston. A visit to the campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of the program the student will possess:

- A sophisticated understanding of politics, government, and the public policy process;
- A breadth of political knowledge and depth in knowledge of the political actors involved in policy making;
- Research skills using print and electronic resources;
- Proficiency in basic policy analysis utilizing discipline-specific software;
- Communication and critical thinking skills of analysis, synthesis, and presentation; and
- Professional engagement in their chosen discipline.

What You Will Study

The political science major requires a total of 51 hours of coursework. The requirements focus on the actors and institutions of government and the complex relationships that exist among those who seek to influence the process. Introductory courses in policymaking and policy analysis are also included in this core. Coursework to explicitly promote critical thinking and logic are integrated throughout the curriculum. These requirements are important for all students in the major, but especially for those who intend to pursue a law degree or other graduate degree upon completion of their undergraduate education. Electives allow the student to add depth to a particular area of interest that they have in the field of policymaking. For example, students who are interested in attending law school are encouraged to take additional coursework in judicial politics, constitutional or business law.

Beyond these requirements, students must take a minimum of 69 hours outside the program to satisfy the 120 hour requirement for graduation. Students must also, when constructing their plan of study, meet all of the Liberal Learning Outcomes required for graduation by the University of Charleston. These additional hours may be utilized to earn a second major, if the student so desires.

Bachelor of Arts in Political Science Core Requirements – 33 Hours

POLS 101	American National Government	3 Hours
POLS 102	State and Local Government	3 Hours
POLS 151	Comparative Government	3 Hours
POLS 200	Foundations of Public Policy	3 Hours
POLS 300	Introduction to Policy Analysis	3 Hours
POLS 400	Senior Thesis	3 Hours
POLS 490/499	Political Science Internship	3 Hours
HIST 212	World Cultures II	3 Hours
HIST 251	Foundations of the American Republic	3 Hours
HIST 252	Contemporary America	3 Hours
MATH 116*	Survey of Mathematics	<u>3 Hours</u>

*or higher

Total: 33 Hours

Pre-Law Concentration (18 hours)

POLS 230	Introduction to Political Philosophy	3 Hours
POLS 260	Judicial Processes	3 Hours
POLS 280	Debating the Issues	3 Hours
POLS 314	Constitutional Law I	3 Hours
BUSI 231	Business Law I	3 Hours
1 POLS elective	200/300 level POLS courses selected in conjunction with student's advisor	3 Hours

Total: 18 Hours

Public Policy Concentration (18 Hours)

POLS 240	Legislative Branch Politics	3 Hours
POLS 272	Political Activism	3 Hours
POLS 290	Ethical Dilemmas in Policy Making	3 Hours
BUSI 151	Introduction to Business	3 Hours
2 POLS elective	200/300 level POLS courses selected in conjunction with student's advisor	6 Hours

Total: 18 Hours

Typical First Year Schedule

Fall Semester	Credit	Spring Semester	Credit
UNIV 101 Orient to Univ.	1	UNIV 102 University Exp.	2
HUMN 101 Int. Humanities	3	NSCI 105 Issues - Nat. Sci.	4
POLS 101 Am. Nat'l. Govt.	3	POLS 102 State/Loc. Govt.	3
HIST 251 Found. of America	3	HIST 252 Cont. America	3
MATH 116 Survey of Math.	3	COMM 102 Fresh. Writ.II	3
COMM 101 Fresh. Writing I	3	COMM 103 Oral Comm.	3
Total:	16	Total:	18

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled "First Year Experience."

Additional Requirements

Each graduating major in the program must complete and pass a comprehensive examination in their final semester before expected graduation.

Completing a Double Major

Political Science majors are encouraged to double major both within the program and with other programs in the broader university community. **All double majors must complete all requirements for BOTH majors, with the exception that a single senior thesis is required. Students choosing a double major outside the program, and who choose to do a senior thesis or project outside of Political Science, must consult with program faculty on the nature of the outside project.** The Program expects that a senior thesis completed as part of a double major with a Program degree will engage the

discipline in a meaningful way. Programmatic double majors include, but are not limited to:

- Political Science and History
- Political Science and Social Science Education
- Political Science and English

Minors in Political Science

The Public Policy minor in Political Science requires that the student complete 18 credits of courses in political science and history.

Required courses for the minor include:

POLS 101	Intro. to American National Government	3 credits
POLS 200	Introduction to Public Policy	3 credits
HIST 252	Contemporary America	3 credits

And two additional 3 hours courses in political science 6 credits

Plus one of the following:

POLS 240	Legislative Branch Politics	3 credits
POLS 250	Executive Branch Politics	3 credits
POLS 270	Interest Group Politics	<u>3 credits</u>

Total: 18 credits

The 6 credits of electives should be selected in conversation with a member of the Political Science faculty and the student's major advisor to ensure the student's educational objectives are met.

The Criminal Justice Policy Minor in political science requires the student to complete 24 credits of courses from political science, criminal justice, and psychology. These include:

Required Courses:

CJPL 101	Introduction to Criminal Justice
CJPL 242	Introduction to Law Enforcement
CJPL 250	Introduction to Corrections
POLS 200	Introduction to Public Policy Making
PSYC 354	Psychology and the Law
SOCI 221	Juvenile Delinquency

Plus two additional 200/300 level course from CJPL electives including:

CJPL 230	Introduction to Criminal Courts
CJPL 313/314	Criminal Profiling I / II
CJPL 280	Drug Policy
CJPL 331	Organized Crime
CJPL 270	Interview and Interrogation
CJPL 256	Criminal Law
PSYC 356	Terrorism
PSYC 362	Abnormal Psychology

POLS 260
POLS 290

Judicial Branch Politics
Ethical Dilemmas in Public Policy Making

The 6 credits of electives should be selected in conversation with a member of the Political Science faculty and the student's major advisor to ensure the student's educational objectives are met.

PSYCHOLOGY (PSYC)

Dr. Michael Bayly, Coordinator

- Strong program emphasis on quantitative and qualitative research methods and experimental design prepares students for successful graduate study
- Opportunities to present student research to state, regional, and national audiences
- Internships and service-learning experiences with non-profit, medical, and law enforcement agencies, including YWCA Sojourners Shelter, Family Services of the Kanawha Valley, Thomas Memorial Hospital Behavioral Medicine Division, Habitat for Humanity, and the James H. "Tiger" Morton Juvenile Center
- Program structured to encourage students who want a double major in History or Political Science

From the Faculty

"The Psychology program helps students understand the operation of behavior and mental processes of organisms, appreciate psychology as a discipline, a science, and a profession, and acquire skills necessary for advanced study or work within the discipline."

Program Outcomes

At the conclusion of this course of study:

- Graduates will demonstrate the ability to understand, use, and apply the scientific method.
- Graduates will demonstrate mastery of the core fields, paradigms, and theories of psychology.
- Graduates will demonstrate expertise in the skills that are representative of academic and applied psychology that will culminate in the production of an undergraduate thesis project that is appropriate to their degree.
- Graduates will demonstrate mastery of the written and oral communication skill standards of the American Psychological Association that will culminate in the production and presentation of a professional undergraduate thesis.
- Graduates will demonstrate understanding and appreciation of the ethical standards in academic and applied psychology through the integration of ethics in their collective works.

What You Will Study

The Psychology major consists of two tracks, the Bachelor of Sciences (BS) and the Bachelor of Arts (BA). Overwhelmingly, students in the BS and BA tracks will complete

the same sequences of courses to achieve their respective degrees. The primary distinction between the two tracks is that the BS track is intended for students who plan to pursue an advanced degree in psychology or related fields, such as social work. The BA track is primarily intended for students who plan to pursue employment immediately following completion of their undergraduate degree. Students following both tracks are required to complete a minimum of 120 credit hours, including 24 credits of Psychology courses and 12 credits of Research Methods core courses. Distinctions between the two tracks will be discussed below. Finally, it is highly recommended that all psychology majors work closely with their program advisor to plan how to best attain their educational goals.

The Psychology BS Track

As indicated, the BS track is intended for students who plan to continue their education beyond the bachelor's degree. Accordingly, it is structured to prepare students with the required skills in research methods, design, and analysis that most graduate programs desire in their new students. Additionally, student will develop a firm foundation in the natural sciences. The BS track culminates in an independent, data-driven human participant research project that the student will present at the UC Academic Showcase and/or at a regional psychology conference.

BS Track Core Courses in Psychology

PSYC 101	Introduction to Psychology	3 credits
PSYC 212	Life-Span Development	3 credits
PSYC 342	Social Psychology	3 credits
PSYC 373	History of Systems & Theories in Psychology	3 credits
PSYC 451	Experimental Psychology I	3 credits
PSYC electives	Three (3) courses	<u>9 credits</u>

Total: 24 credits

BS Track Core Courses in Research Methods

SSCI 203	Methods for the Behavioral Sciences	3 credits
PSYC 315	Statistics for the Social Sciences	3 credits
SSCI 320	Computer Assisted Research	3 credits
PSYC 452	Experimental Psychology II	<u>3 credits</u>

Total: 12 credits

BS Track Math and Science Requirements

MATH 120 or higher	3 or 4 credits
Biology 130 Introductory Biology for Majors	4 credits
<i>Choose two additional courses from among:</i>	
BIOL 251, BIOL 252, BIOL 301, BIOL 302, CHEM 100, CHEM 101, CHEM 102	<u>8 credits</u>

Total: 15 or 16 credits

Typical First Year Schedule in the BS Track

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 101	1	UNIV 102	2
FYE course (HUMN or SSCI)	3	FYE course (HUMN or SSCI)	3
MATH 120	3	HIST 212	3
BIOL 130	4	PSYC 212	3
PSYC 101	3	COMM 102	3
COMM 101	3	COMM 103	3
Total Credits:	17	Total Credits:	17

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.”

The Psychology BA Track

The BA track is structured for those students who do not plan to immediately pursue advanced study in psychology or who are interested in entering the workforce upon completion of their degree. To help the BA student decide her or his future, the track includes a cultural diversity requirement in order to expose the student to a wide array of unique experiences that he or she may encounter outside the classroom. Similarly to the BS track, the BA track culminates in a senior research project that will be presented at the UC Academic Showcase and/or at a regional psychology conference. The distinction is that the BA project is intended to be more theoretical in nature and will not require the student to conduct human participant research.

BA Track Core Courses in Psychology

PSYC 101	Introduction to Psychology	3 credits
PSYC 212	Life-Span Development	3 credits
PSYC 342	Social Psychology	3 credits
PSYC 373	History of Systems & Theories in Psychology	3 credits
PSYC electives	Four (4) courses	<u>12 credits</u>

Total: 24 credits

BA Track Core Courses in Research Methods

SSCI 203	Methods for the Behavioral Sciences	3 credits
PSYC 315	Statistics for the Social Sciences	3 credits
SSCI 320	Computer Assisted Research	3 credits
PSYC 4XX	BA track capstone course	<u>3 credits</u>

Total: 12 credits

Cultural Diversity Requirements

MATH 120 or higher	3 or 4 credits
HUMN 110 Unheard Voices	3 credits
<i>Choose two additional courses from among:</i>	
SPAN 101, SPAN 102, SPAN 201, FREN 101, FREN 102, FREN 201	6 credits

Or choose two additional courses from among:

ENGL 231, ENGL 320, GEOG 303, HIST 377,

HUMN 201, MUSC 282, RELG 360, SOCI 315

6 credits

Total: 12 or 13 credits

Typical First Year Schedule in the BA Track

<u>Fall Semester</u>	<u>1</u>	<u>Spring Semester</u>	
UNIV 101	3	UNIV 102	2
HUMN 110	3	FYE course (NSCI or SSCI)	3 or 4
MATH 120	3	HIST 212	3
HIST 211	3	PSYC 212	3
PSYC 101	3	COMM 102	3
COMM 101	3	COMM 103	3
	<u>17</u>		<u>17 or 18</u>

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Additional Requirements

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston. Psychology majors must take and pass a comprehensive examination or its equivalent prior to or during the final semester of the senior year.

Completing a Double Major

Because Psychology and Political Science are related disciplines, it is possible for Psychology majors to complete a second major in Political Science while staying close to the 120-credit total and four-year graduation time frame. The student would complete 27 credits of Political Science courses in conjunction with an advisor from Political Science. Because coursework at the University of Charleston embeds Liberal Learning Outcomes throughout the curriculum, students can achieve those outcomes while taking these discipline-related courses and attaining the double major.

Requirements of the Minor

The minor in Psychology requires that the student complete 18 credits of courses in Psychology.

The minor must include:

PSYC 101	Introduction to Psychology	3 credits
PSYC 212	Life Span Development	3 credits
PSYC XXX	Electives	<u>12 credits</u>

Total: 18 credits

The 12 credits of electives should be selected in conversation with a member of the Psychology faculty and the student’s major advisor to ensure the student’s educational objectives are met.

SOCIAL WORK (SOWK)

Dr. Arnold Simonse, Director

Mission

The mission of the UC Social Work Program is to prepare competent graduates who, through the generalist practice of social work, spend their lives in productive work, enlightened living, and community involvement. The defining element of this Social Work Program is the focus on human well-being in the social context. Special attention is paid to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. This includes an emphasis on the peoples of rural Central Appalachia-their culture, institutions, and history.

UC-BECKLEY SOCIAL WORK PROGRAM ADMISSION REQUIREMENTS

Students may declare social work as a major during their freshman year. The first two years of coursework introduces the field of social work, its history, social work practice, and human behavior in the social environment. Application for formal entry into the social work program takes place during the spring semester of the sophomore year. Eligibility requirements for formal entry include:

- Completing of the majority of the liberal arts component with a cumulative grade point average of 2.0 or higher in the liberal arts.
- Completion of the introductory social work courses with a cumulative grade point average of 2.5 or higher.
- Completion of a social work major application form.
- An admissions interview with social work faculty.
- An evaluation of writing ability and integration of course content.
- An exhibited potential to abide by the National Association of Social Workers Code of Ethics and sensitivity to populations that have been systematically oppressed.

Applicants to the Social Work Program may be admitted provisionally if they are lacking some course requirements. In such instances a plan of study is worked out with the student in which she/he may enter the program while completing the required liberal arts and/or social work courses.

QUALITY INDICATORS

The UC-Beckley Social Work Program fulfills a vital role in preparing competent generalist practitioners who are helping to meet the need more social workers. Our graduates hold significant professional and leadership positions in this region. They are contributing greatly to their communities through professional service to many different client groups. They are fulfilling vital leadership roles in their communities to help meet human needs and solve modern day human problems. Our social work graduates currently exceed the national average in passing the state social work license exam and the current rate is 100%. Many of our graduates go on to earn their masters degree (MSW) in social work. Finally, our graduates work in widely diverse areas such as mental health centers, children's services, youth residential facilities, corrections, hospitals, nursing homes, domestic violence facilities, and homeless shelters to name just a few.

Our social work graduates successfully meet the following core competencies established by the Council on Social Work Education for social work:

- Identify as a professional social worker and conduct oneself accordingly.
- Apply social work ethical principles to guide professional practice.
- Apply critical thinking skills to inform and communicate professional judgments.
- Engage diversity and difference in practice.
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior and the social environment.
- Engage in policy practice to advance social and economic well-being and to deliver effective social work service.
- Respond to contexts that shape practice.
- Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

PROGRAM DESCRIPTION

The Social Work Program is designed to prepare students to master the ten core competencies and the related practice behaviors established by the Council on Social Work Education. Mastery of the core competencies and practice behaviors prepares students for social work generalist practice. Students pursue a four year course of study leading to the BSW (bachelor of social work) degree. Social work graduates are eligible to take the state license exam for social work at the bachelors level. The course of study includes UC general education courses and both beginning and advanced level social work courses. In their senior year social work students complete a two day per week field practicum in a social agency under the supervision of a licensed social worker. Upon completion of the program students are eligible to work in a variety of settings such as mental health centers, corrections, residential programs for youth, domestic violence programs, children's services, and other professionals. Our graduates are eligible to take the state social work license examination.

PROGRAM OUTCOMES

The UC-Beckley Social Work Program emphasizes ten core competencies and associated practice behaviors as identified by the Council on Social Work Education. The ten core competences are listed as follows:

- Identify as a professional social worker and conduct oneself accordingly.
- Apply social work ethical principles to guide professional practice.
- Apply critical thinking to inform and communicate professional judgments.
- Engage diversity and difference in practice.
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior in the social environment.
- Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

- Respond to contexts that shape practice.
- Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

SOCIAL WORK SEQUENCE OF STUDY

FRESHMAN YEAR

<u>Fall</u>	<u>Spring</u>
UNIV 101-University Orientation 1	UNIV 102-University Exp. 2
PSYC 101-Intro. to Psychology 3	SOCI201-Intro.to Sociology 3
MATH 116-Survey of Math 3	HUM 101-Intro. to Humanities 3
SOWK 101-Social Work Org. 1	COMM 102-Freshman Writing II 3
SOWK Intro. of Social Work Field Component 4	COMM 103-Oral Communication Foundations 3
COMM 101-Freshman Writing I 3	SOWK 208-Hist of Soc Welfare Policy 3
	UNIV 112-Intro to Ethical Practice 1
Total Credits: 15	Total Credits: 18

SOPHOMORE YEAR

<u>Fall</u>	<u>Spring</u>
SOWK 204-Hum Behav in Soc Environment I 3	SOWK 304-Soc Wk Research Methods 3
PSYC 343-Theories of Personality 3	SOWK 201-Fund of Soc Wk Research 3
SOWK 384-Soc Work Values & Ethics 3	SOWK Hum Behav in Soc Environment II 3
NSCI 117 -Why Science Matters 4	ENG 200-level Literature Elective 3
SSCE 105-Issues in Social Science 3	SOCI 322-Marriage & Family Relationships 3
Total Credits: 16	Total Credits: 15

JUNIOR YEAR

<u>Fall</u>	<u>Spring</u>
SOWK 383-Appalachian Issues 3	SOWK 300-Individual Counseling 3
SOWK 301-Social Work Statistics 3	SOWK 382-Music, Culture, & Society or other creativity elective (art/music) 3
SOWK 302-Soc Welf Pol & Legislation 3	SOWK 385-Social & Economic Justice 3
SOWK 306-Human Diversity 3	SOWK 350-Special Topics 3
SOWK 350-Special Topics 3	SOWK 400-Rural Social Work 3
Total Credits: 15	Total Credits: 15

SENIOR YEAR

<u>Fall</u>		<u>Spring</u>	
SOWK 403-Group Methods	3	SOWK 407-Comm Org Practice	3
SOWK 404-Field Practicum I	6	SOWK 408-Field Practicum II	6
SOWK 405-Integration Seminar I	3	SOWK 409-Integration Seminar II	3
SOWK 406-Appl Soc Wk Research I	2	SOWK 410-Appl Soc Wk Research II	2
		UNIV 459-Senior Capstone	3
Total:	14	Total:	17

DR. EDWIN H. WELCH COLLEAGUE PROGRAM **MINOR IN APPLIED LEADERSHIP STUDIES** *Hallie Dunlap, Director*

- Significant Premier Scholarship
- Scholarship renewable each year upon successful completion of program requirements
- Focused leadership experiences to enhance personal development, community involvement and career preparedness
- Opportunities to participate in community service projects and campus activities
- Participation in Welch Colleague Program activities
- Special recognition upon graduation

About the Program

The Edwin H. Welch Colleague Program is an endowed program named for University of Charleston President Edwin H. Welch.

High school seniors apply for the Welch Colleague Scholarship prior to attending Experience UC Days. After completing a regimen of interviews and other evaluative exercises, the Welch Colleague Committee reviews candidates and selects approximately 15 incoming freshmen as Colleagues for the upcoming fall term. All selected students receive a significant award for a four year period provided they remain in good academic standing with the program and meet other program requirements. Welch Colleagues enroll in one course per semester leading to a minor in Applied Leadership Studies. Both classroom learning and off-site internships are emphasized.

Statement of Purpose

The Welch Colleague Program of the University of Charleston exists to develop students into effective leaders, who function as change agents in their profession and in their community.

Program Outcomes

Upon completion of the program Welch Colleague Scholars will:

- Integrate leadership theory into the practical contexts of their college experiences, academic major, and anticipated vocation;

- Understand the relationship of ethical responsibility and leadership;
- Develop a personal philosophy of leadership; and
- Construct models for organizational change that are theoretically sound and practically feasible, and that benefit both UC and the community.

Admission Requirements

All students must gain general admission to the University of Charleston. Selection of Welch Colleague Scholars is done through participation at campus open house events known as Experience UC Days. Students are selected based on the quality of essay responses and interviews. Additionally, selection is based on a core grade point average (from high school) of a 3.0 or higher and evidence of past leadership, involvement, and service activities.

What You Will Study

In addition to fulfilling requirements for an academic major and meeting all Liberal Learning Outcomes, Welch Colleague Scholars must complete 17 credits of Colleague coursework. Some of this coursework assists students in fulfilling the Liberal Learning Outcomes required for graduation from the University. The Colleague courses are intended to develop understanding of leadership concepts and theories as well as increase ability and knowledge in the areas of verbal and written communication, interdisciplinary learning and research.

Required Colleague Courses:

COLL 101	The Inner Life of the Leader	2 credits
COLL 102	Leadership Theory and Practice	2 credits
COLL 201	Moral Issues in Leadership	2 credits
COLL 202	Organizational Behavior	3 credits
COLL 398	Philosophy of Leadership/Internship I(fall)	2 credits
COLL 399	Philosophy of Leadership/Internship II (spring)	2 credits
COLL 498	Organizational Intervention Project I (fall)	2 credits
COLL 499	Organizational Intervention Project II (spring)	<u>2 credits</u>

Total: 17 credits

General Program Requirements

Each class of Welch Colleagues (freshman, sophomore, junior, and senior) has its own set of scholarship requirements in addition to coursework. For more details, please contact the Director of the program.

Additional Requirements

- Full time residential student all four years
- Maintain a 3.0 GPA within Welch Colleague courses 3.0 cumulative GPA
- Complete each Welch Colleague course with a grade of B or higher
- Participation in at least one campus organization and written reflection on the experience each semester
- Leadership in one campus organization (So, Jr, Sr)
- Participation in annual fall/spring retreats
- Assist with Experience UC Days
- Remain free of disciplinary probation
- Attend all Colleague Meetings

MUSIC MINOR

Dr. Joseph Janisch, Coordinator

The music minor curriculum is designed to educate students interested in studying and practicing music as an avocation. The curriculum focuses on the development of content knowledge in popular and world music history in addition to performance skills as a soloist and member of an ensemble. It is possible to complete the music minor in curriculum in six semesters.

The graduate will be able to:

- Differentiate between stylistic periods in the history of Western art music, jazz, and rock and roll; American popular music and the traditional music of non-Western societies in Oceania, Asia, and Africa;
- Recognize specific musical examples;
- Put development of Western music and American Popular Music into historical, political, and social perspective;
- Know the significance and contributions of composers, and artists in the development of Western art and popular music;
- Know the significance and contributions of specific artists, composers, and producers in the music industry;
- Make connections between the development of American popular music and the development of music technology;
- Identify general stylistic features of the traditional music of Europe, Central and South America, and the Caribbean;
- Explain the place of music and the role of the musicians in non-western and western traditional cultures;
- Explain the political, social, economic, and cultural contexts of the music of all areas studied;
- Sing or play with expression and technical accuracy a large and varied repertoire of vocal literature with a level of difficulty of 4-5 on a scale of 1 to 6;
- Demonstrate well-developed ensemble skills;
- Sing (vocalists only) in Italian, Latin, German, and English, demonstrating correct pronunciation and attention to stylistic stress; and
- Demonstrate advanced knowledge of vocal or instrumental pedagogy including how the instruments works, and the science of acoustics as it pertains to the instrument.

Requirements of the Minor

The minor in Music requires that the student complete 23 credits: 9 credits in course work; 6 credits in ensemble; and 8 credits in private instruction.

The minor may include:

MUSC 212	Music Appreciation	3 credits
MUSC 282	World Music	3 credits
MUSC 324	Concert Choir	1 credit/semester
	AND/OR	
MUSC 327	Band	1 credit/semester
MUSC 336	American Popular Music	3 credits

MUSC 350P –	
MUSC 368P Applied Music (Private Lessons)	1 credit
MUSC XXX Ensemble	<u>6 credits</u>
	Total: 23 credits

HERBERT JONES SCHOOL OF BUSINESS

Dr. Scott Bellamy, Dean

Dr. John E. Barnette, Associate Dean

The School of Business and Leadership offers career-oriented undergraduate and graduate degree programs that are designed to provide students a broad education, encompassing the knowledge base, analytical thought processes, ethical grounding, and technology skills necessary to meet the challenges of today's business environment.

The Herbert Jones Division of Business offers programs leading to the Bachelor of Science degree. Requirements for the bachelor's degree can be found in the program descriptions that follow.

The Division offers undergraduate majors in the following areas:

- ACCOUNTING
- BUSINESS ADMINISTRATION
- FINANCE
- ORGANIZATIONAL LEADERSHIP
- SPORTS ADMINISTRATION

Available Minor

- INDEPENDENT MINOR IN BUSINESS

The School of Business and Leadership offers graduate majors in the following areas:

- EXECUTIVE MASTER OF BUSINESS ADMINISTRATION
- MASTER OF BUSINESS ADMINISTRATION & LEADERSHIP
- DOCTOR OF EXECUTIVE LEADERSHIP
- MASTER OF FORENSIC ACCOUNTING
- MASTER OF SCIENCE IN STRATEGIC LEADERSHIP

Early Degree Completion

Motivated students can complete the traditional B.S. degree in fewer than four years by following—and successfully completing—a carefully designed curriculum plan, prepared in consultation with their faculty advisors.

MBAL Scholars Program

The Scholars Program is a fast-track, accelerated, academically rigorous three-year program for talented high school graduates who want to move quickly through their

undergraduate program and enter directly into the University’s Master of Business Administration and Leadership (MBAL) program. The MBAL can be completed in sixteen months after awarding of the B.S. degree. Further information on this premier program is contained in succeeding pages, and at the following website: www.ucwv.edu/bizUC.

The Cooperative Education/Internship Program

All business students are strongly encouraged to participate in at least one cooperative employment or internship work experience while at the University. Such experiences improve the marketability of graduates, often leading directly to offers of employment. Current students are enjoying placements with regional and national firms,

Career Development Center assists students when searching for internships or cooperative employment as well as with government agencies. Students should consult with their advisor and the Center for sites.

Student Faculty Forums

Several times each semester, students and faculty meet informally to discuss current topics in business. A brief faculty presentation inspires the lively debate that characterizes the Forum. The informal setting and diversity of topics encourage open dialogue about fast-breaking business issues.

The Business Administration Core

Students in Accounting, Business Administration, and Finance are required to complete 42 credits of Business Administration Core courses.

Business Administration Core:

ACCT 201	Principles of Accounting I	3 credits
ACCT 202	Principles of Accounting II	3 credits
BUSI 151	Introduction to Business	3 credits
BUSI 201	Principles of Microeconomics	3 credits
BUSI 202	Principles of Macroeconomics	3 credits
BUSI 231	Business Law I	3 credits
BUSI 316	Quantitative Methods for Management	3 credits
BUSI 317	Business Statistics	3 credits
BUSI 407	International Bus.: Problems & Opportunities	3 credits
BUSI 450	Business Policy	3 credits
FINA 312	Business Finance	3 credits
MGMT 311	Principles of Management	3 credits
MGMT 420	Organizational Behavior	3 credits
MRKT 321	Principles of Marketing	<u>3 credits</u>

Total: 42 credits

Business students are required to take MATH 121 College Algebra or MATH 123 Pre-Calculus. Students who plan to pursue graduate study are strongly advised to take MATH 201 Calculus I.

BUSI 151 Introduction to Business, is a prerequisite for all upper-division courses, and should be taken in the freshman year. Accounting majors are encouraged to take ACCT 201 Principles of Accounting I and ACCT 202 Principles of Accounting II in the freshman year. All Business majors are expected to complete the freshman communication portfolios prior to the beginning of the sophomore year.

THREE-YEAR DEGREE PROGRAMS

Dr. Kim Shin, Program Director

Programs in the Herbert Jones Division of Business in three years (six fall or spring semesters). The degree programs are:

- Accounting
- Business Administration
- Finance
- Sports Administration

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

Outcomes for all programs are the same as if the student were enrolled in a traditional, four-year program. Please consult the appropriate section of this *Academic Catalog* for more information.

What You Will Study

The Three-Year Degree program is extremely structured. There is little room for deviation from the planned sequence of courses. Students should meet with their advisor and program faculty every semester to assure they are meeting their academic goals.

Students in Accounting, Business Administration, Finance, and Sports Administration should consult with program faculty for the courses appropriate to their Major Opportunity. These will be upper-division courses within the student’s selected major.

Three Year Degree Plan

		YEAR 1	
<u>Fall Semester</u>			<u>Spring Semester</u>
UNIV 101 Orient. to University	1	UNIV 102 Orient. to University	2
ACCT 201 Prin. Accounting I	3	UNIV 112 Intro Ethical Practice	1
BUSI 151 Intro. to Business	3	ACCT 202 Prin. Accounting II	3
BUSI 201 Prin. of Microeconomics	3	BUSI 202 Prin. of Macroeconomics	3
MATH 121 College Algebra	4	BUSI 231 Business Law I	3
NSCI 117 Why Science Matters	3	HUMN 100-level	3
COMM 101 Fresh. Writing I*	3	HIST 212 World Cultures II	3
			<hr style="width: 100%; border: 0.5px solid black;"/>

COMM 102 Fresh. Writing II*
 COMM 103 Oral Comm Fund*

Total: 20

Total: 24

* Indicates a portfolio course. Portfolios can be completed in the following courses:

- COMM 101 can be obtained in UNIV 101, NSCI 1XX or HUMN 1XX
- COMM 102 can be obtained in HUMN 1XX, NSCI 1XX, or SSCI 105
- COMM 103 can be obtained in UNIV 102, HUMN 1XX, NSCI 1XX or SSCI 105
- UNIV 112 can be obtained in UNIV 102

YEAR 2

<u>Fall Semester</u>		<u>Spring Semester</u>	
BUSI 316 Quantitative Methods	3	BUSI 317 Business Statistics	3
FINA 312 Business Finance	3	MGMT 420 Org. Behavior	3
MGMT 311 Prin. of Management	3	MRKT 321 Prin of Marketing	3
ENGL 300-level Literature course	3	Electives in the major	
Electives in the major	9		9
Total:	21	Total:	18

YEAR 3

<u>Fall Semester</u>		<u>Spring Semester</u>	
BUSI 407 International Business	3	Electives in the major	3
BUSI 450 Business Policy	3		18
Creativity Course – Non-Literature	3		
Electives in the major	6		
Total:	15	Total:	21

Total credits all three years: 122

ACCOUNTING (ACCT)

Professor Suzanne King, Program Director

Mission

The Accounting Program supports the University's overall mission by helping students acquire the knowledge and analytical skills specific to the accounting discipline; and develop the critical thinking and other liberal learning outcomes that are sought by the accounting profession and business community. These enable graduates to adapt and respond in an ever-changing world, and to understand the role the accounting professional plays in serving businesses and the public.

Program Highlights

- Emphasis on accounting and business casework and problem solving prepares students for today's business challenges.
- Integration of ethical practice and critical thinking throughout accounting curriculum.
- Opportunity for students to complete the accelerated program in fewer than four years.
- Opportunity for students to complete both the undergraduate Accounting program and the Master in Business Administration and Leadership or the Master in Forensic Accounting in fewer than five years.

Accounting Program Outcomes

At the conclusion of the course of study, the student will demonstrate:

- An understanding of a comprehensive business perspective.
- Knowledge of decision-making models and environments, including risk and uncertainty.
- An understanding of market economics.
- An understanding of the accounting information system and accounting cycle: the ability to identify, gather, measure, summarize, report, and analyze financial data.
- The ability to apply the conceptual framework of financial accounting: concepts, principles, constraints, and procedures of generally accepted accounting principles.
- The ability to perform analyses of a variety of specified accounting contexts and circumstances, and the application of generally accepted accounting principles to them.
- The ability to identify, create, and utilize internal planning and control for the purpose of providing for accuracy in record keeping, safeguarding of assets, and evaluation of performance.

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

What You Will Study

The Accounting major consists of 120 credits, including 21 credits of accounting courses beyond the introductory courses included in the core, 42 credits of business core courses, and completion of all Liberal Learning Outcomes and additional coursework to total 120 credits. Successful completion of this program qualifies the student for a Bachelor of Science in Business Administration with a major in Accounting.

The Accounting Program will help students develop the skills and competencies necessary to be successful on professional examinations. The requirements to sit for the

CPA exam differ from state to state. Under current West Virginia law, CPA applicants may sit for the exam with a baccalaureate degree and completion of specific accounting and business courses. To become a licensed CPA the candidate must not only pass the exam, but also meet the 150 hour education and the experience requirements. Those specific requirements can be found at the West Virginia Board of Accountancy website at www.boa.wv.gov. Students may sit for the Certified Management Accountant examination by completing requirements for the baccalaureate accounting program. Students should consult with their academic advisor.

Required Accounting Courses

ACCT 301	Intermediate Accounting I	3 credits
ACCT 302	Intermediate Accounting II	3 credits
ACCT 322	Cost Accounting	3 credits
ACCT 412	Advanced Accounting	3 credits
ACCT 448	Auditing	3 credits

Select one (1) from the following:

ACCT 423 Federal Taxes – Individual

OR

ACCT 424 Federal Taxes – Business 3 credits

Select one (1) from the following:

ACCT 403 Intermediate Accounting III

ACCT 423 Federal Taxes – Individual

ACCT 424 Federal Taxes – Business

ACCT 460 Accounting Information Systems 3 credits

Total: 21 credits

Typical First Year Schedule

Fall Semester

UNIV 101 Orient. University	1
HUMN 1XX	3
BUSI 151 Intro to Business	3
MATH 121 College Algebra	3
ACCT 201 Principles of Accounting I	3
COMM 101 Freshman Writing I	3
BUSI 201 Principles of Microeconomics	3
Total:	19

Spring Semester

UNIV 102 Univ. Experience	2
BUSI 202 Principles of Macroeconomics	3
NSCI 1XX	4
HIST 212 World Cultures II	3
ACCT 202 Principles of Accounting II	3
COMM 102 Freshmen Writing II	3
BUSI 231 Business Law I	3
Total:	21

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.”

Additional Requirements

In order to be successful in the profession, all accounting majors are required to demonstrate the acquisition of a variety of outcomes and competencies. Some of the knowledge and skills are discipline specific, and others are broader Liberal Learning Outcomes. The latter Liberal Learning Outcomes are sought by the accounting profession and business community and, in a greater sense, enable the student to continue to adapt and respond to an ever-changing world.

All students in the Herbert Jones Division of Business must take and pass a comprehensive exam in the last semester of the senior year.

Completing a Double Major

Accounting majors can choose to double major in Accounting and Business Administration. Such a combination gives the student a broader range of opportunities upon graduation. This is especially attractive for majors in the three-year program or those who wish to achieve the 150 credit hour requirements for the CPA examination in a different way.

BUSINESS ADMINISTRATION (BUSI)

Dr. Kim Shin, Program Director

Mission

The mission of the Business Administration major is to provide students the tools and attitudes needed for productive careers in their chosen professions, commitment to continuing learning, and a sense of responsibility to serve their communities.

Features

- Regional and national internship and externship opportunities build graduates' resumes.
- Options within the major allow students an opportunity to focus on individual career objectives in Marketing or Management.

From the Faculty

“The Business Administration major prepares broadly educated, analytical thinkers with the knowledge base, ethical grounding, and technology skills necessary to meet the challenges of today’s business environment. The program’s design gives students the ability to focus electives on specific functional areas, permitting each student to meet his or her unique educational goals.”

Admission

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

In addition to the University’s Liberal Learning Outcomes the student will demonstrate:

- Knowledge of a comprehensive business perspective;
- Knowledge of decision-making models;
- Knowledge of market economies; and
- Knowledge of at least one functional business area.

What You Will Study

The Business Administration major requires the completion of all Liberal Learning Outcomes and additional coursework to total 120 credits. Students majoring in Business Administration may choose an emphasis in Marketing or Management.

Required Business Core Courses

42 credits

Required Business Administration Courses

Choose six courses (18 credits) from the following:

ACCT 301	Intermediate Accounting I	3 credits
ACCT 302	Intermediate Accounting II	3 credits
BUSI 215	Business Software	3 credits
BUSI 232	Business Law II	3 credits
BUSI 241	Business Writing	3 credits
BUSI 350	Special Topics	3 credits
BUSI 370	Issues in Capitalism	3 credits
BUSI 460	Business, Government, and Society	3 credits
FINA 313	Advanced Business Finance	3 credits
FINA 361	Money and Banking	3 credits
FINA 405	Investments	3 credits
FINA 414	Security and Portfolio Analysis	3 credits
MGMT 318	Organization & Operation of Small Business	3 credits
MGMT 319	Seminar in Small Business Problems	3 credits
MGMT 320	Human Resource Management	3 credits
MGMT 355	Free Enterprise	3 credits
MGMT 365	Labor Relations	3 credits
MGMT 445	Operations Management	3 credits
MRKT 322	Marketing Management	3 credits
MRKT 343	Sales and Sales Management	3 credits
MRKT 401	Advertising	3 credits
MRKT 402	Marketing Research	3 credits

Typical First Year Schedule

Fall Semester

UNIV 101 Orient to Univ.	1
HUMN 1XX	3
BUSI 151 Intro to Business	3
BUSI 201 Principles of Microeconomics	3
ACCT 201 Principles of Accounting I	3
MATH 121 College Algebra	3

Spring Semester

UNIV 102 Univ. Experience	2
NSCI 1XX	4
ACCT 202 Principles of Accounting II	3
BUSI 202 Principles of Macroeconomics	3
BUSI 231 Business Law I	3
COMM 102 Freshmen Writing II*	3

COMM 101 Freshman Writing I*	3	COMM 103 Oral Comm. Port.*	3
Total:	19	Total:	21

*Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.” The table above includes this option.

Additional Requirements

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston.

All students in the Herbert Jones Division of Business must take and pass the Educational Testing Service’s Major Fields Achievement Test for Business in the last semester of the senior year.

Independent Minor in Business

The Independent Minor in Business is designed to encourage students from other disciplines to develop business skills. Students must complete 18 credits of Business courses, including BUSI 151 Introduction to Business, one Accounting course, and one Principles of Economics course. The remaining nine credits should be selected in consultation with Business faculty and the student’s major advisor to meet individual educational objectives.

FINANCE (FINA)

Professor Stephen Kidd, Program Director

Mission

The Herbert Jones Division of Business embraces the mission of the University, which is to educate each student for a life of productive work, enlightened living and community involvement. In particular, the Division of Business is committed to providing breadth and depth in the chosen career path for each of its students and building the foundation for productive work.

From the Faculty

The Finance Program prepares graduates for positions within the financial services industry and in finance departments of businesses of all types and sizes. “The successful student in the major acquires a highly marketable skill set involving theory-based financial knowledge, strong analytical tools, and the ability to calculate and to apply critical finance-related reasoning from the strategic perspective. The curriculum helps prepare students for positions in financial institutions as analysts, managers and consultants.”

Admission

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of this course of study, the student will demonstrate:

- Knowledge of a comprehensive and strategic business perspective;
- Knowledge of decision-making models that incorporate risk and uncertainty;
- Understanding of market economics;
- Understanding of financial tools, quantitative applications and accounting statement analysis in a financial context;
- Understanding of investment theory and security portfolio management;
- The ability to perform financial analyses to differing situations including comparative case studies, of public-traded corporations;
- The ability to conduct strategic financial decision review (capital decisions, budgeting and performance analysis); and
- The ability to develop financial plans based on models, tools and research.

What You Will Study

The Finance major consists of 120 credits, including eighteen credits of finance courses and three credits of accounting beyond the introductory courses included in the core, 42 credits of business administration core courses, and 57 credits of Liberal Learning Outcomes and electives.

Required Finance Major Courses

ACCT 301	Intermediate Accounting I	3 credits
FINA 313	Advanced Business Finance	3 credits
FINA 361	Money and Banking	3 credits
FINA 405	Investments	3 credits
FINA 414	Security and Portfolio Analysis	3 credits

Electives

Select two (2) from the following:

FINA XXX	Any upper level finance elective	3 credits
ACCT 424	Federal Taxes – Business	3 credits
BUSI 370	Issues in Capitalism	3 credits

Total: 21 credits

Summary

Business Administration Core Courses: 42 credits

Finance Courses: 18 credits

Accounting Courses: 3 credits

Liberal Learning Outcomes & Electives 58 credits

Total: 121 credits

Typical First Year Schedule

Fall Semester

UNIV 101 Orient. University	1
HUMN 1XX	3
BUSI 151 Intro to Business	3
ACCT 201 Principles of Accounting I	3
BUSI 201 Principles of Microeconomics	3
MATH 121 College Algebra	3
COMM 101 Freshman Writing I*	3

Total: 19

Spring Semester

UNIV 102 Univ. Experience	2
NSCI 1XX	4
BUSI 202 Principles of Macroeconomics	3
ACCT 202 Prin. of Accounting II	3
BUSI 231 Business Law I	3
COMM 102 Freshmen Writing II*	
COMM 103 Oral Comm. Port.*	

Total 21

*Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled "First Year Experience." The table above includes this option.

Additional Requirements

In order to be successful in the profession, all finance majors are required to demonstrate the acquisition of a variety of outcomes and competencies. Some of the knowledge and skills are discipline specific, and others are broader Liberal Learning Outcomes. The latter Liberal Learning Outcomes are sought by the finance profession and business community and, in a greater sense, enable the student to continue to adapt and respond to an ever-changing world.

All students in the Jones School of Business must take and pass a capstone project in their major during their last semester as undergraduates.

ORGANIZATIONAL LEADERSHIP (ORGL)

Dr. Douglas White, Program Director

Mission Statement

The ORGL develops individuals for departmental and team leadership by using a foundation of liberal education and applying personal and professional knowledge and skills in core leadership competencies for a life of service through productive work, enlightened living, and community involvement.

Unique Strengths of Program for Students

The adult degree completion program is created for the working adult who needs to finish a bachelor's degree to get ahead in his or her career. It is designed to be customized to fit the particular needs, academic interests and existing schedule. Students may transfer

credit from accredited community colleges and post-secondary schools as well as earn additional credit for military training, certifications and other training, which can be used toward your four-year degree.

From the Faculty: Brief Statement about the Program

The Bachelor of Science in Organizational Leadership program takes advantage of our skilled students' experience. Recognizing our students are adult learners with very busy lives and a richness of "real-world" experience, we create a learning environment that builds on such. Thus, this program constantly and consistently reinforces the value of life-long learning by specifically accommodating the unique needs of the adult learner. The ORGL program has an experiential foundation believing our students are mature learners who know how to learn, accept the responsibility for their learning experience, and demand challenge from their program. The ORGL program, which employs the cohort-learning model, not only accomplishes these goals, it provides its students with the network to learning and collaborating professionally long after the students have finished the last class.

Admissions Requirements

To qualify, students need to transfer at least 40 semester hours of college credit and have three years of work experience.

Program Outcomes

ORGL graduates will be prepared to lead teams and departments in a wide array of business and organizations in the private and public sector. More specifically:

- Evaluate his or her own performance for self-improvement.
- Analyze the qualities of a successful team.
- Analyze and apply leadership styles in various contexts.
- Implement effective approaches to organizational change.
- Apply leadership skills to communicate with a variety of audiences in various contexts

What will you study?

The ORGL in organizational leadership requires completion of the following courses along with meeting the University's Liberal Learning Outcomes requirements:

First Semester

- BUSI 151 Introduction to Business
- ORGL 301 The Adult Learner: Principles, Applications, Concepts, and Theories
- ORGL 302 Principles and Issues of Management
- ORGL 307 Leadership

Second Semester

- ORGL 305 Principles and Issues of Human Resources
- ORGL 309 Collaborative Leadership
- ORGL 316 Ethics

- ORGL 430 Practicum: Developing Teams

Third Semester

- ORGL 401 The Learning Organization
- ORGL 402 Organizational Behavior
- ORGL 408 Action Research
- ORGL 415 Leadership Communication

Fourth Semester

- ORGL 406 Organizational Development and Change
- ORGL 413 Human Resource Development
- ORGL 435 Organizational Leadership Senior Capstone
- UNIV 459 University Capstone

Number of credits

The University of Charleston ORGL is a 120-hour degree completion program targeted to working adults with three years of work experience, which have at least 40 hours of transfer, prior learning, or equivalent credit. The ORGL major is 45 credit hours spread over 4 semesters of 12 hours credit.

What is required?

The ORGL in organizational leadership requires completion of 120 credit hours including the 45 core leadership credits in addition to meeting the University's Liberal Learning Outcomes requirements.

MASTER OF BUSINESS ADMINISTRATION AND LEADERSHIP (MBAL)

Dr. David L. Luechauer, Program Director

Program Description

The Master of Business Administration program prepares our graduates to be dynamic, innovative and entrepreneurial business leaders with a community focus and global perspective.

Our sixteen-month program is distinguished by 1) a problem-based learning (PBL) approach in the classroom, 2) extensive experiential activities outside the classroom, and 3) theoretical and practical leadership training. PBL is a form of active and collaborative learning that presents students with real-world business problems, requiring you to identify what you know and what you need to know (or learn) to find solutions. Students work in faculty-guided teams to analyze complex problems, identify information needs, create and evaluate alternatives, and work effectively in the context of a team environment.

The experiential component of the program provides students with opportunities to translate theory into practice, understand organizational realities, develop non-technical skills essential to success in organizational life, and close the “knowing-doing gap” created by traditional programs.

Students are paired in professional mentoring relationships with one or more Charleston-area business leaders. These active relationships continue throughout the program and contribute greatly to the development of your professional life and networks of personal contacts in the business community. Students also gain experience in a foreign culture and business environment through the summer session International Practicum.

The program is designed primarily for students moving directly into graduate school after completing a bachelor’s degree, and the students completing the University of Charleston’s MBAL Scholars Program. Students with degrees in disciplines other than business may be required to attend/complete an intensive course reviewing fundamental principles and functional business skills prior to entering the first semester. New cohorts enter each fall semester.

Admission Requirements

(Visit: http://www.ucwv.edu/business/emba/application_information.aspx)

To be admitted to the Program, applicants should have the following:

- A bachelor’s degree from a regionally accredited institution;
- A cumulative GPA of 3.0 in undergraduate work;
- At least three years of professional work experience;
- Two or more professional recommendations, including one from the applicant’s current employer that addresses both career potential and the individual’s ability to take on graduate-level work; and
- An interview with the Program Coordinator.

Prospective students may also request admissions information by contacting :

University of Charleston
Office of Admissions
2300 MacCorkle Avenue SE
Charleston WV 25304
1-800-995-4682
mbal@ucwv.edu

Learning Outcomes

At the conclusion of the MBAL course of study, the graduate will demonstrate the ability to:

- Adapt and innovate to solve problems, to cope with unforeseen events, and to manage in unpredictable environments;
- Communicate effectively in business situations—verbally, written, and in a team setting;
- Translate ethical values into business practice;
- Actively participate in a global setting;
- Apply analytical and creative thinking skills;

- Synthesize leading edge concepts and practical experience to lead others and facilitate change; and
- Apply a full range of business theories to workplace and community situations.

Academic Year 2014-15 Tuition and Fees

Tuition for the MBAL Program is \$9,000 per semester. Some Graduate Assistantships may be available. The tuition for the summer International Practicum is \$6,000. A comprehensive fee of \$100 is charge each semester.

Refunds

Should an MBAL student withdraw from the Program, the following policies and procedures pertain:

- Death of the student, spouse, parent or child: Should any of these events transpire during a semester, a tuition refund will be granted, prorated based on the number of classes attended in the semester of withdrawal. Tuition refunds will not be granted for other causes. If the authorized withdrawal occurs at the end of a semester, the student will not be charged for the next semester provided written notification is given to the Program Coordinator in advance of registration for the next semester. If the withdrawing student has already participated in the International Practicum, he/she will be responsible for any remaining amount due for their prior participation in the Practicum.
- Withdrawal Procedure: Students withdrawing from the Program for any reason must immediately provide the Program Coordinator a written, signed and dated request with rationale. The student will be officially withdrawn when the required notification has been recorded in the Student Solutions Center. The student will be notified in writing once the withdrawal is official.

Contact Information

Coordinator:

Dr. David L. Luechauer - (304) 357-4757

davidluechauer@ucwv.edu or mbal@ucwv.edu

Administrative Assistant:

Equities House Campus: Ms. Cheryl Fout - (304) 357-4373

cherylfout@ucwv.edu

Assistant Director of Transfer & MBAL Admissions:

UC Admissions: Ms. Ashley Wheeler - (304) 357-4866

ashleywheeler@ucwv.edu

Program Structure

Students should maintain a cumulative GPA of 3.0 in the Program and must have a minimum cumulative GPA of 3.0 for graduation. Students falling below this level at the end of a semester will be placed on academic probation and may be required to do remedial work under the supervision of faculty members. Students must achieve a cumulative GPA of 3.0 by the end of the semester following the one in which the probation period was established or be considered for dismissal from the Program.

Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Coordinator grants a delay due to extenuating circumstances.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA)

Professor Rick Ferris, Program Director

Dr. David Latif, Director of the Healthcare Management Concentration

Program Description

The University of Charleston's fifteen-month Executive MBA Program is tailored specifically for working professionals. The program is offered in a hybrid format with meetings one night a week and a substantial online component. The EMBA program is designed to increase the analytical, decision-making and managerial business skills of student participants. Instruction involves cross-functional, cross-industry and boundary-spanning perspectives on management. Students are exposed to problems and solutions in finance, marketing, supply chain management, accounting, human resource management, operations, information systems and business law.

The use of complex business cases requires students to assume the roles and responsibilities of organization leaders and managers. Students work in teams as they encounter organizational issues, problems, and opportunities in a simulated business environment. The challenges and tasks confronting students are modeled on those faced by managers on a daily basis in real-world situations.

Instruction is provided via stand-alone learning modules plus a ten-day international experience to allow students to view and analyze non-US business models. All modules be taught at the University's Equities House campus downtown Charleston. Each module features its own separate instructional team made up of faculty and corporate executives who promote integration of theory and practical solutions using lectures, seminars, case studies, simulations, and workshops. The members of the instructional teams serve as facilitators of managerial task performance, as instructors of foundational and functional materials, and as assessors of student competencies and development. The international experience provides students with opportunities to meet with host country business leaders, educators, US companies located overseas, and U.S. government personnel stationed in the host country. Recent itineraries have included the Panama, Ireland, Italy, France, Spain, the Netherlands, Brazil, and China.

A key element of the EMBA Program involves completion of capstone projects where each team acts as consultants to a local business for all fifteen months of the Program. During the final Program module, each team presents its consultancy report to boards and directors of the local business it has studied, offering recommendations for change in every affected area of management. Past reports have been viewed favorably by the affected organizations and have resulted in measurable changes in many businesses.

Students may choose an optional concentration in the area of Healthcare Management (HM) that may require extra course work and additional cost.

Admission Requirements (Visit:

http://www.ucwv.edu/business/emba/application_information.aspx)

To be admitted to the Program, applicants should have the following:

- A bachelor's degree from a regionally accredited institution;
- A cumulative GPA of 3.0 in undergraduate work;
- At least three years of professional work experience;
- Two or more professional recommendations must be provided, including one from the applicant's current employer that addresses both career potential and the individual's ability to take on graduate-level work; and
- An interview with the Program Coordinator.

Learning Outcomes

At the conclusion of the EMBA program, the graduate will demonstrate:

- The ability to evaluate business problems by using modeling and systems analysis across business functional areas;
- Effective written and verbal communication skills, especially in an interpersonal, team activity environment;
- Principles of executive leadership and managerial development;
- An understanding of the impact of contemporary business trends on business decisions;
- Principles of strategic planning to improve long-term business viability; and
- An understanding of the various forms of economic systems and models used by world-class organizations.

Academic Year 2014-15 Tuition and Fees

Tuition for the program is \$25,000 (includes books and the International Practicum). The optional concentration in HM may require additional course work and an additional tuition. In addition, a comprehensive fee of \$100 is due each semester (fall, spring, and summer). Full payment for each module is due prior to the beginning of the first class. A graduation fee of \$150 for all graduating students is due at time of graduation application.

Refunds

The weekly hybrid format consists of weekly meetings in addition to required online work each week. Should an EMBA student withdraw from the Program, the following policies and procedures pertain:

- Death of the student, spouse, parent or child; job or position change, including job relocation: Should any of these events transpire during a module, prorated tuition for that module will be reimbursed for each of the module lessons not yet completed. Textbooks must be returned in serviceable condition.
- Dissatisfaction with the Program or any personal reason beyond that listed above: Should withdrawal of this nature transpire during a module, the student

will not be reimbursed for the unfinished module. If withdrawal occurs at the end of a module, the student will not be charged for the next module provided written notification is given to the Program Coordinator in advance of registration for the next module. If the withdrawing student has already participated in the International Practicum, he/she will be responsible for the remaining amount due for their prior participation.

- **Withdrawal Procedure:** Students withdrawing from the Program for any reason, must immediately provide the Program Coordinator a written, signed and dated request with rationale. The student will be officially withdrawn when the required notification has been recorded in the Student Solutions Center. The student will be notified in writing once the withdrawal is official.

Contact Information

Coordinator:

Professor Rick Ferris – (304) 720-6680

frederickferris@ucwv.edu or emba@ucwv.edu

Director of the HM concentration:

Dr. David Latif - (304) 357-4882

davidlatif@ucwv.edu

Administrative Assistant:

Equities House Campus: Ms. Cheryl Fout - (304) 357-4373

cherylfout@ucwv.edu

Enrollment Representative:

UC Admissions: Bobby Redd - (304) 860-5621

bobbyredd@ucwv.edu

Program Structure

The EMBA Program's learning modules are offered at the Equities House Campus, 900 Virginia Street East, Suite 200, Charleston, WV, 25301 or on the main campus in Charleston, Beckley or Martinsburg. The weekly hybrid evening program will meet at the assigned location one night each week over the fourteen month program, and will participate in approximately two hours of on-line activities each week. The ten-day international experience occurs in late spring or early summer for both EMBA meeting schedules.

Graduation from the EMBA Program requires a minimum cumulative GPA of 3.0, calculated using:

- The final grade for each module; and
- The pass/fail grade on a paper relating to the international experience.

Students should maintain a minimum cumulative GPA of 3.0 in the Program at all times. Students falling below this level at the end of a module will be placed on academic probation and may be required to do remedial work under the supervision of faculty

members. Students must achieve a cumulative GPA of 3.0 by the end of the module following the one in which the probation period was established or be considered for dismissal from the Program. Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Coordinator grants a delay due to extenuating circumstances.

MASTER OF FORENSIC ACCOUNTING (MFAcc)

Dr. Robert J. Rufus, Program Director

Program Description

The Master of Forensic Accounting (MFAcc) Program is the premier graduate degree in accounting. Forensic accounting defined as the application of accounting principles and analysis in a legal setting, is expected to be among the fastest-growing career fields in the next decade. The practice of forensic accounting is divided into two primary components: (1) litigation services; and (2) investigative services. Litigation services, which are provided in connection with actual or potential legal actions, include expert witness and consulting services. Investigative services, which generally do not involve litigation, include fraud investigation, detection, deterrence and mitigation.

The MFAcc Program is specifically designed to accommodate the time constraints of working professionals in a variety of fields, including accounting, finance, management, criminal justice, sociology, psychology, law, and computer science. Its unique hybrid structure maximizes the joint benefits of online learning and traditional face-to-face instruction.

The Program's curricular framework is founded on both theory and practical application. Primary content areas include criminology, professional research and writing, persuasive communication, legal framework, professional ethics, data analysis, and fundamentals of the various forensic accounting engagements (fraud investigations, business valuations, calculations of economic damages, etc.). Each successive module builds upon the previous modules to create a unified learning experience. Multiple educational approaches are used, including case studies, simulations, interactive lectures, guest speakers, field learning, and peer-to-peer information sharing. Most importantly, the Program's instructors bring their real-world expertise and practical knowledge to the classroom to share with the students.

Admission Requirements

(Visit: <http://www.ucwv.edu/business/mfa/admissions.aspx>)

To be admitted to the Program, applicants should have the following:

- An undergraduate degree from a regionally accredited institution;
- A cumulative GPA of 3.0 or higher in undergraduate work; and
- Prerequisite course work of 6 semester hours in accounting, 6 semester hours in economics, and 3 semester hours in finance

- Two or more professional recommendations must be provided, including one from the applicant's current employer that addresses both career potential and the individual's ability to take on graduate-level work.
- An interview with the Program Director.

Learning Outcomes

At the conclusion of the MFAcc course of study, the graduate will demonstrate the ability to:

- Explain the roles and responsibilities of the forensic accountant in society, including professional standards and ethical considerations;
- Creatively integrate data, knowledge and insight to facilitate sound judgments and opinions;
- Use problem-solving skills, such as critical thinking and reasoning, to develop meaningful inferences and conclusions from known or assumed facts;
- Apply research as an investigative process;
- Identify sufficient relevant data, apply various quantitative and qualitative methods of evaluation, and interpret results to reach reasonable conclusions; and
- Effectively communicate complex concepts in both written and oral form, in a manner that is legally sufficient for the unique context.

Academic Year 2014-2015 Tuition and Fees

Tuition for the complete Program is \$6,000 per each of the five modules described in the paragraph entitled "Program Structure" below. In addition, a comprehensive fee of \$100 is due each semester (fall, spring, and summer). Full payment for each module is due prior to the beginning of the first class. A graduation fee of \$150 for all graduating students is due at time of graduation application.

Refunds

Each learning module consists of twelve weeks of instruction. Should an MFAcc student withdraw from the Program, the following policies and procedures pertain:

- Death of the student, spouse, parent or child; job or position change, including job relocation: Should any of these events transpire during a module, 1/12 of the tuition for that module will be reimbursed to the student for each week of instruction not yet completed, plus full reimbursement for any subsequent modules. Textbooks must be returned in serviceable condition.
- Dissatisfaction with the Program or any personal reason beyond that listed above: Should withdrawal of this nature transpire during a module, the student is not reimbursed for the unfinished module. Students will be reimbursed for subsequent modules provided written notification is given to the Program Director in advance of registration for the next module. If such notification is not received, the student will not be reimbursed for the next module;
- Withdrawal Procedure: Students withdrawing from the Program for any reason must immediately provide the Program Director a written, signed and dated request with rationale. The student will be officially withdrawn when the

required notification has been recorded in the Student Solutions Center. The student will be notified in writing once the withdrawal is official.

Contact Information

Director

Dr. Robert J. Rufus

mfa@ucwv.edu

Administrative Assistant:

Equities House: Ms. Cheryl Fout - (304) 357-4373

cherylfout@ucwv.edu

Enrollment Representative:

UC Admissions: Bobby Redd – (304)-860-5621

bobbyredd@ucwv.edu

Program Structure

The MFA Program is comprised of five twelve-week modules, offered over a fourteen-month period. During the entire program, students meet for a total of seven two-day sessions at the Equities House, 900 Virginia Street East, Suite 200, Charleston, WV 25301. Each two-day session is held on Friday afternoon and evening and all day Saturday. Meals—including Friday dinner and Saturday breakfast and lunch—are provided. Between the on-campus sessions, students complete both individual and group assignments and participate in a variety of interactive online learning experiences—discussion forums, live chats, videos, etc. All examinations and presentations, as well as the capstone experience, are conducted during the on-campus sessions.

Graduation from the Program requires a minimum cumulative GPA of 3.0, calculated using the final grade for each of the five modules. Students should maintain a minimum cumulative GPA of 3.0 in the Program at all times. Students falling below this level at the end of a module will be placed on academic probation and may be required to do remedial work under the supervision of faculty members. Students must achieve a cumulative GPA of 3.0 by the end of the module following the one in which the probation period was established or be considered for dismissal from the Program. Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Coordinator grants a delay due to extenuating circumstances.

MASTER OF SCIENCE IN STRATEGIC LEADERSHIP (MSSL)

Dr. Cal Latham III, Program Director

Mission Statement

The SL program prepares motivated adult learners for strategic leadership roles as scholar-practitioners engaged in productive work, enlightened living, and community service.

Unique strengths of program for students

SL graduates are prepared to strategically and purposefully lead others as they engage in leadership roles in a variety of organizational settings. They are fully enabled for a life of productive work, enlightened living, lifelong learning and community involvement and service by using the foundation of a liberal education and having earned a competency-based master's degree in strategic leadership.

From the Faculty: brief statement about the program

The University of Charleston's program in strategic leadership (SL), targeted to adults working in leadership positions, is based on the proposition that leadership relates closely to the ability of one to influence the behavior of others to affect organizational outcomes. The SL is designed to enhance the participant's ability to solve real problems, in real time and for real organizations. Throughout the program, participants will be asked to analyze and make recommendations about actual organizational events. Our hope is that the program's participants will approach these challenges and problems the same way they would at work.

Admissions requirements

A bachelor's degree from a regionally accredited college or university, with a minimum GPA of 3.0 for full admission or 2.5 to be considered for provisional admission. A GPA of less than 2.5 will require additional supportive documentation to be considered for provisional admission. There is no GRE or GMAT score requirement.

Program outcomes

The program will develop your ability to lead through a combination of leadership theory and practice. You'll learn how to:

- Assess, develop, and articulate reasoned judgments on strategic issues
- Design integrated strategic plans for organizations, communities, or institutions related to the graduate's area of specialization
- Develop processes for sustainment of strategic capacity of organizations, communities or institutions
- Create processes for ensuring engagement and accountability in implementation of strategic initiatives
- Synthesize learning from program and personal experiences to create a plan for continued growth as a strategic leader in your area of specialization for organizations, communities or institutions

What will you study?

Designed especially for working adults with busy lives, the program's format combines once-a-week class meetings, weekly online chats, group projects, and individual assignments. Whether you study online or in the classroom, you can complete the entire program in about 16 months. The SL major requires 27 hours of Strategic Leadership core courses and 9 hours from one of the areas of specialization.

Required Courses:

GSL 504. Organization, Group and Team Leadership 3 Credits

GSL 506. The Human Side of Organizations	3 Credits
GSL 507. Reframing Leadership	3 Credits
GSL 510. The Art and Science of Leadership	3 Credits
GSL 512. The Leadership Challenge	3 Credits
GSL 601. Organizational Theory	3 Credits
GSL 605. Organizational Performance	3 Credits
GSL 610. Strategic Thinking	3 Credits
GSL 629. Research Methods	3 Credits

Specialization Courses

Business Management

SLBM 640 Customer-centric Organizations	3 Credits
SLBM 650 Financial Literacy for Decision-making	3 Credits
SLBM 690 Strategic Leadership in Business Management Capstone	3 Credits

Cyber Security

SLCS 640 ISC2 Systems Security Certified Professional(SSCP)	6 Credits
SLCS 690 Strategic Leadership in Cyber Security Capstone: ISC2 Certified Information Systems Security Professional(CISSP)	3 Credits

Project Management

SLPM 640 Introduction to Project Management	3 Credits
SLPM 650 Advanced PM Tools & Techniques	3 Credits
SLPM 690 Strategic Leadership in Project Management Capstone	3 Credits

Strategy as Practice

SLSP 640 Strategy as Practice I	3 Credits
SLSP 650 Strategy as Practice II	3 Credits
SLSP 690 Strategic Leadership in Strategy as Practice Capstone	3 Credits

Number of credits

The SL requires 36 credit hours with a cumulative GPA of 3.00 for graduation.

SPORTS ADMINISTRATION (SPAD)

Dr. Bruce Lund, Program Director

Mission

Our mission is to foster the growth of students and challenge them to deepen their critical thinking skills through experiential learning, to use technology in novel ways, and to generate unconventional ideas in order to become sports professionals who will impact change in their local and global communities through the use of sports.

Features

- Emphasis on business core prepares students for successful internships and leadership roles in sport businesses

- Use of technology to expand the learning environment in an experiential manner and develop increased awareness of the sports business industry
- Core business classes and concentrations in Management (leadership roles) or Communication (sports information and communication) offer opportunities for specialization
- University’s location in region’s business, financial, government, and medical center offers practical work experience opportunities

From the Faculty

“The Sports Administration program blends liberal learning, business, and sports administration courses in a curriculum designed to prepare graduates for positions with college and school athletic programs, professional sports organizations, sports sponsorship and marketing agencies, and multipurpose facilities.”

Admission Requirements

Students must gain general admission to the University of Charleston. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged.

Program Outcomes

At the conclusion of this course of study, graduates will demonstrate the following:

- Demonstrate the ability to think critically as a Sports Administration major and future industry professional;
- Perform as a member of a team in varying capacities, environments, and levels of responsibility;
- Exhibit problem solving ability;
- Demonstrate information literacy in course projects and out-of-class sports projects;
- Demonstrate the ability to identify, discuss, and analyze sports issues, events, and trends from a national , international, and historical perspective; and
- Demonstrate the ability to use multiple pieces of technology and digital media to create innovative and effective communication pieces.

What You Will Study

The Sports Administration major consists of a core of business classes and will also include two concentrations, management and communications, from which students will select additional courses in an effort to specialize their curriculum. The management concentration will prepare students for leadership roles in sports. The communication concentration will allow students to take classes that will prepare them for careers in sports information, journalism and sports communication.

The Sports Administration Core:

ACCT 201	Principles of Accounting I	3 credits
ACCT 202	Principles of Accounting II	3 credits
BUSI 151	Introduction to Business	3 credits
BUSI 202	Principles of Macroeconomics	3 credits
BUSI 317	Business Statistics	3 credits

FINA 312	Business Finance	3 credits
MGMT 311	Principles of Management	3 credits
MGMT 420	Organizational Behavior	3 credits
MRKT 321	Principles of Marketing	3 credits
SPAD 101	Orientation to Sports Administration	2 credits
SPAD 297	Internship Seminar	1 credit
SPAD 298	Practicum Experience	3 credits
SPAD 301	Sports Marketing	3 credits
SPAD 325	Sports Information/Media	3 credits
SPAD 335	Sports Governance & Ethics	3 credits
SPAD 420	Sports Sponsorship & Sales	3 credits
SPAD 460	Sports Law	3 credits
SPAD 498	Sports Admin. Internship	<u>3-6 credits</u>

Total: 51-54 credits

Courses Required for the Management Concentration

SPAD 320	Facilities Management	3 credits
SPAD 330	Event Management	3 credits
MGMT 318	Organ. & Operation Small Business	<u>3 credits</u>

Total: 9 credits

Courses Required for the Communication Concentration

COMM 100	Intro to Mass Communications	3 credits
COMM 220	Media Writing	3 credits
ICOM 225	Introduction to Public Relations	<u>3 credits</u>

Total: 9 credits

Freshman Year

Fall Semester

UNIV 101 Orient. to University	1
NSCI 1XX Issues in Biology	4
COMM 101 Fresh. Writing I*	3
BUSI 151 Intro. to Business	3
SPAD 101 Orientation to SPAD	2
UNIV 112 Intro Ethical Practice*	1
SPAD 297 Internship Seminar	<u>1</u>

Total: 15

Spring Semester

UNIV 102 Orient. to University	2
HUMN 101 Intro to Humanities	3
BUSI 201 Microeconomics	3
MATH 121 College Algebra	3
COMM 102 Fresh. Writing II*	3
COMM 103 Oral Comm Fund*	3

Total: 17

* Indicates a portfolio course. Portfolios can be completed in the following courses:

- COMM 101 can be obtained in UNIV 101, NSCI 105, HUMN 110, or SSCI 105
- COMM 102 can be obtained in HUMN 110, NSCI 105, or SSCI 105
- COMM 103 can be obtained in UNIV 102, HUMN 110, NSCI 105, or SSCI 105
- UNIV 112 can be obtained in UNIV 102

Sophomore Year

Fall Semester

ENGL XXX Literature Course	3
SPAD 325 Sp Info/Media	3
ACCT 201 Prin. of Accounting I	3
SPAD 298 Practicum Experience	<u>1-3</u>

Spring Semester

Global Literacy LLO Course	3
SPAD 320 Facilities Mgmt	3
ACCT 202 Prin. Accounting II	3
MGMT 311 Prin. Management	<u>3</u>

SPAD 330 Event Management	3	Elective Course	3
Total:	13-15	Total:	15

Junior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
MRKT 321 Prin. of Marketing	3	BUSI 317 Business Statistics	3
MGMT 420 Org. Behavior (Svc Lrg)	3	SPAD 301 Sports Marketing	3
Mid-Level Critical Thinking LLO	3	SPAD 335 Sports Gov & Ethics	3
Historical Literacy Course	3	Mid-Level Creativity Course	3
MGMT 318 Org & Op Small Bus	3	FINA 312 Business Finance	3
Total:	15	Total:	15

Senior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
UNIV 459 Senior Capstone	3	Elective Course	3
SPAD 420 Sports Sponsorship/Sales	3	Elective Course	3
Physical Science Course	3	SPAD 460 Sports Law	3
Elective Course	3	SPAD 498 Internship in	3-6
Elective Course	3	Sports Administration	
Total:	15	Total:	12-15

Additional credits may be earned in the freshman year by completing portfolios and other requirements as described in the section of this *Academic Catalog* entitled “First Year Experience.”

Additional Requirements

Students must meet all Liberal Learning Outcomes required for graduation from the University of Charleston. In order to receive credit toward completion of the Sport Administration requirements for graduation, a student must achieve a grade of “C” or higher in each Sport Administration course. Students must also complete a comprehensive examination in the final semester of the senior year.

Completing a Double Major

The design of the Sports Administration program encourages students to complete a second major or a minor in another field through judicious selection of elective courses. For example, a student may decide to obtain a second major in Communications or English, or may elect to obtain the Independent Minor in Business. Students should consult with program faculty to select a program and coursework that will support the Sports Administration major.

DOCTOR OF EXECUTIVE LEADERSHIP (DEL)

Dr. Ruth Wylie, Program Director

Mission Statement

The mission of the DEL is to develop leaders capable of integrating theory with practice at the executive level for sustainability and service in organizations, communities or institutions in an increasingly complex world..

Unique Strengths of Program for Students

DEL graduates are able to generate, conserve, and transform leadership knowledge and practice while developing other aspiring leaders to become scholar-practitioners. The DEL accomplishes this purpose by creating an intellectual community that promotes critical thinking and deep reflection, facilitates both creativity and rigor, and develops the research skills necessary for executive leadership, scholarly integration and lifelong learning and community service.

From the Faculty

The DEL is premised on the groundbreaking research done by the Carnegie Foundation's Center for the Advancement of Teaching on the current state of doctoral education in the United States. The purpose of the DEL is to produce the next generation of senior-level leaders who are both scholars and practitioners and are capable of integrating theory and practice in the field of leadership. Such future leaders are necessary to ethically guide institutions, organizations, and communities in an increasingly complex, dynamic, and diverse world. These scholar-practitioners will be capable of generating, conserving, and transforming leadership practice and knowledge and developing other aspiring leaders to become leadership scholar-practitioners.

Admissions Requirements

To apply for admission to the program, candidates must complete an application packet that includes the application for admission, official transcripts from all colleges and universities attended, a five-page discussion paper describing the applicant's leadership-related goals and anticipated contribution to a doctoral leadership cohort, a resume detailing a minimum of five years of professional experience in a leadership role, and letters of academic and professional recommendation. Applicants are required to have a master's or first professional degree from a regionally accredited institution with at least a 3.00 GPA. Once the application is complete, the program's admissions committee interviews prospective students.

Program Outcomes

In order to achieve the desired program outcome of producing scholar practitioners capable of leading at the executive level the following DEL individual student learning outcomes are established:

- Sense and shape opportunities for, and threats to, future growth and development through embedding scanning, creative, and learning processes into organizations, communities, or institutions.
- Make timely judgments to seize opportunities and to bring about those decisions by a) developing and rewarding creative action and b) diminishing assets and processes that no longer add value.
- Assemble, align, and reconfigure tangible and intangible assets to sustain organizations', communities', or institutions' viability for the future.

- Model, design, and implement scholar-practitioner practices and processes to develop ethical leadership in organizational, community, or institutional contexts.
- Assess existing research and practices and design, conduct, and interpret research to contribute to the theory and practice of leadership within one’s discipline and in interdisciplinary, multidisciplinary, or transdisciplinary contexts.
- Generate and critically evaluate new knowledge, conserve the most important ideas and findings that are a legacy of past and current work and engage in the transformational work of communicating knowledge responsibly to others.

What will you study?

The Doctor of Executive Leadership is a 58-credit-hour course of study that focuses on leadership in context across disciplines and boundaries in a global environment. The program sequence includes 27 leadership core credits, 12 research credits, 10 credits for pro-seminars and portfolios and 9 credits for the dissertation. For a detailed list of courses, please see the Course Listing section of this catalog under “Doctor of Executive Leadership Courses.”

Leadership Core Courses:

DEL 710 Leadership Theories and Perspectives	3 Credits
DEL 720 Leadership in Context	3 Credits
DEL 730 Ethics: Values and Decision Making	3 credits
DEL 740 Organizational Dynamics	3 Credits
DEL 750 Collaborative Leadership	3 Credits
DEL 760 Leadership Development	3 Credits
DEL 810 Complexity and Sustainability	3 Credits
DEL 820 Global Leadership	3 Credits
DEL 830 Executive Decision-Making	3 Credits

Research Courses:

DEL 700 Culture of Inquiry	2 Credits
DEK 727 Leadership Research and Design Logic	3 Credits
DEL 800 Responsible Conduct of Research	1 Credit
DEL 805 Quantitative Research	3 Credits
DEL 815 Qualitative Research	

Demonstration of Readiness

The completion of all 700-level and 800-level coursework with a GPA of 3.0, or above, the acceptance of the dissertation proposal, and the successful submission of the prescribed portfolio constitutes candidacy and readiness to begin data collection.

Pro-Seminar Series

The Pro-seminar courses are designed to engage participants in their own professional development, to facilitate the development of group and individual experiential goals, and to provide the framework and support needed to meet these goals. Participants reflect on their experiences as graduate students, evaluate the program, and plan for those

elements which will be important in their future as professionals and stewards of the discipline. These courses are a transition to post-graduate careers and provide a means of integrating students into a larger professional community.

Pro-Seminar Series:

DEL 900	Creating Portfolios	1 Credit
DEL 910	Generating, Conserving, and Transforming Knowledge I	3 Credits
DEL 920	Generating, Conserving, and Transforming Knowledge II	3 Credits
DEL 930	Generating, Conserving, and Transforming Knowledge III	3 Credits

Dissertation level coursework:

DEL 901	Dissertation I	3 Credits
DEL 902	Dissertation II	3 Credits
DEL 903	Dissertation III	3 Credits
DEL 904	Dissertation Continuation	1-3 Credits

BERT BRADFORD SCHOOL OF HEALTH SCIENCES

Dr. Josephine A. Kahler, Dean

The primary goal of the School of Health Sciences is to prepare ethical, competent, safe and compassionate health care professionals. In addition to participation in specialized classroom and clinical instruction appropriate to a particular health science program, each student is required to take certain courses to meet Liberal Learning Outcomes. Courses outside the major are chosen to provide health care practitioners with an awareness of problems in society and foster their development as an enlightened person and a contributing member of society.

Associate of Science Degrees are offered in the following:

- NURSING (Pending approval from the WV BON)
- OCCUPATIONAL THERAPY ASSISTANT
- RADIOLOGIC TECHNOLOGY

Bachelor of Science degrees are offered in the following:

- ATHLETIC TRAINING
- DIAGNOSTIC MEDICAL SCIENCE
- HEALTH PROMOTION
- NURSING
- RN-BSN (on-line program)
- RADIOLOGIC SCIENCE

Master of Science degree offered in the following:

- PHYSICIAN ASSISTANT

Students in the Bert Bradford Division of Health Science programs enjoy on-campus clinical classrooms and access to a wide variety of excellent clinical settings. The School's faculty have developed a unique core of classes designed to give students a common understanding of important health care concepts and issues and an appreciation of collegial relationships among the health care professions.

Admission to all Health Science programs is competitive. Students must first be admitted to the University of Charleston and then apply to the Health Science program of interest. Each program has identified requirements and procedures for admitting students. Students who are interested in a given program should contact the program directly and follow the instructions for application. The number of students admitted to each program is limited by faculty resources and availability of clinical sites and may vary from year to year.

The curriculum for Health Science programs is carefully structured to help students succeed in entering the profession of their choice. Students must consult closely with major advisors and program faculty to insure they are following required sequences and are taking courses that will assist them in meeting the University of Charleston's Liberal Learning Outcomes.

Health Science Courses

HSCI 103	Math for Medication	1 credit
HSCI 201	Assessment I	2 credits
HSCI 201L	Assessment I Lab	1 credit
HSCI 202	Assessment II	2 credits
HSCI 202L	Assessment II Lab	1 credit
HSCI 204	Nutrition	3 credits
HSCI 206	Health Communication	2 credits
HSCI 302	Health Ethics and Policy	3 credits
HSCI 304	Pathophysiology I	2 credits
HSCI 305	Pathophysiology II	2 credits
HSCI 307	Pharmacology I	2 credits
HSCI 308	Pharmacology II	2 credits
HSCI 335	Caring for Dying and Bereaved	3 credits
HSCI 401	Leadership and Management	3 credits
HSCI 402	Research I	3 credits
HSCI 403	Research II	2 credits

Students enrolled in HSCI 201 and 202 pay a \$25 laboratory fee.

Full descriptions of these courses can be found in the "Undergraduate Course Listings" section of this *Academic Catalog*.

ATHLETIC TRAINING PROGRAM (AT)

Dr. Ericka P. Zimmerman, Program Director

- Accredited by the Commission on the Accreditation of Athletic Training Education (CAATE)

- Dynamic and hands-on academic experience integrating knowledge and skills
- Clinical education experiences in a variety of health care settings
- Graduates are eligible to sit for Board of Certification (BOC) examination to become a Certified Athletic Trainer
- Opportunities to earn additional credentials: Corrective Exercise Specialist (CES) and Performance Enhancement Specialist (PES) through the National Academy of Sports Medicine
- Nationally recognized students, with three national scholarship recipients in the past two years
- 94% pass rate on the BOC examination for the most recent three year aggregate
- 100% acceptance into the graduate field of choice and 100% job placement upon graduation for the most recent three year aggregate

Athletic Training Profession

Athletic Trainers are health care professionals who collaborate with physicians to optimize activity and participation of patients and clients across age and care continuums. Athletic training encompasses the prevention, emergency care, clinical diagnosis, therapeutic invention and rehabilitation of injuries and medical conditions. Employment settings include universities, high schools, military, rehabilitation centers, performance enhancement facilities, police departments, physician offices as physician extenders, hospitals, performing arts, employer based rehabilitation centers, and professional sports.

Program Description

The Athletic Training (AT) Program is a very dynamic and hands-on academic experience incorporating learning over time through classroom work that transcends to clinical experiences. The wide variety of clinical education experiences provides students with a broad foundation of knowledge, which can lead to increased employment and graduate school opportunities. Students can tailor their undergraduate preparation for employment settings and to seek entrance into graduate school programs such as post-professional athletic training, sports psychology, exercise physiology, cardiac rehabilitation, adult fitness, physical therapy, physician assistant programs, occupational therapy, and medicine.

Students have hands-on clinical experiences with athletic trainers in numerous locations - on-campus varsity athletics, other universities, high school, rehabilitation centers, hospitals, physician offices, and performance enhancement centers. Students also have opportunities for clinical experiences with other health care professionals, including physicians, surgeons, physician assistants, nurse practitioners, occupational therapists, physical therapists, and chiropractors.

Faculty in our department also work clinically with UC athletes. AT students learn the information in the classroom from the same faculty, who can then guide the student during clinical experiences in the application and integration of knowledge and skill in a real world setting. Students are also engaged in the program from the first year at UC – taking Athletic Training courses and completing clinical observation hours. The program is tailored to the student’s interests, with individual meetings with faculty or Preceptors every 3 weeks to evaluate performance and set new goals for the next few weeks. Clinical education experiences allow the student to be engaged in the application of knowledge and skills in a variety of settings during their time at UC. In the last semester

of the program a student is eligible to take the Boards of Certification (BOC) examination to become a Certified Athletic Trainer.

Mission

The mission of the Athletic Training Program is to educate each student on the integration of knowledge, skills, foundational behaviors, and community involvement in the Athletic Training profession.

Program Outcomes

At the conclusion of this program the graduate will:

- Apply and critically examine a body of knowledge in athletic training and related fields.
- Demonstrate clinical proficiency during patient/client interactions.
- Demonstrate inter-professional collaborative practice in healthcare.
- Demonstrate professional communication through verbal and written forms, including use of electronic formats.
- Model foundational behaviors and attitudes that reflect the expectations of the profession and the community.

Accreditation

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). CAATE is the agency responsible for accrediting professional (entry-level) Athletic Training education programs. Their purpose is to develop, maintain, and promote the minimum education standards of quality in athletic training programs. Programs are responsible for demonstrating compliance with the standards in order to maintain recognition as a CAATE-accredited athletic training program. A student must graduate from a CAATE-accredited athletic training program to be eligible to sit for the Board of Certification (BOC) exam to become an Athletic Trainer. To learn more about CAATE, visit the official website at www.caate.net.

Admission

Admission to the Athletic Training Program is competitive. The cohort admitted each year is limited by the availability of clinical sites and preceptors. Applicants submit a completed application in its entirety to the AT Program by **March 15th**. Applications can be found on the AT Program's website. To be considered for admission the applicant must meet the following criteria:

- Earn a minimum 2.75 overall GPA;
- Achieve a minimum of a "C" or higher in all Athletic Training and Health and Natural Science required courses;
 - ATEP 100: Orientation to Athletic Training
 - ATEP 113: Structural Kinesiology
 - ATEP 213: Prevention & Care of Athletic Injuries
 - ATEP 213L: Prevention & Care of Athletic Injuries Lab
 - BIOL 130: Introductory Biology for Majors
 - PSYC 101: Introduction to Psychology

- Complete a minimum of 60 observation hours with an Athletic Trainer obtained during the first two semesters;
- Completion of the Application Packet:
 - Candidate Information Form
 - Letter of Application
 - Resume
 - Undergraduate transcripts
 - Clinical observation hours and service point forms
 - Self-evaluation
 - Four reference evaluations
 - Requirements for Progression and Graduation
 - Proof of current CPR/AED certification (either BLS for the Healthcare Provider or CPR/AED for the Professional Rescuer)
 - Proof of current First Aid certification
 - Signed technical standards form
 - Immunization review and clearance for clinical practice
 - Photograph release form

Applicants submitting completed applications by March 15th and meeting the above criteria will be scheduled for an interview with the AT Program Interview Committee.

Applicants are evaluated on the completed application, letter of application, GPA, course grades, observation hours and clinical evaluations, reference evaluations, interview, and community and professional involvement.

The applicant will be notified of the admission status in writing using the home address by May 30th. Applicants are then responsible for following the procedures for completing a criminal background check. Students failing to submit such evidence will not be allowed to enroll in the practicum courses or participate in the clinical education experiences. In the event the applicant is not admitted to the AT Program, the applicant may re-apply the following year.

What You Will Study

The Athletic Training Program consists of 129 credits, distributed among 71 credits in Athletic Training, 17 credits in Health & Natural Science, and 38 credits in Liberal Learning Outcomes courses. Students must also complete a minimum of 990 clinical education hours that are supervised by a preceptor upon admission into the program and 75 service and continuing education points.

Bachelor of Science Degree in Athletic Training Sample Curriculum Sequence

Freshman Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
ATEP 100 Orientation to AT	2	ATEP 213 Prevention & Care	3
BIOL 130 Intro Biology for Majors	4	ATEP 213L Prevention Care Lab	1

MATH 121 College Algebra	3	ATEP 113 Structural Kinesiology	3
UNIV 101 Orientation to University	1	UNIV 102 University Experience	2
HUMN 101 Intro to Humanities^	3	SSCI 105 Issues in Soc. Science^	3
PSYC 101 Intro to Psychology	3	HIST 212, NSCI 333, SPAD 201*	3

Total: 16**

Total: 15**

Sophomore Year

Fall Semester

ATEP 201 Practicum I	4
ATEP 224 Upper Extremity Assess.	4
HSCI 204 Nutrition	3
BIOL 301 Anatomy & Phys I	3
BIOL 301L Anatomy & Phys I Lab	1

Total: 15

Spring Semester

ATEP 202 Practicum II	4
ATEP 225 Lower Extremity Assess	4
ATEP 226 Assessment of Head, Spine and Thorax	4
BIOL 302 Anatomy & Phys II	3
BIOL 302 Anatomy & Phys II Lab	1

Total: 16

Junior Year

Fall Semester

ATEP 301 Practicum III	4
ATEP 313 Therapeutic Modalities	4
ATEP 370 Physiology of Exercise	3
ATEP 355 Motion Analysis	3
ATEP 333 Pharmacology & Psych.	3

Total: 17

Spring Semester

ATEP 302 Practicum IV	4
ATEP 323 Therapeutic Rehab	4
ATEP 452 Organization & Admin	3
ENGL 312 or 326 *	3

Total: 14

Senior Year

Fall Semester

ATEP 401 Practicum V	4
ATEP 413 General Medical Concerns	3
HSCI 402 Research I	3
HIST 211, ART 100, ART 211*	3

Total: 13

Spring Semester

ATEP 402 Practicum VI	4
ATEP 475 Senior Thesis	3
UNIV 459 Senior Capstone	3
Elective (NSCI 220 suggested)	3

Total: 13

*may be substituted for other courses bearing similar icons and portfolios

**portfolio courses are not listed (i.e., COMM 101, COMM 102, COMM 103, UNIV 112).

Additional Information

Progression Requirements

Students are monitored for satisfactory progression at regular intervals for progression to graduation. To progress a student must:

- Maintain a minimum cumulative GPA of 2.75 on all work completed at the University of Charleston;
- Earn a minimum grade of “C” in all Athletic Training and Health & Natural Science required courses;
- Complete a minimum of 330 clinical hours per year;
- Show progress on earning service and continuing education points as outlined in the *AT Student Handbook*;
- Pass the written, isolated skills, and oral/practical components of the Comprehensive Program Assessment each semester;
- Maintain current CPR/AED certification;
- Maintain documentation of yearly PPD (TB skin test) and seasonal flu vaccine; and
- Follow all policies, procedures, and guidelines as stated in the current copy of the *AT Student Handbook*.

Graduation Requirements

To be eligible for graduation a student must:

- Maintain a minimum cumulative GPA of 2.75 on all work completed at the University of Charleston;
- Complete a minimum of 120 academic credits;
- Earn a minimum grade of “C” in all Athletic Training and Health & Natural Science required courses;
- Complete 60 observation hours with an Athletic Trainer prior to acceptance into the AT Program;
- Complete a minimum of 990 clinical hours, after admission to the program, that are directly supervised by preceptor;
- Complete 75 service and continuing education points as outlined in the *AT Student Handbook*;
- Pass the written, isolated skills, and oral/practical components of the senior comprehensive examination; and
- Complete the program within five years (60 months) upon beginning the practicum courses.

Comprehensive Examination

Students must successfully pass a written, skill, and comprehensive oral examination in the final semester of the year of expected graduation in order to graduate with a Bachelor of Science degree in Athletic Training. The minimum passing rate is 75% on each section of the examination. Each student may repeat a section of the comprehensive examination only two times.

Clinical Experiences

Students are required to have the following clinical education experiences: individual and team sports; sports requiring protective equipment; patients of different sexes; non-sport patient populations; and exposure to a variety of non-orthopedic conditions. Additional policies are contained within the *AT Student Handbook*.

Fees

Students are responsible for all required fees associated with this program. These required fees include, but are not limited to:

- Background Certification to be completed by August 1st of the sophomore year for those formally admitted to the program
- Laboratory Fee (Due at registration for ATEP 100, 213L, 201, 202, 301, 302, 401, and 475; specific amount is posted in the course schedule each semester)
- Liability Insurance (Automatically assigned to the student tuition when enrolled in any practicum course – ATEP 201, 202, 211, 301, 302, 311, 401, 402, and 411; specific amount is determined by the group policy negotiated yearly by administration)
- Medical Kit fees of ~\$100.00 is due by August 1st of the sophomore year for those formally admitted to the program
- Photo ID (\$5.00)
- Clinical Rotation Attire – designated polos and khaki pants and shorts (see *AT Student Handbook* for dress code requirements)

Liability Insurance

For the protection of the students accepted into the AT Program, all students enrolled in practicum and clinical education rotations courses, i.e., ATEP 201, 202, 211, 301, 302, 311, 401, 402, and 411, will be required to carry medical liability insurance from the beginning of the Sophomore year until graduation. This insurance will be provided through a group policy arranged by the University of Charleston and the School of Health Sciences. The student's responsibility is to pay for the insurance premium at the beginning of each semester during registration. This fee will be added to the regular cost of tuition. The liability insurance coverage applies to all classroom and clinical education experiences delineated by the AT Program. **This insurance does not cover student activities, e.g., summer camps, transporting an injured or ill athlete, driving an institutional vehicle, or other similar activities.**

Transfer Students

Students transferring into the Athletic Training Program or switching majors after the end of their Freshman year must go through the application and interview process. These individuals must contact the AT Program Director, as these applications are reviewed on a case by case basis.

Transportation

Students are expected to assume responsibility for transportation to all assigned clinical rotations. Additional policies on clinical experiences are located in the *AT Student Handbook*.

Clinical Rotation Attire

Students are required to follow the clinical rotation attire guidelines during all clinical rotations as outlined in the *AT Student Handbook*, including a Health Science photo identification badge, a watch with a second hand, and designated shirt

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)
Professor Tammy Mollohan, Program Director

- On-site laboratories with six ultrasound machines available for students to apply didactic information in a lab setting prior to entering the clinical setting.
- Students are members of the Society of Diagnostic Medical Sonography (SDMS) and the American Institute of Ultrasound in Medicine (AIUM).
- Program director is registered through the ARDMS in abdomen, ob/gyn, adult echocardiography, and vascular technology; and is a member of the SDMS and AIUM.
- Clinical coordinator for Obstetrics and Vascular clinical placement is registered through the ARDMS in abdomen, ob/gyn, adult echocardiography, and vascular technology; and is a member of the SDMS.
- Clinical coordinator for Abdomen and Echocardiography clinical placement is registered through the ARDMS in abdomen, ob/gyn, and adult echocardiography; and is a member of the SDMS, ASE, and AIUM.

Mission

The mission of the diagnostic medical sonography program is to educate students for a life of productive work by assisting the physician for diagnostic purposes, enlightened living through developing cognitive clinical and professional skills in sonography, and engaged community involvement through social interaction.

Program Outcomes:

Graduates will be able to:

- Apply the technical skills acquired in the program to sonographic examinations for diagnostic purposes.
- Have the cognitive ability to secure ARDMS registry status at the national level in abdomen, obstetrics and gynecology, vascular and/or adult echocardiography.
- Effectively communicate as sonographers by applying techniques that influence message meaning and clarity.
- Analyze strengths and weaknesses related to medical imaging and create strategies to address challenges.
- Devise and implement methods for continued learning of the discipline and growing as sonographers and members of society.

Program Goals

Our goals are to prepare sonographers:

- Who are competent, compassionate, entry-level general, cardiac, and vascular sonographers in the healthcare community;
- Who demonstrate a knowledge level and skill set indicative of securing credentialing at the national level in general, vascular, and cardiac sonography;
- Who understand and communicate effectively across disciplines;
- Who value lifelong learning, are dedicated professionals, and socially responsible citizens.

Faculty is committed to:

- Support students throughout the diagnostic medical sonography program to ensure a thorough understanding of course content and in observing program policies and practices.

- Deliver a quality DMS program that ensures graduates succeed in the medical community through continuous assessment of graduates and employer's satisfaction of knowledge and skills obtained within the program.
- Foster an educational program that serves the communities of interest which includes, but is not limited to, students, graduates, faculty, sponsor administration, employers, physicians, and the public.
- Deliver a course of study that emphasizes the importance of participation in professional sonography organizations, which enables the graduate to assume positions as members and leaders in professional organization and communities.
- Focus on continuous improvement in the Diagnostic Medical Sonography curriculum, allowing students access to up to date information in the field of Sonography.

Admission Requirements

Admission to the DMS program is selective, and acceptance to the University of Charleston does not guarantee admission into the DMS program. Acceptance is limited to the number of available clinical sites; those who have successfully completed appropriate prerequisites; and meet specific GPA requirements of at least a 2.75.

- Anatomy and physiology (**BIOL 212 and 212L must be taken through UC)
- College algebra
- English and communication
- Humanities
- Social Science
- General Physics for Sonography (**SONO 101 must be taken through UC)
- Psychology
- Ethical Practice
- University Courses

All students must complete prerequisites by the end of the spring semester to be eligible to apply for the DMS Program beginning each fall. Applications are accepted each summer semester and must be submitted by **June 15th** to the DMS Program. To be eligible to enter the selection pool for the DMS program a student must:

- Earn a minimum 2.75 cumulative GPA;
- Achieve a minimum of a "B" or higher in BIOL 212, 212L, MATH 121 and SONO 101;
- Achieve a minimum of a "C" or higher in all other prerequisite courses;
- Student must complete the entrance exam prior to being accepted into the DMS program. Students will be notified of the date for the entrance exam. The entrance exam given will cover content from prerequisite courses.
- Completion of the Student Information Packet that is sent out to qualifying students during the spring semester.

Applicants will be notified in writing of his/her admission status by **August 1st**.

Background Check Notification

All DMS students at University of Charleston - Beckley are required to complete background checks prior to entering the clinical setting. This information may be

disclosed to the clinical facility the student will be assigned to for their clinical rotations. Students who enter the DMS Program that have a criminal record may not be able to complete the clinical component of their education, resulting in a failure to obtain a degree.

Furthermore, many employers require their sonographers to sit for the ARDMS examinations and become registered in the specialty in which they practice. **The ARDMS has a discipline policy in place, which all applicants must abide by in order to sit for their boards.** If a person has been convicted of any crime, they will be required to complete a pre-application process (\$150 fee) in order to be considered for taking the exam(s). This information can be found on the ARDMS website at:

http://www.ardms.org/apply/discipline_ada_appeal_process_information/compliance_with_ardms_discipline_policies/

Policies for Progression and Graduation

Eligibility for a degree in Diagnostic Medical Sonography requires completion of program-level clinical and didactic requirements, University-wide Liberal Learning Outcomes, and becoming registered through the American Registry of Diagnostic Medical Sonographers in Abdomen and/or Obstetrics and Gynecology. Those who successfully complete the requirements for a Bachelor's Degree in Diagnostic Medical Sonography are eligible to apply for graduation.

Students must complete the program within four years (48 months) from the first enrollment in the DMS practicum component of the DMS curriculum. Students who do not comply with this requirement must reapply for admission to the program.

To be eligible for graduation a student must:

- Achieve a minimum of a “B” or higher in BIOL 212, 212L, MATH 121, and SONO 101;
- Achieve a minimum of a “C” or higher in all other prerequisite courses;
- Complete a minimum of 132 academic credits;
- Complete a minimum of 1,700 clinical hours, supervised by a sonographer registered in the specialty in which the student is being graded;
- Take and pass the Sonography Principles and Instrumentation Examination (SPI) and student's choice of abdomen (AB) and/or obstetrics and gynecology (OB/GYN) registry through the ARDMS.
- **NOTE: Students must maintain a 2.75 cumulative GPA throughout the duration of the DMS program. In order to progress in the program, a minimum of “C”**

What You Will Study

The Bachelor of Science in Diagnostic Medical Sonography consists of 132 credit hours; including 88 hours of Sonography courses, 17 hours of requisite and prerequisites, 3 credits in Health Science Research, 6 credits of University courses, and 18 credits of Liberal Learning Outcomes.

Bachelors of Science in Diagnostic Medical Sonography Curriculum

Freshman Year

Fall

<u>Course</u>	<u>Title</u>	<u>Credits</u>
UNIV 101	Orientation to University	1
HUMN 101	Intro to Humanities	3
MATH 121	College Algebra	3
HIST 101	World Cultures I	3
COMM 101	Freshman Writing I	3
		<hr/>
		13

Spring

<u>Course</u>	<u>Title</u>	<u>Credits</u>
UNIV 102	The University Experience	2
SSCI 105	Issues in Social Science	3
BIOL 212	Intro to Human Anatomy & Physiology	3
BIOL 212L	Intro to Human Anatomy & Physiology Lab	1
SONO 101*	General Physics for Sonography	4
COMM 102	Freshman Writing II	3
COMM 103	Oral Communication Fundamentals	3
UNIV 112	Introduction to Ethical Practice	1
		<hr/>
		20

Sophomore Year**Fall**

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 201*	Foundations of Patient Care	3
SONO 202	Medical Terminology for Sonographers	3
SONO 203	Sonography Principles & Instrumentation	5
SONO 204	Intro to Diagnostic Imaging	4
SONO 204L*	Intro to Diagnostic Imaging Lab	1
		<hr/>
		16

Spring

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 207	Abdominal Sonography	3
SONO 208	Pelvic Sonography	2
SONO 212L	General Sonography Scan Lab I	2
SONO 214*	Medical Ethics and Law	3
		<hr/>
		10

Summer

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 209*	OB Sonography	3
SONO 211	Special Topics in Sonography	3
SONO 213*	Superficial Sonography	3
SONO 215L*	General Sonography Scan Lab II	2
		<hr/>
		11

Junior Year**Fall**

<u>Course</u>	<u>Title</u>	<u>Credits</u>
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SONO 303*	Seminar in Sonography Principles and Instrumentation	1
SONO 304	Sonographic Pathophysiology	3
SONO 309	Clinical Practicum I General Sonography	5
		<hr/>
		9

Spring

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 307	Seminar in Abdominal Sonography	1
SONO 314	Clinical Practicum II General Sonography	5
HSCI 402	Research I	3
	LLO Course (Communication: Literature)	3
		<hr/>
		12

Summer

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 308	Seminar in OB/Gyn Sonography	1
SONO 318	Clinical Practicum III General Son	5
PSYC 342	Social Psychology	3
		<hr/>
		9

Senior Year

Fall

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 401	Cardiac Sonography	3
SONO 402	Vascular Sonography	3
SONO 403*	Pediatric Echo (Ethical Practice: Midlevel)	3
SONO 405L	Cardiovascular Sonography Scan Lab I	2
		<hr/>
		11

Spring

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 404	Cardiovascular Pathological Imaging	3
SONO 406L	Cardiovascular Sonography Scan Lab II	2
SONO 412	Seminar in Vascular Sonography	1
SONO 422	Clinical Practicum IV Cardiovascular Sonography	6
		<hr/>
		12

Summer

<u>Course</u>	<u>Title</u>	<u>Credits</u>
SONO 414	Seminar in Cardiac Sonography	1
SONO 426*	Clinical Practicum V Cardiovascular Sonography	6
UNIV 459	Senior Capstone	3
		<hr/>
		10

TOTAL PROGRAM HOURS 132

* SONO courses with one or more Liberal Learning Outcomes are embedded within the course.

HEALTH PROMOTION (HPRO)

Professor Janet Rorrer, Acting Program Director

- Focuses on the understanding and promotion of health in populations
- Strong health science emphasis that provides students with a robust health care foundation
- Complementary array of interdisciplinary coursework in Natural Sciences, Psychology, Education, and Integrated Communication
- Collaborate with community organizations and businesses on healthy living initiatives.
- Exciting and practical immersed internship experiences
- According to the U.S. Bureau of Labor Statistics, the occupation of health educators and community health workers is expected to grow by 21 percent between 2012-2022.
- Typical employment opportunities include corporations, health insurance companies, state and federal health departments, hospitals and rehabilitation clinics, non-profits and fitness/recreation centers.

Health Promotion Profession

Health Promotion job opportunities and information about the profession may also be found under terms such as

Health Education, Public Health, and Community Health. These areas overlap one and another and are often referred to interchangeably.

“Health Promotion is the art and science of helping people discover the synergies between their core passions and optimal health, enhancing their motivation to strive for optimal health, and supporting them in changing their lifestyle to move toward a state of optimal health. Optimal health is a dynamic balance of physical, emotional, social, spiritual, and intellectual health.” (*O'Donnell, 2009*).

Health Promotion graduates will be prepared for a wide range of career opportunities.

Sample jobs titles include:

- Community Health Consultants
- Health Promotion Specialists
- Health Educator
- Health Program Managers
- Health Education Coordinators
- Health Education Advocate

- Public Health Educator
- Occupation Health and Wellness Project manager
- Wellness Coordinator

Program Description

The Health Promotion major focuses on the understanding and promotion of health in populations. The Health Promotion Program has a strong health science emphasis that provides students with a robust health care foundation while also offering a complementary array of interdisciplinary coursework in Natural Sciences, Psychology, Education, and Communication. *See “Sample Curriculum Sequence” for a detailed outline of the curriculum.*

Mission

The mission of the Health Promotion program is to prepare graduates as health educators who promote healthy lifestyles and disease prevention, model life-long learning through continuing education, and are engaged in their profession and community.

Program Outcomes

1. The graduate will be able to assess needs, assets, and capacity for health education.
2. The graduate will be able to plan and implement health education and promotion.
3. The graduate will be able to conduct and evaluate research related to health or health education.
4. The graduate will be able to administer and manage health education.
5. The graduate will be able to communicate and advocate for health or health education.

Admission and Successful Progression

All undergraduate students are eligible to declare Health Promotion as their major. To progress in the program and graduate students must pass their required courses, including a 12 credit immersed internship, with a C or better and meet the institutional academic requirement of maintaining a minimum cumulative 2.0 GPA to remain in good academic standing.

What you will study

The Health Promotion major consists of 121 credit hours that include a combination of major courses (60 credits), core courses (30 credits), elective credit course (3 credits), and liberal learning outcome courses (28 credits).

The following is a guide that is based on a 4 year completion period. **Students may accelerate their experience and complete the program in 3 ½ years if desired.** Every student is assigned an academic advisor that will provide assistance with degree completion planning and career exploration.

**Bachelor of Science Degree in Health Promotion
2014- 2015 Sample Curriculum Sequence**

Freshman Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
COMM 101* Freshman Writing I (portfolio)	3*	COMM 102* Freshman Writing II (portfolio)	3*
WELL 109 Health and Wellness for Majors	2	COMM 103* Oral Comm. Fundamentals (portfolio)	3*
NSCI 120 Introduct. Biology	3	HSCI 204 Nutrition	3
NSCI 120L Introduct. Biol Lab	1	SSCI 105 Issues in Social Science	3
HUMN 101 Intro to Humanities	3	Creativity Elective	3
UNIV 101 Orientation to University	1	UNIV 102 Orientation To University	2
HPRO 100X Introduction to Health Promotion	1	UNIV 112* Intro to Ethical Practice	1*
COMM 151 Intro to Human Communication	3	MATH 121 College Algebra	3
		PSYC 101 Intro to Psychology	3
Total:	<hr/> 14*	Total:	<hr/> 17*

Sophomore Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
ICOM 225 Principles of Public Relations	3	BIOL 252 Human Anatomy and Physiology	3
BIOL 251 Human Anatomy and Physiology	3	BIOL 252L Lab: Human Anatomy and Physiology	1
BIOL 251L Lab: Human Anatomy and Physiology	1	COMM 362 Public Relations Writing	3
PSYC 212 Life Span Development	3	XXX Required Elective	3
HSCI 201 Assessment I	2	PSYC 351 Human Sexuality	3
HSCI 201L Assessment I Lab	1		
NSCI 220 Statistics in Science and Research	3		
Total:	<hr/> 16	Total:	<hr/> 13

Junior Year

<u>Fall Semester</u>		<u>Spring Semester</u>	
EDUC 311 Assessment and Diagnosis	3	EDUC 340/360 Either Collabor. or High Incidence	3
NSCI 333 History of Science	3	HSCI 302 Health Ethics and Policy	3
ENGL XXX Literature Elective	3	HSCI 401 Health Leadership	3
NSCI 345 Issues in Medicine	3		

ATEP 333 Pharmacology and Psychosocial Issues	3	and Management	
		WELL 410 School Health	3
Total:	15	Total:	12

Senior Year

Fall Semester		Spring Semester	
EDUC 340/360 Either Collaboration or High Incidence	3	HPRO 4XX Internship	12
HSCI 402 Research I	3		
UNIV 459 Senior Capstone	3		
HPRO 4XX Capstone: Planning and Implementing Health Promotion	3		
Total:	12	Total:	12

*portfolio courses that are embedded in either HUMN, SSCI, or UNIV 102.

Immersed Internship

Ready for the Real World!

Health Promotion majors complete an immersed 12 credit internship in the final semester before graduation. Students can apply and/or arrange to complete this experience in any location pending university approval. The opportunity to gain real world skills in the professional environment of their discipline equips graduates with the work experience that employers and graduate schools desire. Students will refine their ability to perform comprehensive program development in areas such as assessing health needs, planning, implementation, evaluation, and management.

Graduate Programs

Health Promotion graduates will also have the education required to further their education in graduate programs such as Public Health, Exercise Science, and Health Care Administration.

Professional Certifications

Additionally, graduates can increase their marketability by seeking outside professional certifications such as, American College of Sports Medicine certifications (ACSM), American College of Exercise Certifications (ACE), Performance Enhancement Specialist (PES), and First Aid/CPR/AED.

NURSING (ADN)
ASSOCIATE DEGREE IN NURSING
Professor Duane Napier, Program Director

Features of Distinction

- Weekend program that can be completed in 18 months of full-time study
- Clinical “hospital” experience in the first semester
- Clinical experiences in a wide variety of excellent health care settings
- Small clinical labs with 10:1 student to teacher ratio
- Technology enhanced classroom facilities

The Mission

The mission of the Associate Degree Nursing Program is to prepare the professional nurse generalist for productive work as a registered professional nurse who engages in continuing professional development and provides service to professional and personal communities.

Education occurs in a learning environment that develops critical thinking skills in the application of the nursing process. Emphasis is placed on the life-long development of ethical, legal, and evidence-based practice of professional nurses. Graduates learn to implement therapeutic nursing interventions using the nursing process that value and optimize health and abilities of clients.

The mission of the Associate Degree Nursing Program encompasses the University of Charleston’s mission to prepare each student for a life of:

- Productive work as registered professional nurses;
- Enlightened living recognizing the need for life-long development for evidence-based nursing practice; and
- Community involvement serving society in interactions as professional nurses.

The ADN program provides a solid foundation for graduates to pursue BSN completion education.

Accreditation

The Associate Degree in Nursing Program (ADN) is pending approval by the West Virginia State Board of Examiners for Professional Registered Nurses and accreditation by the Accreditation Commission for Education in Nursing (ACEN). An additional resource for information regarding the program is:

West Virginia Board of Examiners for Registered Professional Nurses

100 Dee Drive Charleston,
WV 25311 (304) 558-3596
www.wvrnboard.com

When eligible to do so, faculty will seek accreditation through:

Accreditation Commission for Education in Nursing

3343 Peachtree Road,
NE Suite 850 Atlanta, GA 30326
Phone – (404) 975-5000;
Fax – (404) 975-5020

Licensure

Graduates of the ADN Program meet academic requirements to take the National Council Licensure Examination (NCLEX-RN) to become a registered nurse. The West Virginia Board of Examiners for Professional Registered Nurses may deny licensure to individuals convicted of a crime. Other states may have different criteria for licensure and students are advised to seek information regarding licensure eligibility directly from Boards of Nursing in states where they anticipate licensure.

Admission

Students must gain admission to the University of Charleston prior to applying for admission to the ADN Program. The clinical facilities and the number of faculty available limit the number of students enrolled in the Associate Degree in Nursing Program. Student applications will be reviewed using a point schedule that weighs GPAs, course work, and TEAS scores. Admission into the ADN Program occurs by application which can be accessed on the University of Charleston website.

Information on admission into the nursing program is provided below. Students must submit program application documentation to **Attention: ADN Administrative Assistant, University of Charleston, Wiseman Hall, Room 113, 609 South Kanawha Street, Beckley, WV, 25801.**

- First, apply to and be accepted by the University of Charleston.
- Second, the TEAS Exam is to be completed prior to being admitted as a nursing student. Students may call the Learning Support Services 128 RH (304-340-3738) to schedule the exam. There is a fee for the TEAS exam. They accept credit card and debit card only. Students must attain a score at or above the national score in all areas and may schedule to retest as needed to attain the required scores. Students wanting to prepare for the TEAS exam prior to testing may order a study guide from www.atitesting.com.
- Third, submit an application to the Associate Degree in Nursing Program (ADN) located on the UC ADN Website.

Applicants who are recent high school graduates must:

- a. Have a cumulative grade point average of 2.75 in all core academic subjects taken on the secondary level. Two units of high school math are required and one unit must be Algebra I. A minimum grade of C in both math units is required. High school chemistry with lab and additional science classes are strongly recommended.
- b. Earn a composite score of 21 or above on ACT test or a total score of 1000 or above on the re-centered SAT test.
- c. Applicants who do not meet the requirements of the high school grade point average or ACT-SAT scores may have these requirements waived when they have completed 12 college level credits with a cumulative grade point average of 2.75 or above.

Applicants who are transfer students:

- a. Must have a cumulative grade point average (GPA) of 2.75 or better on a 4.0 scale for a minimum of 12 college-level credits.
- b. Credit earned from an accredited college is usually acceptable to the University of Charleston. However, the ADN program reserves the right to decide what transfer credits will apply to a degree in nursing.
- c. Applicants who do not meet admission requirements may develop an individual success plan of course work under the guidance of ADN faculty. Final decision regarding admission will be determined after requirements are met.
- d. Students who have taken nursing courses at a community college or university including the University of Charleston must have a letter of good standing from the previous institution's nursing program director.
- e. Have completed all standardized testing requirements within accepted scoring level.
- f. Have completed nursing courses with a C or better and nursing labs with a C or P or better.
- g. Submit a letter of good standing and transcripts of course work and standardized testing if seeking transfer from a previous nursing program. The Department of ADN faculty reserves the right to evaluate all transfer credits. Students requesting transfer credit into the ADN Program from other Higher Learning Commission accredited nursing programs will have all transcripts evaluated and advanced placement may be awarded. Additional departmental testing may be required to determine the student's retention level and placement. The ADN Program faculty will assess competency levels for advanced placement in the program.

Foreign Language Requirements:

Submit a copy of the Test of English as a Foreign Language (TOEFL) if you are a student for whom English is a Second Language with a minimum score of 560.

- After acceptance to the ADN Program submit the following on or **before August 1st**;
- A current American Heart Association Healthcare Provider CPR card;
- A current tuberculosis test result, documented flu vaccination and blood work titer results for mumps, rubella, Rubeola, measles, Varicella and Hepatitis B;
- A certified background check from the Certified Background Company is the selected vendor. To complete the background check contact ADN department at 304-929-1446 for further details; and
- Attend an orientation program prior to enrollment.

Philosophy

The philosophy of the program flows from the University of Charleston mission statement and from the ADN department's belief about human conditions, social systems, health, nursing, populations, learning, students, faculty and professional nursing practice. The faculty views humans as unique with varied physical, intellectual, spiritual, and behavioral dimensions that develop across the life span. Social systems are believed to be the organizational units for human interaction and relationships with others. Health is a generally a desired state of optimal human functional and structural integrity, which is defined in accord with cultural beliefs and values of individuals, families, communities and populations. Nursing is considered deliberate human action designed to assist people

throughout the life span with health-related self-care activities. The faculty views students as individuals with strengths, needs, and limitations. Each faculty member facilitates learning by encouraging students to think independently, be creative, question and make prudent decisions related to nursing situations. Faculty members serve as resource persons and role models for the student.

Program Outcomes

Upon completion of the program, graduates will:

1. Use the nursing process in a variety of settings to assist individuals to maintain optimal wellness or to manage health-deviated states.
2. Communicate effectively through a variety of methods.
3. Practice within the ethical, legal, and regulatory guidelines of professional nursing.
4. Recognize the need to continue developing nursing knowledge and skills through formal and informal educational programs.
5. Recognize the importance of being involved in community and professional activities.
6. Demonstrate nursing knowledge by successfully passing a comprehensive exit examination.

Curriculum

The Associate Degree in Nursing program consists of 60 credits, including 44 credits of Nursing and 14 credits of non-nursing courses.

1st Semester	Fall/Spring	
<u>Course</u>	<u>Title</u>	<u>Credits</u>
BIOL 251/251L	Anatomy and Physiology	4
NURS 104	Foundations of Health Care Professionals	1
NURS 113	Foundations of Nursing Practice	4
NURS 113L	Foundations of Nursing Practice Lab	3
		12
2nd Semester	Spring/Summer	
<u>Course</u>	<u>Title</u>	<u>Credits</u>
BIOL 252/252L	Anatomy and Physiology	4
HSCI 307	Pharmacology I	2
NURS 114	Adult Nursing I	4
NURS 114L	Adult Nursing I Lab	2
NURS 115	Psychiatric and Mental Health Nursing	2
NURS 115L	Psychiatric and Mental Health Nursing Lab	1
		15
3rd Semester	Summer/Fall	
HSCI 308	Pharmacology II	2
NURS 208	Adult Nursing II	4
NURS 208L	Adult Nursing II Lab	2
NURS 209	Nursing of the Childbearing Family	2
NURS 209L	Nursing of the Childbearing Family Lab	2
NURS 210	NCLEX Preparation I	1

PSYC 212	Life Span Development	3
		16
4th Semester	Fall/Spring	
NURS 211	Adult Nursing III	4
NURS 211L	Adult Nursing III Lab	4
NURS 212	Pediatric Nursing	2
NURS 212L	Pediatric Nursing Lab	2
NURS 219	Nursing Seminar	1
NURS 220	NCLEX Preparation II	1
		<hr/>
		14
**COMM 101	Freshman Writing I is a portfolio course. The ADN students will meet the outcomes for this course throughout the program. Students are to save all work.	3
	TOTAL PROGRAM HOURS	60

Additional Requirements

Policies for Progression and Graduation

Nursing students must achieve a minimum grade of “C” in the theory portion and a grade of Pass (P) in the laboratory portion of all nursing courses in order to enroll in the next nursing course in the sequence and to be eligible for graduation. If a student fails one component of a nursing course (either theory or laboratory) the student will receive the grade earned in each component. To progress to the next nursing course, both components of the course will have to be repeated with achievement of a minimum of “C” in the theory portion and a “P” in the laboratory portion. *All nursing courses must be taken in the sequence published in the Academic Catalog.*

The faculty of the Associate Degree in Nursing (ADN) has the expectation that ADN graduates demonstrate mastery of content in their discipline of nursing before graduation. Standardized content specific exams will be administered throughout the program. These exams include, but are not limited to, the topics of pharmacology, pediatrics, maternity, psychiatric/mental health, medical-surgical, and critical thinking. To be eligible for graduation, all ADN graduates of the University of Charleston are required to pass a standardized comprehensive assessment during the final semester of the year of expected graduation. It will be administered by the faculty congruent with the standardized testing and comprehensive assessment of nursing knowledge policy in the *ADN Nursing Student Handbook*.

Additionally, students must achieve a minimum grade of “C” or better in the following courses in order to progress through the program:

BIOL 251/251L

BIOL 252/252L
PSYC 212
COMM 101
HSCI 307 and HSCI 308

Nursing students must have a minimum cumulative grade point average of 2.75 in order to register for the next nursing course. Nursing students must have a grade point average (GPA) of 2.75 by the conclusion of the semester prior to graduation to be eligible to graduate from the nursing program.

Policies Governing Repeat of a Nursing Course

1. Students may enroll in a nursing course a maximum of two times.
2. Students who are unsuccessful in completing a nursing course must have a cumulative GPA of 2.75 before being allowed to repeat the course.
3. Students may only repeat one nursing course. Students wishing to repeat a nursing course are strongly encouraged and are required to audit the prior nursing courses. (Example: If repeating NURS 114, then NURS 113 would be audited).
4. If more students apply for re-admission into the nursing course than space allows, re-admission will be based on rank order using cumulative grade point average. If the cumulative grade point averages of the students applying for re-admission are equal, then the student with the earliest initial enrollment in the first nursing course will be given priority.
5. Students repeating courses will not displace first time enrollees.
6. Students must submit a letter requesting re-admission to the Director, ADN Department no later than 30 days prior to the anticipated re-admission semester.
7. Students repeating a nursing course with an associated laboratory component must retake both the theory and laboratory components

Course Fees and Costs

Course fees are assessed for things such as laboratory supplies, computer software access specific to nursing students, and standardized mastery testing. Course fees will be designated in the schedule of upcoming courses and will vary by course, and by year, as costs vary from year to year and vendor to vendor.

In the first semester, students should anticipate initial out-of-pocket costs for immunizations, uniforms, lab coats, stethoscopes, watches with second hands, and a lab supply kit that is purchased through the University's Bookstore. These are expenses that are the responsibility of the student. In every year, students will need to plan for the cost of a criminal background check. In the final semester, students must plan for costs of application for licensure as a registered nurse which can amount to several hundred dollars. Students must send the licensure application fees, along with the licensure application to the West Virginia Board of Examiners for Registered Professional Nurses. Additionally, fees for licensure testing and fees for the costs of the required fingerprinting must accompany the application to the West Virginia Board of Examiners for Registered Professional Nurses. An additional criminal background check is required by the West Virginia Board of Examiners for Registered Professional Nurses, in conjunction with licensure. This is not to be understood as a comprehensive list, but is offered to the student for planning purposes.

Insurance

For protection of the nursing students, all students enrolling in nursing courses will be required to carry malpractice insurance for the entire period they are enrolled in nursing courses. This insurance will be provided by a group policy written for the University and the student will be billed for the allocated premium courses.

Policies for Laboratory Experiences

Throughout the program, students have required clinical laboratory experiences in various health care agencies. **Prior to attending any clinical lab experience** students must meet selected clinical agency and health requirements. These requirements include, but are not limited to certain laboratory tests, CPR certification, and a criminal background check.

Clinical Laboratory

Throughout the program, students will be assigned to various health care and community agencies. Clinical assignments will be changed semester and may vary within a given semester. Laboratory times are somewhat inflexible due to agency constraints and coordination with other schools. Additional time in agencies to prepare for laboratory is expected in upper-division nursing courses and may not be reflected in schedules clinical hours. Student must fulfill all clinical commitments. Students are expected to assume responsibility for transportation to the various agencies.

The entire educational process at UC is designed and intended to insure that the student acquires the necessary knowledge skills, behaviors and values requisite for professional practice. When students evidence any of the following, they will be removed from clinical practice.

1. Inability to develop and maintain appropriate respectful, trustworthy interpersonal relationships, required for building and sustaining relationships with patients, their families, and collaborating providers.
2. Lack of theoretical knowledge required for safe clinical practice.
3. Insufficient skill to practice safely in clinical practice
4. Actions evidencing values incongruent with those required for ethical practice as defined by ANA Code of Ethics for Nurses.
5. Leaving a clinical site without permission from clinical instructor.
6. Incomplete paperwork needed for preparation and implementation of patients care.

Uniforms

Students must purchase uniforms as designated by the program. Information will be provided to the student prior to the beginning of the first semester in nursing. See ADN Nursing Student Handbook for requirements.

Fees

Various courses have fees in addition to the standard tuition. These fees are for such items as standardized tests, Internet access for NCLEX review, skills lab supplies. These fees are non-refundable and are due at registration.

Costs

In the first semester, students should anticipate initial out-of-pocket costs for immunizations, uniforms, lab coats, stethoscopes, watches with a second hand, and a lab supply kit that is purchased through the University's bookstore. These are expenses that are the responsibility of the student. In every year, students must plan for costs of a criminal background check. In the sophomore year, students must plan for costs of application for licensure as a registered nurse which can amount to several hundred of dollars. An additional criminal background check is required by the WV Board of examiners for Registered Professional Nurses, in conjunction with licensure. This is not to be understood as a comprehensive list, but is offered to the student for planning purposes.

Policy for Completing the ADN Program

In order to graduate from the ADN program, students must satisfactorily complete at the University of Charleston all nursing courses as specified by the ADN curriculum. This requirement helps ensure that students have the knowledge and skills required for program completion.

Students returning to the ADN program must complete all science courses that are five (5) years old or older. As a result of advance in science, change in content occurs. This information is critical for success in nursing courses and on the NCLEX-RN examination.

NURSING PROGRAM (BSN) BACHELOR OF SCIENCE *Dr. Debra Mullins, Program Director*

Mission

Building upon the mission, vision, and values of the University of Charleston, the Baccalaureate of Science in Nursing Program's mission, through a combined nursing and liberal arts education, is to prepare a professional nurse generalist for nursing practice using the nursing process to assist individuals, families, and groups to optimal levels of health in a variety of settings. Graduates are qualified to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to become registered nurses. Education occurs in a liberal learning environment that develops critical thinking skills in the application of the nursing process. Emphasis is placed on the development of ethical, legal, and evidence-based practice of professional nurses. Graduates learn to implement therapeutic nursing interventions using the nursing process.

The **mission** of the Baccalaureate of Science Nursing Program encompasses the University of Charleston's mission to prepare each student for a life of:

- Productive work as registered professional nurses:

- Enlightened living recognizing the need for life-long development for evidence-based nursing practice;
- Community involvement serving society in interactions as professional nurses.

Features of Distinction

- Technology enhanced classroom facilities
- State-of-the-Art simulation, assessment and skills laboratory
- Clinical experiences in a wide variety of health care settings, including a Level I trauma and premier cardiac center
- Virtual clinical instruction
- Small clinical lab sections with 10:1 students or less teacher ratio
- Innovative health promotion course devoted to promoting wellness across the lifespan
- Extensive nursing practicum in the final semester under the supervision of faculty and clinical nurse preceptors
- Sigma Theta Tau International Nurse Manager Certification
- NCLEX-RN passage rate above state and national average

From the Faculty

“Nursing Science is the health profession focused on the protection, promotion, and optimization of health and abilities for individuals, families, and communities across the lifespan. Nursing practice is the evidenced-based provision of care by professional Registered Nurses using the nursing process in nurse-client interactions with a scope regulated through legislation and guided by professional standards and ethics. The program has adopted the American Nurses’ Association Standards of Practice as a model for professional competencies.”

Admission Criteria

Students must gain admission to the University of Charleston prior to applying for admission to the BSN Program. The clinical facilities and the number of faculty available limit the number of students enrolled in the Baccalaureate of Science Nursing Program. Applicants must be academically admissible or re-admissible. Student applications will be reviewed using a point schedule that weighs GPAs, course work, and TEAS scores when qualified applicants exceed the number of students that the program can accommodate.

Admission into the BSN Program occurs by application prior to the beginning of the sophomore course sequence. Application information may be obtained from the HSCI Administrative Assistant – Riggleman Hall 400-B, telephone (304) 357-4837 or the BSN Program Chair – Riggleman Hall 406-B, telephone (304) 357-4981.

BSN applicants must:

- submit a copy of a UC Program Evaluation or transcripts demonstrating a grade **point average of 2.75** or greater on completed freshman-level BSN Program course work; all transcripts have to be reviewed by the registrar to determine Transfer Equivalency;
- complete and submit a *Nursing Application for Admission to the BSN Program*;

- complete, pass, and submit a Test of Essential Academic Skills (TEAS), a nationally standardized nursing entrance exam that allows students to demonstrate academic competence in Reading, Math, Science, and English. Students wanting to prepare for the TEAS exam prior to testing may order a study guide from <http://www.atitesting.com>. TEAS exams are scheduled by the University of Charleston Learning Commons located on the third floor of the Schoenbaum Library and may be contacted at (304) 357-6983. Freshman students take the first TEAS exam in NURS 105 and the second TEAS test, if necessary, in NURS 106. TEAS scores below proficient level (62%) require remediation and retesting. Students may schedule a retest as needed and are limited to two total TEAS Exam attempts. Students failing the second attempt will not be eligible for admission.

Clinical Requirements after official admission to the BSN program, the student must submit evidence of:

- **immunizations following the Center for Disease Control Guidelines for vaccinations for health care workers. Refer to www.cdc.gov/vaccines/adults/rec-vac/hcw.html**
- a current American Heart Association Healthcare Provider CPR Card.
- a current negative PPD tuberculosis test, negative QuantiFERON Gold test result or negative chest x-ray result.
- the Test of English as a Foreign Language (TOEFL) if you are a student for whom English is a second language with a minimum score of 560.
- a certified background check from www.CertifiedBackground.com.
- physical exam
- drug Screen
- **attend the annual BSN orientation to be held in August , 2014. Date, time and location will be announced.**
- Students who do not meet these continuing responsibilities are not eligible to participate in clinical labs with the University's collaborating agencies. The student will be removed from their clinical lab and thus cannot pass the nursing classes required.

Further information regarding clinical requirements may be obtained from the nursing office: contact the administrative assistant at 304-357-4981.

Transfer Students

Transfer students must also:

- pass the TEAS entrance exam/scoring Proficient (62%) or better.
- **submit a letter of good standing from the nursing program director.**

- have a cumulative GPA of 2.75 or better on a 4.00 scale and a 2.75 GPA in nursing.
- have completed nursing courses with a “C” or better in nursing theory and a “C” or “P” or better in nursing labs or clinical.
- have completed standardized testing requirements within accepted scoring level of the UC BSN program.
- submit official transcripts and standardized test scores.
- the University or College must meet the accreditation standards set-forth by the University of Charleston
- the Nursing Program has to be accredited by a State Board of Registered Professional Nurses and a national nursing accrediting commission.

The BSN department of nursing reserves the right to evaluate all transfer credits. Additional departmental testing may be required to determine student retention level and placement. **The BSN faculty** will assess competency levels for placement in the program.

Completed materials should be submitted to:

**HSCI Administrative Assistant
University of Charleston
Riggleman Hall 400-B
2300 MacCorkle Avenue, SE
Charleston, WV 25304**

BSN Program Student Learning Outcomes

At the conclusion of this program the graduate will (currently under review):

- Generate a personal philosophy as a basis for professional nursing practice;
- Synthesize knowledge from the humanities and physical, behavioral and nursing sciences in the practice of nursing;
- Communicate therapeutically using discipline specific language;
- Apply critical thinking in the practice of nursing;
- Use nursing process in a variety of settings with diverse populations;
- Participate in evaluating the quality and effectiveness of the practice of nursing;
- Assess beginning management and leadership principles in the practice of nursing;
- Interpret legal, ethical, and professional standards articulated by the West Virginia Board of Nurse Examiners for Registered Professional Nurses in the most recent West Virginia Nursing Code and Legislative Rules and/or the American Nurses Association *Code of Ethics for Nurses* and *Scope and Standards of Nursing Practice*.

Quantitative Program Outcome Benchmarks for the Accreditation Commission for Education in Nursing (ACEN):

- Three year average NCLEX-RN pass rates at the national mean.
- Completion rates of 60% or higher.
- Employer and graduate surveys that indicate 70% or higher satisfaction.
- Job placement rates of graduates of 80% or higher within 6 months of graduation

Quantitative Program Outcome Benchmarks for the West Virginia Board of Examiners for Registered Professional Nurses (WVBOERN) are:

- Three year average NCLEX-RN pass rates of 80% or higher
- Job placement rates of graduates of 80% or higher within 6 months of graduation.
- Completion rates of 60% or higher.
- Attrition rates of 50% or lower.

Curriculum Plan

The Bachelor of Science in Nursing (BSN) degree program consists of 129 credits including 59 credits of Nursing Science, 14 credits of Health Science core, 19 credits of Science and Mathematics, 6 credits of Psychology, and variable credits of additional Liberal Learning Outcome opportunities based on courses the student selects. Flexibility in meeting Liberal Learning Outcomes may result in variation of total credits required to complete the program.

Freshman Year

Fall Semester

UNIV 101 Orientation to University	1
MATH 116 Survey of Mathematics	3
BIOL 127 Microbiology/Allied Hlth	4
SSCI 105 Intro to the Social Sciences	3
NURS 105 Intro to Prof Nursing	1
COMM 101 Freshman Writing I	3

15

Spring Semester

UNIV 102 University Exper.	2
HUMN 101 Into to Humanities	3
CHEM 100 Intro. Chemistry	4
UNIV 112 Ethical Practice	1
PSYC 212 Life-span Develop.	3
COMM 102 Freshman Wrtg II	3
COMM 103 Oral Comm Found.	3
NURS 106 Intro to Nurs Found	1

20

Please note: Admission into the BSN Programs occurs by application prior to the beginning of the sophomore year level course sequence. A cumulative GPA of 2.75 or greater on completed freshman level course work is required for admission and enrollment into sophomore level nursing classes.

Sophomore Year

Fall Semester

NURS 205 Science of Nursing	2
NURS 206 Art of Nursing I	2
NURS 206L Art of Nursing I Lab	1
NURS 216 Nursing Assessment	2
NURS 216L Nursing Assessment Lab	2
BIOL 251 Human Anatomy & Physiology	4
HSCI 204 Nutrition	3

Total

16

Spring Semester

BIOL 252 Human Anatomy & Physiology	4
HSCI 307 Pharmacology I	2
NURS 207 Art of Nursing II	2
NURS 207L Art of Nursing II Lab	1
HSCI 304 Pathophysiology I	2
PSYC 101 Intro to Psychology	3
Liberal Learning Outcomes Course**	3

Total

17

Please Note: Progression from the sophomore year level to the junior year level in the BSN Program requires completion of the course work listed for the freshman year level and sophomore year level, a cumulative GPA of 2.75 or greater, and a GPA within the major (all HSCI and NURS courses) of 2.75 or greater.

Junior Year

Fall Semester

HSCI 305 Pathophysiology II	2
HSCI 308 Pharmacology II	2
NURS 305 Childbearing Transitions	2
NURS 305L Childbearing Transitions Lab	2
NURS 320 Nursing in Altered Health I	2
NURS 320L Nursing in Altered Health I Lab	2
NURS 334 Mental Health Nursing	3
NURS 334L Mental Health Nursing Lab	1

Total **16**

Spring Semester

HSCI 302 Health Ethics & Policy	3
NURS 304 Pediatric Nursing	2
NURS 304L Pediatric Nursing Lab	2
NURS 321 Nursing in Altered Health II	3
NURS 321L Nursing in Altered Health II Lab	2
Liberal Learning Outcomes Course**	3

Total **15**

Please note: Progression from the junior year level to the senior year level in the BSN Program requires completion of the course work listed for the freshman year level, sophomore year level, and junior year level, a cumulative GPA of 2.75 or greater, and a GPA within the major (all HSCI and NURS courses) of 2.75 or greater.

Senior Year**Fall Semester**

NURS 404 Nursing Research	3
NURS 422 Nursing - Altered Hlth III	4
NURS 422L Nursing in Altered Health III Lab	2
NURS 436 Health Promotion Across the Lifespan	1
NURS 436L Health Promotion Across the Lifespan Lab	1
Liberal Learning Outcomes Course**	3

Total **14**

Spring Semester

UNIV 459 Senior Capstone	3
NURS 454 Ldrshp & Mgmt	3
NURS 460 Nursing Practicum	1
NURS 460L Nursing Practicum Lab	4
NURS 467 Community Health Nursing	2
NURS 467L Community Health Nursing Lab	2
NURS 433 NCLEX Review	1

Total **16**

*MATH 121 is strongly recommended.

**Student selects the course that will assist them in meeting unmet LLOs.

Graduation Requirements

Graduation requires the successful completion of all course work with a “C” or higher, Completion of University of Charleston Liberal Learning Outcomes, University of Charleston required exit examination within the major, a cumulative GPA of 2.75 or higher, and a GPA within the major (all HSCI and NURS courses) of 2.75 or higher.

Accreditation

The Baccalaureate of Science in Nursing (BSN) Program is fully accredited by the [West Virginia Board of Examiners for Registered Professional Nurses \(WVBOERN\)](#) and is accredited, but has given a two-year warning, by the [Accreditation Commission for](#)

[Education in Nursing](#) (ACEN).

West Virginia Board of Examiners for Registered Professional Nurses Accreditation

The WVBOERP state board of nursing is a government agency charged with the mandatory regulation of nursing practice and accreditation of schools of nursing. The board protects the public by ensuring that standards of nursing practice are met, and nurses are competent in their practice. The WVBOERP is charged with accrediting nurse practice education programs. It is **mandatory** that each nursing program in West Virginia obtain and maintain accreditation with the WVBOERP. The National Council of State Boards of Nursing (NCSBN) has comprehensive information about the roles and responsibilities of the board. For more information on one of the individual state boards of nursing, go to: <https://www.ncsbn.org/contactbon.htm>.

Accreditation Commission for Education in Nursing

“The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public, by the functions of accreditation. “Accreditation is a **voluntary**, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality” (ACEN, 2014). Accreditation also assists in the further improvement of the institution or its programs, as related to resources invested, processes followed, and results achieved. Students benefit from accreditation by qualifying to attend other accredited schools when pursuing higher degrees, and by also having a competitive edge in the job market.

The BSN Program is accredited (with warning) by the Accreditation Commission on Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). Having our on-going accreditation placed on warning status means that concerns were identified during an accreditation visit in 2013 that required attention and further development. When a program is placed on warning it is awarded accreditation for a shorter period than is otherwise typical, and is subject to a full site visit in two years following the most recent comprehensive program evaluation

Complete accreditation confirmation is available at:

West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive, Suite 102
Charleston, WV 25311
(304) 558-3596
www.wvrnboard.com

Accreditation Commission for Education in Nursing (ACEN):
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Licensure

Graduates are qualified to take the National Council Licensure Examination nurses (NCLEX-RN) to become registered nurses. Graduates of the BSN Program meet

academic requirements to apply to take the registered nurse licensing examination. However, the West Virginia Board of Examiners for Professional Registered Nurses may deny licensure to individuals convicted of a crime. Other states may have different criteria for licensure and students are advised to seek information regarding licensure eligibility directly from Boards of Nursing in states where they anticipate licensure.

Policies for Graduation

Nursing students must achieve a minimum grade of “C” in the theory portion and a grade of Pass (P) in the laboratory portion of all nursing courses in order to enroll in the next nursing course in the sequence and to be eligible for graduation. If a student fails one component of a nursing course (either theory or laboratory) the student will receive the grade earned in each component. To progress to the next nursing course, both components of the course will have to be repeated with achievement of a minimum of “C” in the theory portion and a “P” in the laboratory portion. To progress to subsequent semesters of study in nursing, a student must have both a university based cumulative GPA of 2.75 and a GPA of 2.75 in the major (i.e. NURS and HSCI courses) published in the UC Catalog. *All nursing courses must be taken in the sequence published in the Academic Catalog.*

Students are cautioned that their successful performance in nursing courses is highly reliant upon content mastered in the health science (HSCI) courses. While students must earn a minimum grade of “C” in all HSCI courses, the faculty encourages students to earn the highest grade possible in each HSCI course, since the HSCI course content is an integral support to NURS course work, and supports the development of the knowledge and skill necessary for assuming the role of a professional nurse.

Graduation requires the achievement of all coursework with a “C” or higher. Additionally, graduation requires successful completion of the University of Charleston Liberal Learning Outcomes, a comprehensive exit examination within the major, a cumulative and major (all HSCI and NURS courses) GPA of 2.75 or higher, and a cumulative CLA Assessment.

Progression Policy

To progress to subsequent semesters of study in nursing, a student must have both a university based cumulative GPA of 2.75 and a GPA of 2.75 in the major (i.e. NURS and HSCI courses).

Students must achieve a minimum grade of “C” in all basic sciences (Chemistry, Microbiology, Anatomy and Physiology). Students must also earn a minimum grade of “C” in all Health Science (HSCI) courses in order to enroll in the nursing courses.

Nursing students must achieve a minimum grade of “C” in the theory portion and a grade of Pass (P) in the laboratory portion of all nursing courses in order to enroll in the next nursing course in the sequence and to be eligible for graduation.

If a student fails one component of a nursing course (either theory or laboratory) the student will receive a failing grade earned in each component. To progress to the next nursing course, both components of the course will have to be repeated with achievement of a minimum of “C” in the theory portion and a “P” in the laboratory portion.

All nursing courses must be taken in the sequence published in the Academic Catalog.

Students are cautioned that their successful performance in NURS courses is highly reliant upon content mastered in the HSCI courses. While students must earn a minimum grade of “C” in all HSCI courses, the faculty encourages students to earn the highest grade possible in each HSCI course, since the HSCI course content is an integral support to NURS course work, and supports the development of the knowledge and skill necessary for assuming the role of a professional nurse.

All nursing students graduating from the University of Charleston will take and pass an end of program comprehensive and cumulative testing in the spring of the Senior Year. Two opportunities to take the comprehensive exam are allowed. See the *BSN Handbook* for the standardized testing and comprehensive assessment of nursing knowledge policy.

REPEAT OF NURSING COURSES

1. Students may enroll in a nursing course a maximum of two times.
2. Students who are unsuccessful in completing a nursing course must have a cumulative GPA of 2.75 and a GPA of 2.75 in Nursing and HSCI courses in the major before being allowed to repeat the course.
3. Students may only repeat one nursing course. Students wishing to repeat a nursing course are required to audit the prior nursing courses. (Example: If repeating NURS 207/NURS 207L, then NURS 206/NURS 206L would be audited). Refer to the Audit Policy in the BSN Handbook.
4. Students who do not meet progression standards must request readmission to the nursing program. Readmission to the program is limited to one occurrence.
5. If more students apply for re-admission into the nursing course than space allows, re-admission will be based on rank order using cumulative grade point average. If the cumulative grade point averages of the students applying for re-admission are equal, then the student with the earliest initial enrollment in the first nursing course will be given priority.
6. Students repeating courses will not displace first time enrollees.
7. Students must submit a letter requesting re-admission to the Chair, BSN Department no later than 30 days prior to the anticipated re-admission semester.

Reviewed by Faculty April 2014

Course Fees and Costs

Course fees are assessed for things such as laboratory supplies, computer software access specific to nursing students, and standardized mastery testing. Course fees will be designated in the schedule of upcoming courses and will vary by course, and by year, as costs vary from year to year and vendor to vendor.

- In the Freshman Year, students should anticipate initial out-of-pocket costs for health record-tracking by Certified Background Check, immunizations, drug screen, background check, PPD, CPR card, uniforms, lab coats, stethoscopes, watches with second hands, and a lab supply kit. These are expenses that are the responsibility of the student.

- In the Senior Year, students must plan for costs of application for licensure as a registered nurse which can amount to several hundred dollars. Students must send the licensure application fees, along with the licensure application to the West Virginia Board of Examiners for Registered Professional Nurses. Additionally, fees for licensure testing and fees for the costs of the required fingerprinting must accompany the application to the West Virginia Board of Examiners for Registered Professional Nurses. An additional criminal background check is required by the West Virginia Board of Examiners for Registered Professional Nurses, in conjunction with licensure. This is not to be understood as a comprehensive list, but is offered to the student for planning purposes.

Insurance

All nursing students are required to carry nursing liability insurance for the entire period they are enrolled in clinical nursing courses. This insurance is provided by a group policy written for the University and the student will be billed for the appropriate premium.

Clinical Laboratory

Throughout the program, students will be assigned to various health care and community agencies. Clinical assignments will be changed semester to semester and may vary within a given semester. Laboratory times are somewhat inflexible due to agency constraints and coordination with other schools. Additional time in agencies to prepare for laboratory is expected in upper-division nursing courses and may not be reflected in scheduled clinical hours. Students must fulfill all clinical commitments, making concurrent employment difficult as research has shown that students working in excess of 12 hours a week experience increased stress and have compromised academic outcomes. Students are expected to assume responsibility for transportation to the various agencies.

Comprehensive Examination

All students must pass a comprehensive examination during the final semester prior to graduation. The examination for the Baccalaureate Nursing major is a standardized test provided by a national testing service. It will be administered by the faculty congruent with the standardized testing and comprehensive assessment of nursing knowledge policy in the *BSN Handbook*.

Criminal Background and Health Requirements

Evidence of having met departmental health requirements and criminal background check congruent with the requirements of our cooperating agencies is required. The agencies have the option to make changes annually and as needed due to changing requirements from The Joint Commission's standards. UC students must meet new agency requirements as they emerge to preserve their eligibility for participation in clinical labs.

Requisite Behavior Necessary for Clinical Privileges

The entire educational process at UC is designed and intended to insure that the student acquires the necessary knowledge, skills, behaviors, and values requisite for safe, professional nursing practice. Students are responsible for adhering to the rules and regulations set forth by the West Virginia Board of Examiners for Registered Professional Nurses www.wvrnboard.com.

Safe clinical practice is required for academic success in the nursing program. When students evidence any of the following, they will be removed from clinical practice:

- Inability to develop and maintain appropriate respectful, trustworthy interpersonal relationships required for building and sustaining relationships with patients, their families, peers, faculty, and collaborating providers.
- Lack of theoretical knowledge required for safe clinical practice.
- Insufficient skill or inability to practice safely in clinical practice.
- Actions evidencing values incongruent with those required for ethical practice as defined by the ANA Code of Ethics for Nurses.
- Actions incongruent with the WV Board of Registered Professional Nurses Code and Scope of Practice and the American Nurses' Association Scope and Standards of Practice.
- Any action or behavior that would violate patient confidentiality or increase the risk for potential or actual patient harm.

Students' clinical experiences are considered a vital part of learning the practice of professional nursing, and faculty guidance is available in facilitating these learning experiences. As the student progresses through the program of study, they are expected to increase their abilities to function independently and assume responsibility for their actions. When a student's clinical decision making is deemed by faculty to constitute unsafe or unethical nursing practice, or when there is lack of adherence to established policies and procedures related to professional conduct, the student will receive a failing grade in the course and may be withdrawn from the course **and/or** removed from the program.

NURSING RN- BSN Program (RN-BSN)

Professor Duane F. Napier, MSN, RN – Program Director

Mission

Building upon the mission, vision, and values of the University of Charleston, the RN – BSN Program's mission, through life-long learning the registered nurse will continue to enhance their critical thinking skills in the application of the nursing process. Emphasis is placed on the life-long development of ethical, legal, and evidenced-based practice of the professional nurse.

Features of Distinction

- Nursing courses are completely on-line
- All previous courses (as applicable) are accepted regardless of age
- No residency requirements
- Nursing leadership track
- Case Management track
- Provides the student an opportunity to apply hours toward case management certification
- All nursing courses are offered every semester

Admission

Students must gain admission to the University of Charleston prior to applying for admission to the RN – BSN Program.

RN – BSN applicants must:

- Be a Registered Nurse with an unencumbered nursing license
- Submit an official transcript from all colleges and universities attended demonstrating a grade point average of 2.50 or >
- All transcripts will be reviewed by the registrar to determine transfer equivalency
- Complete and submit an RN – BSN Program application

RN – BSN Program Student Learning Outcomes:

At the conclusion of this program the graduate;

- will demonstrate the university’s mission and philosophy into their practice
- will collaborate and communicate effectively, using creative approaches that acknowledge interdependent roles and relationships and possesses competency to critically analyze, and to manage care with clients who have complex, unpredictable chronic or health maintenance needs in settings where decision-making may, or may not be supported by established protocols and procedures
- will utilize the nursing process and other systematic approaches derived from the sciences and liberal arts to promote optimum health for individuals, families, and communities from diverse populations
- will be prepared as nurse leaders/case manager to apply theories for the improvement of care and enhancement of environmental health. Environmental health includes the client’s environment at home, within the community, or within a care agency setting
- will be prepared as critical thinkers and independent decision-makers who utilize theory and research into practice.

What will you study:

The RN – BSN Program consists of 30 credit hours of nursing and 90 hours of ADN nursing courses and general education courses transferred in or taken concurrently with the nursing courses.

Every student will be advised by the Program Director.

The following is a guide that is based on an 18 month completion period.

All nursing courses are offered every semester. Courses need to be taken in sequence.

Course	Credit hours
NURS 337X Introduction to Professional Nursing	2
NUSR 338X Introduction to Nursing Research	3
NURS 339X Health Assessment	1
NURS 340X Independent Studies (Leadership or Case Management)	8
NURS 437X Leadership and Case Management	4
NURS 438X Community Health/Health Promotion Across the Life Span	3
NURS 438LX Community Health Lab	3
NURS 439X Issues and Trends	3
NURS 459X Capstone	<u>3</u>
	30 credits

Other General Education courses needed, either transferred in or taken concurrently

Course		Credit hours
BIOL 251/252	Anatomy and Physiology I & II with Lab	8
COMM 102	Freshman Writing Ii	3
COMM 103	Oral Communication Foundations	3
NSCI 220	Statistics in Science and Research	3
SSCI 105	Issues in Social Science	3
BIOL 127	Microbiology for Allied Health	4
CHEM 100	Introductory Chemistry with Lab	4
MATH 120	Intermediate Algebra	3
BIOL 420	Introductory Pathophysiology	3
HIST 211 or 212	World Cultures I or II	3
HSCI 204	Nutrition	3
HUMN 101	Introduction to Humanities	3
ENGL 200 or 300	English Literature	3
MUSC 212/ART 200/250	Music Appreciation or Art	3
ART 200 or 250	Photography	3
UNIV 203	University Transitions	3
UNIV 459	Senior Capstone	3

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Professor Kay Blose, Program Director

Mission

In concert with the mission of University of Charleston- Beckley, The Occupational Therapy Assistant Program seeks to prepare its graduates to enter the global workforce as highly educated, productive individuals, to have the knowledge and ability to embrace enlightened living, through therapeutic use of self, along with the technical skills and professional behaviors to be an involved member of the occupational therapy community.. The OTA program seeks to maintain the highest ethical standards and to ensure dynamic curriculum development by thorough and ongoing assessment programs.

Occupational Therapy Assistant Program Goals

Our goals to prepare Occupational Therapy Assistants:

- Who are competent, compassionate, and ethical entry – level Occupational Therapy Assistants
- Who demonstrate a knowledge level and skill set indicative of securing national certification in Occupational Therapy Assisting
- Who understand and communicate effectively across disciplines
- Who value lifelong learning, are dedicated professional, and socially responsible citizens

Faculty is committed to:

- Provide a strong foundation in the skills and knowledge needed for entry-level OTA practice competencies.

- Provide the environment to assist in understanding occupational therapy and practice.
- Provide basic skills and a supportive learning environment that will encourage and motivate the student not only to complete the prescribed course of study, but also to remain lifelong learners.
- Provide an atmosphere that teaches respect for human life and to demonstrate how that can be translated into client/patient care.
- Provide an atmosphere that offers students an environment to learn new and marketable skills.
- Focus on continuous improvement in the Occupational Therapy Assistant curriculum, allowing students access to up to date information in the field of Occupational Therapy

Admission Requirements

Admission to the OTA program is selective, and acceptance to the University of Charleston does not guarantee admission into the OTA program. Application is limited to those who have successfully completed the appropriate prerequisites and meet specific GPA requirements of at least a 2.5.

- Anatomy and Physiology
- Beginning algebra
- English and communication
- Humanities
- Social Science
- Psychology
- University Courses

All students must complete prerequisites by the end of the second summer session to be eligible for the OTA program beginning each fall. Applications are accepted each spring and must be submitted by **March 15th** to the OTA program. To be eligible to enter the selection pool for the OTA program a student must:

- Earn a minimum 2.5 cumulative GPA
- Achieve a minimum of a “C” or higher in all prerequisite courses
- Complete and document a minimum of 20 volunteer hours with an OT or an OTA
- Provide two (2) letters of recommendation

If a student wishes to transfer from another accredited occupational therapy assistant program the transcript and course evaluation will be done on an individualized basis by the OTA Program Director

Background Check Notification

A student may be admitted to the OTA program at University of Charleston-Beckley even if a felony has been committed. However, there may be instances where a student will not be permitted to test for licensure or admitted to a clinical setting depending on the guidelines of the outside Accrediting /Certifying Agency or the clinical affiliate. Each student is instructed to contact the NBCOT for pre-verification of testing and/or questions

concerning felony convictions. (National Board for Certification in Occupational Therapy) (301-990-7979)

Drug Testing Policy

- Mandatory drug screenings will be performed. Students will not be notified in advance of a mandatory drug screening. The costs associated with the screening are the responsibility of the student.
- A reasonable suspicion screening will be required based on personal, physical, or performance changes. The cost of the drug screening is the responsibility of the student.
- In addition to “Mandatory Drug Testing” and “Reasonable Suspicion Drug Testing”, students are subject to the drug testing policies at any clinical site they may be assigned to and are responsible for all costs related to a clinical site’s drug testing.
- Any Occupational Therapy Assistant student who has a positive drug screen will be subject to disciplinary action and immediate dismissal from the program.
- Re-entry into the Occupational Therapy Assistant program will not be considered following a positive drug test.
- Any Occupational Therapy Assistant student who refuses to perform or to pay for a mandatory drug screen, a drug screen requested due to reasonable suspicion, or a clinical site’s drug screen will be considered in direct violation of the Occupational Therapy Assistant program drug testing policy and will be subject to disciplinary action and immediate dismissal from the program.

Policies for Progression and Graduation

Eligibility for a degree in Occupational Therapy Assisting requires successful completion of didactic courses, level I and level II fieldwork rotations, and University – wide Liberal Learning Outcomes.

To be eligible for graduation a student must:

- Achieve a minimum “C” in all prerequisite and OTA didactic courses
- Complete a minimum of 80 combined academic and fieldwork credits
- Complete level I and level II fieldwork rotations as assigned, with a passing grade

Occupational Therapy Assistant Curriculum

First Year Summer I

BIOL 213	Basic Medical Terminology	1
MATH 116	Survey of Mathematics	3
PSYC 101	Introduction to Psychology	3
Total:		<u>7</u>

First Year Fall

BIOL 212	Human Anatomy & Physiology	3
BIOL 212L	Human Anatomy & Physiology Lab	1
COMM 101	Freshman Writing I	3

HUMN	100-level course	3
PSYC 212	Life-Span Development	3
UNIV 101	University Orientation	1
Total:		14

First Year Spring

COMM 102	Freshman Writing II	3
COMM 103	Oral Communications Foundations	3
SSCI 105	Issues in Social Science	3
UNIV 102	University Experience	2
UNIV 112	Introduction to Ethical Practice	1
Total:		12

Second Year Fall

OTA 201	Intro to Occupational Therapy	3
OTA 202	Prin. Of Performance in OT	3
OTA 203	Clinical Kinesiology	3
OTA 204	OT in Adult Physical Performance I	4
OTA 205	Level I Fieldwork I	2
OTA 208	OT in Adult Psychosocial Perf & Lab	3
Total:		18

Second Year Spring

OTA 206	Level I Fieldwork II	2
OTA 207	OT in Adult Physical Perf. II	4
OTA 209	Modalities/Methods for Occup. Perf & Lab	3
OTA 210	Occupational Perf of Children	3
OTA 215	Occupational Perf of Elderly	3
Total:		15

Second Year Summer

OTA 211	Level II Fieldwork I	6
OTA 212	Level II Fieldwork II	6
OTA 216	Capstone Seminar	2
Total:		14

Accreditation

The Associate of Science in Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

Complete accreditation confirmation is available at:

Accreditation Council for Occupational Therapy Education (ACOTE)

www.acoteonline.org

4720 Montgomery Lane Ste.200

Bethesda, MD 20814

1800-say-aota

RADIOLOGIC SCIENCE (RADI) BACHELOR OF SCIENCE

Professor Mindy Smith-Amburgey, Program Director

- Accredited by the Joint Review Committee on Education in Radiologic Technology
- Baccalaureate prepared graduates
- Two, activated classroom laboratories, a darkroom, and a CR digitizer on site
- Opportunities for advanced education and becoming multi-skilled in specialized imaging modalities
- Clinical rotations through a variety of health care settings, including a Level I Trauma Center, Cardiac Center, Pediatric Hospital, and Outpatient Facilities
- Highly selective program offers personal attention and low student/faculty ratio
- ASRT(R) to BSRT(R) Track offers opportunities for professional and educational advancement to practicing radiographers

From the Faculty

“Radiologic Science is the health profession involved in the direct administration of ionizing radiation for disease diagnosis and injury assessment. Since their accidental discovery in 1895, x-rays have been recognized as an essential tool designed to assist physicians in medical diagnosis. Technological advances and the addition of new imaging modalities now place radiologic sciences among the most dynamic and high-demand fields in clinical medicine.”

Mission

The primary mission/purpose of the Radiological Science Program is to provide challenging academic and clinical education for the development of the student as a compassionate, responsible, and multi competent radiology professional. The faculty is committed to: 1) educating students, in a liberal learning environment, for a life of productive work as a practicing radiographer, 2) guiding students on their journey to becoming life-long learners by modeling continued education, and 3) demonstrating the importance of service to the greater Charleston community.

Accreditation

The Radiological Science Program is accredited by the Joint Review Committee on Education in Radiological Technology (JRCERT). Contact information on the JRCERT is available at:

JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Licensure

Radiologic Science Program graduates meet the academic and clinical requirements to be eligible to apply to take the American Registry of Radiologic Technology (ARRT) examination. Graduates who pass the ARRT examination are eligible to apply for the West Virginia state license to practice radiology. Application for licensure can be made at the West

Virginia Medical Imaging & Radiation Therapy Technology Board in Cool Ridge, WV. Other states may have different criteria for licensure eligibility.

Please Note: Applicants should investigate his or her eligibility to sit for the American Registry of Radiologic Technologist Examination [ARRT - phone (651) 687-0048 or website <http://www.art.org>] before enrolling in the Radiologic Science program, or see the RADI Program Chair if they answer yes to the following questions:

- Have you ever been convicted of a misdemeanor, felony, or similar offense in a military court martial?
- Have you had any professional license, permit, registration, or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered, or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)?
- Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?

The AART supports 23 ethical rules for practicing RTs that are found on their website.

Admission

Students must first gain general admission to the University of Charleston prior to acceptance into the Radiologic Science Program. A visit to campus to meet with Admissions personnel and program faculty is strongly encouraged. The quota of applicants accepted and enrolled in the Radiologic Science Program is limited by the clinical facilities available.

- Applicants to the B.S. Radiologic Science Program must complete a minimum of 90% (30 credits) of the freshman year courses of the Radiologic Science Program (see curriculum). Students must achieve a grade of “C” or higher in RADI 101. Introduction to Radiologic Science and RADI 102 Radiation Physics. If a transfer student is accepted into the program, they must complete RADI 101 & RADI 102 with a “C” or higher. Failure to receive a “C” or higher in either course as a transfer or sophomore student will result in termination from the program.
 - Students are admitted to the Radiologic Science Program in the fall semester of the SOPHOMORE YEAR after completing the required 30-34 credits. Admission may be based on a competitive point scale if there are more applicants than open slots.
 - Applicants must have a cumulative grade point average of 2.7 or higher on a 4.0 academic scale.
 - Each applicant is required to submit a satisfactory physical examination, including selected laboratory tests, and a current CPR certification card before the sophomore year. In addition, applicants must complete and pass a criminal background check for admission to the Radiologic Science program. Students who fail to submit or meet the minimum standards of the health examination and/or criminal background check may not be admitted to the Radiologic Science Program.

- The Department of Radiologic Science faculty reserves the right to evaluate all transfer credits.
- Students requesting to transfer into the Radiologic Science Program from other JRCERT accredited radiography programs (collegiate or certificate) will have all transcripts evaluated and advanced placement may be awarded. Additional departmental testing may be required to determine the student's retention level and placement. The Radiologic Science faculty will assess competency levels for advanced placement in the program. Contact the Department Chair for questions or more detailed information.
- Applications will be made available to prospective students in March and April with a completion due date of May 1st. Applicants to the Radiologic Science clinical component are evaluated on a competitive basis utilizing a point scale, which occurs at the end of the FRESHMAN YEAR. Points will be awarded for GPA scores (minimum 2.7), college credits completed, and for hours completed at the University. Additional point consideration will be awarded for students who have completed Associate or Baccalaureate degrees. All candidates who meet the program requirements will be reviewed by the admissions committee of the Radiologic Science Program and ranked based on the point scale.
 - **NOTE:** The point scale will be implemented if at the end of the freshman year the qualified student population exceeds the number of clinical openings available. Students are encouraged to strive for high academic achievement and professionalism to help secure their acceptance into the clinical radiography component. The number of clinical openings, which are scheduled to begin the sophomore year, will vary with each class; however, the target number will be approximately 18 students. Please contact Mindy Smith-Amburgey, (304) 357-4923, E-mail: mindysmith@ucwv.edu - Chair of Radiologic Science Department, or the University of Charleston Office of Admissions for additional program information.
- Successful completion of science courses in high school and or college such as mathematics, biology, chemistry, physics, and human anatomy and physiology help academically prepare the student for the radiologic science curriculum.
- Applicants who read, write, and speak English as a second language must demonstrate proficiency in English skills. Additional testing of the applicant may be required before admission to the Radiologic Science Program.
- A personal interview with the Department of Radiologic Science Chair is recommended for all applicants to insure that applicants fully understand the program and its requirements.
- Students admitted to the clinical component of the Radiologic Science Program will commit to between 25 and 38 contact hours per week depending on the number of support and liberal learning courses completed prior to program entrance.
- Female applicants are required to review the radiography student pregnancy policy before entering the program.
- Applicants to the Radiologic Science Program are encouraged to review the student Radiologic Science Handbook before entering the program. Contact the Program Chair for details about receiving a copy. The Radiologic Science handbook will be reviewed in RAD1 101.

- All health science students must complete a criminal background check prior to beginning the clinical component of the sophomore year. This is a confidential process required for compliance with Joint Commission on the Accreditation of Hospitals and Health Care Organizations.
- Each new Radiography class will begin in the fall semester of the sophomore year at the University of Charleston. Students accepted into the Radiologic Science Program will be notified by mail on or before May 30th.
- Students accepted into the Radiologic Science Program will be expected to attend clinical rotations during the shifts of 8:00 a.m. to 4:00 p.m. and 3:00 p.m. to 11:00 p.m. Students will not be scheduled on weekends or holidays observed by clinical facilities.
- Students will be expected to pay any fees associated with clinical readiness obligations such as criminal background checks and lab fees. Any costs associated with uniforms, CPR certification, parking, and textbooks are the responsibility of the student.

ASRT(R) to BSRT(R) Concentration

This concentration is designed to allow Registered Radiographers to complete requirements for the Bachelor of Science in Radiologic Science degree. The curriculum is planned depending upon the academic background of the individual. Students must meet all liberal learning outcomes by course enrollment, transfer, portfolio, or independent learning plan.

Admission to the ASRT(R) to BSRT(R) Track

The applicant must:

- Be eligible for admission to the University
- Hold current American Registry in Radiologic Technology (ARRT)
- Have an earned GPA of 2.7 minimum (on a 4.0 scale) on previous college coursework
- Show evidence of current CPR certification
- Show evidence of meeting clinical education setting's health requirements
- Complete criminal background check
- Document practical work experience

Curriculum for ASRT(R) to BSRT(R) Track

MATH 116	Survey of Math (or higher equivalent)	3 credits
HSCI 201	Health Assessment I (unless work exp. Subs.	3 credits
NSCI 220	Statistics in Science & Research (or equivalent)	3 credits
RADI 302	Cross Section Anatomy (unless work exp. Subs.	1 credit
RADI 320-323L	Professional Specialization/Lab (unless specialty reg.)	2-5 credits
HSCI 401	Health Leadership & Mgmt. (unless work exp. Subs)	3 credits
HSCI 302	Health Ethics & Policy (unless mid-level icon met)	3 credits
HSCI 402	Research I	3 credits
RADI 420-423L	Specialization Clinical Lab (unless work specialty reg.)	3 credits
UNIV 459	Senior Capstone	3 credits

Liberal Learning Outcomes

Up to 50 credits

Prior Credit for Associate Degree/Diploma –

Approx. 60 credits

Decision of Program Chair

Requires only Senior Capstone, Research, & Advanced Communication for LLOs. Program requirements will be reviewed individually.

All other graduation requirements will be mandatory including the 30 credits of upper division coursework and resident coursework.

Program Outcomes

To measure Radiologic Science Program effectiveness:

- Students/Graduates will demonstrate competence as an entry level radiographer.
- Students will demonstrate effective communication skills.
- Students/Graduates will employ critical thinking skills in professional practice.
- Students will model professionalism.

Quantitative Program Data Benchmarks for the Joint Review Committee on Education in Radiologic Technology

Minimum quantitative outcomes are as follows:

- Graduates will earn degrees within four (4) years or less from date of program entrance.
- Five year average credentialing examination (ARRT) pass rate must be 75% or higher.
- Five year average job placement rate must be 75% or higher within 12 months of graduation.
- Program completion rate must be 60% or higher.
- Employer and graduate surveys will indicate 85% or higher satisfaction.

What You Will Study

The Bachelor of Science in Radiologic Science degree consists of 130 credits, including 69 credits of Radiologic Science, 13 credits of Health Science core, 15 credits of Science and Mathematics, and 39 credits of Liberal Learning Outcomes. Students will also complete approximately 1200 hours of clinical experiences.

Philosophy

The Radiologic Science faculty believes the practice of medical diagnostic imaging is both an art and a science; the art of human interactions and compassion, and the science of high technology used to produce diagnostic images. In recent decades the trend toward specialization has dominated the health care professions, and radiologic science is no exception. Yet, among its professionals, the current overriding perspective on its future direction is the need to become multi-skilled in order to provide patient care outside the purview of radiologic diagnosis and treatment.

This recognition of the need to expand the scope of practice has encouraged us to prepare students for the real world. A baccalaureate program must reflect advanced learning beyond the technical level and the baccalaureate level radiographer must possess and perform at a higher knowledge and skill level than the technical level. In addition, a baccalaureate degree program in radiologic science must offer upper-division courses within the professional discipline such as advanced patient assessment, expanded patient education, ethical practice,

leadership roles, critical-thinking and problem-solving skills, research, and promote multi-credentialing in advanced imaging modalities. Our intention is to present the principles of radiologic science at the baccalaureate degree level in a challenging format that provides the student an opportunity for true personal and professional development.

The curriculum consists of lectures, seminars, demonstrations, Internet projects, group activities, laboratories at the University, and clinical experiences at nine Charleston area hospitals and outpatient centers. Students are reminded that the program is very structured. Students should consult closely with program faculty and major advisors to insure that the pre-requisites and the University of Charleston's Liberal Learning Outcomes are met.

Bachelor of Science Degree in Radiologic Science - 2014-2018 Curriculum*

Freshman Year

Fall Semester

UNIV 101 Orient. to University	1
MATH 116 Survey of Mathematics	3
RADI 101 Intro to Radiologic Science	2
HUMN 101 Intro to Humanities	3
COMM 101 Freshman Writing I	3
BIOL 130 Introductory Biology for Majors	4

Spring Semester

UNIV 102 Univ. Experience	2
RADI 102 Radiation Physics	3
SSCI 105 Issues in Soc. Science	3
COMM 102 Freshman Writing II	3
COMM 103 Oral Comm. Fundamentals	3
UNIV 112 Intro to Ethical Practice	1
HIST 211 or Global Awareness	3

Total: 16

Total: 18

Sophomore Year

Fall Semester

BIOL 301/301L Human Anatomy
& Physiology **OR**
BIOL 251/251L
RADI 201 Radiographic
Positioning I
RADI 201L Clinical Lab I
RADI 202 Osteology
HIST 212 or NSCI 333

Spring Semester

BIOL 302/302L Human
Anatomy & Physiology
OR
BIOL 252/252L
RADI 211 Radiographic
Positioning II
RADI 211L Clinical Lab II
RADI 212 Radiographic
Exposure
BIOL 304/304L Physical
Assessment

Total: 16**Total: 17****Junior Year****Fall Semester**

RADI 302 Cross Section.
Anatomy
RADI 301Rad. Positioning III
RADI 301L Clinical Lab III
RADI 311 Radiologic Pathology
SSCI 203 Methods for the
Behavioral Sciences or NSCI
220 Statistics in Science and
Research.

Spring Semester

RADI 304 Imaging
Equipment
RADI 314L Clinical Lab IV
/ Pharmacology
HSCI 302 Health Ethics &
Pol.
Or NSCI 345 Iss. Medicine
RADI 320-3 Professional
Spec.
RADI 320-3 Specialization
Lab
ENGL 2XX Literature Icon

Total: 15**Total: 21****Senior Year****Fall Semester**

HSCI 402 Research I
RADI 405 Radiation Biology
RADI 420-423L Spec. Lab
RADI 401L Clinical Lab V
RADI 210 Radiologic Processing
UNIV 459 Senior Capstone

Spring Semester

RADI 410 Radiologic
Science Senior Seminar
RADI 411L Clinical Lab VI
HSCI 401 Hlth Ldrshp &
Mgt
RADI 498 Clinical
Internship
RADI 403 Rad Quality Mgt
RADI 431L C.T. Post
Processing – CT Students
Only

Total: 17**Total: 15**

Grand total credits for graduation —135 credits.
Total clinical hours – Approximately 1200 hours.

**The curriculum is subject to change.*

Additional Requirements

Comprehensive Examination/Graduate Competencies

All students who plan to receive a baccalaureate degree must pass a comprehensive examination during the final semester of the year of expected graduation. The examination for the Radiologic Science major will be prepared and administered by the Chair of the Department of Radiologic Science and the professor of Radiologic Science Senior Seminar course. A second examination will be provided for students who do not pass the first examination with an 85% or higher. Students must also complete all graduate level competencies with 85% or higher. Students will not receive a diploma until this requirement has been achieved. Details of the written and practical examinations are available from the department chair.

Policy for Professional Specializations

Students will be required for graduation eligibility to select one major area of specialization, i.e., computed tomography, CT; magnetic resonance imaging, MRI; cardiovascular radiography CV; sonography; US or Mammography. The student may select one minor, mammography, M, in addition to one of the major areas listed above. Students will be enrolled in both didactic and clinical rotations courses as part of his or her professional specialization. The Radiologic Science Department **CANNOT** guarantee the offering of each modality listed above in the event that a full-time RADI faculty member resigns from his/her position and a faculty member with the appropriate credentials is not available to teach the special modality.

The Radiologic Science faculty will make every attempt to grant students' requests with regards to specialization selections. Due to limited availability of clinical facilities, the student is **NOT** guaranteed his or her first choice in specialized modalities. Selections may be determined by the student's overall University grade point average.

Competency requirements will vary depending on the specialized area selected. Additional classes and or clinical education may be required after graduation from the Bachelor Degree Program at the University of Charleston to be job market prepared, state licensed, or eligible for certification in all specialized areas.

RS Program Grading Scale:

A	=	92 – 100	D	=	75 – 79
B	=	85 – 91	F	=	< 75
C	=	80 – 84			

Policies for Progression and Graduation

Radiography students must achieve a minimum grade of "C" in all radiologic science (RADI) courses in order to enroll in the next course in the sequence or to be eligible for graduation. In any radiologic science course (RADI) in which the student earns less than a grade of "C", the entire course, lecture and laboratory must be repeated to achieve a grade of "C" or higher. **NOTE:** All students must complete the entire Radiologic Science Program within a period of four years (48 months) from the time of the first enrollment in the clinical component of the curriculum. Candidates for the Radiologic Science degree who do not complete all requirements within a four-year period will be dismissed from the program.

At the conclusion of all semesters, except the semester immediately preceding graduation, radiography students with a grade point average below 2.0 will not be permitted to register for the next radiologic science course. Students with a grade point average between 2.0-2.2 will be placed on academic probation.

To be eligible for graduation, the Radiologic Science student will be required to develop, maintain and submit a portfolio for evaluation.

Policy for Holding Students

Students enrolled in the University who have completed portions of the clinical component of the Radiologic Science Program, but are currently not enrolled in radiologic science courses may be readmitted to the radiography clinical component under the following conditions:

- The student must be academically admissible.
- The student must take all radiologic science courses in the sequence published in the Catalog.
- The student must have a minimum overall grade point average (GPA) of 2.0.
- The student must have completed all deficiencies with a “C” or higher.
- The student must otherwise meet all the conditions for any other student in the University.

Policies Governing Repeat of Radiologic Science Courses

- Students requesting to repeat a radiologic science course must have a minimum overall grade point average of 2.0 before being re- admitted to a radiologic science course
- Students may repeat a radiologic science course one time only.
- Students must state in writing their request to repeat any radiologic science course to the director of the Radiologic Science Program.
- Students must complete the Radiologic Science Program within four years (48 months) after admission to the clinical component of the Radiologic Science Program.
- Students may only repeat two (2) radiologic science courses because of academic failure. After the third failure, (“D” or “F”) in a radiologic science course, the student is dismissed from the Radiologic Science Program.

Physical Examinations/Background Check

Each student entering the clinical component (sophomore year) is required to submit a satisfactory physical examination, including selected laboratory tests, criminal background check, and a current CPR certification card, before or at the time of admission to the clinical component of the Radiologic Science Program. Students who fail to meet minimum standards of the health examination/background check may not be admitted to the Radiologic Science Program. Students admitted to the program will be required to provide annual documentation of CPR re-certification, PPD, and flu vaccine and will be responsible for all associated fees.

Uniforms

Students must purchase uniforms as designated by the Department of Radiologic Science. Information will be sent to students accepted into the clinical component and will be presented during student orientation. Addition information and dress code policies are contained within the RADI Student Handbook.

Insurance

For protection of the radiography student, all students enrolling in the radiologic science clinical component will be required to carry medical malpractice insurance for the entire period they are enrolled in the clinical courses. This insurance will be provided by a group policy written for the University. All arrangements are made by the administration. The student pays the allocated premium, which the University will collect.

Radiography students enrolled in the clinical component of the Radiologic Science Program are strongly encouraged to carry personal health and accident insurance. The University offers an optional health care plan designed for students of West Virginia colleges that may be purchased through the Office of Student Life.

Transportation

The Radiologic Science sophomore, junior, and senior students must provide their own transportation to and from all clinical education settings (hospitals). In addition, students should expect to pay for parking at the hospitals.

Other Expenses

Students in the Radiologic Science Program may incur expenses related to participation in state and national conferences; however, opportunities for fund raisers may be available to help offset the costs.

RADIOLOGIC TECHNOLOGY (RADT) ASSOCIATE OF SCIENCE *Professor Jason Wilcox, Program Director*

The radiologic technology program develops competence in the knowledge and skills required for radiologic imaging. The integrated curriculum includes 20 hours of general studies credit and 55 hours of radiologic technology credits. The curriculum incorporates both didactic and clinical education components. Students have the advantage of practicing most radiographic procedures on campus in one of two energized laboratories while using fully digital processing equipment, as well as taking part in direct patient contact during the clinical components of the program.

Upon meeting program completion requirements, graduates are eligible to apply for the American Registry of Radiologic Technology (ARRT) examination. Successful completion of the ARRT exam grants certification required for licensure in West Virginia and most other states. Individuals with prior felony or certain misdemeanor convictions may not be eligible for certification by the ARRT and/or licensure by state agencies. Also individuals with prior felony or certain misdemeanor convictions may not be permitted to attend clinical due to various clinical site policies. In such cases students would not be permitted to continue in the program or complete the degree. Contact the appropriate licensing agency and the program director for more information.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312.704.5300, mail@jrcert.org.

Application and Admission

Admission to the program is selective. Acceptance to University of Charleston and meeting program admission requirements do not guarantee admission to the program. The program accepts one class a year for fall semester entry.

It is strongly recommended that applications be received no later than March 15. Qualifying applicants who apply before that date may be given preference over other applicants, at the discretion of the University. Those who apply after that date will be considered until the class is filled.

Criteria for admission are:

- Admission to the University
- Completion of ACT or SAT
- Completion of all prerequisite coursework with a minimum grade of C in each course
- Minimum GPA of 2.5 in all college-level study

Applicants who have completed their prerequisites at University of Charleston and are otherwise qualified for the program are given preference over those who are transferring prerequisites from other colleges or universities.

Admission as a transfer student requires a GPA of at least 2.5 on a 4.0 scale based on at least 13 credit hours (excluding courses considered developmental or remedial) from an institution of higher learning, including at least 3 hours of mathematics and 4 hours of sciences, both with a minimum grade of C.

Students wishing to transfer from another recognized radiologic technology program are evaluated individually after review of college transcripts and ACT or SAT scores. The program faculty makes the final decision on admission and placement on the basis of the transcript review and program availability at the time of application.

The final phase of admission requires passing a technical standards evaluation. Students must be physically able to perform the following tasks to function competently in the field of radiologic technology:

- Manipulate the x-ray tube in all directions
- Insert and remove a cassette from the bucky tray
- Lift 25 pounds of weight from the floor and carry to the exam table
- Assist a simulated patient in moving from a wheelchair and stretcher to the exam table
- Read a doctor's order/clinical requisition with accuracy
- Observe a patient's respiration from a distance of 10 feet
- Hear a patient's verbal request within an exam room

Reasonable accommodations are made for applicants with the proper documentation of a disabling condition.

Program Prerequisites

Applicants are required to complete 14 semester hours of prerequisite study as listed below before being admitted into the program:

HUMN 101	Introduction to Humanities	3
COMM 101	Freshman Writing I	3
MATH 120	Intermediate Algebra	3
BIOL 212	Intro to Human Anat & Phys	3
BIOL 212L	Intro to Human Anat & Phys Lab	1
BIOL 213	Medical Terminology	<u>1</u>

Total: 14

Program Requirements/Sequence

Students must maintain a minimum GPA of 2.5 throughout the entire course of study. Program progress requires a grade of C in all required courses. Failure to meet these requirements will result in dismissal from the program.

First Year Fall

SSCI 105	Issues in Social Science	3
COMM 102	Freshman Writing II	3
RADT 101/L	Imaging Procedures I & Lab	4
RADT 107/L	Intro to Radiography & Patient Care	2
RADT 108	Radiologic Clinical I	2
RADT 115	Radiographic Physics I	<u>3</u>

Total: 17

First Year Spring

RADT 103	Image Acquisition	3
RADT 111/L	Imaging Procedures II & Lab	4
RADT 118	Radiologic Clinical II	2
RADT 125	Radiographic Physics II	<u>3</u>

Total: 12

Second Year Summer 1

RADT 128	Radiologic Clinical III	3
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Second Year Summer 2

RADT 138	Radiologic Clinical IV	<u>3</u>
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Total: 6

Second Year Fall

RADT 201/L	Imaging Procedures III & Lab	4
RADT 204	Radiobiology/Radiation Protection	2
RADT 205	Computers in Radiologic Sciences	1
RADT 206	Quality Assurance	1
RADT 208	Radiologic Clinical V	3
RADT 210	Radiologic Pharm & Drug Admin	<u>2</u>

Total: 13

Second Year Spring

RADT 217	Radiographic Pathology	2
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RADT 218	Radiologic Clinical VI	3
RADT 228	Radiologic Clinical VII	4
RADT 229	Advanced Imaging	1
RADT 230	Capstone Seminar	<u>3</u>

Total: 13

Sequence total: 75

Summary

General education requirements	20
Radiologic technology	<u>55</u>

Program total: 75

Coursework is based on a structure of 1 contact hour per credit hour for lecture courses and 8 contact hours per credit hour for clinical courses.

MASTER IN PHYSICIAN ASSISTANT (MPAS)
Professor Jennifer Pack, MMS, PC-A, Program Director

Physician Assistant Profession

Physician Assistants (PAs) are highly trained medical professionals who practice medicine on a physician-led team. They practice in all medical and surgical specialties. PAs take histories and conduct physical exams, order and interpret tests, diagnose and treat illness, counsel on disease and preventive health, prescribe medications, and perform procedures.

Physician Assistants are licensable to practice medicine and have prescription privileges in all 50 states. Even though physician assistants legally require physician supervision, most practice autonomously, consulting their supervising physician only when they feel it is necessary. PAs are provided with a great breadth and depth of medical training, thereby providing the foundation for them to excel in all areas of medicine.

Program Information

Our program is designed to train outstanding physician assistant clinicians, equipped to handle the challenges of practicing medicine in a multifaceted and complex health care system. Our program emphasizes a holistic approach, training students not only in the foundational domains of medical knowledge and patient care, but also to think critically, solve complex medical problems, utilize evidence to make excellent decisions at the point of care, and to communicate effectively with clinician colleagues, other healthcare professionals, and patients of different backgrounds. The following highlights some details of our program:

- **Cohort Size:** 30 students annually, matriculating in January each year
- **Pass/Fail System:** The Physician Assistant profession is built on the concept of teamwork and medicine is rapidly moving in the same direction. The UC PA program reinforces this concept by utilizing a pass/fail grading structure, which facilitates a culture where students strive to elevate their classmates to provide the best care possible for patients, rather than work to outperform one another.
- **Active and Collaborative Learning:** The UC PA program strongly values utilizing innovative educational methods. As a result, a variety of approaches are employed beyond standard lecture, including case-based, problem-based, and team-based instruction. Through our Patient-Centered Care series of courses, students are challenged to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. This is accomplished through simulated clinical experiences with standardized patients as well as state of the art simulation mannequins.
- **Synthesized Medicine Curriculum:** Instead of courses addressing content separately in clinical medicine, diagnostic skills, and pharmacotherapeutics, the UC PA program has been designed to integrate all of these components together into specialty-based modules (e.g. Cardiovascular, Pulmonology, Pediatrics) to enhance learning and retention.
- **Reflective Practice Portfolio Project:** Towards the end of the didactic component of the program, students are challenged to reflect deeply on their knowledge and skill base in order to identify their strengths and weaknesses. They are then responsible for developing specific plans to address their weaknesses. Throughout their clinical year of studies, they carry out their specific plan, and self-monitor their progress. This project helps prepare students to become well-rounded clinicians who have cultivated a consistent pattern of self-reflective practice, which proves to be a major strength for them throughout their careers.
- **Clinical Rotations:** Ten rotations including those central to developing primary care skills as well as an inpatient hospitalist and elective rotation.

Mission Statement

The mission of the University of Charleston Physician Assistant Program is to prepare competent physician assistants who value and provide comprehensive, patient-centered, culturally sensitive primary care, and are committed to lifelong-learning, professional growth, community health, and caring for underserved populations.

Vision Statement

Our vision is to foster a culture of learning by employing innovative educational strategies and a team-based approach within a supportive environment and to provide an application-based curriculum centered on critical principles of health and disease.

Program Goals

Our goals are to prepare physician assistants:

- Who practice primary care medicine
- Who are committed to the medically underserved

- Who actively participate as members of their community
- Who assume leadership roles within the profession
- Who support and sustain the University of Charleston Physician Assistant Program

Program Outcomes

Knowledge-Related Outcomes

Upon completion of the University of Charleston Physician Assistant Program, graduates will:

- Demonstrate knowledge of biomedical sciences and an ability to integrate and apply this knowledge to the care of patients.
- Differentiate between the normal and the abnormal in anatomic and physiologic findings and other diagnostic test data.
- Understand psychological, socioeconomic, cultural, and spiritual dimensions of human health and illness.
- Identify the appropriate interventions for prevention of disease conditions and promotion of healthy living behaviors.

Skill-Related Outcomes

Upon completion of the University of Charleston Physician Assistant Program, graduates will be able to:

- Gather essential and accurate patient information.
- Competently perform physical examination, basic diagnostic, and therapeutic clinical procedures.
- Interpret, assess, integrate, and apply diagnostic test data and patient assessment information in the process of clinical problem-solving, reasoning, and decision-making.
- Apply the principles of evidence-based medicine to critically evaluate and resolve clinical problems.
- Communicate and effectively collaborate with patients and members of the health care team to provide competent comprehensive patient-centered care across the lifespan.
- Learn independently with a critical awareness of the scope and limits of one's knowledge, skills and attitudes.

Values and Attitudes-Related Outcomes

Upon completion of the University of Charleston Physician Assistant Program, graduates will:

- Commit to a high ethical standard sensitive and responsive to the patient's needs, culture, age, gender, and disabilities.
- Demonstrate respect, compassion, integrity, and accountability to patients, society, and the profession.
- Create and sustain sound professional relationships with patients and members of the health care team.

- Demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety with an awareness of the importance of maintaining one's own well-being.

Accreditation

The ARC-PA has granted **Accreditation – Provisional** to the University of Charleston Physician Assistant Program.

Accreditation – Provisional is an accreditation status. The status indicates that the plans and resource allocation for the proposed program appear to demonstrate the program's ability to meet the ARC-PA *Standards*, if fully implemented as planned. **Accreditation – Provisional** does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

The purpose of accreditation is to establish and maintain standards of quality. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is the agency authorized to accredit PA Educational Programs.

Only graduates of programs accredited by the ARC-PA or its predecessors are eligible to take the Physician Assistant National Certifying Examination (PANCE). Certification is required to be eligible for licensure to practice as a Physician Assistant.

To learn more about PA Program accreditation, visit the official ARC-PA website. To learn more about the PANCE, visit the official National Commission on Certification of Physician Assistants (NCCPA) website.

Admissions

Admission is highly competitive. Applicants must submit an application through CASPA. Qualifying applicants are then subject to an interview. Comprehensive information about the UC PA Program admissions process, including GPA and prerequisite requirements, is available at <http://www.ucwv.edu/PA/Greetings/>.

Two admission pathways have been developed for the University of Charleston PA Program:

- Direct Admission
- PA Fast Track

Direct Admission

Direct admission applicants must have been awarded a bachelor's degree (or higher) from an accredited institution of higher education prior to the matriculation date for which application is being made. The bachelor's degree does not have to be completed prior to submitting an application but there must be a feasible plan for degree completion prior to the program start date for which application is being made.

In order for us to accurately determine United States educational equivalency, applicants who have completed coursework and/or obtained a degree from an educational institution outside the United States are required to have their educational credentials evaluated by World Education Services (WES) or Education Credential Evaluators (ECE). Evaluation reports should be sent directly from WES or ECE to the UC PA

Program.

PA Fast Track

The PA Fast Track is only available to students who are currently enrolled at UC, providing an opportunity for undergraduate students to gain early admittance into the UC PA Program. Students who have completed more than 30 hours or more of college credit from other institutions are not eligible and will be required to apply for admission to the PA program through the Direct Admission process (see above). All other UC students are eligible to apply. Highly motivated students can earn a Master's degree and become eligible to practice in a total of only five years from entering UC as a freshman.

Tuition and Fees

The standard undergraduate tuition rate does not apply to students who matriculate into the UC PA Program. A detailed table outlining the expected total program tuition and fees is available online at http://www.ucwv.edu/PA/Program_Costs/. It should be noted that tuition and fees can change from year to year subject to economic influences, the needs of the university, and needs of the program.

Curriculum

The program totals 110 credit hours. The didactic portion of the curriculum takes place on UC's Charleston campus. During this time, students are introduced to foundational medical content to prepare them to see patients. Following the didactic phase, students are then exposed to patients full time, working side-by-side with physicians, physician assistants, and other healthcare practitioners in the field during the ten required rotations.

SCHOOL OF PHARMACY (PHAR)

Dr. Michelle R. Easton, Dean

Program Description

The Doctor of Pharmacy (PharmD) program within the University of Charleston School of Pharmacy is competency-based, with a focus on the implementation of pharmaceutical care in traditional healthcare environments, and serving the needs of rural America. The overall goal of the curriculum is to develop a competent, highly engaged, generalist pharmacy practitioner who can successfully practice at an entry-level. The curriculum emphasizes the management of disease states and the assurance of quality of care through the analysis of pharmaceutical care outcomes in a highly integrated, technology-driven environment. In addition, the professional pharmacy curriculum at the University of Charleston entails an inter-professional, competency-based framework, using integrated content and teaching, simulated patient environments, problem-based approaches when appropriate, and experiential exposure threaded throughout. The curriculum has been designed to provide knowledge, teach models of care management, allow students to demonstrate their understanding, and

allow plentiful experiential opportunities for practice. Finally, the curriculum is designed to transition learners from dependent to independent, life-long learners as they progress.

The School of Pharmacy is committed to the development of a well-rounded, professionally active pharmacist who is able to demonstrate both technical competence and the embodiment of other essential professional characteristics. Consequently, curricular and programmatic offerings provide instruction, hands-on opportunities, and initiatives designed to encourage the growth and development of professional stewardship, citizenry, responsibility, and active involvement in issues that impact the profession and practice of pharmacy. Students, faculty and staff work together to ensure active participation and the attainment of the community outreach, advocacy, and activism agendas determined annually by the School of Pharmacy.

Mission Statement

The mission of the University of Charleston School of Pharmacy is to prepare pharmacists who will provide comprehensive patient care, to advance the profession through research and advocacy, and to serve the community as leaders in rural health care.

Vision Statement

The vision for the University of Charleston School of Pharmacy is to:

- Become nationally recognized for an emphasis on rural health care and service to the Appalachian area
- Maintain its status as an innovative leader in the use of technology in pharmacy education and practice
- Advance the profession of pharmacy through leadership, education, research and advocacy
- Elevate the profile of the University of Charleston as a leading comprehensive university.

Program Outcomes

The School of Pharmacy has five program outcomes that describe the graduate of the program. These end-of-program outcomes reflect the University of Charleston graduate level liberal learning outcomes (citizenship, communication, creativity, critical thinking, ethical practice and inquiry) as well as the Center for the Advancement of Pharmacy Education (CAPE) Outcomes of 2013.

The graduate of the University of Charleston School of Pharmacy will:

1. Use scientific principles of inquiry to design, implement and evaluate evidence-based practices to provide complete pharmacotherapy and medication counseling for individual patients and diverse populations.
2. Demonstrate critical thinking skills by transitioning foundational knowledge into a patient-centered practice, ensuring safe and effective medication management leading to promotion of improved health, sustained wellness and prevention of disease.

3. Collaborate and communicate effectively with patients, caregivers, other healthcare members, policy makers, and members of the community to effectively participate in a team approach to patient care.
4. Engage in innovative activities when evaluating and implementing medication distribution and related management systems.
5. Demonstrate legal, ethical and professional principles and judgment in pharmacy practice.

Achievement of these outcomes is evaluated for each student as they progress through the curriculum.

Accreditation

The Accreditation Council for Pharmacy Education (ACPE; <http://www.acpe-accredit.org/>) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and Puerto Rico. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Pre-candidate status, Candidate status, and Full accreditation.

Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

Since 2010, the University of Charleston School of Pharmacy has maintained accreditation. Accreditation is an ongoing evaluation process for all schools and colleges of pharmacy in the country. The University of **Charleston School of Pharmacy's Doctor of Pharmacy program** has been given the status of Accredited with Probation by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 410 0, Chicago, IL 60603, 312/664-3575; FAX, 312/664-4652, web site www.acpe-accredit.org, for partial or non-compliance with the following standards: Standard No. 5: College or School and University Relationship; Standard No. 7: College or School Organization and Governance; Standard No. 24: Faculty and Staff – Quantitative Factors; Standard No. 26: Faculty and Staff Continuing Professional Development and Performance Review and Standard; and No. 30: Financial Resources. Additional information can be found at <http://www.ucwv.edu/pharmacy/accreditation.aspx>. For an explanation of the program's Accredited with Probation status, additional information or inquiries regarding the accreditation process, please consult the

University of Charleston School of Pharmacy Office of the Dean or the Accreditation Council for Pharmacy Education.

Admission

The University of Charleston School of Pharmacy seeks to identify talented, qualified, and committed individuals through a competitive admissions process. Admission to the program is based on academic ability, active participation in leadership and/or community service activities, and personal characteristics that reflect a commitment to the practice and profession of pharmacy. Prospective applicants must complete 63 credit hours of pre-requisite course work (see pre-requisite requirements below). All pre-pharmacy course work must be completed prior to beginning the professional program. Applicants are strongly encouraged to complete all course work by the end of the spring semester prior to the start of the professional program.

To be considered for admission, the applicant must have a 2.75 minimum grade point average (any grade lower than C- for pre-requisite course work will not be accepted.) and a satisfactory Pharmacy College Admission Test (PCAT) score. PCAT tests must have been taken within 2 years of the date of application. Applicants are strongly encouraged to submit their application materials early in the fall semester prior to the year they plan to enroll in the pharmacy program. Students who are interested in committing to the pharmacy program early in the application cycle, may apply through the PharmCAS Early Decision program. This is a binding option for candidates who have selected the UCSOP program as their first choice for pharmacy school. The Early Decision deadline is in early September and candidates are encouraged to consult the PharmCAS website for additional information.

The School of Pharmacy reviews applications through a rolling admissions process beginning each August and admits students into the program until the maximum class size is reached. Students who are successful in the initial screening process are required to come to the University of Charleston for a personal interview.

Prospective applicants may obtain application materials and additional information on policies, procedures, and fees from the School of Pharmacy's website at www.ucwv.edu/pharmacy or by contacting the:

Office of Professional and Student Affairs
University of Charleston School of Pharmacy
2300 MacCorkle Ave, SE
Charleston, West Virginia 25304
304-357-4889

Applicants must utilize the on-line service Pharmacy College Application Service (PharmCas) and the School of Pharmacy's supplemental application www.ucwv.edu/pharmacy. Information regarding PharmCas can be obtained at <http://www.pharmacas.org>.

Students accepted to the School of Pharmacy will be required to submit a non-refundable tuition deposit as explained on the School of Pharmacy website.

UNIVERSITY OF CHARLESTON SCHOOL OF PHARMACY PREREQUISITE COURSEWORK

The pre-pharmacy course requirements have been established to ensure that students who enter the professional program will have the knowledge necessary to succeed in our program. The pre-pharmacy coursework must be completed prior to the beginning of the professional program.

Potential applicants may submit their application materials to the Office of Professional and Student Affairs without completing all pre-requisite math, science and social science requirements. However, students must successfully complete all pre-requisite coursework with a grade of “C” or higher prior to the beginning the professional program. Applicants are strongly encouraged to complete all math and science requirements by the end of the spring semester prior to beginning the first professional year. In instances when students must complete pre-pharmacy coursework in the summer prior to the start of their first professional year, it is strongly suggested that only social science coursework be completed during summer sessions.

Pre-Requisite Course	Credits	Comments
Math Requirements		
Algebra/ Introductory Calculus	3	
Calculus	3	
Statistics	2	
Science Requirements		
General Biology with lab	8	
Human Anatomy & Physiology*	8	See asterisk below.
Microbiology with lab	4	
General Chemistry with lab	8	
Organic Chemistry with lab	8	
Physics with lab	4	
Social Science Requirements		
Economics	3	Microeconomics or Macroeconomics is acceptable.
English Composition	6	
History or Political Science	3	
Psychology or Sociology	3	

*Acceptance of a 300 or 400 level biology course may be eligible for substitution for anatomy and physiology laboratory only if applicants home institution does not offer anatomy laboratory and/or physiology lab courses. This is applicable only for anatomy and physiology pre-requisite requirements. Request for this consideration must be submitted in writing using the official Pre-Requisite Course Substitution form.

Tuition and Fees

Tuition and fees for the 2014-15 academic year are \$29,950 (tuition = \$28,600 and fees = \$1,350). Included in the fees is a Student Technology Fee which covers the use of a laptop computer and hand-held device, the necessary software and other items required to create a technology-mediated learning environment. The computer and hand-held device provided as part of the Technology Fee are mandatory and petitions to use other equipment are not permitted. Also included within the fees is membership to one professional pharmacy student organization of the student's choice and membership to the West Virginia Rural Health Association. Students in their final year (P4) are required to pay a \$200 graduation fee.

Students attending the School of Pharmacy are responsible for securing appropriate housing while in school and for the costs of books or other learning expenses outside of those included within tuition and fees. Further information can be found within the *School of Pharmacy Student Handbook* (available at www.ucwv.edu/pharmacy).

Transfer of Credit

The School of Pharmacy will evaluate the transfer of credit on a case-by-case basis. Courses submitted must be from a program accredited by the Accreditation Council for Pharmacy Education and are subject to approval by the Office of Academic Affairs. For more information please see the *School of Pharmacy Student Handbook*.

Additional Information & Student Responsibilities / Student Accountability

There may be policies in the School of Pharmacy's *Student Handbook* that differ somewhat from the policies contained in the *UC Academic Catalog* and/or the *UC Student Handbook*—e.g., policies pertaining to academic integrity. In such cases, the policies contained in the School of Pharmacy's *Student Handbook* take precedence for School of Pharmacy students.

Student Responsibilities

Success in the professional program in pharmacy requires a significant commitment of time, energy, and mental focus to meet the curricular and co-curricular expectations of the program. Students enrolled in the School of Pharmacy should expect to be actively engaged with on-campus curricular requirements from 8:00a.m. to 5:00p.m with additional requirements possible. Additional time may be required to complete the experiential portion of the program (early and advanced practice experiences) and/or other programmatic requirements. Finally, students need to plan for the appropriate time outside of school necessary to meet all their responsibilities.

Criminal Background Checks

The School of Pharmacy requires criminal background checks on its students prior to admission and during the third professional year as a condition of participating in any experiential learning experiences. Admission to the School of Pharmacy is conditional pending the results of the background check. Failure after admission to comply with required criminal background checks will delay progression or render a student unable to complete the professional degree program. The results of the criminal background check will be shared with experiential sites and refusal by a selected site to admit a student may delay graduation. Students are responsible for the costs of the criminal background check

and are required to follow the established procedures for requesting and submitting the results of a criminal background check that are provided in the *School of Pharmacy Student Handbook*.

Immunizations

Students admitted to the School of Pharmacy are required to have updated immunization records and acceptance into the program is conditional pending proof of selected immunizations. Students are responsible for the costs of the required immunizations, which can be found in the *School of Pharmacy Student Handbook*.

Health Insurance

Students in the School of Pharmacy are required to have and demonstrate proof of health insurance and acceptance into the program is conditional pending proof of insurance. Students are responsible for the costs of their own health insurance and further information can be found within the *School of Pharmacy Student Handbook*.

Student Transportation

Students enrolled in the School of Pharmacy will have a variety of curricular obligations off campus including service learning activities, experiential educational assignments, and community outreach, advocacy, or activism activities. For this reason students are responsible for securing access to personal transportation. Further information can be found within the *School of Pharmacy Student Handbook*.

Required Certification Responsibilities

Upon acceptance to the School of Pharmacy students are expected to participate in and maintain current certification in CPR and First Aid. Current HIPAA training certification is also required. Further information can be found within the *School of Pharmacy Student Handbook*.

Professional Liability Insurance

Students enrolled in the School of Pharmacy have professional liability coverage provided by the University for those activities that are a direct result of student learning, such as participating in experiential learning. Unless purchased by the student, students do not have professional liability coverage for work related (non-School coordinated) activities. The School of Pharmacy strongly encourages students to purchase professional liability insurance and further information can be found within the *School of Pharmacy Student Handbook*.

Introductory (IPPE) and Advanced Pharmacy Practice Experiences (APPE) Schedule and Placement

Students will begin participating in their introductory pharmacy practice experiences (IPPE) as early as their first semester of pharmacy school. To meet the IPPE requirements students will be required to visit pre-scheduled experiential sites both during and outside of regularly scheduled class times. The School of Pharmacy reserves the right to schedule IPPE's during summer sessions as necessary for completion of all requirements.

Students will generally begin attending their APPE's at an announced time in the month of May following the end of the 3rd professional year. Students should be aware that not all APPE's will be located in the Charleston, West Virginia area. In the event rotations are scheduled outside the geographic area, students are expected to secure their own housing unless otherwise notified. The specific schedule for the 4th year APPE's, rotation locations, and assignments will be set by the Director of Experiential Education no later than March 31st of the 3rd professional year. The School of Pharmacy reserves the right to modify assignments and rotations schedules based upon preceptor availability.

Advancement and Graduation Requirements

Advancement of a student in the doctor of pharmacy program is evaluated in two major areas: successful completion of required academic work and successful completion of programmatic work or noncredit requirements. The information that follows is only a brief outline of the School of Pharmacy policies, which can be found in detail in the School of Pharmacy student handbook and on the website www.ucwv.edu/pharmacy.

Student Advancement Requirements

Student progress will be determined by the School of Pharmacy Academic Standards Committee. The Committee considers course grades and the timely advancement toward program requirements. In order to advance within the program a student must earn no grade below a "C", maintain a minimum 2.30 grade point average cumulatively for all courses, complete any academic deficiencies and fulfill other programmatic requirements. Failure to accomplish the above requirements will result in a student being placed on academic probation.

Academic dismissal from the School of Pharmacy may occur if a student fails to make satisfactory progress during a period of academic probation, has academic deficiencies that preclude continuation in the prescribed program of study, is placed on academic probation for two consecutive semesters or on academic probation more than twice while in the pharmacy program, or receives less than a 2.30 semester GPA during a period of academic probation.

Students dismissed from the School of Pharmacy may seek re-entry by applying for re-admission during the normal admissions cycle. Students within the School of Pharmacy may retake courses within the professional program in which they have received a grade of "C" at the discretion of the Academic Standards Committee (ASC). Both the initial course grade and the repeat grade earned by the student will be used to calculate the student's cumulative grade point average (GPA). The second course attempt will be designated on the transcript with an "R" to indicate that the course has been repeated. As previously noted, the specific policy requirements for student advancement, academic probation, and student dismissal can be found in the *School of Pharmacy Student Handbook*.

Student Appeals Process

Academic disputes, though rare, are formally adjudicated by employing the process detailed in the *School of Pharmacy Student Handbook*. Academic dismissal from the School of Pharmacy is determined by the Academic Standards Committee. Appeals of

decisions of the Academic Standards Committee are made to the Dean of the School of Pharmacy. Students may appeal the Dean's decisions to the University's Provost.

Academic Progression Appeals Process

At the end of each academic semester, the Associate Dean for Academic Affairs reviews the academic performance of all students enrolled in the School of Pharmacy, and evaluates each student's qualifications to progress in the professional program. The Associate Dean for Academic Affairs notifies each student placed on academic probation; and furthermore, makes notification of current academic deficiencies to the student and the Academic Standards Committee. Each student that is notified of academic difficulties will meet with the Academic Standards Committee for direction regarding their status within the pharmacy program.

Any student in the School has the opportunity to appeal a decision made by the Academic Standards Committee. Written confirmation of a student's intent to appeal must be received by the Dean of the School of Pharmacy within five days of the student's receipt of notification of the decision.

Student Graduation Requirements

To graduate, all students will have earned a passing grade in all coursework, maintained a minimum 2.30 grade point average cumulatively for all courses as calculated by the Office of Academic Affairs within the School of Pharmacy and the successful completion of other programmatic requirements as outlined within the *School of Pharmacy Student Handbook*.

Dean's List

The School of Pharmacy has two Dean's Lists: one per semester and one for the academic year.

- The Semester Dean's List includes the names of pharmacy students who are pursuing the PharmD degree and have attained a semester GPA of 3.50 in their final grades for at least 12 semester hours. Appropriate entries regarding inclusion on the Dean's List are made on the student's permanent academic record.
- The Annual Dean's List is recorded on the academic transcript of graduate pharmacy students who are pursuing the PharmD degree and have achieved a semester GPA of 3.50 in 12 or more semester credit hours each semester of the academic year. Students who are on the Annual Dean's List receive a certificate. Students will be acknowledged for the Dean's List via a letter from the Dean as well as posted accordingly. The grade point average (GPA) used for the purposes of the Dean's List is calculated by the Office of Academic Affairs within the School of Pharmacy.

School of Pharmacy Grade Point Average (GPA)

The grade point average (GPA) used for the purposes of annual progression, graduation, or Dean's List is calculated by the Office of Academic Affairs within the School of Pharmacy. Cumulative GPAs are calculated by dividing the total grade points earned by the total number of semester credit hours completed. To determine academic standing, grade point averages are rounded to the second decimal place (nearest 0.01 point).

For students granted the opportunity to repeat a failed course the GPA calculated within the School of Pharmacy may differ slightly from that calculated for an official transcript created by the University of Charleston's registrar. Repeated courses, taken at the University of Charleston School of Pharmacy or at a pre-approved off-site location, will be calculated into the School of Pharmacy GPA by replacing the grade of "F" with the earned grade and the corresponding course points. The grade of "F" will still be maintained on the student record but will no longer be used in the calculation of the cumulative GPA.

Special Requirements

Fifteen-hundred hours of internship experience are required by the West Virginia Board of Pharmacy in order for a student to be considered for licensure. Students are required to obtain an Intern License from the Board of Pharmacy in order to accrue intern hours. Any hours accrued before becoming a registered intern do not apply toward the intern hours needed to be considered for licensure. Credit will be given for experiential coursework during the doctor of pharmacy degree. To determine the specific number of hours that can be applied, please check the website for the West Virginia Board of Pharmacy <http://www.wvbop.com> or the Board of Pharmacy in the state in which you are seeking to become licensed.

The Board of Pharmacy holds final authority over the internship rules and regulations and students are advised to check the West Virginia Board of Pharmacy website for updates or changes to any requirements. Board of Pharmacy requirements vary from state-to-state and it is the student's responsibility to verify the requirements of the state in which he/she intends to become licensed. Information regarding the various states can be found via the National Association of Boards of Pharmacy website <http://www.nabp.net/>.

e-Portfolio

An e-Portfolio is a purposeful aggregation of digital items which may include: ideas, evidence, reflections, feedback and other documents which present evidence of a student's learning and/or abilities. An e-Portfolio provides:

- evidence that may be valuable when making application for a job, residency, or continued education.
- a depiction of the student's achievements and growth as they progress through the pharmacy program
- an opportunity for reflection, discussion, formative and summative assessment.
- evidence of personal development (PDP) and documentation of continuing professional development (CPD) and/or achievement of professional competencies.

Beginning with the class of 2016, all pharmacy students are required to participate in an e-Portfolio system as a co-curricular requirement. Working in consultation with their academic advisors students upload a series of required and self-selected documents into an electronic file which upon completion of the pharmacy program provides valuable artifacts/evidence that essentially comprises a professional portfolio for graduates as they

enter pharmacy practice. Students upload information, evidence, and reflection at the end of each semester. Deadlines are communicated at the beginning of each academic year.

Programmatic Changes

The School of Pharmacy reserves the right to make changes as needed to the academic program, School of Pharmacy policies and other program requirements. Notification of such changes will be provided via the website www.ucwv.edu/pharmacy and electronic communication as well as reflected in the subsequent years *School of Pharmacy Student Handbook*.

Residency Program

The University of Charleston School of Pharmacy offers two PGY-1 residency positions. One position is in partnership with Fruth Pharmacy and has an emphasis in community pharmacy practice. The second residency position has an emphasis in ambulatory care. The PGY-1 residency program provides advanced knowledge and skills regarding drug therapy and pharmacy services. The pharmacy resident is a licensed practicing pharmacist in training to gain additional clinical skills and expertise.

A unique feature of the program is the opportunity to experience the many roles and responsibilities of the faculty member. In addition to clinical practice experience, residents will work with a preceptor and School of Pharmacy faculty to prepare and deliver selected classes. Residents also have opportunity to develop, deliver, and assess a course under the supervision of the preceptor. They also participate in School of Pharmacy committees and faculty meetings and attend University faculty meetings. At the completion of the residency, residents receive a teaching certificate.

Our residency program is 12 months in duration. The American Society of Health Systems Pharmacists accredits our PGY-1 program with an emphasis in Ambulatory Care.

NON-COURSE EQUIVALENCY PROGRAMS

MILITARY SCIENCE PROGRAM (ROTC)

Michael C. Levy, Director of Military Programs

The Military Science Program is operated cooperatively with West Virginia State University. The program has two components: the Basic Course and the Advanced Course.

Basic Course

The Basic courses include MSCI 101, 102, 103, 201, 202, and 203 of the Reserved Officers Training Corps (ROTC) pre-commissioning and leadership development curriculum. They are designed for students who either want to try Military Science without obligation for military service, or those who want to qualify for entry into the Advanced Courses. A number of popular and challenging extracurricular activities are associated with these courses. A student can also qualify for entry in the Advanced

Course by completing the summer encampment, MSCI 210 Camp Challenge. MSCI 150 is required of students enrolled in MSCI 201 and MSCI 202.

Advanced Course

The Advanced Course is open only to students who have completed the Basic Course, or to those who have earned placement credit for the Basic Course through various methods – typically through prior military service or MSCI 210 Camp Challenge, also known as the Leadership Training Course (LTC). The Advanced Course is designed to qualify a student for a commission as an officer in the United States Army. Students must complete MSCI 310 ROTC Advanced Camp during the summer, usually between the junior and senior years. The courses must be taken in sequence unless otherwise approved by the Professor of Military Science. Students enrolled in the Advanced Course receive a stipend of \$200 or more per month during the academic year, or as otherwise indicated when contracting.

COURSE LISTINGS

Courses listed in this Catalog are subject to change through normal academic channels. The appropriate departments or programs initiate new courses and changes in existing course work.

The appropriate Dean or Division Chair, the Dean of the Faculty and Dean of the Faculty, the faculty Curriculum Committee, and the University faculty then approve the courses. Not all courses are taught every year.

Course fees may be changed as necessary.



ACCOUNTING (ACCT)

ACCT 201 Principles of Accounting I

3 credits

A study of basic concepts, principles and procedures of accounting for business entities. Topics include the accounting cycle, basic accounting systems, preparation of financial statements and accounting for assets and liabilities. (Credit by examination available.)

ACCT 202 Principles of Accounting II

3 credits

Continuation of the study of basic concepts, principles and procedures of accounting. Topics include partnership and corporation accounting, statement of cash flows, financial statement analysis and managerial accounting with emphasis on decision making. Prerequisite: ACCT 201. (Credit by examination available.)

ACCT 301 Intermediate Accounting I

3 credits

A study of generally accepted accounting principles with emphasis on the application of accounting theory, standards and procedures to financial accounting problems. Topics include conceptual framework, statements of income, retained earnings, financial position and cash flows, time value of money, and current and operational assets. Prerequisite: ACCT 202 with a grade of C or better.

ACCT 302 Intermediate Accounting II

3 credits

Continuation of the study of financial accounting theory and practice. Topics include accounting for current and long-term liabilities, long-term investments, and stockholders' equity. Prerequisite: ACCT 301.

ACCT 322 Cost Accounting

3 credits

A study of the fundamentals of cost determination in manufacturing and service establishments from an accounting perspective, with emphasis on the significance and interpretation of cost data. Prerequisite: ACCT 202.

ACCT 350 Special Topics

1-3 credits

Variable credit 1-3 credits; may be repeated a maximum of two semesters. Advanced study of topics not covered in regularly scheduled courses through directed study or specially scheduled lectures, depending upon the topic. Prerequisite: Consent of instructor.

ACCT 403 Intermediate Accounting III

3 credits

Continuation of ACCT 302, with concentration on the more technical areas of financial accounting. Topics include disclosure, financial statement analysis, revenue recognition, and accounting for income taxes, pensions and leases. Prerequisite: ACCT 302.

ACCT 412 Advanced Accounting

3 credits

A study of advanced specialized areas of financial accounting. Topics include partnership formulation, operation and liquidation, consolidations, foreign currency translation and governmental accounting. Prerequisite: ACCT 301.

ACCT 423 Federal Taxes – Individual

3 credits

A study of income tax law as it affects individuals including taxable income, deductions, and gains and losses on capital assets. Prerequisite: ACCT 301 or consent of instructor.

ACCT 424 Federal Taxes – Business

3 credits

A study of the effects of tax laws on corporations, partnerships, estates and trusts. Prerequisite: ACCT 301 or consent of instructor.

ACCT 425 Tax Research **3 credits**

A study of the techniques of tax research with emphasis on library research of tax laws, regulations and court cases. Prerequisite: ACCT 423 or 424.

ACCT 448 Auditing **3 credits**

A study of generally accepted auditing standards and techniques of auditing financial information. Analysis and application of auditing concepts and standards will be emphasized. Topics include professional ethics, professional judgment, audit risk, internal control study and evaluation, evidence, legal liability, and audit process and procedures. Prerequisite: ACCT 302.

ACCT 460 Accounting Information Systems **3 credits**

The study of accounting information systems: their development, control and applications. Prerequisite: ACCT 301 or consent of instructor.

ACCT 498 Accounting Internship **1-6 credits**

Application of accounting concepts and theories in the workplace. Prerequisite: Senior Accounting majors or juniors by recommendation of the major advisor.

ART (ART)

ART 100 Drawing **3 credits**

Designed as an introductory course to the problems of non-verbal communication through freehand drawing. Emphasis is on objective and subjective drawing from nature and the posed model using various graphic media. Elements and principles of art are incorporated into the drawing process.

ART 105 Design Foundations **3 credits**

Designed as an exploration of the elements and principles of two- and three-dimensional design expressions offering first-year students experiences in concept development, visual problem-solving and visual communication. Offered fall semester.

ART 125 Exploration of 3-D Art Forms **3 credits**

Exploration of Art Forms: Designed to explore traditional and contemporary concepts, materials, skills, and techniques of three dimensional art forms. Prerequisite: ART 105

ART 200 Appreciation of Visual Arts **3 credits**

Designed as an introduction to fostering an appreciation and developing an understanding of past and present visual art forms with attention given to the language of the artist and response of the viewer. A focus on the experiences of seeing and interpreting art in aesthetic, intellectual, emotional and cultural contexts.

ART 201 Painting **3 credits**

Designed with an emphasis on traditional and contemporary painting tools, techniques, methods, media and surfaces. Emphasis is on understanding visual structural elements and creative use of color.

ART 203 Art History I: Ancient to Gothic **3 credits**

Designed as a comprehensive overview of the history of art forms and styles through painting, sculpture, architecture and other major art forms, beginning with the prehistoric era and concluding with the Middle Ages. Offered spring semester on a three-year rotation.

ART 204 Art History II: Renaissance to 20th Century **3 credits**

A continuation of development of the art forms beginning with the 15th Century through 20th Century.

ART 211 Art and Medicine **3 credits**

Designed for students entering the healthcare field who will be involved with patients. In this course the student will start out by learning how to draw the various organ systems of the body in health. Students will learn about common pathologic disorders of those organ systems. Students will incorporate this material and draw representations of these pathologic conditions. Said drawings would then be used to explain disease states to patients. The skills mastered in this course will also facilitate documentation by allowing the practitioner to place an original drawing in the medical record.

ART 215 Graphic Design Basics **3 credits**

Introductory course for non-art majors. This course will address concept, process, and terminology necessary to create and edit digital images and text for various types of visual work. Course will focus on the basics of design and manipulating and formatting images and text for presentation utilizing Adobe Photoshop, Adobe Illustrator, and InDesign.

ART 223 Art History: Modern Art **3 credits**

Designed as a survey of the development of painting, sculpture, photography, and architecture beginning with post-Impressionism and extending through the major schools of art to present innovators and independents of world cultures.

ART 230 Graphic Design I **3 credits**

This course will explore concept, process, and terminology necessary to create and edit digital images and text for various types of visual work. Course will focus on manipulating and formatting images and text for presentation. This course will also introduce the principles of multimedia design utilizing Adobe Photoshop, Adobe Illustrator, And InDesign. Prerequisite: ART 100 and/or ART 105

ART 250 Photography **3 credits**

Designed as a study of basic skills and techniques of photography and equipment. Emphasis on photography as an art form. Student must have own camera.

ART 255 Photography Basics **3 credits**

Introductory course for non-art majors. Designed as a study of basic skills and techniques of photography and equipment. Emphasis on photography as an art form. Creativity LLO 3.2; Ethical LLO 5.2. (This course is similar to ART 250 Photography but will address basic

techniques and skills at a much less technical level. The goal is to improve the student's ability to take photographs and understand the use of composition and design elements in photography. The student can use any camera.)

ART 301 Life Drawing

3 credits

This course is an introduction to rendering landscape, animals, and human figure through a variety of techniques and art-making materials. Prerequisite: ART 100, ART 201.

ART 305 Studio I

3 credits

This course allows students to participate in advanced projects in various media with program faculty. Prerequisite: ART 100, ART 105, ART 201, prior experience in media required, or permission of instructor.

ART 310 Studio II

3 credits

This course allows students to participate in advanced projects in various media with program faculty. Prerequisite: ART 100, ART 105, ART 201, prior experience in media required, or permission of instructor.

ART 330 Graphic Design II

3 credits

A continuation of ART 230. This course focuses on advanced problems in the use of type, image, color, grid systems, advertising techniques, and electronic publication. Students learn advanced techniques in traditional graphic design, website design, and desktop publishing. Emphasis will be on developing concepts and preparing professional comprehensive layouts and final artwork. Prerequisite: ART 230.

ART 335 Illustration

3 credits

This course is designed to introduce students to the art of illustration. Students will learn about various disciplines and media of illustration. Additionally, the course will explore a wide range of traditional approaches to illustration, digital imaging, and technical and conceptual development. Professional practice will be emphasized. Prerequisite: ART 100, ART 201, ART 230.

ART 340 Typography

3 credits

An exploration of typographical structures, terminology, and methods as a tool of visual problem solving. This studio course uses both computer and hands on methods to address the language of type and its effective use. By studying the language of type through its history, and application, students will gain a strong working knowledge of this essential element to graphic design. Prerequisite: ART 230.

ART 341 Art Education and Instruction

3 credits

The course introduces ways to effectively integrate art into the K-6 classroom and allow teacher candidates and other future educators to develop a deep understanding of artistic methods and techniques, art media and materials, effective classroom procedures, and the National and State content standards. Candidates discover the importance of integrating arts across the curriculum through a hands-on approach in developing personal artistic skills, proper classroom procedures, and interdisciplinary art lesson plans and activities.

ART 350 Special Topics

3 credits

This course is designed to offer the student a broad selection of in-depth topics or special periods in art. Some of the topics offered will focus upon building the skills needed by those pursuing a career in art and related fields.

ART 410 Ideas and Practice

3 credits

This course allows students to pursue a long-term project while concurrently learning historical and current trends in art movements, styles, and theory. Preparatory course for Senior Thesis – required for seniors.

ART 457 Senior Exhibit

1-9 credits

This course consists of independently planned projects in a selected area of study, subject to approval by the art faculty. The exhibition/capstone will consist of in-depth study, assigned readings and thesis and creation of a cohesive body of work. The student will keep a daily diary of her/his problems, development and growth in knowledge and awareness. Additionally, graduating seniors will be required to complete several hours of service learning that will fulfill Citizenship/Community Involvement LLO 1.4.

ATHLETIC TRAINING PROGRAM (ATEP)

ATEP 100. Orientation to Athletic Training

2 credits

An introductory clinical course discussing the basic prevention, assessment, and management techniques for athletic injuries. Students will be instructed in the policies and procedures of the Department of Athletic Training through discussion of the *AT Student Handbook*. Students will rotate through a variety of clinical experiences while being exposed to hands-on clinical skills. Laboratory fee: \$50.

ATEP 113 Structural Kinesiology

3 credits

An introductory course on the structures of the body, including planes of movement, anatomical terms and directions, bony landmarks, and muscle identification.

ATEP 126 First Responder: First Aid and Emergency Care

3 credits

The students will learn consistent and universal guidelines that enable first responder rescuers (athletic trainers) to be able to respond to and provide appropriate care, regardless of the type of emergency. Classroom and laboratory sessions will be designed to introduce the learner to the acute athletic injury care environment, as well as traumatic emergency triage, and the primary principles of first aid, spinal injury management, and emergency action plan creation and application. Laboratory fee: \$75.

ATEP 201 Practicum I

4 credits

A clinical/practicum course designed for students in their first semester of acceptance into the AT Program. Specific psychomotor skills and proficiencies are required to be met during the student's clinical education experience. Prerequisite: C or better in ATEP 213 and ATEP 213L Laboratory fee: \$125.

ATEP 202 Practicum II

4 credits

A clinical/practicum course designed for students in their second semester of enrollment in the AT Program. Specific psychomotor skills and proficiencies are required to be met

during the student's clinical education experience. Prerequisite: C or better in ATEP 224. Laboratory fee: \$125.

ATEP 211 Summer Practicum II **2 credits**

A clinical/practicum course designed for an in-depth summer experience during the first summer of admission to the AT Program. Specific psychomotor skills and clinical proficiencies are required to be met during the student's clinical education experience.

ATEP 213 Prevention and Care of Athletic Injuries **3 credits**

A general overview and basic introduction to the many facets of sports medicine/athletic training, focusing on the prevention and care of athletic injuries, and the role of the athletic trainer and the sports medicine professional, i.e., record keeping, initial injury evaluation and recognition, treatment, and legal concerns. This course is also recommended for physical education and coaching majors.

ATEP 213L Prevention and Care of Athletic Injuries Lab **1 credit**

This clinical-oriented course deals with the prevention, assessment, and management techniques of athletic injuries. This "hands-on" lab must be taken concurrently with ATEP 213. Laboratory fee: \$125.

ATEP 224 Assessment of Upper Extremity Injuries **4 credits**

This course discusses the proper assessment and management of injuries to the shoulder, elbow, forearm, wrist, hand, and fingers. The student will learn how to recognize and evaluate common injuries of the physically active to these areas of the body in classroom settings. Competencies and psychomotor skills taught in the course will be reinforced through structured laboratory/practical experience. Prerequisites: "C" or better in ATEP 213 and 213L.

ATEP 225 Assessment of Lower Extremity Injuries **4 credits**

This course discusses the proper assessment and management of injuries to the pelvis, hip, thigh, knee, lower leg, ankle, and foot. The student will learn how to recognize and evaluate common injuries of the physically active to these areas of the body in a classroom setting. Additionally, competencies and psychomotor skills taught in the course will be reinforced through structured laboratory/practical experiences.

ATEP 226 Assessment of the Head, Spine, and Thorax **4 credits**

This course discusses the proper assessment and management of injuries to the head, spine, and thorax. The student will learn how to recognize and evaluate common athletic injuries to these areas of the body in classroom settings. Additionally, competencies and psychomotor skills taught in the course will be reinforced through structured laboratory/practical experience.

Prerequisite for all 300 level ATEP courses is a "C" or better in all 200-level courses, as well as in BIOL 301/301L, 302/302L, and HSCI 204.

ATEP 301 Practicum III **4 credits**

A clinical/practicum course designed for students in their third semester of enrollment in the AT Program. Specific psychomotor skills and proficiencies are required to be met

during the student's clinical education experience. Prerequisite: C or better in ATEP 225 and ATEP 226. Laboratory fee: \$125.

ATEP 302 Practicum IV **4 credits**

A clinical/practicum course designed for students in their fourth semester of enrollment in the AT Program. Specific psychomotor skills and proficiencies are required to be met during the student's clinical education experience. Prerequisite: C or better in ATEP 313. Laboratory fee: \$125.

ATEP 311 Summer Practicum III **2 credits**

A clinical/practicum course designed for an in-depth summer experience prior to the junior year of enrollment in the AT Program. Specific psychomotor skills and clinical proficiencies are required to be met during the student's clinical education experience.

ATEP 313 Therapeutic Modalities **4 credits**

The purpose of this class is to educate the student in the function and role of therapeutic modalities in the treatment of injuries. Actual application of course material will be reinforced through "hands-on" experience with a vast majority of modalities used in sports medicine today through the incorporation of laboratory experiences.

ATEP 322 Developing and Implementing Strength & Fitness Programs **3 credits**

In this course, students will learn the components of physical fitness, and how to analyze and apply the neuromuscular and physiological knowledge to determine the content and administration of pre-season, in-season, and off-season programs for a variety of athletic teams at different levels of competition. Lab experiences are incorporated and designed to reinforce the knowledge/skills taught.

ATEP 323 Therapeutic Exercise & Rehabilitation Techniques **4 credits**

This course deals with the theory and practice of therapeutic exercise and rehabilitation techniques as they relate to the physically active. Lecture and labs will be used to demonstrate proper techniques typically administered to patients in the rehabilitative environment. Students are eligible to sit for the Corrective Exercise Specialist (CES) exam through the National Academy of Sports Medicine (NASM) upon successful completion of the course.

ATEP 333 Pharmacology & Psychosocial Issues in Athletic Training **3 credits**

This course is designed to educate students on the pharmacokinetics and pharmacodynamics of medications used in the physically active individual and the psychological response to injury and interventions for the physically active individual, including substance abuse, mental health, and catastrophic injuries.

ATEP 350 Special Topics **3 credits**

May be repeated a maximum of two semesters. Advanced study of topics not covered in regularly scheduled course. Delivered through directed study or specially scheduled lectures, depending on the topic. Prerequisite: Consent of instructor.

ATEP 355 Motion Analysis in Athletics and Healthcare **3 credits**

This course will allow the student to study joint structure and motion as it relates to movement, strength training/conditioning, prevention and rehabilitation of injuries. The students will apply basic concepts to scenarios in the Sports Medicine/Athletic Training field. Students are eligible to sit for the Performance Enhancement Specialist (PES) exam through the National Academy of Sports Medicine (NASM) upon successful completion of the course. Prerequisites: BIOL 251/251L and 252/252L or BIOL 301/BIOL 301L and 302/302L. Pre or co-requisite: ATEP 370.

ATEP 370 Physiology of Exercise **3 credits**

This course will provide the student with a base of knowledge on the physiological effects of exercise on the human body and its application across a variety of activities and disciplines. Prerequisites: BIOL 251/251L and 252/252L or BIOL 301/301L and 302/302L.

Prerequisite for all 400 level ATEP courses is a “C” or better in all 300-level courses.

ATEP 401. Practicum V **4 credits**

A clinical/practicum course designed for students in their fifth semester of enrollment in the AT Program. Specific psychomotor skills and proficiencies are required to be met during the student’s clinical education experience. Prerequisite: C or better in ATEP 355 and ATEP 323. Laboratory fee: \$125.

ATEP 402 Practicum VI **4 credits**

A clinical/practicum course designed for students in their sixth semester of enrollment in the AT Program. Students will work closely with a variety of medical professionals in the community to develop psychomotor skills and proficiency in general medical knowledge and skill. Students will explore and discuss critical questions and contemporary issues related to the profession. Specific psychomotor skills and proficiencies are required to be met during the student’s clinical education experience. Prerequisite: C or better in ATEP 413. Laboratory fee: \$125.

ATEP 411 Summer Practicum IV **2 credits**

A clinical/practicum course designed for an in-depth summer experience prior to the final year enrollment in the AT Program. Specific psychomotor skills and clinical proficiencies are required to be met during the student’s clinical education experience.

ATEP 413 General Medical Concerns of the Physically Active **3 credits**

This course is designed to discuss the common general medical concerns that may be encountered in the Sports Medicine/Athletic Training field. Advanced evaluation techniques will be demonstrated and practiced in the assessment of common injuries and conditions to the eye, ear, nose, throat, thorax, lungs, abdomen, heart, and the integument.

ATEP 430 Therapeutic Interventions: Graston Technique **1 credit**

This course provides students with the basic training in Graston Technique, its clinical application, physiological effects/benefits, and potential contraindications. Students will develop the skills and competence in the use of instruments-assisted soft tissue mobilization (IASTM) techniques. Upon completion of the course and upon graduation, students will be trained in the Graston Technique. Pre-requisites: ATEP 113, BIOL 301/301L, BIOL 302/302L, ATEP 313, and ATEP 323.

ATEP 452 Organization & Administration in Sports Medicine **3 credits**

This course is designed to for students related to the administration and organizational responsibilities in Athletic Training and healthcare. Topics and experiences include management theories, human resource management, financial resources management, facilities design/planning, information management, healthcare reimbursement, legal considerations, ethical practice, cultural competency, public relations, and professional development.

ATEP 475 Senior Thesis **3 credits**

This course is the culmination of the didactic and clinical education experiences from previous courses, including an exploration of the foundational behaviors within the profession. This course will also assist students in preparing for the BOC Examination
Prerequisite: all 100, 200, and 300 level ATEP courses must be completed and/or consent of the Chair of the Department of Athletic Training. Laboratory Fee: \$125.

ATEP 498 Internship in Sports Medicine **3 credits**

This course will be designed and arranged to meet the individual needs and objectives of each student. Internship sites may include physical therapy departments, cardiac rehabilitation centers, health spas/ fitness centers, and private sports medicine clinics to name a few.

ATEP 499 Independent Study in Sports Medicine **1-3 credits**

Students will be individually supervised in a research or field experience. Prerequisite: Junior or senior standing and permission of the discipline coordinator.

BIOLOGY (BIOL)

BIOL 126 Scientific Portfolio Writing Course **1 credit**

This portfolio class is designed for Biology, Pre-Pharmacy, and Pre-Professional Biology majors and will serve to facilitate student writing in the field of science. The portfolio will enable students to obtain the intermediate or mid-level writing icon. This icon will be achieved over a two-year period. It will be linked by science courses typically taken by students during their freshman and sophomore years. Prerequisites: BIOL 130, BIOL 215 or BIOL 224.

BIOL 127 Microbiology for Allied Health Majors **4 credits**

A course intended for some majors in the health sciences. It provides an introduction to the microbes of clinical interest. Structure, function, and physiology of microbes and host interactions are stressed. These aspects form the basic foundation to introduce the principles of isolation, identification, infection, pathogenesis, and virulence of microbes. Emphasis will be given to antimicrobial chemotherapy and clinically important microorganisms associated with human tissues. The laboratory will include microscopy, staining, and both physiological and serological methods of identification. Laboratory fee: \$50.

BIOL 130 Introductory Biology for Majors **4 credits**

An introductory course in General Biology. It is intended for science majors. It is directed toward an understanding of the scientific method, the chemical basis of living organisms,

the structure of cells (eukaryotic and prokaryotic), and the processes of life that constitute the functions of cells. Throughout the course the practical significance of material is highlighted to demonstrate the applications of basic knowledge and emphasize those components necessary for further study in the sciences. Laboratory fee: \$50.

BIOL 215 General Botany

4 credits

A study of the structure and function of plant systems, reproduction, heredity, physiology, characteristics of the various plant groups, and ecological relationships. This learning experience is designed to foster a basic understanding of the concepts of biology as they relate to plants. Students are required to develop a basic research project and prepare a research paper on a topic relating to plants. Required of all majors and students electing to minor in Biology. Prerequisite: BIOL 130. Offered every spring semester. Laboratory fee: \$50.

BIOL 224 General Zoology

4 credits

An introduction to the structure and function of animals, including a survey of the natural history of the important phyla. This learning experience is designed to foster a basic understanding of the concepts of biology as they relate to animals. Students are required to develop a basic research project and prepare a research paper on a topic relating to animals. Required of all Biology majors and students electing to minor in Biology. Offered every spring semester. Prerequisite: BIOL 130. Laboratory fee: \$50.

BIOL 251 Human Anatomy and Physiology

4 credits

An in-depth study of human anatomy and physiologic processes. The course will include, but not be limited to, the integumentary, skeletal, muscular, and nervous system. These systems will be covered on a cellular, tissue, organ, and system level. This course will also include a 2 hour lab each week. The lab will include dissection of select organs as well as supplementing and enhancing the lecture material. Required of Health Science Majors. Biology majors should register for BIOL 301. Offered every fall semester. Laboratory fee: \$50.

BIOL 252 Human Anatomy and Physiology

4 credits

A continuation of BIOL 251. The remainder of the course will include but not be limited to the endocrine, cardiopulmonary, gastrointestinal, urinary, and reproductive systems. These systems will be covered on a cellular, tissue, organ and system level. This course will include a 2 hour lab each week. The lab will include dissection of select organs as well as supplementing and enhancing the lecture material. Prerequisite: BIOL 251 or permission of the instructor. Offered every spring semester. Laboratory fee: \$50.

BIOL 301 Human Anatomy and Physiology for Majors

4 credits

An in-depth study of human anatomy and physiologic processes. This course will include, but not be limited to the integumentary, skeletal, muscular, and nervous systems. These systems will be covered on a cellular, tissue, organ, and system level. This course will also include a 3 hour lab each week. The lab will include dissection of select organs. The lab will supplement and enhance the lecture material. The lab will also include application of the material from lecture. Offered every fall semester. Prerequisite: BIOL 130. Laboratory fee: \$50.

BIOL 302 Human Anatomy and Physiology for Majors

4 credits

A continuation of BIOL 301. The remainder of the course will include but not be limited to the endocrine, cardiopulmonary, gastrointestinal, urinary, and reproductive systems. These systems will be covered on a cellular, tissue, organ and system level. This course will include a 3 hour lab each week. The lab will include dissection of select organs as well as dissection of a pig. The lab will also supplement and enhance the lecture material. Prerequisite: BIOL 301 or permission of the instructor. Offered every spring semester. Laboratory fee: \$50.

BIOL 303 Medical Terminology **3 credits**

Medical Terminology for the Biology Major is designed for those students entering in any discipline in the healthcare field. This course will teach the students the language of medicine which will facilitate their post graduate education. The course covers medical terminology by covering the various systems of the body such as integument, cardiac, pulmonary, etc. Offered each Spring semester. Prerequisites: BIOL 301/302 or permission of instructor.

BIOL 321 Animal Parasitology **4 credits**

This class is the study about the lifecycles of animal parasites. The course emphasizes biological, physiological, morphological and ecological principles of human and domestic animal parasites. Other parasites of biological interest will also be covered. This course will include a 2-hour lab each week. The lab will include in part the dissection of select mammals and will serve to supplement and enhance lecture material. Offered on demand. Prerequisites: BIOL 130, NSCI 220, BIOL 224. Laboratory fee: \$50.

BIOL 331 Microbiology for Majors **4 credits**

This course is a general introduction to microbiology with a focus on prokaryotic organisms. Microorganisms to be examined include bacteria, viruses, and fungi. This class will cover a wide variety of topics including physiology, genetics, diversity, pathogens, biotechnology, and ecology. The laboratory will include microscopy, staining, and both physiological and serological methods of identification and independent research projects. Prerequisites: BIOL 130 and CHEM 102. Laboratory fee: \$50.

BIOL 332 Genetics **4 credits**

A study of Mendelian genetics, the laws governing inheritance, congenital human defects, and the statistical analysis of data collected. Discussions also include molecular genetics, and population genetics. Laboratory investigations of *Drosophila* provide students with opportunities to test various hypotheses and may be used to generate senior research projects to satisfy the capstone learning experience in science. Offered every spring semester. Prerequisites: BIOL 130, NSCI 220, BIOL 224 or BIOL 215. Laboratory fee: \$50.

BIOL 333 Immunology **4 credits**

A study of the principles of immunity, pathogenicity, virulence, and toxicities. Cellular and humeral immunity and the interaction of the two will be discussed and a thorough study of antigens, antibodies, and their reactions in vitro and in vivo are considered. The laboratory will emphasize the study and analysis of these reactions, their application to diagnosis, systematics, and principles of immunity. Offered every fall semester. Prerequisites: BIOL 130, NSCI 220, BIOL 224, BIOL 331. Laboratory fee: \$50.

BIOL 361 Advanced Anatomy: The Circulatory System **2 credits**

Advanced Anatomy of the Circulatory System is an in depth study of the heart and blood vessels. The course will cover details of the circulatory system not included in standard undergraduate Anatomy and Physiology courses. The course is designed to be a preparatory for students entering medical school. Prerequisites: BIOL 301 and BIOL 302.

BIOL 362 Advanced Anatomy: The Nervous System **2 credits**

Advanced Anatomy of the Nervous System is an in depth study of the brain, spinal cord, and peripheral nerves. The course will cover details of the nervous system not included in standard undergraduate Anatomy and Physiology courses. The course is designed to be preparatory for students entering medical school. Prerequisites: BIOL 301 and BIOL 302.

BIOL 363 Advanced Anatomy: The Musculoskeletal Systems **2 credits**

Advanced Anatomy of the Musculoskeletal System is an in depth study of the muscles and their origin, insertion, innervation, blood supply, and action. The course will cover details of the nervous system not included in standard undergraduate Anatomy and Physiology courses. The course is designed to be preparatory for students entering medical school. Prerequisites: BIOL 301 and BIOL 302.

BIOL 370 Physiology of Exercise **3 credits**

This course will provide the student with a base of knowledge on the physiological effects of exercise on the human body and its application across a variety of activities and disciplines. Prerequisites: BIOL 251 and 252 or BIOL 301 and 302.

BIOL 400 Ecology **4 credits**

A study of living organisms in their natural environment, including their biological productivity, their effects on the environment, and its effect on them. Field trips are an essential part of this course. Students should be aware that this course may be physically demanding and may require overnight work and extended periods away from campus. Offered every other fall semester in odd numbered years. Prerequisites: BIOL 130 and BIOL 215 or 224. Laboratory fee: \$50.

BIOL 413 Systematic Botany **4 credits**

A study of the development and application of current systems of vascular plant classification. Laboratory emphasis is on classical taxonomic methods of plant identification, collection, and preservation. Laboratory includes field trips to local areas. Offered on demand. Prerequisites: BIOL 130, NSCI 220, BIOL 215. Laboratory fee: \$50.

BIOL 420 Introductory Pathophysiology I **3 credits**

A study of the changes in normal function that occur in response to stress. The patterns of development of a diseased state will include the etiology of the disease and the ability of the human structure to maintain its homeostasis. Prerequisites: BIOL 130, BIOL 251 & 252 or BIOL 301 & BIOL 302. Offered every other fall semester in odd numbered years.

BIOL 421 Introductory Pathophysiology II **3 credits**

A continuation of BIOL 420. A study of the changes in normal function that occur in response to stress. The patterns of development of a diseased state will include the etiology of the disease and the ability of the human structure to maintain its homeostasis.

(note BIOL 420 is not a prerequisite) Prerequisites: BIOL 130 and BIOL 251 & 252 or BIOL 301 and BIOL 302. Offered every other spring even numbered years.

BIOL 422 Embryology

4 credits

The morphology, developmental patterns, and mechanisms of cellular differentiation in human fertilization, implantation and embryo and fetus formation will be explored. Human reproductive systems will be reviewed and hormonal control mechanisms leading to gamete development will be discussed in depth. Laboratory exercises will examine the morphology of developing embryos and discussions of congenital malformations. Prerequisites: BIOL 130, NSCI 220, BIOL 224, BIOL 301 and BIOL 302. Laboratory fee \$50. Offered every spring of odd numbered years.

BIOL 425 Tropical Ecology

3 credits

This course is a study of living organisms in tropical environments. It is taught during semester break at biological research stations in Brazil and Costa Rica. Special emphasis is on tropical ecosystems and their unique niche in the biosphere. In addition to the science aspects of the learning experience, students will interact and work with university professors, students, and various native cultures from the respective area. Prerequisite: Consent of the instructor.

BIOL 430 Limnology

4 credits

A course designed for upper-level students in Biology and Natural Sciences. Limnology is the freshwater rivers, lakes, streams, and ponds. In the course students will investigate the physical, biological, and anthropogenic factors influencing aquatic systems. Students will be engaged in small group research projects applying the tools of limnology research. As part of this project students will be engaged in projects that will include field data collection, statistical analysis, and bio-assessment of water quality and a presentation of the final results. This is a field and lab work intensive course. At least one overnight field trip will be required. Prerequisites: BIOL 130, BIOL 215, BIOL 224, CHEM 102, SSCI 220. Laboratory fee: \$50.

BIOL 451 Cell and Molecular Biology

4 credits

An upper level class devoted to the study of molecular aspects of genetics and cell biology. In addition to basic cell biology, the course will introduce molecular genetics and regulation of prokaryotic and eukaryotic gene expression. Special consideration will be given to structure and function of genes and regulatory proteins. Laboratory emphasis will include basic techniques of gene technology such as: restriction mapping, cloning, polymerase chain reaction (PCR), electrophoresis and bacterial transformation. Prerequisites: BIOL 130, BIOL 331, CHEM 102, NSCI 220. Laboratory fee: \$50. Offered every Spring in even numbered years

BIOL 453 Virology

4 credits

The course is a general overview of the biology of viruses. Topics will include an introduction to the major classes of viruses, their distinct features, life cycles, and applicable diseases. The course will also investigate molecular aspects of viral replication and host's role during virus infection. Major emphasis will be placed on animal viruses. The course will include detailed investigation of current topics in the scientific literature including discussion of case studies. Prerequisites: BIOL 130, BIOL 331, CHEM 102, COMM 103. Offered every spring odd numbered years.

BIOL 495 Research in Science**3 credits**

The independent investigation of a topic in science. Used to satisfy the departmental research requirement of all science majors. Students must complete BIOL 495 before enrolling in BIOL 496. Registration for BIOL 495 requires the signature of the individual in charge of the BIOL 495 learning experience. This research experience allows the student to receive credit for conducting their research. Students taking this course will work with a faculty research mentor and will complete a formal research paper upon completion of the project. This course, along with BIOL 496 and 497 represents the capstone learning experience for the Biology Program. Offered each Fall semester. Prerequisites: Consent of the instructor, NSCI 220, BIOL 126.

BIOL 496 Seminar in Science**1 credit**

The presentation of a seminar concerning the student's research experience. This course is taken during the spring semester of a students' senior year. Registration for BIOL 496 requires the signature of the individual in charge of the BIOL 496 learning experience and cannot be completed on-line. Students are required to demonstrate proficiency in communicating their research project orally to an audience, using electronic presentation software. During their presentation students may be questioned concerning all levels of outcomes in the Biology Program as part of a summative assessment of the student's progress. This course, along with BIOL 495 and 497 represents the capstone learning experience for Biology. Offered each Spring semester. Students are not permitted to take BIOL 496 until they have achieved a minimum grade of "P" in BIOL 495.

BIOL 497 Science Research Portfolio**1 credit**

This course is the compilation of a portfolio about a students' capstone experience. It is taken during the spring semester of a students' senior year, concurrently with BIOL 496. This part of the capstone experience requires students to demonstrate proficiency in compiling a record of their experience in each of the sections that make up the capstone experience. Offered each Spring semester. Students are not permitted to submit their Research Portfolio unless they have successfully completed BIOL 496 with a minimum grade of "P".

BUSINESS ADMINISTRATION (BUSI)**BUSI 151. Introduction to Business****3 credits**

A survey of business principles, practices and procedures. A background for subsequent specialized courses in economics, management, marketing and finance.

BUSI 201. Principles of Microeconomics**3 credits**

This course presents the fundamental principles of the microeconomic theory as applied to consumers, producers, and government. This includes how market demand and supply operate to determine price and output in various competitive and non-competitive conditions. Related topics include elasticity, consumer choice, production and costs, economic functions of government, externalities, and public goods.

BUSI 202. Principles of Macroeconomics**3 credits**

This course is a study of macroeconomic principles as they relate to national economic goals. Topics include international trade, national income accounting, economic growth, inflation, employment, macroeconomic models of aggregate demand and supply, federal budget deficits, public debt, and an analysis of fiscal and monetary policy.

BUSI 215. Business Software

3 credits

This course is designed to look at how students can better utilize software – particularly, Excel, Power Point, and other presentation software – in presentations. The course will also introduce students to various pieces of web-based software. The course is offered each fall and spring semester.

BUSI 231. Business Law I

3 credits

History of the American legal system; introduction to the courts, dispute reconciliation, and functions of law; Constitutional law; criminal law; tort Law and products liability; warranty law; contract law, offer and acceptance, consideration, contractual capacity, legality of object, public policy, third-party rights and remedies; and agency law.

BUSI 232. Business Law II

3 credits

Forms of business organizations, partnerships, limited liability companies and corporate governance; employment law, worker protection, immigration law, labor law, sexual harassment, employment discrimination and retaliation, and human resources; real and personal property; bailments; landlord-tenant relations; insurance law; UCC Article 3 – commercial paper and negotiable instruments, holder in due course and liability and discharge; UCC Article 9 - secured transactions; and bankruptcy.

BUSI 241. Business Writing (see English 241)

BUSI 306. Leadership Development (Self-Paced Course)

3 credits

This course aids persons involved in education, managerial, and/or parenting to assess and develop leadership skills (print-based). Prerequisite: COMM 101 and Sophomore status.

BUSI 309. Interpersonal Communication (Self-Paced Course)

3 credits

This course is designed to help students develop an awareness of the intrapersonal impact they have on other persons. The class is experiential in nature and is supplemented by reading in the field of communication theory (print-based). Prerequisite: COMM 101 and COMM 102.

BUSI 316. Quantitative Methods for Management

3 credits

Examination of principal tools including probability and distribution theory, queuing theory, simulation and inventory models. Includes microcomputer applications of these models. Prerequisite: MATH 121.

BUSI 317. Business Statistics

3 credits

This course introduces the student to the foundations of statistical analysis of data. The primary areas of emphasis are: sampling theory, summation of data (central tendency, variance, skewness), natural distribution of data (normal, binomial, Poisson), and

statistical inferences from data (confidence intervals, hypothesis testing). The course will also examine relationships among paired data (regression, correlation) and non-parametric statistical measures. Prerequisite: MATH 121 or consent of instructor.

BUSI 350. Special Topics

1-3 credits

May be repeated a maximum of two semesters. Advanced study of topics not covered in regularly scheduled course. Delivered through directed study or specially scheduled lectures, depending on the topic. Prerequisite: Consent of instructor.

BUSI 370. Issues in Capitalism

3 credits

An introduction to the philosophy of objectivism. The student will learn objectivist theory as well as contrasting theories of capitalism.

BUSI 407. International Business: Problems and Opportunities

3 credits

Exploration of the various factors influencing the global business environment. Pitfalls to be avoided and suggestions for effective management of international and multinational enterprises will be discussed. Prerequisites: MRKT 321 and FINA 312.

BUSI 450. Business Policy

3 credits

A senior course focusing on the integration of the various areas of business functions. Particular emphasis will be placed on decision-making, corporate policy and strategy formulation and implementation, and the relationship between the corporate and socioeconomic setting. Prerequisite: Senior status, MGMT 311, MRKT 321, FINA 312.

BUSI 460. Business, Government and Society

3 credits

Illustration and discussion of the problems and practices of contemporary management utilizing cases in the classroom. Faculty and students share perceptions of a particular management subject, their philosophy regarding the issue, and the decisions and problems inherent thereto. Junior or Senior business majors only.

BUSI 498. Business Internship

1-6 credits

This course allows students an opportunity to apply the knowledge they have developed in various business courses to a real world business setting. Prerequisites: Seniors in Business Administration or Juniors by recommendation of the major advisor.

CENTER FOR CAREER DEVELOPMENT (CCDV)

CCDV 201. Seminar in Career Development and Professionalism

2 credits

This course is designed to enable students to gain insight and tools for effective career advancement and management. Issues of appropriate occupational choices: self-assessment of interests, values and abilities; understanding the steps in career decision making, as well as ownership of employability skills needed to obtain and keep a career-track position, will shape specific learning objectives. The culminating project of the course will require students to identify, secure, and prepare for a career-building internship. Students should take this course the semester prior to their first internship experience. Prerequisites: COMM 101 and COMM 102.

CHEMISTRY (CHEM)

CHEM 100. Introductory Chemistry

4 credits

CHEM 100 provides an introduction to the study of the physical and chemical behavior of matter. Topics include: measurements, atoms and elements, compounds and their bonds, chemical quantities and reactions, gases, solutions, acids and bases, and nuclear radiation. Emphasis will be placed on the chemistry of everyday life. This course is also geared to those interested in pursuing a career in health professions such as nursing. The course consists of three one-hour lectures and one three-hour laboratory per week. Lab Fee: \$50. Taught each Spring.

CHEM 101. General Chemistry I

4 credits

An introduction to the quantitative study of the physical and chemical behavior of matter. Major topics include: matter and measurement, atoms, ions and molecules, chemical formulas, equations, and moles, reactions in aqueous solution, periodicity and atomic structure, ionic and covalent bonding, molecular structure, chemical energy, and gases and their behavior.

Three 50-minute lectures plus one three-hour lab per week. Prerequisite: MATH 120 or ACT Math 21 or SAT Math 540 or CHEM-100. Laboratory fee \$50. Taught each Fall and Summer.

CHEM 102. General Chemistry II

4 credits

A continuation of CHEM 101 with the major topics being liquids, solids, intermolecular forces, solutions, rates of chemical reactions, chemical equilibrium acids, bases, aqueous equilibrium, electrochemistry and nuclear chemistry. These topics, in addition to the material covered in CHEM 101, will provide students with a very good chemistry background for graduate entrance exams such as the PCAT, MCAT, DAT, and GRE.

Three 50-minutes lecture plus one three-hour laboratory per week. Prerequisite: pass CHEM 101 with C or higher. Laboratory Fee: \$50. Taught each Spring and Summer.

CHEM 201. Organic Chemistry I

4 credits

A careful study of the principles of organic chemistry focusing on structure and fundamental chemical properties of the common types of organic compounds. Three lecture hours and three lab hours per week. Prerequisite: CHEM 102. Laboratory fee \$50. Taught each fall.

CHEM 202. Organic Chemistry II

4 credits

A continuation of CHEM 201, which is a pre-requisite. The emphasis is placed on reaction mechanisms and synthetic methods. Three lecture hours and three lab hours per week. Prerequisite: CHEM 201. Laboratory fee \$50. Taught each spring.

CHEM 251. Quantitative Analysis

4 credits

The course consists of the study of wet chemical quantitative analysis techniques of “real world” samples. Topics include measurements, gravimetric and combustion analyses, a deeper look at acids and bases, buffers, chemical equilibria, acid-base, compleximetric, and redox titrations, and electrochemical probes. Three 50-minute lecture hours plus one three-hour lab per week. If there is a conflict with the lab time and another course, an alternate lab time can be found to meet student availability. Prerequisite: CHEM 102. Laboratory fee: \$50.00. Taught each Fall.

CHEM 322. Inorganic Chemistry**3 credits**

A systematic study of selected topics in inorganic chemistry including an introduction to material of a mathematical-theoretical nature. Three lecture hours per week. Prerequisites: CHEM 202, CHEM 251, and MATH 201. Taught spring semester.

CHEM 325L. Laboratory Analysis Techniques**2 credits**

This laboratory seminar will provide students the opportunity to gain hands-on experience. Students will independently develop an analytical method using chemical instrumentation available in the Chemistry Program. The student will then present their research project at the University of Charleston's Academic Showcase. One 90-minute seminar and one to two lab sessions per week. Lab time is flexible and scheduled to meet student availability. Pre-requisite: CHEM 251 or CHEM 362. Co-requisite: CHEM 362. Laboratory fee \$50.

CHEM 362. Instrumental Analysis**4 credits**

A study of the advantages and the limitations of the use of laboratory instrumentation for solving "real world" problems using chemical analysis. Included are UV-Vis spectrophotometry, FTIR spectrophotometry, atomic spectroscopy, gas chromatography, liquid chromatography, and mass spectrometric techniques. Real-world analysis issues of sampling, calibration, and quality assurance will be discussed. two 75-minute lectures plus one three-hour lab per week. If there is a conflict with the lab time and another course, an alternate lab time can be found to meet student availability. Prerequisite: CHEM 102. Laboratory fee: \$50. Taught each Spring.

CHEM 410. Biochemistry**4 credits**

This course provides an overview of biochemistry which stresses the organic and physical chemical basis for biological reactions, beginning with amino acids and building an understanding of protein structure. The course content expands to cover enzyme catalysis and kinetics, metabolism, carbohydrate and protein biosynthesis and the structure and function of DNA and RNA. Four lecture hours per week. Prerequisite: CHEM 202. Taught fall semester.

CHEM 411. Advanced Organic Chemistry**3 credits**

A review of the fundamental reactions of some of the main types of aliphatic, aromatic, alicyclic, and heterocyclic compounds and the solution of a variety of problems with emphasis on structural theory and reaction mechanisms. Three lecture hours per week. Prerequisite: CHEM 202. Taught spring semester.

CHEM 412. Physical Chemistry I**4 credits**

A study of the properties of matter, thermodynamics, thermochemistry, chemical equilibria, chemical reactions and solutions. Three lecture hours and three lab hours per week. Prerequisites: CHEM 202, PHSC 202, and MATH 201. Laboratory fee: \$50. Taught fall semester.

CHEM 413. Physical Chemistry II**4 credits**

A study of chemical kinetics, quantum theory, molecular spectroscopy and its applications to atoms and molecules, and statistical mechanics. Three lecture hours and

three lab hours per week. Prerequisites: CHEM 202, PHSC 202, and MATH 201. Laboratory fee: \$50. Taught spring semester.

CHEM 415. Polymer Chemistry **3 credits**

A consideration of the organic and physical chemistry of high polymers with respect to the structure and properties of polymer systems, the concepts of molecular weight distribution, and the flow of properties of high molecular weight molecules. Three lecture hours per week. Prerequisites: CHEM 202- and consent of the instructor.

CHEM 420 Advanced Biochemistry **3 credits**

An in-depth study of biochemistry in the following topics: Biophysical and bioinorganic chemistry, ultrafast dynamics of proteins and heme proteins and their physiological consequences, special enzymes and enzymatic regulation, metabolism of special biomolecules and related medical applications, NO (nitric oxide) biochemistry, cytochromes-mediated electron transportation, and effect of free radicals on living systems. Three lecture hours per week. Prerequisite: CHEM 410.

CHEM 421. Qualitative Organic Analysis **3 credits**

A study of some of the fundamental physical and chemical characteristics of the common types of organic compounds and the identification of representative compounds and mixtures. Two lecture hours and three laboratory credits per week. Prerequisites: CHEM 202. Laboratory fee \$50.

CHEM 442. Advanced Topics in Physical Chemistry **3 credits**

Discussion of the concepts of quantum and statistical mechanics and the application of these concepts to the calculation of physical properties of molecular systems. Three lecture hours per week. Prerequisites: CHEM 401 and CHEM 402.

CHEM 494. Proposal Writing in Chemistry **1 credit**

This course prepares a student to complete a research proposal in chemical science and is used to satisfy the program requirements in the chemistry major and the chemistry-biology dual major. Students should register for this course in the fall semester of their junior year. CHEM 494 must be completed before a student will be allowed to take CHEM 495. Students taking this course will consult with a faculty research advisor on the project prior to their proposals. This course, along with CHEM 495, 496, and 497, represents the capstone learning experience for the chemistry major and the chemistry-biology dual major. Prerequisite: CHEM 202 and CHEM 251. Taught fall semester.

CHEM 495. Research in Chemical Science **3 credits**

The investigation of a topic in chemical science under the supervision of a chemistry faculty member. Used to satisfy the program research requirement of the chemistry major and the chemistry-biology dual major. Students must complete CHEM 495 before enrolling in CHEM 496. Registration for CHEM 495 requires the signature of the individual in charge of the CHEM 495 learning experience and cannot be completed online. This research experience allows the student to receive credit for conducting their research. Students taking this course will work with a faculty research advisor and will complete a formal research paper upon completion of the project. The completed research papers will be published on the school's web page. This course, along with CHEM 494,

and 496 represents the capstone experience for the chemistry major and the chemistry-biology dual major. Co-requisite: CHEM 494. Taught fall semester.

CHEM 496. Seminar in Chemical Science

1 credit

The presentation of a seminar about a student's chemical research experience. This course is taken during the spring semester of a student's senior year. Students are required to demonstrate proficiency in communicating their research project orally to an audience, using electronic presentation software. This course, along with CHEM 494, 495, and 497, represents the capstone learning experience for the chemistry major and the chemistry-biology dual major. Students are not permitted to take CHEM 496 until they have passed CHEM 495. Taught spring semester.

COLLEAGUE (COLL)

COLL 101. The Inner Life of the Leader

2 credits

While some believe that a critical part of leadership is knowing who you are leading, many others firmly believe that to lead effectively, you must first know yourself. This course explores that idea. *The Inner Life of a Leader* is the first of a series of courses designed specifically for Welch Colleague students. COLL 101 will introduce students to the relationship of self-awareness to effective leadership through a variety of experiences. Guest lecturers, case studies, current event analysis, and classroom exercises provide the backdrop for a detailed examination of the relationship between self-understanding and leadership.

COLL 102. Leadership Theory and Practice

2 credits

Students will examine behavior science concepts and research findings related to leadership theory and implementation. Participants will study current literature and other media related to leadership and apply those ideas, theories, and opinions to course discussions, cases, individual presentations, and other activities. This course is designed to be appropriate for freshman Welch Colleague students who have exhibited leadership qualities, above average scholastic achievement, and a propensity for intellectual inquiry.

COLL 201. Moral Issues in Leadership

2 credits

This interdisciplinary course will explore moral issues and their relationship to effective leadership. This highly interactive course will seek to fuse theory with practice as ethics will be formally introduced within a practical paradigm for decision making. This course will consider the relationship of personal worldview to ethics, inner drives and leadership, supervisory issues, trans-ethical motivation, modern Gnosticism, power/control, conflicts in leadership, and the shadow side of leadership.

COLL 202. Organizational Behavior

3 credits

Behavioral science concepts and research findings directed toward understanding human behavior within organizations. This behavior is considered as a function of the individual, the groups within which they interact and the structure of the larger organization within which they operate.

COLL 398. Philosophy of Leadership/Internship I

2 credits

This course is designed to provide students with an opportunity to formulate their own philosophy of leadership. By combining learned leadership theories and personal reflection from the internship experience, students will construct a comprehensive model for effective leadership that is theoretically and practically sound. Students will meet once a week throughout each semester in a seminar format. Taught each fall.

COLL 399. Philosophy of Leadership/Internship II **2 credits**

This course is designed to provide students with an opportunity to formulate their own philosophy of leadership. By combining learned leadership theories and personal reflection from the internship experience, students will construct a comprehensive model for effective leadership that is theoretically and practically sound. Students will meet formally two times throughout each semester in a seminar format. The successful completion of a Personal Philosophy of leadership weekly reports, and an Internship (80 hours) at a local non-profit agency will serve as the culminating experiences of this course. Taught each spring.

COLL 498. Organizational Intervention Project I **2 credits**

This capstone course will require students to apply all of their acquired knowledge and experiences into a strategic formula to help cultivate significant organizational change within a nonprofit entity. Students will be expected to combine theory with practice that demonstrates mastery of the Welch Colleague curriculum and provide a tangible solution to a noteworthy issue within the organization. Students will meet formally as a group two times per semester and one time per month with the Director of the Welch Colleague Program. Taught each fall.

COLL 499. Organizational Intervention Project II **2 credits**

This capstone course will require students to apply all of their acquired knowledge and experiences into a strategic formula to help cultivate significant organizational change within a nonprofit entity. Students will be expected to combine theory with practice that demonstrates mastery of the Welch Colleague curriculum and provide a tangible solution to a noteworthy issue within the organization. Students will meet formally as a group two times per semester and one time per month with the Director of the Welch Colleague Program. Taught each spring.

COMMUNICATION (COMM)

COMM 101. Freshman Writing I **3 credits**

Designed to allow students to demonstrate analytical thinking and writing.

COMM 102. Freshman Writing II **3 credits**

Continuation of COMM 101, culminating in a research paper.

COMM 103. Oral Communication Fundamentals **3 credits**

Students demonstrate proficiency in everyday communication including interpersonal communication, group problem solving, and impromptu, informative and persuasive speaking. Organization of ideas and control of mind and body are stressed in varied speaking projects.

DOCTOR OF EXECUTIVE LEADERSHIP (DEL)

DEL 700. Research: Culture of Inquiry

2 credits

Examines research as a culture of inquiry including elements of critical thought, ways of knowing, practices of scientific and intellectual communities, the role of concepts and theory in research, and conceptual frameworks for research performance. Initiates skill building for critical reading and writing for research performance.

DEL 710. Leadership Theories and Perspectives

3 credits

Reviews and critically analyzes the foundations of leadership theories; identifies connections between theories; introduces leadership as a field of study, and discusses researchable questions in the field.

DEL 720. Leadership in Context

3 credits

Critically assesses the role of the contextual environment from two perspectives: (1) the moderating effect of context on leadership effectiveness and (2) the ways leaders imagine, shape, and leverage context to accomplish organizational sustainment. Focuses on executive leadership but within a multi-level framework and on the role of context in leadership research.

DEL 730. Ethics: Values and Decision Making

3 credits

Focuses on ethics as challenges leaders face in organizations.—Addresses contemporary challenges, including the effect of the increasingly complex environment on the nature of ethical behavior, and considers the consequence of historical events.

DEL 740. Organizational Dynamics

3 credits

Examines complex strategic problem solving for sustained organizational success. Provides participants with an understanding of the role of leadership in creating long-term viability. Focuses primarily on learning, innovation, and dynamic capabilities.

DEL 750. Collaboration Leadership

3 credits

Examines issues related to collaboration and communication primarily in the context of organizations and interests external to the organization. Identifies unique aspects of effective leadership in collaborations, including the need to be politically savvy.

DEL 760. Leadership Development

3 credits

Examines the relationship between practices and processes of developing leaders in various contexts (e.g., industry, nonprofit, human services, political, and military) and strategically managing talent as a source of organizational sustainability.

DEL 727. Leadership Research and Design Logic

3 credits

Critically reviews current approaches for leadership research, and examines development of significant research questions for advancing leadership scholarship and practice. Explores design logic and alignment with research questions.

DEL 800. Research: Responsible Conduct of Research

1 credit

Analyses the ethical standards and guidelines for social and behavioral research and addresses issues related to protected subjects, potential harm, informed consent, and confidentiality, as well as the consideration of the institutional research approval processes-

DEL 805. Quantitative Research**3 credits**

Examines the nature of quantitative research, discusses quantitative research methodologies, and develops the skills appropriate for those methodologies. Explores criteria for decisions in quantitative research from design through data collection, analysis, and interpretation. Investigates quantitative methodologies within mixed methods research, and requires conceptualization and completion of a quantitative phase of a mixed method mini-research study.

DEL 815. Qualitative Research**3 credits**

Examines the nature of qualitative research, discusses qualitative research methodologies, and develops the skills appropriate for those methodologies. Explores criteria for decisions in qualitative research from design through data collection, analysis, and interpretation. Investigates qualitative methodologies within mixed methods research and requires conceptualization and completion of a qualitative phase of a mixed method mini-research study.

DEL 810. Complexity and Sustainability**3 credits**

Focuses on exploring complex adaptive systems and complexity leadership as ways to achieve sustainability for organizations during times of uncertainty and ambiguity.

DEL 820. Global Leadership**3 credits**

Examines the complex issues created by a global context including generational and gender shifts, rising mobility, and the changing racial and ethnic workforce. Discusses multilevel management, developing global leaders, and the significance of adapting leadership to local circumstances..

DEL 830 Executive Decision-Making**3 credits**

Integrates the concepts and skills in the program's core leadership courses in a capstone exploration which investigates the challenges executive leaders face in the design and execution of strategy. Focuses on the art and science of decision-making, including constrained optimization and process analysis. Considers decision making during periods of uncertainty, how to involve internal resources and knowing when to tap external resources during the decision making process.

DEL 900. Creating Portfolios**1 credit**

Participants review, reflect on, and develop artifacts in preparation of the Proseminar series. During the course, participants begin to create portfolios for use as scholars and practitioners.

DEL 901 / 902 / 903. Dissertation I/II/III and 904 Dissertation Continuation**3 credits each**

The doctoral dissertation is designed to demonstrate the researcher's ability to conduct research as a scholar practitioner. This process begins after the approval of the dissertation proposal. The goal is to generate new knowledge within the discipline of leadership. This research project is accomplished through the collection and analysis of both primary and original data on a specific problem. The researcher's project culminates with a scholarly document and presentation that represents the three elements of

stewardship: generation, conservation, and transformation of knowledge within the discipline.

DEL 910 / 920 / 930. Pro-seminar: Generating, Conserving, and Transforming Knowledge I/II/III **3 Credits Each**

Participants answer this question: As stewards of the discipline, how will they and others meet the expectations of generating new knowledge, conserving the discipline, and transforming knowledge to others? Participants assess existing knowledge in the leadership discipline to determine goals and directions for their professional activities, engage in experiential learning in support of their professional goals, and create and present their post-graduate personal plan as a scholar-practitioner.

EDUCATION (EDUC)

EDUC 100. Introduction to Education

3 credits

This course is an introduction to the education profession and is designed to familiarize prospective educators with the work of the K-12 teacher and community educator. The content of the course provides students with a comprehensive examination of three main factors that affect the work of an educator: (1) students and the social issues they bring with them to schools, (2) curriculum and instruction, and (3) organizational structures, governance and school law. Candidates will explore their own interests in the field of education by relating it to their personal educational experiences. Public school field experiences (20 hours) introduce students to a range of educational levels, a variety of multi-cultural and socio-economic settings, and diverse student populations.

EDUC 203. Survey of Students with Exceptionalities

3 credits

This course provides an overview of historical perspectives and current practices in special education. Units of study include definitions, characteristics, prevalence, assessment, and placement issues for specific disabilities and giftedness. The course also emphasizes multicultural, age, and familial considerations for students with exceptionalities. Strategies for improving the learning and behavior of students with exceptionalities are introduced. Candidates spend 20 hours in a special education setting.

EDUC 204. The Inclusive Classroom

3 credits

The course emphasizes procedures and strategies for including students with exceptionalities and culturally diverse learners in the general education classroom and other learning settings. Candidates are introduced to the concepts of universal design for learning, understanding by design, culturally responsive teaching. Candidates also create lesson plans that include all learners. The course emphasizes collaborating effectively with professionals and family members to meet individualized education plan goals and objectives in the general classroom. As a service-learning intensive course, students spend 20 hours in public school and/or community inclusive settings.

EDUC 250. Technology in the Schools

3 credits

Candidates learn computer and other technology applications for the field of education. The course emphasizes integrating multimedia and the internet to improve teaching and learning, providing assistive and adaptive technology for the inclusion of students with

exceptionalities, culturally diverse learners, and making ethical decisions for technology usage.

EDUC 299. Theories of Learning and Teaching

3 credits

This course is an examination of developmental, cognitive, motivational, social, psychological, and constructivist theories of learning. Units of study adapt the principles of educational psychology to the learning-teaching concepts related to understand students and effective instruction. Pre-requisite: PSYC 212. This course is offered every spring.

Only students who have been formally accepted into the Education Department or who have special permission from the Chair of the Education Department may enroll in the courses listed below:

EDUC 300. Children's Literature

3 credits

This course focuses on exploring and evaluating a variety of authors, illustrators, and books related to children's literature. Candidates will become familiar with different genres, evaluate and select appropriate literature to meet individual student needs, and recognize how children's literature can be implemented across the curriculum. Candidates will develop and implement K-6 learning events to engage and motivate students to become lifelong readers.

EDUC 311. Assessment and Diagnosis

2-3 credits

This course examines the design, production, application, and scoring of teacher-made and standardized tests with norm-referenced and criterion-referenced measurements. Attention is given to planning assessments for units, incorporating technology for assessment and scoring, and developing authentic assessments and rubrics. The course includes fundamental descriptive statistics needed for interpreting tests scores of students with and without exceptionalities. Multicultural issues in assessment are emphasized. (Elementary Education majors take the course for 3 credit hours. Wellness Education majors take the course for 2 credit hours.)

EDUC 320. Integrated Methods

3 credits

This course is a detailed analysis of instructional planning, teaching methodologies and classroom management as they apply to the learner, content, and context of classrooms. Emphasis is given to integrated planning, meeting the needs of diverse students, and the use of appropriate methods, materials and evaluation instruments. An extensive field experience in a public school setting (20 hours of teaching and observation) is coordinated with the course. Pre-requisite or Co-requisite: EDUC 299.

EDUC 325. Reading in the Content Area

3 credits

This course is an exploration of how students comprehend and learn with text and how teachers can assist them in these processes. Topics covered include the meaning of comprehension, assessment of student reading skills, study skills, and specific teaching strategies for disciplines in middle and secondary schools. Candidates will be given the opportunity to explore, model and practice various strategies. A 20 hour public school field experience is required. Note: This course is only required for Wellness Education majors. Pre-requisite or Co-requisite: EDUC 320

EDUC 330. Positive Behavioral Support

3 credits

Candidates discover how and why students experience issues with inappropriate behavior and identify behavioral needs through functional behavioral assessment. Candidates learn the significance of a supportive classroom environment that encourages positive behavior, enhances self-esteem, and provides clear, consistent behavioral expectations. The course provides instruction in problem solving, conflict resolution, social skills, and behavior modification. The course also highlights the importance of including family and others in planning behavioral interventions. During this course, candidates create an Eligibility/Evaluation of Services, Individualized Education Program, a Social Skills Unit, a Functional Behavior Assessment, and a Behavior Modification Portfolio. Candidates also spend 20 hours in a special education setting working with students who have behavioral disorders. Pre-requisites: EDUC 203 and EDUC 204.

EDUC 340. Collaboration in the Schools

3 credits

Candidates learn strategies for encouraging collaboration among professionals, families, and students. The course provides instruction in active listening, problem solving, conflict resolution, cooperative learning, and understanding multicultural perspectives. Principled living and ethical decision-making are emphasized as foundational to effective collaboration. During this course, candidates create an Eligibility/Evaluation of Services, Individualized Education Program, Social Skills Plans, Assistive Technology Checklist, and Collaboration Plan. Candidates will have the opportunity to teach and assess students with high incidence disabilities during this 20 hour field experience. Knowledge of disability characteristics and inclusion strategies is assumed. Pre-requisites: EDUC 203 and 204. Candidates will have the opportunity to teach students with mental impairments during this 20 hour field experience. Pre-requisites: EDUC 203 and EDUC 204.

EDUC 350. Special Topics

3 credits

The course is offered in response to departmental needs. The content may vary depending on the education topic selected.

EDUC 360. High Incidence Disabilities

3 credits

This course addresses the academic and behavioral needs of students with high incidence disabilities, including those with learning disabilities, attention-deficit/hyperactivity disorder, mild mental impairments, and behavioral disorders. Emphasis is placed on developing reading, oral and written language, and mathematical skills. During this course, candidates create an Eligibility/Evaluation of Services, Individualized Education Program, 504 Plan, Ideal Inclusive Environment Case Study, Assistive Technology Checklist, and Collaboration Plan as well as a Behavior Modification Plan and Social Skills Lesson Plan. Candidates will have the opportunity to teach and assess students with high incidence disabilities during this 20 hour field experience. Knowledge of disability characteristics and inclusion strategies is assumed. Pre-requisites: EDUC 203 and 204.

EDUC 372. Fundamentals of Reading Instruction

3 credits

This course focuses on the physiological, psychological, educational, and sociological factors underlying the development of reading skills. In addition to an examination of curriculum, instructional strategies, methods, and materials used for teaching reading the course provides a background of the Saxon phonics methodology. The course is taken concurrently with EDUC 374. Pre-requisite or Co-requisite: EDUC 320.

EDUC 374. Clinical Practice/Reading Diagnosis **3 credits**
The course focuses on the identification of reading difficulties, diagnostic techniques, preventive and prescriptive methods and materials for reading instruction. This course is a supervised teaching field experience in a local elementary school which provides candidates with the opportunity to learn and demonstrate the understanding of diagnosis of reading skills, test administration, and interpretation and evaluative follow up. The course is taken concurrently with EDUC 372.

EDUC 377. Secondary Science Methods **3 credits**
This course focuses on curriculum, instructional methods, assessment, and materials needed for effective instruction in secondary science. This course also examines current research on science teaching in the secondary schools. The purpose of the course is to help prepare the teacher candidate to teach science in a classroom setting. A 20 hours field experience is required. Pre-requisite or Co-requisite: EDUC 320. Note: This course is only required for Wellness Education/Special Education majors.

EDUC 378. Elementary Integrated Methods **6 credits**
The course focuses on curriculum, instructional methods, assessment, and materials needed for effective instruction in language arts, social studies, and science. All learning experiences are connected to state and national standards and to Praxis content outcomes in each of the content areas. Teacher candidates will participate in both class sessions and on-site field experience learning. Candidates complete 20 hours or more of field experience during this course. Pre-requisite or Co-requisite: EDUC 320.

EDUC 420. Seminar in Special Education **2 credits**
The seminar is taken simultaneously with EDUC 422; this course prepares students to develop academic and behavioral units that address the needs of all students in the classroom. The unit is developed in a format that incorporates state curriculum standards and objectives, students' Individual Education Program goals, and Council for Exceptional Children standards. Integration of learning is emphasized by including standards from a variety of subject areas.

EDUC 422. Student Teaching in Special Education **6 credits**
Students spend 14 weeks full-time with a public school special education teacher who has inclusion and resource room responsibilities and at least 3 years' experience. Initial experiences include classroom observations with responsibilities for planning and teaching gradually added. This course is taken concurrently with EDUC 420, Seminar in Special Education and EDUC 496, Seminar in the Content Areas. EDUC 422 is taken concurrently with EDUC 497.

EDUC 496. Seminar in the Content Areas **2 credits**
This course is a 2-credit seminar for Teacher Education student teachers and Educational Studies interns taken in conjunction with EDUC 422 and 497. As a capstone experience, this class provides a venue for developing projects that impact student learning and showcasing professional portfolios that demonstrate their ability to meet UC Education Department outcomes, and reflecting in a collaborative manner.

EDUC 497. Student Teaching in the Content Areas **6-12 credits**

As the culminating field experience, the full semester, full-time practicum taken in conjunction with EDUC 496 is devoted to student teaching in an accredited school. The placement begins with initial observations of the classroom and planning with an experienced (3 years or more) licensed K-12 teacher to prepare the candidate for this placement. Information learned from the experience will be used in the accompanying EDUC 496 course activities.

EDUC 498. Internship in Educational Studies **12 credits**

As the culminating field experience, the full semester, full-time practicum taken in conjunction with EDUC 496 (Seminar in the Content Areas) is devoted to an internship at a school, community, social or educational service agency or organization. Initial activities include observations with responsibilities for planning and teaching or training gradually integrated into the experience. Responsibility for service/skills plans, lesson plans, instruction, training, and/or workshops is gradually assumed until the candidate has complete responsibility of the professional's role (according to the policies of the school, agency or company) full time for four weeks.

EDUC 499. Independent Study **1-6 credits**

This course is an independent study of some aspect of professional education that is open only to Education majors who have completed 12 semester credits of professional education courses. Approval of the Chair of the Education Department is required.

ENGLISH (ENGL)

ENGL 202. British Literature Survey: Beowulf to 1798 **3 credits**

A survey of British literature beginning with Beowulf and ending at the end of the eighteenth century, focusing on major authors, trends and genres, including lyric poetry, sonnets, drama, epic, essay, and fiction. The course includes female authors. Addresses English Outcomes #2, 3a, 3e, 4.

ENGL 203. British Literature Survey: Romantics to 20th Century **3 credits**

A survey of the major authors, trends, and genres of British literature of the nineteenth and twentieth century's, including the Romantic movement, the development of the novel, prose forms, and changes in poetic structures. The course includes female authors and some minority authors. Addresses English outcomes #2, 3a, 3e, 4.

ENGL 223. American Literature Survey I **3 credits**

A survey of American Literature from the colonial period to the American Renaissance in the 19th Century, focusing on major trends and genres, including poetry, travel narratives, captivity narratives, and early fiction. The course includes female authors, African-American authors, and Native American authors. Addresses English outcomes #1, 3, and 4.

ENGL 224. American Literature Survey II **3 credits**

A survey of American literature from the Civil War to the 21st Century, focusing on major trends and genres, including Realist and Naturalist novels, modern fiction, and experimental poetry. The course includes female authors, African-American authors, and Native American authors. Addresses English outcomes #1, 3, and 4.

ENGL 230. Western World Literature **3 credits**

A survey of the major works of the Western literary tradition, including literature from Greece, Rome, Latin America, and Continental Europe from ancient times to the present. The course focuses on the development of poetry, drama, epic, essay, and short fiction. Addresses English outcomes #1,2,3c,3e.

ENGL 231. Non-Western World Literature **3 credits**

A survey of the major literary traditions of several non-western cultures, including Africa, Asia, India, and the Middle East from ancient times to the present. The course focuses on the development of poetry, the novel, drama, epic, essay, and short fiction. Addresses English outcomes #1, 2, 3d, 3e.

ENGL 241. Business Writing **3 credits**

Business writing, forms and reports, with emphasis on different types of business letters and principles of correspondence. Prerequisite: COMM 102. (See BUS 241).

ENGL 302. Literary Criticism **3 credits**

Critical approaches to analyzing and writing about literary and nonliterary texts and non-print media in their historical/cultural contexts. Students will learn the major concepts and terms of literary criticism and theory and learn to analyze a wide variety of texts, including literary works (poetry, drama, novel), nonliterary texts, film, advertisement, and prints. Addresses English outcomes #1, 2, 3a, 3b, 3e, 3f, 4.

ENGL 307. Appalachian Literature **3 credits**

A concentrated study of Appalachian literature from the 17th Century to 20th Century, including frontier literature, mountain poetry, and nature writing. The course includes Native American stories from Appalachia and female authors. Addresses English outcomes #1, 2, and 3.

ENGL 312. Shakespeare **3 credits**

Provides the student with an overview of Shakespeare, his life, works, and theatre, with a particular look to the historical, literary and dramatic context. Students will examine specific plays in order to develop analytical skills applicable to Shakespearean drama. Addresses English outcomes #1,2,3a, 4.

ENGL 315. Linguistics **3 credits**

An introduction to the field of Linguistics with particular attention given to the history of the English language, an analysis of how language structures meaning in society, and the structure and grammar of English. Addresses English outcomes #1,2,4; Writing Outcome #1.

ENGL 320. Multi-ethnic Literature **3 credits**

An in-depth study of the fiction and poetry of minority writers of the United States and Britain, including Asian-American, Native-American, African-American, Hispanic, Caribbean, and gay and lesbian writers. Addresses English outcomes # 1,2, 3b,3e,3f

ENGL 326. Literature and Gender **3 credits**

Focuses on women writers or images of women in literature during a specific time period or according to a particular theme, style, or genre. The course may also address the issue of gender in an interdisciplinary format that allows students to understand how gender shapes our identity in larger social structures. Addresses English outcomes #1, 2, 3a, 3b, 3e, 3f, 4.

ENGL 330. Studies in Period

3 credits

Concentrates on a major period in British and/or American literature, such as the Medieval period, the Renaissance, the Eighteenth century, the Romantic period, the Nineteenth century, and the Twentieth century. Each course will focus on one or more of the cultural, literary, and historical issues of a specific period. Addresses English outcomes #1, 2, 4.

ENGL 335. Drama

3 credits

A survey of dramatic writing in the context of its historical development, with special attention given to recurring themes, such as tragedy, styles, and characters. A variety of British, American, World, female, and minority authors will be covered. Addresses English outcomes #1,2,3a,3b,3c,3d.

ENGL 336. Literature and Film

3 credits

The course examines the way in which literature has been adapted to film and the ways in which audience, purpose, and language of the written text are adopted, changed, or reworked to reflect certain social, political, or economic contexts. Prerequisite: COMM 101, COMM 102.

ENGL 340. Creative Writing

3 credits

An introduction to the elements and form of creative fiction, including plot and character development, style, tone, and point of view. Addresses English outcomes #2.

ENGL 345. Advanced Writing

3 credits

An advanced composition course in which students will develop and practice their writing skills using a variety of rhetorical modes, including narration, description, and exposition. Students will learn that by controlling the writing process itself, they can shape their ideas and participate in various cultural conversations. Students will learn how notions of literacy are evolving in our technological age, and how they can adapt to meet these challenges by learning to write for the electronic environment. Addresses English outcomes #1, 2, 4. Addresses Language Arts outcomes #1 and Writing Outcomes #1, 2.

ENGL 346. Workshop in Writing and Rhetoric

3 credits

Presents a survey of composition theory. Helps students to enhance their writing abilities while preparing them to serve as resource consultants in the University's Communication Resource Center (CRC) and other community venues. Students are required to tutor 30 hours a semester in the CRC. Prerequisite: ENGL 345

ENGL 350. Special Topics

3 credits

An in-depth study of a literary movement, writer, theme, or genre of current or special interest.

ENGL 355. Internet Communication**3 credits**

Focuses on various rhetorical strategies for writing in online environments, including web-page design, storyboarding, and digital narratives for various audiences. Addresses English outcomes #1, 2. Addresses Writing Track outcomes #1, 2.

ENGL 405. Senior Capstone in English**3 credits**

The Senior Capstone course is a directed study with the student's English advisor. The Capstone is designed to be a flexible experience that can include a research project, portfolio, or creative project. The evaluation of the Capstone experience includes the student's English advisor and at least one other English faculty member. The student must create a proposal of the project subject to approval by the advisor. The Capstone must be completed at the end of the student's next-to-last semester. Any revisions to the project must be completed at least one month before the end of the student's last semester.

ENGL 499. Independent Study**3 credits**

An in-depth study of a period, author, or topic. Open only to English majors who have completed 12 credits of 300-level or above courses in English. Requires approval of advisor, program coordinator, and department head. Cannot be used as a substitute for required English courses.

ENGLISH AS A SECOND LANGUAGE (ENSL)**ENSL 095. High Intermediate English****6 credits**

This course is designed to help students develop their oral and written communication skills and to improve their English reading comprehension. Students discuss various topics and practice effective and accurate English communication using proper grammar. The intention is for students to develop an academic vocabulary as well as critical thinking. Students will be placed in this course based upon results from an English Placement Test, and a written essay. *This course is limited to students whose first language is not English.*

ENSL 096. Advanced English**4 credits**

In this course, students practice listening, speaking, reading, and writing to become more fluent in spoken English. The course addresses improvement in oral skills needed for class discussions and presentations, and aims to give students practice in writing clear and effective college-level English. Students also develop academic vocabulary and lecture note-taking skills. Students will be placed in this course based upon results from an English Placement Test, and a written essay. *This course is limited to students whose first language is not English.*

ENSL 097. English Conversation**3 credits**

This course is designed to help students communicate more effectively and confidently in spoken English. The course addresses improvement in oral skills needed for class discussions and presentations. Students also have opportunities to develop their vocabulary and grammar skills as well as practice pronunciation through group exercises. *This course is limited to students whose first language is not English.*

ENSL 098. Academic Reading and Writing**3 credits**

This course aims to give students practice in writing clear and effective college-level English through practice in generating ideas, drafting, revising, and editing. Students explore the development and structure of sentences, paragraphs, and essays while learning how to use various resources to improve their writing skills. *This course is limited to students whose first language is not English.*

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA)**EMBA 601. Module One: Organization and Structure****8 credits**

This introductory module explores various categories of corporate cultures and sub-cultures; how businesses are organized; personnel perception/attitudes and personalities; the various definitions of leadership and the difference between leadership and management/supervision; beginning legal aspects of business and beginning human resource applications.

EMBA 602. Module Two: Foundations of Business**8 credits**

This module focuses on the many facets of basic business of which every executive must be aware. Emphasis will be placed on basic accounting applications; total financial responsibilities -- investors, stockholders, employees; marketing impact and corporate marketing strategies; and beginning review of effective business plan preparation.

EMBA 603. Module Three: Analysis and Interpretation of Data**8 credits**

Students will examine decision-making tools available to executives. These include a wide range of economic considerations, e.g., exploring demand analysis, marginal analysis, decision modeling, regression and correlation formulas, business forecasting, and linear programming.

EMBA 604. Module Four: Operations Management**8 credits**

This module will introduce operations management in real time and real world practice. Better decision making is the focus and requires an understanding of project management, forecasting, process strategy, work analysis, planning, scheduling and regression, and correlation formulas as applied to quantitative and qualitative decision making. This will include Program Evaluation and Review Technique (PERT) and Critical Path Management (CPM), leading to the successful practice of Management Operations.

EMBA 605. Module Five: Strategies and Capstone Project**8 credits**

This module is the culmination of the program. It covers the total integration of business functions in the context of corporate strategic planning and future development; provides the student with a "case development" project on a selected company or corporation; and the completion of a team project based on a detailed presentation on a separate selected business with specific emphasis on business planning and expansion.

Additional module for the Pharmaceutical and Healthcare Management Concentration:

EMBA 614. Pharmaceutical Marketing, Pharmacoeconomics, Management Skills, and Healthcare Economics from a Policy Perspective**8 credits**

This module introduces students to conceptual issues related to the social, behavioral and pharmacoeconomics components of the pharmaceutical industry. It provides insights into the U.S. healthcare system and the pharmaceutical industry's role in that system. It provides students a working knowledge of marketing principles, techniques, planning and forecasting as they apply to pharmacy practice and operations. It describes the role of quantitative and qualitative analysis in decision-making in the pharmaceutical industry and in pharmacy practice. This module is the culmination of the program. It covers the total integration of business functions in the pharmaceutical and healthcare industry, including: economic analysis; microeconomic principles; behavior of consumers, physicians, insurers and other pharmaceutical industry players; healthcare ethics; management skills; and clinical research methods.

FINANCE (FINA)

FINA 101. Financial Literacy

2 credits

Aimed at teaching Financial Literacy to Gen Y (ages 18-32). The course covers a wide variety of topics, including: responsible use of credit cards, banking, budgeting, credit scores, financing (cars/houses), 401Ks, IRAs, insurance, and identity theft.

FINA 312. Business Finance

3 credits

A study of the theory and practices of financial management in the modern business firm. Special emphasis is placed on the application of time-value-of-money, valuation of securities, analysis of financial statements, weighted average cost of capital calculations and investment/budgeting decisions. Prerequisites: ACCT 202 and BUSI 201.

FINA 313. Advanced Business Finance

3 credits

A problem-based course covering a broad spectrum of corporate financial management decisions. Emphasis is given to case study involving capital acquisition and structure. Strategic issues such as corporate reorganizations, mergers and acquisitions are explored in cases and "real world" research. Prerequisite: FINA 312.

FINA 350. Special Topics

3 credits

The course will include topics devoted to the study of Finance.

FINA 361. Money and Banking

3 credits

A study of the major concepts of money, credit, and financial institutions. Consideration is given to the structure of global financial markets, the determination of interest rates and the allocation of capital. Emphasis will be placed on understanding the role of the Federal Reserve System in interest rate strategy and monetary policy. Students will increase their understanding of several categories of financial institutions including commercial banks, thrifts, mutual funds, securities firms, investment banks, insurance companies and pension administrators. Prerequisite: BUSI 202.

FINA 405. Investments

3 credits

A theory and problem-based study of investment methodology, investment risks, and security selection. The curriculum includes an introduction to security analysis, security valuation, and portfolio management. The course culminates with an applied study of security price behavior and simulated securities trading. Prerequisite: FINA 312.

FINA 414. Security and Portfolio Analysis**3 credits**

An advanced study of asset pricing theories, valuation models and security analysis. Topical coverage will include stocks, bonds, and derivative securities from a portfolio manager's perspective. The course includes a "mock" development of a mutual fund utilizing pre-established performance criteria, Modern Portfolio Theory, and a "virtual" securities exchange. Prerequisite: FINA 312.

FRENCH (FREN)**FREN 101. Elementary French****3 credits**

This is an introductory course exploring the French language with emphasis on enabling the student to read and speak with understanding. The concentration is on basic grammatical and conversational structures.

FREN 102. Elementary French**3 credits**

This course is a continuation of FREN 101 with more emphasis on speaking, reading and writing. Prerequisite: FREN 101 or one year of high school French.

FREN 201. Intermediate French**3 credits**

Grammar review and practice in language aimed at achieving a higher level of competence in reading, speaking and writing with comprehension will serve as the content for this course. Prerequisite: FREN 102 or two years of high school French.

FREN 202. Intermediate French**3 credits**

This course is a continuation of FREN 201. At the completion of this course the student should have a command of spoken and written French. Prerequisite: FREN 201 or equivalent.

FREN 301. French Conversation and Composition**3 credits**

Taught exclusively in the French language, using examples of everyday life as topics of conversation and composition. Prerequisite: FREN 202 or equivalent.

FREN 302. French Conversation and Explication**3 credits**

This course is a continuation of FREN 301. Taught exclusively in the French language, using examples of everyday life as topics of conversation and composition. Prerequisite: FREN 202 or equivalent.

FREN 406, 406A, 407, 407A. Special Topics**3 credits**

This course is an independent and intensive study of a country or countries that compose the French speaking world, grammar or literature of a particular language. May be repeated once with a different topic of study as 406A or 407A. Consent of the instructor required.

GEOGRAPHY (GEOG)**GEOG 201. Weather and Climate****3 credits**

A study of the distribution of climate types and of the probable causes underlying weather and climatic conditions of the world.

GEOG 202. Geography of North America **3 credits**

This course deals mainly with a regional study of the North American continent. The principal features of climate, topography, resources and industry are interrelated through factual and cartographic studies.

GEOG 303. World Geography **3 credits**

The course provides a regional study of various countries with an emphasis on the interrelationships of social and physical aspects as well as major trends within areas of the world. Specific topics include population, culture, economy, and social issues within each region.

GEOG 305. Economic Geography **3 credits**

A study of the relationship between the natural environment and the activities whereby man makes a living. The course also deals with the location, distribution, and the accessibility in moving goods and materials from one area to another, and the effect culture has on economic activity. (Credit by Examination available.)

GEOG 330. Economic Development **3 credits**

A study of theories of economic development and economic growth, growth models, factors in economic growth, domestic policy problems, economic growth and international trade and aid, and development planning.

GERMAN (GERM)

GERM 101. Elementary German **3 credits**

This is an introductory course exploring the German language with emphasis on enabling the student to read and speak with understanding. The concentration is on basic grammatical and conversational structures.

GERM 102. Elementary German **3 credits**

This course is a continuation of GERM 101. Prerequisite: GERM 101 or one year of high school German.

GERM 201. Intermediate German **3 credits**

A review of grammar will begin this course. Content will include reading in modern German, and practice in writing and speaking. Prerequisite: GERM 102 or two years of high school German.

GERM 202. Intermediate German **3 credits**

This course is a continuation of GERM 201. Prerequisite: GERM 201 or equivalent.

STRATEGIC LEADERSHIP (GSL)

GSL 510. The Art and Science of Leadership: **3 Credits**

Begins an in-depth analysis of the discipline of leadership as specifically related to how a leader can help ensure organizational effectiveness in an unpredictable environment. Throughout the duration of this course, we will explore the myriad concepts underlying strategic leadership. Emphasis will be placed on developing an understanding of

leadership theory; particularly the development of a personal model that will be meaningful for you, now and in the future.

GSL 512. The Leadership Challenge:

3 credits

This course presents a preeminent leadership model based upon the Kouzes-Posner conceptual framework and the research that supports it. This course is about being a leader. The focus is not so much on leadership in terms of theoretical constructs, but more about leadership as a relationship and a process; and about developing the understanding necessary to become a leader.

GSL 504. Organization, Group and Team Leadership:

3 credits

This course concentrates on understanding the operational challenges facing the strategic leader at the group, team, and organizational level. It builds a framework for developing trust, teamwork, clear focus, confidence, and motivation by focusing on the “Be-Know-Do” of leadership theory at all levels. Leadership is most important when the stakes are highest, but it must be continuously developed, nurtured patiently, and tested with uncertainty if it is to be fully realized.

GSL 507. Reframing Leadership:

3 credits

This course is the genesis of a process of reframing our leadership model into one that incorporates the context of organizations in its broadest possible conception. Leadership, strategic or otherwise, exists because of organized activity. “The proliferation of complex organizations has made almost every human activity a collective one. We are born, raised, and educated in organizations. We work in them and rely on them for goods and services. We learn in schools and universities. We play sports in teams. We join clubs and associations. Many of us will grow old and die in hospitals or nursing homes. We build organizations because of what they can do for us. They produce consumer goods; bring entertainment into our homes, provide education and health care, and deliver the mail (Bolman & Deal, 1997: 7). It is imperative that leaders understand the importance of reframing their view of leadership and the organizational activities which necessitate them.

GSL 506. The Human Side of Organizations:

3 credits

This course is an in-depth study of the critical components of the strategic leadership of human capital. Essential to this concept is to identify and implement organizational practices and designs that are beneficial to both individuals and organizations in a way that actually produces long-term payoffs for organizations and the people who work in them.

GSL 601. Organizational Theory:

3 credits

This course provides an interdisciplinary application of psychological principles and methods to a wide variety of problems that develop within the context of work. It emphasizes the application of psychological facts and principles as they apply to people operating in business and industry.

GSL 605. Organizational Performance:

3 credits

One role of leaders is to move organizations and stakeholders toward known goals and objectives in pursuit of a larger mission and vision. It is also a truism that what gets

measured get managed/done/improved (Drucker/Sharma). This course addresses the concepts and methods necessary for leaders to create organizational effectiveness through superior performance. These include measuring individual and organizational performance as well as leading for transformation. Rooted in Quality Management, the Balanced Scorecard, the Baldrige Process and measurement frameworks, performance measurement is concerned with the behavioral skills leaders use energize their organizations into a strategy of competitive advantage by broadening its ability to achieve goals and by influencing and working effectively through others. It is a profoundly social process.

GSL 610. Strategic Thinking:

3 credits

This course concentrates on business decision-making under conditions of uncertainty. The development of mission statements, strategic goals, control mechanisms, and alternative levels of strategy will be explored. Students learn the analytical process firms use to determine the parameters of their strategic plan, the problems firms encounter in formulating their plan, and the methods firms use to insure that their strategic plan is implemented efficiently.

GSL 629. Research Methods

3 credits

Students will examine and analyze qualitative, quantitative, and mixed methods in the investigation of phenomena relevant to ethical evidence-based practice and research in organizational leadership. Based on a critical analysis of relevant scholarly literature and practices, students will learn how to formulate a researchable problem and an appropriate investigation strategy. Course topics include basic research designs, the development of sound research questions, measurement, data collection techniques, data analysis methods.

Strategic Leadership Specialization Courses:

Business Management

SLBM 640 Customer-centric Organizations

3 credits

Assesses strategies for developing a customer-centric organization through voice-of-the-customer practices. Teams design plans for strengthening relationships with customers, utilizing multi-channel marketing and social media to increase customer engagement, and establishing excellent customer service and innovation through voice of the customer strategies for continuous improvement.

SLBM 650 Financial Literacy for Decision-making

3 credits

Integrates the “language of business” with strategic leadership for assessing and devising new strategies to boost organizational performance. Addresses measuring financial health; the impact of actions on numbers; assessing revenue, expenses, and profits; using and evaluating assets, costs, and investments.

SLBM 690 Strategic Leadership in Business Management Capstone

3 credits

Integrates Strategic Leadership core knowledge with business management knowledge in development of a strategic initiative for an organization. Initiative addresses all criteria for the Baldrige and a financial analysis for implementation and evaluation of the initiative.

Cyber Security

SLCS 640 ISC2 Systems Security Certified Professional (SSCP)

6 credits

Prepares students for all five exams required for the CCNP Security certification. Emphasizes topics such as perimeter security, virtual private networks (VPNs), intrusion protection systems (IPS) as well as how to combine these technologies in a single, integrated network security solution.

SLCS 690 Strategic Leadership in Cyber Security Capstone: ISC2 Certified Information Systems Security Professional (CISSP) **3 credits**
Comprehensive and complete review of the entire information system security common body of knowledge. Integrates Strategic Leadership core knowledge with CS in development of a cyber security initiative of strategic value for the organization.

Project Management

SLPM 640 Introduction to Project Management **3 credits**
Provides a basic understanding of project management process groups and how integral leadership is to a successful project. Introduces project management on an academic level and integrate leadership theory and practical application into project management. Emphasizes application of project management facts and principles in business and industry and the leadership required for complex and uncertain environments.

SLPM 650 Advanced PM Tools & Techniques **3 credits**
Provides an interdisciplinary application of project management principles and methodology to a wide variety of problems that develop as part of a leader's management of projects. Introduces advanced project management tools and techniques to address project leadership challenges.

SLPM 690 Strategic Leadership in Project Management Capstone **3 credits**
A capstone course emphasizing integration of core strategic leadership concepts, theories and practices with project in real organizational environments and situations. Requires design, completion, report of research results and presentation of a project of strategic importance for an organization.

Strategy as Practice

SLSP 640 Strategy as Practice I **3 credits**
Provides a frame of strategy from the "practice turn". Secondary research into the organizational context is used to prepare for observation of and participation with leaders at all levels in a real-world setting. Focus for these interactions is on practitioners of strategy in an organization. Culminates in an analysis and critique of the organization strategic practices.

SLSP 650 Strategy as Practice II **3 credits**
Provides a frame of strategy from the "practice turn". Observation of and participation with leaders at all levels in a real-world setting provides information about the strategic praxis employed at an organization. Focus for these interactions is on the strategic tools and structures employed in an organization. Culminates in an analysis and critique of the organization strategic practices.

SLSP 690 Strategic Leadership in Strategy as Practice Capstone **3 credits**

A capstone course emphasizing practical application of strategy as practice and strategic leadership concepts, theories and practices in real organizational environments and situations. Participants develop a final capstone project analyzing the practice of strategy within an organization and its implications. Recommendations for improvement of the practice of strategy in the organization are included.

HEALTH SCIENCES (HSCI)

HSCI 103. Math for Medication Administration

1 credit

This course is an applied math course designed to assist students to accurately calculate drug dosages, intravenous flow rates, and related problems.

HSCI 201. Assessment I

2 credits

This course is designed to enable health science students to assess the health status of individuals across the life cycle. Students will collect and interpret data using basic skills of communication, observation and physical examination. Co-requisite: Biology 251. Enrollment limited to radiologic science students or by permission of the Instructor.

HSCI 201L. Assessment I Lab

1 credit

This course is taken concurrently with HSCI 201 to provide students with opportunity to collect and interpret data using basic skills of communication, observation, physical examination, and documentation. Co-requisite: BIOL 251. Enrollment limited to baccalaureate nursing or radiologic science students, or by permission of the Instructor.

HSCI 204. Nutrition

3 credits

Introduces students to the role of nutrition in maintaining and promoting a healthful life style. Students completing the total course will have a beginning orientation to applied diet therapy as it pertains to management of the athlete and to individuals with common nutrition-related problems.

HSCI 206. Health Communication

2 credits

Students focus on communication with clients while applying principles of therapeutic communication and group process. Students are introduced to multidisciplinary principles and techniques of documentation, including medical terminology. Use of technology to identify resources and enhance communication is encouraged. Course open to health science majors or by permission of the faculty.

HSCI 302. Health Ethics and Policy

3 credits

This course is a multidisciplinary bioethics course designed to teach ethical problem-solving to future health care professionals. Current policy issues are posed as ethical dilemmas for discussion and review. Open to junior/senior health science majors or by permission of the instructor.

HSCI 304. Pathophysiology I

2 credits

This course provides students with an introduction to the fundamental concepts of pathophysiology. Successful completion will provide a foundation of essential information for understanding and application to multiple areas of health deviations.

HSCI 305. Pathophysiology II **2 credits**

This course continues HSCI 304 providing the student with an introduction to the fundamentals of pathology for health professionals. Selected course modules may be utilized as determined by program requirements. Prerequisites: HSCI 304.

HSCI 307. Pharmacology I **2 credits**

This course is designed to enable health science students to utilize and apply basic principles of pharmacology to common clinical disorders and diagnostic testing. Prerequisite: BIOL 251 or by permission of the Instructor.

HSCI 308. Pharmacology II **2 credits**

This course is designed to enable health science students to utilize and apply basic principles of pharmacology to common clinical disorders and diagnostic testing. May be taken prior to HSCI 307. Prerequisite: BIOL 251 or by permission of the Instructor.

HSCI 335. Caring for Dying and Bereaved **3 credits**

This course assists students to be better prepared to deal with death and other losses they may experience as health care professionals. Students are able to describe and demonstrate appropriate ways to relate helpfully to people of different ages and cultures in times of death and other loss. Key legal and moral issues are discussed.

HSCI 401. Health Leadership and Management **3 credits**

This is an interdisciplinary health science course designed to teach leadership and management principles and process. Open to junior/senior health science majors or by permission of the instructor.

HSCI 402. Research I **3 credits**

Explores the process and methods of scientific inquiry and interpretation of research findings in health sciences. The learner should have a basic understanding of conducting library and Internet information searches prior to enrolling in this course. Open to junior/senior health science majors or by permission of the instructor.

HSCI 403. Research II **2 credits**

Allows the student opportunity to apply knowledge gained in Research I in the form of an original research project. It involves computer methods to simulate, analyze, and evaluate experimental investigations. The learner will apply research to the practice setting. Prerequisite: Completion of HSCI 402 with grade of C or higher.

HSCI 308 Pharmacology II

This course is designed to help nursing students understand and apply basic principles of pharmacology to common clinical disorders and diagnostic testing across the life span. Prerequisite: HSCI 307, BIOL 251.

HISTORY (HIST)

HIST 211. World Cultures I – To the 17th Century **3 credits**

An interdisciplinary survey of major world cultures up to the Renaissance. Emphasis will be given to social, economic, political, religious, intellectual and artistic achievement in

selected areas and historical periods to help students develop a world perspective of civilizations.

HIST 212. World Cultures II – 17th Century to Current **3 credits**

An interdisciplinary survey of major world cultures from the Renaissance to modern times. Emphasis will be given to social, economic, political, religious, intellectual and artistic achievement in selected areas and historical periods to help students develop a world perspective of civilizations.

HIST 251. Foundations of the American Republic **3 credits**

American history from the discovery through Reconstruction. Emphasis is placed on the transplanting of European culture, the development of American political institutions, the rise of democratic capitalism, and the conflicts surrounding the Civil War and Reconstruction.

HIST 252. Contemporary America **3 credits**

American history from 1870 to the present. Emphasis is placed on the American response to industrialism, imperialism, and the First World War, the crisis of the 1930s, World War II, the Cold War, and post-industrial America.

HIST 350. Topics in History **3 credits**

This course is designed to offer the student a broad selection of in-depth topics or special periods in history. Some of the topics offered will focus upon building the skills needed by those pursuing a career in history and related fields.

HIST 354. The American Civil War and Reconstruction **3 credits**

A survey of political, social, and economic issues from the late antebellum period through Reconstruction. Emphasis is placed on the causes of the rebellion, the course and nature of the Civil War, and the problems of postwar America.

HIST 359. Modern Europe **3 credits**

A history and geography of Europe from the Renaissance to the present, with emphasis on the development of nation states, the capitalistic system, cultural achievement and international conflict and cooperation.

HIST 360. From Alexander to Osama: A History of War **3 credits**

This course traces the history of Western warfare. It begins with the Greek Phalanx and continues through the Roman Legions, the knights of the Middle Ages, the Napoleonic Era, the transition to industrialized warfare, and the rise of unconventional war. It concludes with an examination of whether or not the Western way of war will dominate the geo-political landscape for the foreseeable future. The intimate connection between societies and their armed forces will be examined throughout the course.

HIST 361. History of England **3 credits**

A survey of English history highlighting important events and focusing on major themes in the development of English institutions and society.

HIST 371. History of the Middle East **3 credits**

A history and geography of the Middle East that focuses on the development of the Islamic state, the culture of the Umayyad, Abbasid, and Ottoman periods, the impact of the West, Arab nationalism and modern crises and conflict in an interdependent world.

HIST 373. History of Asia **3 credits**
A survey of the history and geography of Asian nations with special emphasis on China.

HIST 377. History of Developing Areas **3 credits**
An interdisciplinary approach to the development of modern political, economic, and social problems in the Third World—Africa, Asia, Latin America, and the Middle East. Students will study the legacy of imperialism and current global problems such as poverty, hunger, overpopulation, use and abuse of resources, debt, and the misuse of power.

HIST 400. Senior Thesis **3 credits**
A course designed to provide senior students a capstone opportunity for independent research in history.

HIST 408. Historic Preservation **3 credits**
This course briefly surveys the development of urban America, examines the concepts of architectural style and urban design, explains the development of the historic preservation movement, and focuses on contemporary problems for the conservation of the built environment. Cross-listed with IDES 408.

HUMANITIES (HUMN)

HUMN 101. Introduction to Humanities **3 credits**
Designed to investigate human creativity in a variety of areas, including the visual, performing, and literary arts. The course provides an opportunity for each student to recognize his or her personal taste while learning to understand and enjoy works outside their own personal preferences. Through learning activities and experiences in the class, the student is encouraged to develop individual creativity.

HUMN 102. Protest, Rebellion, and the Humanities **3 credits**
This course is designed to help students explore the importance of the humanities in expressing protest and rebellion. The course looks at the place of the humanities in society, and how the humanities as a whole help us express our views about meaningful issues. Students analyze literature, poetry, film, music, and the visual arts to see how artists have expressed their criticism of society and events.

HUMN 110. Unheard Voices: Native Americans, Latinos, and African-Americans in the Humanities **3 credits**
This course is designed to help students explore the importance of the work of Native American, Latino, and African-American artists in the humanities. The course strives to analyze literature, poetry, film, music, and the visual arts to see how artists in these groups have expressed their identity and cultural experiences.

HUMN 111. Human Creativity **3 credits**

This course is designed to investigate human creativity in a variety of areas, including the visual, performing, and literary arts. The course provides an opportunity for each student to recognize his or her personal taste while learning to understand and enjoy works outside their own personal preferences. Through learning activities and experiences in the class, the student is encouraged to develop individual creativity.

HUMN 112

3 credits

This course is designed to study the concept of storytelling in the humanities. Students will be privy to ideas put forth in selected graphic novels (comic books). The ability to view and understand those ideas in both images as well as the written word will work to enhance student recognition and experience in reading such works. By the end of the semester, students will be able to understand the importance of varying creative formats (including visual, written, audio, etc.), audience understanding, and authorial intent as well as how those work together to enhance the reading (and writing) processes.

HUMN 113

3 credits

This course is designed to promote an understanding and appreciation of rock 'n' roll music through the exploration of the music itself, but also its impact on various artistic disciplines such as, but not limited to, visual art, literature and film.

HUMN 115. Human Rights and the Humanities

3 credits

This course is designed to help students explore ways that artists both historically and in contemporary times have responded to issues regarding human rights. We will look at artists who have produced works in response to the following situations which have involved the violation of the human rights: apartheid South Africa, the Soviet Union during the Stalinist period, Argentina in the 1970s and 1980s, Nigeria during the Biafran War, Palestinian territories in the present time, the detention facility at Guantanamo Bay. Additionally, this course provides students with opportunities to work toward competencies in the outcome areas of communication and creativity in variety of activities, including small group discussions, oral presentations, essays, and daily assignments.

HUMN 116. Christianity and the Humanities

3 credits

Christianity and the Humanities is designed to help students explore how the humanities have played an important role in the development of Christianity in European and American culture. The course is comprised of three units, which address the arts and Christianity in three time periods: Europe—from 500 to 1750, colonial America, and the United States after World War II. We will study literature, architecture, film, music, and the visual arts to see how artists have expressed their religious beliefs. Additionally, this course provides students with opportunities to work toward competencies in the outcome areas of communication and creativity in variety of activities, including small group discussions, oral presentations, essays, and daily assignments.

HUMN 120. Experiences of African-Americans Through the Humanities **3 credits**

This course looks at how African-Americans, through art, music, film, and literature, have tried to make sense of the effects of slavery, segregation, and racism. The course examines some historical events that helped to define the experiences of African-Americans and which helped to influence the art that they produced.

HUMN 190. Signing I**3 credits**

An introduction to basic signs commonly used by hearing-impaired individuals. Emphasis will be placed on comprehension and communication between two or more persons using sign language.

HUMN 191. Signing II**3 credits**

Continuation of HUMN 190. Prerequisite: HUMN 190 or permission of instructor.

HUMN 201. Language, Culture, & Communication**3 credits**

In this course, students will be enlightened on the interrelationships between language, culture, and communication. Through an analysis of language development, cultural norms, and the communication process, students will learn how these factors systematically influence interactions on a global basis. This knowledge will then be applied to a two week experience in a country where students will live with local families, eat traditional meals, take lessons in the local language, and participate in a service learning project.

INTEGRATED COMMUNICATIONS (ICOM)**ICOM 150. Introduction to Mass Communication****3 credits**

This course provides a foundation for study in Mass Communications and covers the historical development of mass media in terms of economic, political and cultural influences. The course also provides an introduction to the mass media industry structure and regulations, as well as mass media theory.

ICOM 151. Human Communication**3 credits**

Exploration of the fundamental elements, characteristics, and processes of communication, including communicating in a multicultural society, interpersonal, intrapersonal, as well as small group of contexts.

ICOM 200. Media and Society**3 credits**

This course explores the mass media and their roles in contemporary society. Students examine divisive issues raised by the pervasive influence of mass media, such as the concentration of media ownership, media violence, gender and ethnic representation in advertising, and how the media affects the process of political persuasion.

ICOM 201. Public Speaking**3 credits**

Students will learn theories of rhetoric and speech, including the use of language, structure, and context. Students will practice speaking in various rhetorical situations. Emphasis will be given to honing student skills in informative and persuasive speaking. Prerequisite: COMM 103.

ICOM 202. Principles of Media Production**3 credits**

This course is an introduction to the techniques and aesthetics of digital video production. It focuses on industry terminology and equipment operation such as cameras, lighting, audio recording and editing. Students participate in all phases of production, culminating in various projects.

ICOM 117. Introduction to Film**3 credits**

The course is designed to promote understanding and appreciation of the art of cinema through exploration of film style, production methods, structure, history, genres, and the cultural impact of films. It examines both the theory and practice of filmmaking through lectures and screenings.

ICOM 221. Introduction to Journalism**3 credits**

A study of the field of journalism with emphasis on the print media and its role in American society, while giving a basic introduction to the various phases of journalistic work.

ICOM 222. Reporting and Editing**3 credits**

A study of the flow of news copy from collecting information to writing news stories and editing stories with regard to content and style and headlining. Prerequisite: COMM 221.

ICOM 225. Principles of Public Relations**3 credits**

This course, which introduces the student to communication between an organization and its public, focuses on definition and on historical development and challenges, as well as on techniques of management in public relations.

ICOM 230. Graphic Design I**3 credits**

Introduction to concept, process, and terminology necessary to create and edit digital images for various types of visual work. Course will explore manipulating and formatting images for presentation. This course will address principles of multimedia design utilizing Adobe Photoshop, Adobe Illustrator, and InDesign

ICOM 303. Studio Television Production**3 credits**

This course is a continuation of COMM 202, emphasizing the techniques and aesthetics of television studio production. Students gain practical experience with television studio equipment such as audio and video consoles, lighting grids and character generators. Prerequisites: COMM 202.

ICOM 305. Public Relations Campaigns**3 credits**

An exploration of techniques to identify public relations opportunities or problems and using a planning process to develop public relations objectives, strategies, and tactics designated to meet client needs. Prerequisite: COMM 225.

ICOM 310. Broadcast Announcing**3 credits**

A course designed to promote announcing skills such as interview techniques, voice quality, articulation, and pronunciation. It includes preparation for opportunities in announcing employment in news, sports, commercials, and various other capacities. Prerequisites: COMM 202.

ICOM 315. Cinema History**3 credits**

A history of the development of the cinema from the silent era to the present day. The events are presented chronologically with film screenings from various decades and

movements. The course is international in scope with a focus on contributions to cinema from several countries.

ICOM 320. Popular Culture **3 credits**

A study of contemporary art forms in areas such as popular music, comedians, television journalism, mass-market novels, advertising and popular art. An exploration of changing life styles and values as reflected in popular heroes and myths.

ICOM 322. Writing for Electronic Media **3 credits**

A course designed to teach students copywriting skills for broadcasting in the areas of commercials, station promotions, public service announcements and narrative productions.

ICOM 323. Screenwriting **3 credits**

A course in developing and writing a dramatic narrative for the screen. Students learn screenplay format and structure, and are guided through a series of exercises on story conceptualization that will culminate in the completion of a cinematic work.

ICOM 324. Publication Design **3 credits**

A study of visual preparation for newspapers and magazines, as well as public relations and promotional publications. Copywriting, fitting, layout, photography utilization and advertising are considered.

ICOM 325. Feature Writing **3 credits**

A study in writing feature stories for newspapers, magazines, internet and television. Prerequisite: COMM 221.

ICOM 326. Advanced Reporting **3 credits**

A study of problems involved in reporting public affairs and news handling at all levels of government. The emphasis is on exploring various methods of gathering and writing stories for print and electronic journalism. Prerequisites: COMM 221 and COMM 222.

ICOM 328. Directing for the Media **3 credits**

An exploration of directing techniques for television and cinema, concentrating on the translation of a script into a visual production and on the director's relationship with talent. Prerequisite: COMM 202

ICOM 329. Media Development and Planning **3 credits**

Developing original ideas for a digital film, documentary, or television program from screenplay or treatment through the various planning stages, such as research, budgeting, casting, storyboarding, and location shooting.

ICOM 330. Audio Production **3 credits**

This course is an exploration in audio theory and principles, as well as a seminar in digital recording and post-production techniques for television and digital cinema. Students use discipline-specific software to edit audio productions.

ICOM 332. Digital Cinema Production**3 credits**

This course is an introduction to the techniques and aesthetics of narrative digital film production. It focuses on industry terminology and equipment operation such as cameras, lighting, audio recording and editing. Each student will write, produce, direct and edit an original digital film. Prerequisite: COMM 202

ICOM 340. Sports Broadcasting**3 credits**

This course is designed to provide comprehensive lecture and practical experience in all phases of sports broadcasting. Topics include writing and reporting, interview techniques, producing features and packages, play by play and color commentary and producing live sportscasts. Prerequisites: COMM 202.

ICOM 350. Special Topics in Mass Communications**1-3 credits**

This course allows students to explore a specific aspect or area of mass communication. It may be repeated on different topics with departmental approval.

ICOM 230. Graphic Design I**3 credits**

Introduces the concepts and fundamental skills necessary to create and edit digital images for various publications and formats.

ICOM 361. Practicum in Communication**1-3 credits**

Students acquire professional skills through service learning in the UC community. Students participate in the bi-weekly television broadcast, *Golden Eagle New*, write for the school newspaper, *The Eagle*, or assist the university's Office of Communication or another ancillary service, as appropriate for their program concentration.

ICOM 362. Public Relations Writing**3 credits**

A survey of public relations writing techniques for formats such as press releases, public service announcements, memorandums, media alerts, features, newsletters, and public relations presentations. Prerequisite: COMM 225.

ICOM 400. Media Theory and Research**3 credits**

A detailed examination and application of theories relevant to the practices and issues of mass communication. Prerequisite: COMM 150 and COMM 200.

ICOM 405. Senior Project in Communication**3 credits**

Each student will develop and complete a significant project of professional quality. Students in the Digital Media Production track will produce an original program, while students in the Public Relations track must produce an original publication, plan an event, or produce an equivalent project. Prerequisite: senior standing as a Communication major.

ICOM 441. Media Law and Ethics**3 credits**

The course provides examination of the theory and application of law and the media, with special attention to copyrights, contracts and torts, liabilities, FCC requirements and ethics. Prerequisite: COMM 150 and COMM 200.

ICOM 445. Media Management**3 credits**

This course explores the role of the manager in media production, economics, advertising and regulation.

ICOM 455. Graphic Design II**3 credits**

This course provides advanced experience for students in the creation and editing of digital images for various publications and formats. Students will learn how to design and author advanced interactive multimedia applications. Prerequisite: COMM 230.

ICOM 480. Seminar in Professional Development**3 credits**

The development and evaluation of professional credentials for entry into the communication industry. This capstone seminar course focuses on cover letter and resume preparation, as well as portfolio development and interview techniques. Prerequisite: Senior standing within Communication major.

ICOM 498. Internship in the Media**3 credits**

Students acquire professional experience in their chosen field. Internship arrangements between the student and instructor must be solidified prior to enrolling in this course. Prerequisite: Senior standing as a Communication major.

INTERIOR DESIGN (IDES)**IDES 101. Fundamentals of Interior Design****3 credits**

Fundamental elements of interior environments are introduced along with the study of interior space, design vocabulary, elements and principles, and process of small-scale residential design. To be taken concurrently with IDES 141. Offered spring semester

IDES 105. Design Foundations**3 credits**

An exploration of the elements and principles of two- and three-dimensional design expressions offering first-year students experiences in concept development, visual problem-solving and visual communication. Offered fall semester.

IDES 141. Architectural Communication I**3 credits**

Introduction to the basic construction/technical aspects of an interior with emphasis on basic drafting skills, lettering, orthographic projects and execution of a complete set of working drawings with construction techniques. Co-requisite: IDES 101. Offered spring semester.

IDES 142. Architectural Communication II**3 credits**

A continuation of IDES 141, with emphasis on axonometric and perspective drawings and application of graphic presentation to small-scale residential design. Prerequisite: IDES 101, 141. Offered fall semester.

IDES 210. Textiles and Finishes**3 credits**

Exploration of technical, aesthetical and functional aspects of interior textile & finish materials in relation to interior artifacts, addressing safety standards, codes, ecological issues, specification and estimation. Prerequisite: IDES 142. Offered spring semester.

IDES 212. Materials and Systems

3 credits

Exploration of technical and functional factors of architectural interior surface and structural materials and building systems in relation to the built interior environment. Focuses on safety standards, codes, ecological issues, specification and estimation. Offered fall semester. Prerequisite: IDES 141.

IDES 232. Design Process for Human Behavior

3 credits

Study of human factors and interactions with the built environment, focusing on the complete design programming process with emphasis on social, behavioral and cultural dimensions. Prerequisites: IDES 101, 141. Offered fall semester.

IDES 241. Residential Studio

3 credits

Design knowledge and problems that focus on issues related to residential design. Projects will include small scale spaces and products. Sophomore portfolio review is required at this time and it must be successfully completed during the semester as scheduled. Prerequisites: IDES 101, 142. Offered spring semester.

IDES 260. Computer-Aided Drafting and Design

3 credits

Development of beginning through advanced CADD skills integrated with design skills for computer presentations of design solutions. Prerequisites: IDES 141, 142. Laboratory fee: \$50

IDES 301. Interior Design Studio I

3 credits

Intermediate interior design problems are solved through the design process with a focus on adaptive reuse and special populations. To be taken concurrently with IDES 355. Prerequisites: IDES 232, 260. Offered fall semester. Laboratory fee: \$50

IDES 302. Interior Design Studio II

3 credits

Projects of intermediate-scaled commercial spaces are addressed with emphasis on conventional and open-office design, healthcare, working and presentation drawings and contract documents. Prerequisites: IDES 301, 355. Offered spring semester. Laboratory fee: \$50

IDES 303. 3D Design

3 credits

This course is an introduction to concept, process, and terminology necessary to create 3D images for various types of visual work in the field of interior design. Course will explore manipulating and formatting 3-D design for presentation. This course will also address principles of multimedia design utilizing Adobe Suites, AutoCAD, Revit & Sketch Up. Prerequisites: IDES 260, ART 230. Offered spring semester. Laboratory fee: \$50

IDES 321. History of Interior Architecture I

3 credits

Presentation of the historical development of design for interiors, furnishings, and interior architecture from antiquity to early 19th century for the major European and Eastern cultures. Prerequisites: COMM 101, 102. Offered fall semester.

IDES 322. History of Interior Architecture II **3 credits**

Presentation of the historical development of design for interiors, furnishings, interior architecture and the interior design profession of the 19th and 20th centuries, specifically in America and prominent design countries. Prerequisite: COMM 103. Offered spring semester.

IDES 350. Special Topics **3 credits**

The course will include topics devoted to the study of Interior Design.

IDES 355. Environmental Systems and Codes **3 credits**

Study of built interior environmental systems with effect of laws, codes and standards for universal design solutions, which address health, safety and welfare of the public. Prerequisite: IDES 232. To be taken concurrently with IDES 301. Offered fall semester.

IDES 398. Professional Practices I **2 credits**

Course addresses design opportunities of the culture and environment of professional studio and professional practice. Business practices, documents, procedures, and ethical issues of the design culture are addressed before the internship experience. Procure internship. Prerequisites: IDES 301, 355. Offered spring semester.

IDES 401. Interior Design Studio III **3 credits**

Integration of the complete interior design process through large-scale commercial design problems with special emphasis on spatial analysis, creativity, and sustainable design. Prerequisite: IDES 302. To be taken concurrently with IDES 452. Offered fall semester. Laboratory fee: \$50

IDES 402. Senior Design Project **3 credits**

Individually developed special purpose project for a special population with a comprehensive approach to the design process. Business practices such as contracts, specifications, estimating and budget are addressed. Areas of expertise are represented on the student's advisory committee. Prerequisites: IDES 401, 452. Offered spring semester. Laboratory fee: \$50

IDES 408. Historic Preservation **3 credits**

(see HIST 408)

IDES 452. Interior Lighting Systems **4 credits**

Study of light as a design element along with its technical, functional and aesthetic factors of various light sources and systems. Energy conservation, lighting calculations, electrical layout and lighting presentations for interior spaces are addressed. Prerequisite: IDES 302. To be taken concurrently with IDES 401. Offered fall semester.

IDES 000. Portfolio Review **0 credits**

Interior design faculty review student design work. The conferring of a degree in interior design is dependent upon a satisfactory review. Seniors are required to participate in senior exhibit. Review is to take place at end of the 4th, 6th and 8th semesters.

IDES 498. Professional Practices II

2 credits

Students will reflect on their interior design internship experience. The reflective process will be addressed along with teamwork, senior portfolio exhibit, and dossier preparation. Prerequisite: IDES 398, 401. Offered spring semester.

IDES 499. Independent Study

1-3 credits

A professional practicum and independent study on the art of interior design, created to produce publishable work and/or contribute to development of the Program. Prerequisite: Permission of program coordinator.

LEARNING COMMUNITIES (FYE)

Science Learning Community

4 credits

See: NSCI 105/105L.

Social Science Learning Community

3 credits

See: SSCI 105.

Humanities Learning Community

3 credits

See: HUMN 101.

LEARNING SUPPORT SERVICES (LSS)

LSS 089. Reading

1 credit

This course introduces effective reading skills, including vocabulary skills, dictionary skills, main ideas and supporting ideas, study strategies, skimming and scanning, reading comprehension, reading interpretation, and figurative language. The skills learned in this course can be applied to all other courses.

LSS 090. English Grammar

1 credit

Designed for students who need to review basic English grammar skills: simple sentences, run-ons and comma splices, parts of speech, subject/verb agreement, modifiers, and pronoun choice.

LSS 091. PACS (Personal Academic College Success)

1 credit

Designed to help students explore their academic deficiencies, build self-confidence, set short and long term goals, make a plan to reach these goals, implement this plan and evaluate progress. The course helps students learn the processes and tools necessary to succeed as an undergraduate. The course is open to all students, but is mandatory for those students who are on academic probation with plan. **Failure to attend the regularly scheduled class by students on academic probation will result in failing and being dismissed from the University.**

LSS 095. Study Skills

1 credit

Introduces effective study skills, including listening, scheduling and organizing time, reading techniques, improving memory, test taking, and note taking. The skills learned in this course can be applied to all other courses.

LSS 100. College Reading

3 credits

Designed for good readers who want to become better readers. Emphasis will be placed on reading rapidly while maintaining high levels of comprehension. Students will learn to pick out details and generalize complex material while reading quickly.

MATHEMATICS (MATH)

MATH 116. Survey of Mathematics

3 credits

A survey course in mathematics designed for liberal arts students and prospective elementary school teachers. Emphasis is on the nature of mathematical knowledge, its language, methodology, and its applications. Topics are selected from critical thinking skills, set theory, logic, systems of numeration, geometry, consumer mathematics, probability, and statistics.

MATH 120. Intermediate Algebra

3 credits

This course helps prepare students for College Algebra, providing a basic background in number theory and algebra. The topics considered crucial include: the real number system, linear equations, problem solving, polynomials, exponents, rational expressions, roots and radicals.

MATH 121. College Algebra

3 credits

This course helps prepare students for Pre-calculus and the two-semester general chemistry sequence. The topics considered crucial include polynomials, rational expressions, linear and quadratic equations, functions, linear systems, matrices and determinants, and conics. Prerequisite: MATH 120 or Math ACT score of 21 or higher (Math SAT of 545 or higher).

MATH 123. Pre-calculus

4 credits

This course helps prepare students for the three-semester calculus sequence. Emphasis is on the study of functions, their inverses, and their graphs. The functions investigated include polynomial, rational, exponential, logarithmic, and trigonometric. Algebraic and graphical methods will be used to solve equations and inequalities. Applications of the concepts developed are a fundamental part of this course. Prerequisite: MATH 121 or Math ACT score of 24 or higher (Math SAT of 590 or higher).

MATH 201. Calculus I

4 credits

An introductory course dealing with limits, derivatives, anti-derivatives, and their applications. Prerequisite: MATH 123

MATH 202. Calculus II

4 credits

The differentiation and integration of elementary types of function, their application to problems in analytic geometry, physics, and related sciences. Techniques of integration, improper integrals, and infinite series are discussed. Prerequisite: MATH 201.

MATH 203. Calculus III**4 credits**

This course includes the study of functions of more than one variable, partial derivatives, total differentials and the chain rules, surfaces and curves in space, directional derivatives, and double and triple integrals. Prerequisite: MATH 202.

MATH 324. Fundamentals of Mathematics Instruction**3 credits**

This methods course provides various experiences in manipulative materials and modes, motivational techniques, and methods of teaching mathematics in grades K-6. An understanding of mathematical concepts, including numeration, operations, fractions, geometry, measures, and measurements will be developed throughout the course. Prerequisites: MATH 116 and Admission to the Education Department.

MBAL Program Curriculum (MBAL)**MBAL 537. Business Problems****12 credits**

This course introduces students to the PBL approach to the curriculum. The course integrates concepts from functional areas of business to identify and solve a variety of business issues: marketing; accounting and finance; operations; organizational development; issues in human capital; the role of management information systems; and legal and ethical issues. Emphasis on entrepreneurial skills and attitudes: innovation; quantitative and qualitative research and design; venture capital; startups; mergers and acquisitions.

MBAL 543. Professional Mentoring I**1 credit**

Development of mentoring relationships with business leaders using a group mentoring approach. Students will have the opportunity to: explore professional goal setting; establish business contacts; attend professional business meetings; and, explore and assess your personal strengths and leadership style.

MBAL 544. Professional Mentoring II**1 credit**

Students establish and develop a mentoring relationship with a business leader, continuing goal setting and professional development. Possibilities for service on nonprofit boards and community task forces.

MBAL 547. Business Problems II**9 credits**

This course builds upon the planning practices learned in **MBA 537** – focusing on the strategic and operational issue faced when doing business abroad. Includes: global competition; country analyses; market analysis and entry strategies; negotiations and diplomacy; ethics; cooperative ventures; trade and investments; international economic and financial environment, and various functional area issues.

MBAL 553. Process Thinking and Problem Solving**3 credits**

Students explore modern work as a process, and engage in a structure approach to solve business problems: problem identification and framing; data gathering and analysis; scenario planning; implementation strategies, including project planning and management. Students spend the second half of the semester engaged with a real-world client, developing skills to solve problems or pursue opportunities.

MBAL 554. Professional Practice II**6 credits**

Professional practice in community-based business, government, and nonprofit organizations. Integration of concepts and theories from **MBA 537** and **MBA 553** in solving various real business problems.

MBAL 600. International Study Practicum**6 credits**

The four-week international experience provides an in-depth study into conducting business in a foreign country. Students are immersed in business operations, including the country's economic, social, and political environment, gaining understanding of different approaches to conducting business in a diverse world.

MBAL 645. Professional Mentoring III**2 credits**

An extension of earlier mentoring relationships, with an emphasis on career strategy.

MBAL 655. Professional Capstone Practicum I**6 credits**

Culminating professional practice experience in which students apply their knowledge and skills in a community-based business. Students work with the Director of Experiential Education and their faculty advisor in determining placement, the establishment of specific learning outcomes, and the development of their learning assessment measures.

MBAL 657. Organizing for Change**4 credits**

A problem-based leadership course with emphasis on leading teams, leading organizational change, and self-leadership. The course will focus on how strategic organizational change can be effectively designed, implemented and sustained. Topics covered will include: overall model of sustainable change; participatory methods for strategic planning and large-scale systems change; transition versus change; the power of execution, motivational theory, gaining commitment to change, power-politics and coalition-building in the change process; and the dynamics of culture and change.

MBAL 660. Capstone Seminar**3 credits**

Students share with their class colleagues their integration of course work, professional practice experiences, and their research project. Students assume responsibility for establishing the course agenda and leading course activities.

MASTER OF FORENSIC ACCOUNTING (MFA)**MFAcc 601. Module One:****Foundational Concepts and Introduction to Forensic Accounting****8 credits**

Introduces students to the world of forensic accounting and reviews foundational investigative and research concepts. Topics include critical thinking/reasoning, social research methodologies, the staging of forensic accounting engagements, and professional responsibilities. In this module, students learn to look "beyond the numbers," integrating and applying their knowledge of the various functional disciplines. Moreover, students learn to think like investigators and appreciate the value and limitations of research. Finally, students gain experience in presenting investigative/research results in a clear, concise, and professional manner.

MFAcc 602. Module Two: Criminology and Legal Framework **8 credits**

Familiarizes students with the legal framework of forensic accounting, focusing on concepts of evidence and methods of proof. Other legal concepts include the elements of a lawsuit, the discovery process, the anatomy of civil and criminal trials, qualifications for expert witness, and attorney-client privilege. Interviewing and analysis of body language are also discussed as means of gathering qualitative evidence. Finally, this module introduces students to the foundational theories of criminal psychology.

MFAcc 603. Module Three: Gathering and Analyzing Evidence **8 credits**

Introduces various approaches and methods forensic accountants use to gather and analyze quantitative evidence. Students learn to understand and appreciate the adversarial nature of financial reporting, as well as the interrelatedness of financial statements. Following a discussion of fraud theory, students apply the tools of financial statements analysis in a comprehensive fraud investigation case study. Basic statistical concepts are reviewed, along with the economic and financial concepts underlying valuation theory. The module ends with an introduction to the specialized field of computer forensics.

MFAcc 604. Module Four: Forensic Accounting Engagements **8 credits**

Presents the concepts and methods of the most common forensic accounting engagements, business valuations and economic damages calculations, Students have the opportunity to practice analysis and report writing for each type of engagement, as preparation for the capstone project.

MFAcc 605. Module Five: Litigation Services and Capstone Project **8 credits**

Culmination of the program, requiring integration and application of the concepts learned in all previous modules. Students are challenged to develop a case through each stage of the litigation process: establishing the initial engagement, conducting discovery, preparing a written report, and concluding with mock trial testimony.

MANAGEMENT (MGMT)

MGMT 311. Principles of Management **3 credits**

The basic managerial concepts for analysis of specific situations as well as currently accepted analytical techniques of approaching the total management task. In focusing on the process of managing, the student will be dealing with concepts that have direct usefulness to persons in management positions. Prerequisite: BUSI 151.

MGMT 318. Organization and Operation of Small Business **3 credits**

For all persons interested in starting, buying or continuing a small business. Major areas of concentration will be franchising, site location, physical facilities, financing, profit planning and control, record keeping and management. Prerequisites: ACCT 201, MGMT 311, MRKT 321.

MGMT 319. Seminar in Small Business Problems **3 credits**

Student experiences working with small business problems and helping to solve them. Prerequisite: MGMT 318 or consent of instructor.

MGMT 320. Human Resources Management **3 credits**
Personnel management has to do with planning, organizing and controlling the performance of various activities concerned with procuring, developing, maintaining and utilizing a labor force so that the objectives and purposes for which the company is established are attained as effectively and economically as possible, and that those of labor itself are served to the highest possible degree. Prerequisite: MGMT 311.

MGMT 350. Special Topics **3 credits**
The course will include topics devoted to the study of Management.

MGMT 355. Free Enterprise **3 credits**
An experiential course in which students develop and conduct outreach programs to teach and promote free enterprise with a focus on the triple bottom line – people, profit, planet - to various publics. Students will develop greater understanding of and appreciation for the concept of freedom as it applies to the marketplace. The course provides students with unique opportunities to learn about and teach the principles of free enterprise. Students learn to work both individually and as a group to develop and complete projects designed to teach the principles of a market economy to a level of understanding and appreciation.

MGMT 365. Labor Relations **3 credits**
A survey course of the economic forces generating modern labor problems. Consideration is given to the labor force, the labor market, the development, the operations and policies of organized labor and collective bargaining. Prerequisite: ACCT 201, MGMT 311.

MGMT 420. Organizational Behavior **3 credits**
Behavioral science concepts and research findings directed toward understanding human behavior within organizations. This behavior is considered as a function of the individual, the groups within which they interact and the structure of the larger organization within which they operate. Prerequisites: MGMT 311 and junior status.

MGMT 445. Operations Management **3 credits**
Basic fundamentals of management underlying the problems of organization and operation of business enterprises. Application of those principles to specific industrial problems such as plant location and layout; quality, production and cost controls; time studies, job analysis, wage studies; industrial safety and industrial relations. Prerequisite: BUSI 316 or equivalent.

MASTER OF PHYSICIAN ASSISTANT (MPAS)

MPAS 501. Professional Development I **1 credit**
The professional development sequence of courses spans the entire program curriculum and is intended to introduce and integrate principles of professionalism, ethics, and the business of medicine with the practice of medicine. This first semester focuses on the history of the profession, professionalism, medical ethics, and working as part of a health care delivery team.

MPAS 502. Professional Development II**1 credit**

The professional development sequence of courses spans the entire program curriculum and is intended to introduce and integrate principles of professionalism, ethics, and the business of medicine with the practice of medicine. This second course in the series focuses on the health care provider's roles and responsibilities in the area of public health and the practice of preventive medicine.

MPAS 503. Patient-Centered Care III - Fall**1 credit**

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The third PCC course again utilizes simulated cases where students will evaluate standardized patients. PCC III will begin to prepare students to work in teams with students from other health professions on campus. Students will be challenged to rely on the strengths of students from other disciplines to solve complex medical cases. Emphasis will be placed on the following: comprehensive patient management, longitudinal management of established patients, admission orders, inpatient management, progress notes, discharge summaries, rehabilitative care, and palliative care and end-of-life issues.

MPAS 504. Patient-Centered Care IV - Spring**1 credit**

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The fourth PCC course will continue to prepare students to work in teams with students from other health professions on campus to solve complex medical cases. Emphasis will be placed on the following: further development of interpersonal and communication skills, utilization of an electronic health record, and development of self-reflective practices in preparation for the self-reflective portfolio component of the supervised clinical practice experience.

MPAS 505. Professional Development V**1 credit**

The professional development sequence of courses spans the entire program curriculum and is intended to introduce and integrate principles of professionalism, ethics, and the business of medicine with the practice of medicine. This fifth course in the series is taken at the onset of the student's supervised clinical practice experiential learning. The focus during this transitional phase is the development of skills needed to become a lifelong learner through practice based learning/self-improvement and developing awareness of health care systems, health policy, and current trends/issues. There is a continued emphasis on the display and development of professionalism as it applies to clinical practice.

MPAS 506. Professional Development VI**1 credit**

The professional development sequence of courses spans the entire program curriculum and is intended to introduce and integrate principles of professionalism, ethics, and the business of medicine with the practice of medicine. During this sixth semester of

professional development the organizational and economic elements of a systems-based practice are examined focusing on cost-effective and efficient health care, case management, risk management, error prevention, patient safety, and quality improvement.

MPAS 507. Professional Development VII **1 credit**

The professional development sequence of courses spans the entire program curriculum and is intended to introduce and integrate principles of professionalism, ethics, and the business of medicine with the practice of medicine. The focus of this final course in the series will be the professional expectations and responsibilities facing the new physician assistant graduate and cultivation of the skills necessary for career development and growth. Topics will include such things as curriculum vitae/resume development, job searching, interviewing, employment contracts, credentialing, privileging, mentoring, leadership development and sustaining the profession.

MPAS 550. Mechanisms of Disease **2 credits**

This course is an introduction to general pathology covering the basic principles of cell biology, histology, embryology, immunology, molecular genetics, infectious processes, nutrition, and environmental effects on health necessary for an understanding of human disease processes and the molecular mechanisms underlying disease development. The pathophysiology of diseases affecting specific body regions is presented in the individual organ system courses.

MPAS 560. Clinical Pharmacology **2 credits**

This course covers fundamental pharmacology principles to provide a foundation for students to learn more about and subsequently utilize pharmacotherapeutics in the practice of patient-centered care. Topics include but are not limited to: pharmacokinetics, pharmacodynamics, drug interactions, adverse drug reactions, autonomic nervous system pharmacology, and analgesia. Emphasis will be placed on individualization of drug therapy.

MPAS 570. Applied Anatomy **4 credits**

This course in human anatomy is intended to stress the clinical applications of topographic, radiographic and gross anatomy in the day to day practice of medicine. Recognizing normal anatomic structures, common anatomic variations, and anatomic pathology as well as the application of that knowledge toward effective diagnostic evaluation and therapeutic intervention is emphasized.

MPAS 580. Medical Physiology **3 credits**

This course covers fundamental physiologic principles that must be understood in order to fully appreciate health and disease. Alterations of normal function will be highlighted throughout. Students will also be introduced to common laboratory medicine practices used to evaluate for disruption of the normal health state.

MPAS 590. History and Physical Examination Skills **3 credits**

This course begins to develop effective interviewing skills necessary to perform a comprehensive health history as well as a problem-specific history. Students will be taught the principles of physical examination, including inspection, auscultation,

percussion, and palpation. The initial focus will be on normal physical exam findings, with a latter emphasis on abnormal findings, so that students can identify normal findings and later differentiate between them. Instruction and practice in recording the comprehensive health history and physical exam will be included in this course. This course focuses on the history and physical examination specific to adults. History and physical exam skills specific to the pediatric and geriatric population are taught in other courses.

MPAS 601. Behavioral Dynamics

3 credits

This foundational course will emphasize psychosocial aspects of medicine. Students will be challenged to develop interpersonal and communication skills applicable to connecting with patients and other healthcare professionals. Treatment will be discussed from a biopsychological perspective with reference to psychotherapies, psychopharmacology, and environmental intervention. Recognition and management of common psychiatric and psychosocial problems encountered in primary care will be highlighted. Indications for referral and hospitalization will be discussed. Topics covered will include, but not be limited to, anxiety disorders, mood disorders, psychosis, substance use disorders, personality disorders, eating disorders, and psychiatric emergencies and crises.

MPAS 602. Clinical Medicine IA

5 credits

This is one of the series of courses using an organ systems approach for study of the clinical sciences. During this course, the commonly encountered medical problems primarily affecting the hematopoietic and lymphoid organs and processes of hemostasis and medical problems primarily affecting metabolism and organs of the endocrine system are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions, management, and clinical course of these conditions will be explored. An introduction to oncology is also included which focuses on the clinical aspects of cancer screening, diagnosis, staging, and therapeutic intervention. Organ specific cancers are primarily discussed in their corresponding clinical science courses.

MPAS 603. Clinical Medicine IB

4 credits

This is one of the foundational courses for study of the clinical sciences. This course uses a generalized approach to study infectious diseases by examining the mechanisms of disease transmission and pathogenicity, methods of diagnosis, antimicrobial pharmacotherapy, common and systemic clinical presentations, and methods for infection control and prevention. Common bacterial, viral, fungal, and parasitic pathogens are explored. Organ system specific infections are primarily discussed in their corresponding clinical science courses. Commonly encountered medical problems primarily affecting the eyes, ears, nose and throat (EENT) are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions, management, and clinical course of these conditions will be explored.

MPAS 604. Cardiovascular

4 credits

This is one of the series of courses using an organ systems approach for study of the clinical sciences. During this course, the commonly encountered medical problems primarily affecting the cardiovascular system are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions,

management, and clinical course of these conditions will be explored. Students will also be challenged to learn the fundamentals of interpreting an electrocardiogram (EKG) with an emphasis on identifying common abnormal EKG patterns and differentiating these patterns from normal and normal variant EKG tracings.

MPAS 605. Geriatrics

2 credits

This course is designed to provide the foundation to address changes that occur with aging and medical problems commonly seen in the elderly. In addition, there is focus on the impact of aging on a patient's quality of life, limitations in mobility and communication, access to health care, therapeutic interventions, and issues related to death and dying.

MPAS 606. Clinical Medicine IIA

4 credits

This is one of the series of courses using an organ systems approach for study of the clinical sciences. During this course, the commonly encountered medical problems primarily affecting the gastrointestinal and genitourinary system are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions, management, and clinical course of these conditions will be explored.

MPAS 607. Clinical Medicine IIB

4 credits

This is one of the series of courses using an organ systems approach for study of the clinical sciences. During this course, the commonly encountered medical problems primarily affecting the pulmonary and neurologic system are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions, management, and clinical course of these conditions will be explored.

MPAS 608. Women's Health

3 credits

This course addresses important aspects of women's health with an emphasis on obstetrical, gynecologic, and preventive care. Content will include a thorough exploration of physiology, pathophysiology, disease states, management options, and screening guidelines for women's health issues. Obstetrics focuses on the principles of prenatal care, complications that arise in pregnancy, and management of the more common emergent problems that can occur in pregnancy.

MPAS 609. Pediatrics

3 credits

This course examines important aspects of primary care pediatrics including assessment of the child patient, preventive health, and pediatric diseases and conditions. Specific issues of the newborn and older child will be presented in such areas as perinatal care, child development & behavior, congenital & genetic disorders, pediatric pharmacotherapy, pediatric infectious disease, and parenting. The student will also learn assessment techniques specific to the pediatric population.

MPAS 610. Emergency Medicine

3 credits

This course is designed to prepare students to recognize, rapidly assess, and effectively manage an emergent illness or injury. Problem-based case studies and team-based activities are utilized extensively in this course to encourage the development of teamwork, collaboration, and interdisciplinary value. BLS and ACLS certification is part of this course.

MPAS 611. Surgery**1 credit**

This course focuses on the surgical management of health care problems emphasizing the principles and practices involved in aseptic and surgical technique, wound management, anesthesia, and preoperative, perioperative and postoperative evaluation and management of patients.

MPAS 612. Clinical Medicine III**5 credits**

This is one of the series of courses using an organ systems approach for study of the clinical sciences. During this course, the commonly encountered medical problems primarily affecting the musculoskeletal and dermatologic system are examined. The clinical presentation, epidemiology, pathology, patient assessment, diagnosis, therapeutic interventions, management, and clinical course of these conditions will be explored.

MPAS 691. Patient-Centered Care I**2 credits**

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The first PCC course focuses on several fundamental concepts: team approach to care, patient-centered medical home (PCMH), roles and responsibilities of various health professions, core epidemiology and biostatistics principles, evidence-based medicine, and health information literacy. Tailoring care to individual patients will also be discussed, including principles related to treating patients with chronic disease so that students may subsequently consider disease processes of organ-systems in the context of patients with underlying comorbidities.

MPAS 692. Patient-Centered Care II**2 credits**

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The second PCC course introduces students to simulated cases where they will act as clinicians to evaluate standardized patients. Cases will be acute care in nature and emphasis will be placed on the following: developing differential diagnoses, developing assessments and plans, the medical chart, medical documentation, informed consent, oral case presentation, and integration of preventive care and public health principles in the context of acute care.

MPAS 693. Patient-Centered Care III**2 credits**

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The third PCC course again utilizes simulated cases where students will evaluate standardized patients. Emphasis will be placed on the following: comprehensive patient management, longitudinal management of established patients, admission orders,

inpatient management, progress notes, discharge summaries, rehabilitative care, palliative care and end-of-life issues, and utilization of an electronic health care record.

MPAS 694. Patient-Centered Care IV

2 credits

The patient-centered care (PCC) sequence of courses spans the didactic component of the curriculum and is designed to challenge students to develop clinical reasoning skills, think critically, enhance interpersonal and communication skills, apply evidence-based resources, and problem-solve as clinicians and as members of an interdisciplinary health care team. The fourth PCC course will prepare students to work in teams with students from other health professions on campus. Case-based scenarios and cases utilizing mannequin simulators will facilitate a team approach to patient centered care. Students will be challenged to rely on the strengths of students from other disciplines to solve complex medical cases. Emphasis will also be placed on further developing interpersonal and communication skills.

MPAS 699. Pre-Clinical Seminar

0 credit

This pass/fail seminar is required prior to the supervised clinical practice experiential learning component of the physician assistant program. Students must satisfactorily demonstrate a comprehensive basic medical and clinical sciences knowledge base and essential technical skills before they can proceed into clinical practice rotations. (0 credit)
Clinical Curriculum

MPAS 701-710 Supervised Clinical Practice Rotations

The supervised clinical practice experience (SCPE) rotations are the culminating learning activities of the physician assistant program. SCPE consist of nine core rotations that all students must take and one elective rotation in any of the medical specialties or subspecialties, or in medical research or medical academia. During each rotation students work with a practicing clinician (referred to as the preceptor) and are actively participating in health care delivery as part of the health care team.

MPAS 701. Family Medicine Rotation

4 credits

This core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Family Medicine. The focus of this preceptorship is evaluation and management of commonly encountered conditions in the outpatient setting and in patients of all ages.

MPAS 702. Internal Medicine Rotation

4 credits

This four-week core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Internal Medicine. The focus of this preceptorship is providing longitudinal health care for chronic health problems.

MPAS 703. Pediatrics Rotation

4 credits

This core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Pediatrics. The focus of this preceptorship is acute and preventive health care for pediatric patients.

MPAS 704. Obstetrics/Gynecology Rotation **4 credits**

This core clinical practice rotation provides an opportunity to learn, understand, and gain supervised experience in the principles and practice of Obstetrics and Gynecology. The overall focus of this preceptorship is obstetrical, gynecologic, and women's preventive care.

MPAS 705. Emergency Medicine Rotation **4 credits**

This four-week core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Emergency Medicine. The overall focus of this preceptorship is providing emergency medical services.

MPAS 706. General Surgery Rotation **4 credits**

This core clinical practice rotation provides an opportunity to learn, understand, and gain supervised experience in the principles and practice of General Surgery, especially in the operating room setting. The overall focus of this preceptorship is evaluation and care of patients with commonly encountered conditions requiring surgical management.

MPAS 707. Psychiatry Rotation **4 credits**

This core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Psychiatry. The focus of this preceptorship is behavioral and psychiatric health care.

MPAS 708. Hospitalist Rotation **4 credits**

This four-week core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Hospital Medicine. The focus of this preceptorship is providing care for patients in the inpatient setting.

MPAS 709. Primary Care Rotation **4 credits**

This core clinical practice rotation provides an opportunity to learn, understand and gain supervised experience in practicing the principles of Primary Care Medicine. The focus of this preceptorship is evaluation and management of commonly encountered conditions in a medically underserved and/or rural setting for patients of all ages and cultural backgrounds.

MPAS 710. Elective Rotation **4 credits**

This mandatory elective four-week rotation provides the opportunity to gain experience in a specific area of interest that may include a medical or surgical subspecialty, academic medicine, or medical research. The focus of this preceptorship is to explore the role of health care specialists.

MPAS 799. Summative Seminar **0 credit**

The purpose of this pass/fail seminar is twofold: to comprehensively demonstrate knowledge, patient care skills, and professional competency sufficient to function as an entry-level physician assistant and to prepare graduation candidates for the physician assistant national certification examination (PANCE). (0 credit)

MARKETING (MKTG)

MRKT 321. Principles of Marketing

3 credits

A study of economic processes from raw materials to consumer and marketing problems. The basic course for students interested in selling and marketing. Prerequisite: BUSI 201 or consent of instructor.

MRKT 322. Marketing Management

3 credits

An advanced course in marketing theory and practice, concentrating on marketing management problems at the executive level, with particular attention given to the reading and evaluation of current literature in the field, and utilizing case analyses and marketing games. Prerequisite: MRKT 321.

MRKT 343. Sales and Sales Management

3 credits

A study of the varying approaches to personal and institutional selling including support systems and servicing of customers. The processes involved in planning and administering the selling efforts for firms are discussed in detail. Prerequisite: MRKT 321.

MRKT 371. E-Marketing

3 credits

The course introduces the fundamental relationship between the Internet and modern marketing techniques. Students will be exposed to pricing, promotion, and product development as influenced by the electronic medium of selling. Prerequisite: MRKT 321.

MRKT 401. Advertising

3 credits

Principles of all forms and stages of advertising procedure. Study of methods and effectiveness of mail, radio, newspaper and other types of advertising. Prerequisite: MRKT 321.

MRKT 402. Marketing Research

3 credits

The application of statistical and behavioral research techniques to the problems of marketing operations in the business firm. Includes the use of computerized statistical computations and data management. Prerequisites: MRKT 321, BUSI 317.

MILITARY SCIENCE (MSCI) – Offered in cooperation with WV State University

MSCI 101. Introduction to Military Science

2 credits

A topical survey of military science that introduces the student to the organization of the U.S. Army, contrasting and comparing it with civilian organizations; introduces the student to basic concepts of drill and ceremony; provides basic techniques to refine a student's listening, writing and speaking abilities; examines the nature of military law; explains the evolution of military heritage and standards of professional behavior; provides an overview of training management principles; and throughout the course concentrates on building student self-discipline and self-confidence. Co-requisite: MSCI 103 Military Leadership Laboratory I; participation in a physical fitness class and a weekend field training exercise is optional but highly recommended.

- MSCI 102. Introduction to Leadership** **2 credits**
 Continuation of MSCI 101. Students will learn to apply principles of effective leading; reinforce self- confidence through participation in physically and mentally challenging exercises with upper division ROTC students; develop communication skills to improve individual performance and group interaction; and relate organizational ethical values to the effectiveness of a leader. Co-requisite: MSCI 104 Military Science Leadership Laboratory II; participation in a physical fitness class and a weekend field training exercise is optional but highly encouraged.
- MSCI 103. Military Leadership Laboratory** **1 credit**
 Open only to, and required of students in the associated MSCI course (101, 102, 203, 204). This laboratory course is designed to offer the student an opportunity for integration and application of training management and leadership skills. Team members and leadership positions are tailored based on the student’s academic alignment. Course includes exercises such as rappelling, group presentations, basic marksmanship, and drill and ceremonies.
- MSCI 104. Military Leadership Laboratory II** **1 credit**
 Continuation of MSCI 103.
- MSCI 203. Military Leadership Laboratory III** **1 credit**
 Continuation of MSCI 203.
- MSCI 204. Military Leadership Laboratory IV** **1 credit**
 Continuation of MSCI 203.
- MSCI 150. Basic Physical Fitness and Conditioning** **1 credit**
 Open to all students, but required of students enrolled in MSCI 201 and 202. Students participate in and learn to lead a physical fitness program. Emphasis is on the development of an individual fitness program and the role of exercise and fitness in one’s life. Leadership positions are tailored based on the student’s academic alignment.
- MSCI 151. Basic Physical Fitness and Conditioning** **1 credit**
 Continuation of MSCI 150.
- MSCI 201. Introduction to Small Unit Leadership** **2 credits**
 Students learn and apply ethics-based leadership skills that develop individual abilities and contribute to the building of effective teams. Course focuses on the development of skills in oral and written communications, planning events, coordination of group efforts, advanced first aid, land navigation, and basic military tactics. Prerequisite: MSCI 101 and 102 or permission of the Professor of Military Science. Co-requisites: MSCI 250 and 203.
- MSCI 202. Practicum in Military Training and Tactics** **2 credits**
 Introduction to individual and team aspects of military tactics in small unit organizations. The class compares the actions of small organizations in the process of developing strategy and tactics, while taking into account theoretical, political, economic, and physical factors. Continue development of leadership and critical skills. Prerequisites: MSCI 101 and 102 or prior military training or permission of the Professor of Military

Science. Co-requisites: MSCI 251 and 204; participation in a weekend field training exercise is optional but highly encouraged.

MSCI 210. Camp Challenge

0-6 credits

A five-week summer camp conducted at an Army post. The student receives pay. Travel, lodging, and most meal costs are defrayed by the Army. The environment is rigorous and is similar to Army Basic Training. No military obligation is incurred. Open only to students who have not taken the sequence of MSCI 101, 102, 201, 202. Entry also requires students to pass a physical examination (paid for by ROTC). Completion of MSCI 210 qualifies a student for entry into the Advanced Course. Three different training cycles are offered during the summer, but spaces are limited by the Army. Candidates can apply for a space any time during the academic year prior to the summer of intended participation. Students are eligible to compete for ROTC scholarships during the summer camp.

MSCI 250. Basic Physical Fitness and Conditioning

1 credit

Continuation of MSCI 151.

MSCI 251. Basic Physical Fitness and Conditioning

1 credit

Continuation of MSCI 251.

MSCI 301. Leading Small Organizations I

2 credits

Series of practical opportunities to lead small groups, receive personal assessments and encouragement, and lead again in situations of increasing complexity. Uses small unit defensive tactics and opportunities to plan and conduct training for lower division students both to develop skills and as vehicles for practicing leadership. Co-requisites: MSCI 303 and 350. Participation in one weekend field training exercise is required, and one or two more weekend exercises may be offered for optional participation.

MSCI 302. Leading Small Organizations II

2 credits

Continues methodology of MSCI 301. Course focuses on the skills necessary to analyze tasks, prepare written and oral guidance for team members to accomplish tasks, and delegate and supervise; to plan for and adapt to the unexpected in organizations under stress; and to examine the importance of ethical decision making in setting a positive climate that enhances team performance. Prerequisite: MSCI 301. Co-requisites: MSCI 351 and 304.

MSCI 303. Advanced Course Leadership Laboratory I

1 credit

Open only to students in the associated MSCI lecture courses (301, 302, 401, 402). Different leadership roles are designed for students at different levels of the program. The course involves leadership responsibilities for the planning, coordination, execution, and evaluation of various training and activities with Basic Course students and for the ROTC program as a whole. Students develop, practice, and refine leadership skills by serving and being evaluated in a variety of responsible positions.

MSCI 304. Advanced Course Leadership Laboratory II

1 credit

Continuation of MSCI 303.

MSCI 310. ROTC National Advanced Leadership Course (NALC)

6 credits

A six-week camp conducted at an Army post. Required of students who have completed MSCI 301 and 302. The student receives pay. Travel, lodging, and most meal costs are

defrayed by the U.S. Army. The NALC environment is highly structured and demanding, stressing leadership at small unit levels under varying, challenging conditions. Individual leadership and basic skills performances are evaluated throughout the course. The leadership and skills evaluations at the course weigh heavily in the subsequent selection process that determines the type of commission and job opportunities given to the student upon graduation from ROTC and the college.

MSCI 311. Nurse Summer Training program **6 credits**

The NSTP is open only to nursing students who completed Advanced Camp. It is a three-week clinical elective for Army ROTC nurse cadets. This paid elective is conducted at army hospitals in the United States, Germany and Korea. Students attend NSTP during the summer with NALC. During the NSTP clinical elective, students receive “hands-on” experience under the direct supervision of a preceptor: an Army Nurse Corps officer who works with students one on one. Students will exercise leadership skills in a hospital environment by planning, organizing, decision making, implementing and being accountable for the outcome of nursing care. Students will collaborate with health care professionals on decisions related to patient care, management, unit issues and strategies used in the provision of medical care to a select population.

MSCI 350. Advanced Physical Fitness Training & Conditioning I **1 credit**

Students will participate in and learn to plan and lead physical fitness programs. Develops the physical fitness required of an officer in the U.S. Army. Open only to, and required of students in MSCI 301.

MSCI 351. Advanced Physical Fitness Training & Conditioning II **1 credit**

Continuation of MSCI 350. Open only to, and required of students in MSCI 302. Open only to, and required of students in MSCI 302.

MSCI 401. Leadership Challenges and Goal Setting **2 credits**

Students plan, conduct, and evaluate activities of the ROTC cadet organization; articulate goals and put plans into action to attain them; assess organizational cohesion and develop strategies to improve it; and learn and apply various Army policies and programs in this effort. Co-requisites MSCI 403 and 450. Participation in one weekend field training exercise is required, and one or two more weekend exercises may be offered for optional participation.

MSCI 402. Transition to Lieutenant **2 credits**

Continues the methodology of MSCI 401. Students identify and resolve ethical dilemmas and refine counseling and motivating techniques; examine aspects of tradition and law as related to leading as an officer in the Army; and prepare for a future as a successful Army lieutenant. Co-requisites: MSCI 404 and 451. Participation in weekend field training exercise is required, and one or two more weekend exercises may be offered for optional participation.

MSCI 403. Advanced Course Leadership Laboratory III **1 credit**

Continuation of MSCI 304.

MSCI 404. Advanced Course Leadership Laboratory IV **1 credit**

Continuation of MSCU 403.

MSCI 450. Advanced Physical Fitness Training & Conditioning **1 credit**
Continuation of MSCI 351. Open only to, and required of students in MSCI 401.

MSCI 451. Advanced Physical Fitness Training & Conditioning **1 credit**
Continuation of MSCI 450. Open only to, and required of students in MSCI 402.

MSCI 490. Seminar in Military Leadership **1-3 credits**
The seminar will include classes, directed readings, and both oral and written presentations on such topics as logistic management, national security, military law, ethics, and analytical models for decision making. Prerequisites: junior or senior standing and permission of the Professor of Military Science.

MUSIC (MUSC)

(Applied Music courses are at the end of the MUSC listing.)

MUSC 096. How to Read Music **1 credit**
Basic Music theory for adults who have always wanted to learn to read music. No pre-requisites.

MUSC 111. Music Skills for Elementary Classroom Teachers **3 credits**
The course provides the future elementary educator with the rudiments of music, including an introduction to singing simple pieces. Philosophy and methods of teaching on the preschool and elementary level are emphasized. No pre-requisite.

MUSC 212. Music Appreciation **3 credits**
A survey of Western music designed to furnish the non-music major with a basis for intelligent and enjoyable listening. Representative musical works heard and examined for musical content and historical perspective. The student also is exposed to a variety of non-Western music. No pre-requisite.

MUSC 280. History of Rock and Roll **3 credits**
A survey of Rock and Roll music from the 1950's to the present. Study of the subject begins with a brief survey of American popular music in the 18th, 19th, and 20th centuries with special attention given to the direct antecedents of rock; country music, jazz, and rhythm and blues. Each style of rock music is then discussed in the context of the development of musical style and the cultural, sociological and political context in which it was written and performed. Prerequisite: COMM 101 and COMM 102.

MUSC 282. World Music **3 credits**
A survey of the traditional and popular music of non-western countries, an examination of folk music, traditions of Europe, South and North American, and popular music in the United States. All music studied is placed in the appropriate cultural, historical and sociological context. Prerequisite: ENGL 102.

MUSC 310. Special Topics in Music **1-3 credits**
Study of topics of interest in music. Topic to be specified. May be repeated.

MUSC 324. Concert Choir**1 credit**

The Concert Choir is the central performing ensemble of the University of Charleston. Membership is open to all university students and everyone is encouraged to join. A wide range of both sacred and secular choral literature is studied and numerous performances are scheduled during the semester. Three rehearsals each week. Participation of members in all scheduled rehearsals and performances required. An audition is required, but students should register before they audition. Offered every semester.

MUSC 327. Band**1 credit**

Rehearses two credits per week. Admission by audition. Open to all University of Charleston students. The band program offers the student the opportunity to study literature in a variety of styles. Offered every semester.

MUSC 328. University Singers**1 credit**

Mixed ensemble of 12-16 singers performing a variety of chamber chorus repertoire. Three rehearsals each week, and many performances during the semester. Participation of members in all scheduled rehearsals and performances is required. Membership by audition. Must be a member of Concert Choir (MUSC 324). Offered every semester.

MUSC 336. American Popular Music**3 credits**

A survey of American popular music from 1800 to the present. The course begins with a look at the sources of American popular music in European and African folk song and then surveys the development of major popular music styles such as musical theater, Tin Pan Alley, jazz, commercial country and rock and roll. The emphasis of the class is on listening to the music and placing the various movements in the appropriate cultural and historical contexts. Prerequisite: ENGL 102 or COMM 102 portfolio.

MUSC 350P- MUSC 368P Applied Music (Private Lessons)**1 credit**

Consists of a series of 15 lessons. To receive credit for private study, students must audition before the appropriate applied study instructor before registering. Students should consult with the Coordinator of the Music Program to determine the appropriate instructor. A fee of \$90 will be added to the bill of those students who enroll in one credit of applied lessons unless the course is being taken as a requirement for the music major or minor.

MUSC 350P. Applied Voice**1-2 credits****MUSC 351P. Applied Piano****1-2 credits****MUSC 352P. Applied Guitar****1-2 credits****NATURAL SCIENCE (NSCI)****NSCI 105 / NSCI 105L. Issues in Biology****4 credits**

This is a general course offered as part of the First Year Experience (FYE) program. The course is offered for the non-science major. It provides students with an introduction to biological principles, critical thinking skills, communication skills and ethical practice as

it relates to the sciences. The course is designed to foster an understanding of biology as a process of discovery and hypothesis testing. Offered every semester.

NSCI 112. Concepts of Human Biology

4 credits

This is a general course offered as part of the First Year Experience (FYE) program. The course is offered for the non-science major. It provides students with an introduction to basic scientific concepts, critical thinking skills, communication skills, and ethical practice as it relates to the sciences. The course is designed to foster an understanding of natural sciences as a process of discovery and hypothesis testing.

NSCI 115. Politically Incorrect Biology

4 credits

This is a general course offered as part of the First Year Experience (FYE) program. The course is offered for the non-science major. By exploring differing views on subjects, such as, DNA, evolution, global warming, population, and the principle of falsification, learners will gain an appreciation for valid scientific analysis by focusing on scientific literacy. The principle goal of the course is to strengthen critical thinking skills via thorough discussions and exploration of scientific and pseudo-scientific ideas. Offered every semester.

NSCI 117 Why Science Matters

4 credits

This is a general science course offered as part of the FYE (First Year Experience) program. The objective of this course is to familiarize students with the ideas, history, and philosophy of science that helps them understand the scientific issues of our times. Students will gain basic understanding of the universe, the planet we inhabit, and details about our species' history and effect on this planet. This course also provides the opportunity for the student to develop his or her critical thinking skills and communication skills. Offered every semester.

NSCI 120. Introductory Biology

4 credits

Natural Science 120 is an introductory course in General Biology. It is intended for Allied Health or other non-science majors that need a foundation in the biological sciences. It is directed toward an understanding of the scientific method, the chemical basis of living organisms, the structure of cells (eukaryotic and prokaryotic), and the processes of life that constitute the functions of cells. Throughout the course the practical significance of material is highlighted to demonstrate the applications of basic knowledge and emphasize those components necessary for further study in the sciences. Laboratory fee: \$50. Offered every fall semester.

NSCI 205. Issues in Physical Science

4 credits

A survey course in physical science designed for non-science majors and for prospective elementary school teachers. Emphasis is on the understanding of the significant concepts of physical science combined with the appropriate level of mathematics. The topics chosen represent the most suitable cross section of physical science content that students will need to understand modern technical and scientific developments. Topics covered fall under the categories of motion and forces, energy, heat, waves and sound, light and optics, electricity and magnetism, atomic and nuclear physics, plus atmospheric and water cycle phenomenon. Students will also examine the relationships of science, technology, and society within each topic. Taught fall semester.

NSCI 206. Earth and Space Science**3 credits**

This course surveys the earth and space sciences and is designed for non-science majors and for prospective secondary science instructors and elementary school teachers. Emphasis is on an understanding of the significant concepts and principles of astronomy, meteorology, and geology. Topics covered fall under the categories of plant earth, the land, oceans, atmosphere, plus the heavens, solar system, stars, galaxies, and the universe. Students also examine the relationships of human society within the appropriate earth science topics. Taught spring semester.

NSCI 220. Statistics in Science and Research**3 credits**

This course is designed specifically for science majors. The course will provide the student with a thorough background in statistics which will permit them to conduct scientific research and to understand and interpret the results of scientific research. It includes discussion of normal distributions, Binomial distributions t tests, Chi Square, correlation and regression, rank correlation, and ANOVA. Required of all science students. Emphasis is placed on hypothesis testing, statistical analysis of data, and writing in the sciences. Prerequisite: MATH 121 or Math ACT score of 24 or higher. Offered every semester.

NSCI 300. Sampling and Analysis**2-6 credits**

An introduction to the techniques and methods of obtaining and analyzing samples. This is a modular course providing students with learning experiences in environmental, biological, and chemical sampling and analysis. A variety of sampling methods will be introduced as well as techniques for identifying and quantifying collected samples. Offered on demand. Laboratory fee \$50.

NSCI 333. History of Science**3 credits**

This course traces the development of scientific thought from its earliest beginnings in ancient history to modern times. The use of the scientific method in the development of theories will be illustrated for a variety of topics. Topics covered include atomic theory, medicine, evolution, origin of the universe, and genetic theory. The contributions to these areas from a variety of cultures including Egypt, Greco-Roman, Islam, and China, as well as the contributions of European and American scientists. Offered every spring semester.

NSCI 345. Issues in Medicine**3 credits**

Issues in Medicine provides an exploration of moral, ethical, and legal problems confronting the practice of medicine and the health care environment today. Topics include, but are not limited to; patient autonomy, euthanasia, abortion, allocation of resources, and analysis of ethical perspectives used in decision-making by stakeholders. A number of ethical dilemmas will be identified and discussed, and governmental and non-governmental agencies that become involved in the resolution of the problem will be represented by students in an effort to resolve identified dilemmas. This course will also include a service-learning component to allow students to experience and learn from community service opportunities. Prerequisites: BIOL 130, NSCI 220, or consent of the instructor. NSCI 345 is offered every fall and spring semester.

NSCI 499. Independent Study**1-3 credits**

This course is designed to be an in depth study of a topic of interest from a previous class or an area of special interest in the sciences. A study plan must be prepared prior to enrolling and a faculty supervisor must be willing to work with the student on the project. Not intended to substitute for NSCI 495. Offered on demand.

NURSING (NURS)

NURS 104 Foundations of Health Care Professionals 1 credit

Critical thinking skills, medical terminology knowledge, and test taking strategies are introduced and developed to provide foundational information for nursing practice. Co requisites: NURS 113/113L, BIOL 251.

NURS 105. Introduction to Professional Nursing 1 credit

This course introduces beginning nursing science students to the foundational concepts for their academic curriculum and professional careers. Concepts related to the development of the individual as a professional nurse are examined through role exploration. Students study the historical development of professional nursing, the legal and ethical concepts of nursing, and the educational preparation that leads to credentialing and licensure as a professional nurse. Students are encouraged to work independently and in small groups to achieve the desired competencies in communication, team-building, critical thinking, and research.

NURS 106. Introduction to Nursing Foundations 1 credit

This course introduces the foundational principles and competencies used by professional nurses related to safe and effective environment and management of care of individuals, families, and communities across the lifespan. *The ANA Code of Ethics, ANA Scope and Standards Practice, ANA Nursing Social Policy Statement, and West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation* are introduced.

NURS 113 Foundations of Nursing Practice 4 credits

The scope of practice of the associate degree nurse is introduced as a foundation for subsequent nursing courses. Nursing process is presented with a focus on assessment. Selected nursing skills are presented. Co-requisite: BIOL 251, NURS 104 AND NURS 113L.

NURS 113L Foundations of Nursing Practice Lab 3 credits

Nursing laboratory experience is provided for students to interact with and observe individuals in various health-related agencies while applying classroom knowledge. Co-requisite: NURS 113 and NURS 104.

NURS 114 Adult Nursing I 4 credits

Builds on the concepts, principles, and skills introduced in NURS 113. Students focus on the development and implementation of plans of care. Students study pathophysiology of selected health deviations and effects on a person's ability to perform health care behaviors. Prerequisites: NURS 104, NURS 113/113L, BIO 251. Co-requisites: BIO 252 and NURS 114L.

- NURS 114L Adult Nursing I Lab 2 credits**
Students work with adults primarily in acute care settings, while applying classroom knowledge. Co-requisite: NURS 114.
- NURS 115 Psychiatric and Mental Health Nursing 2 credits**
Students develop evidence-based practice competence to provide care appropriate to the needs of the client and family affected by mental illness. Emphasis is also placed on providing support to individuals and families seeking higher levels of mental and emotional wellness. Prerequisites: NURS 113/113L, BIOL 251, NURS 104. Co-requisite: NURS 114/114L, NURS 115L, BIOL 252, HSCI 307.
- NURS 115L Psychiatric and Mental Health Nursing Lab 1 credit**
Experiences are provided for students to interact with and observe individuals in various psychiatric and mental health agencies while applying classroom content. Co-requisite: NURS 115.
- NURS 205. The Science of Nursing 2 credits**
Students explore society's view of nursing and begin development of a personal concept of nursing. This course also presents selected theoretical/conceptual models of nursing. A basic introduction to the nature of theory provides the basis for understanding the theory development movement in nursing. Prerequisites: Admission to the BSN program.
- NURS 206. The Art of Nursing I 2 credits**
This course introduces students to the concepts of the nursing process, self-care, communication and critical thinking as they apply to nursing practice. Students apply the nursing process to the care of clients through the life span in selected situations. Co-requisite: NURS 206L and admission to the BSN program.
- NURS 206L. The Art of Nursing I Lab 1 credit**
Congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 206 apply the theory presented in that class to their professional nursing practice in the clinical labs in NURS-206L. Initial clinical laboratory assignments provided in the Skills Lab on campus help the student prepare for professional nursing practice in laboratory settings in the community. In the later weeks of this clinical lab, students take the theory they have mastered and skills they have built in the campus-based skills lab, and apply that theory and those skills to professional nursing practice in clinical settings where patient populations are relatively stable. Co-requisite: NURS 206. This lab is for Pass/Fail credit.
- NURS 207. Art of Nursing II 2 credits**
In this course, nursing students build on the concepts introduced in NUR 206 by applying nursing process in a variety of settings to the care of clients throughout the life-span. Family theories and assessment, as well as principles of teaching and learning are introduced. Prerequisites: NUR 205, NURS 206, NURS 206L. Co-requisites: NURS 207L.

NURS 207L. Art of Nursing II Lab **1 credit**
Reliant on competencies developed in NURS 206, and congruent with the *ANA Code of Ethics, ANA Scope and Standards of Practice, ANA Nursing's Social Policy Statement, West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation, West Virginia Title 19 Legislative Rules, and West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 207 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 207L. Initial clinical laboratory assignments provided in the Skills Lab on campus help the student prepare for professional nursing practice in laboratory settings in the community. In the early weeks of this clinical lab, students take the theory they have mastered and skills they have built and apply that theory and those skills to professional nursing practice in clinical settings where patient populations are relatively stable. Co-requisite: NURS 207. This lab is for Pass/Fail credit.

NURS 208 Adult Nursing II **4 credits**
Continues to build on concepts from previous courses. Students study selected health deviations affecting physiological integrity of adults. Students learn to set priorities for care, evaluation, and revise the plan of care. Prerequisites: NURS 104, NURS 113/113L, NURS 114/114L, NURS 115/115L, BIOL 251, BIOL 252, HSCI 307. Co-requisites: NURS 208L, NURS 209/209L, NURS 210, and PSYCH 212.

NURS 208L Adult Nursing II Lab **2 credits**
Opportunities are provided for students to continue developing knowledge and skill in applying nursing process. Co-requisite: NURS 208.

NURS 209 Nursing of the Childbearing Family **2 credits**
Students in this course develop the evidence-based practice competence to plan, deliver, evaluate safe, ethical care appropriate to the individual needs of the parenting family. Emphasis is placed on continued development of ability to apply the nursing process. Prerequisites: NURS 104, NURS 113/113L, NURS 114/114L, NURS 115/115L, BIOL 251, BIOL 252, HSCI 307. Co-requisites: NURS 208/208L, NURS 210 and PSYCH 212.

NURS 209L Nursing of the Childbearing Family Lab **2 credits**
Experiences are provided for students to interact with and observe individuals and families in various stages of the childbearing process. Co-requisite: NURS 209.

NURS 210 NCLEX Preparation I **1 credit**
A structured review in preparation for the graduate nurse sitting for the NCLEX-RN. Content will reflect psychosocial integrity and physiological integrity aspects of nursing covered in the second semester of the ADN program. Prerequisites: NURS 104, NURS 113/113L.

NURS 211 Adult Nursing III **4 credits**
Focuses on more complex nursing problems of individuals undergoing therapies and restorative services. Concepts related to holistic care, priority setting, organization, and delegation are emphasized. Prerequisites: NURS 104, NURS 113/113L, NURS 114/114L, NURS 115/115L, NURS 208/208L, NURS 209/209L, NURS 210, BIOL 251,

BIOL 252, HSCI 307. Co-requisites: NURS 211/211L, NURS 212/212L, NURS 219, NURS 220.

NURS 211L Adult Nursing III Lab 4 credits

This course focuses on care of patients with complex/chronic health problems. Students focus on the management of patient care under supervision of faculty and/or preceptors in a variety of clinical settings. Co-requisite: NURS 211

NURS 212 Pediatric Nursing 2 credits

Focuses on application of nursing process and growth and development principles to the care of infants, children, and adolescents with selected health deviations. Emphasis is also on health promotions and maintenance of these age groups. Prerequisites: NURS 104, NURS 113/113L, NURS 114/114L, NURS 115/115L, NURS 208/208L, NURS 209/209L, NURS 210, BIOL 251, BIOL 252, HSCI 307. Co-requisites: NURS 211/211L, NURS 212L, NURS 219, NURS 220.

NURS 212L Pediatric Nursing Lab 2 credits

Opportunities are provided for students to provide appropriate care for infants, children, adolescents, and their families in various settings. Co-requisite: NURS 212.

NURS 216. Nursing Assessment 2 credits

This course introduces foundational nursing assessment skills and competencies used by professional nurses to provide care to individuals, families, and communities across the lifespan. Students will collect, interpret, and document data using basic skills of communication, observation, and physical examination.

NURS 216L. Nursing Assessment Lab 2 credits

This course is taken concurrently with NURS-216 to provide students opportunity to collect and interpret data using the nursing process, basic skills of communication, observation, physical examination, and documentation. Co-requisite: BIOL 251.

NURS 219 Nursing Seminar 2 credits

Designed to assist the student to examine issues in the delivery of nursing in our changing society and health-care systems to facilitate the role transition from that of student to graduate. Pre-requisites: All freshmen-level nursing courses/labs and NURS 208/208L, NURS 209/209L, NURS 210, BIOL 251, BIOL 252, Co-requisites: NURS 211/211L, NURS 212L, NURS 220.

NURS 220 NCLEX Preparation II 1 credit

A structured review in preparation for the graduate nurse sitting for the NCLEX-RN. Content will reflect Maternal Health and Pediatric Considerations as well as physiological integrity aspects of nursing covered in the 3rd and 4th semesters of the ADN program. Perquisites: All freshmen-level nursing courses/labs and NURS 208/208L, NURS 209/209L, NURS 210. Co-requisites: NURS 211/211L, NURS 212L, NURS 219.

NURS 304. Pediatric Nursing 2 credits

This course provides opportunity for students to develop a theoretical foundation for evidence based practice competence to address the individual needs of the pediatric client in the context of the family. Developmental frameworks are employed to understand the evidence based therapeutic approaches to children and youth. Prerequisites: HSCI 307, NURS 205, NURS 206, NURS 206L, CHEM 100, NURS 207, NURS 207L, PSY 212, BIO 251, HSCI 204, BIO 252. Co-requisite: NURS 304L.

NURS 304L. Pediatric Nursing Lab

2 credits

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 304 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 304L. Initial clinical laboratory assignments provided in the Skills Lab on campus help the student prepare for professional nursing practice in laboratory settings in Pediatric Care in the community. In clinical lab, students take the theory they have mastered and skills they have built in the campus-based skills lab, and apply that theory and those skills to professional nursing practice in clinical settings where pediatric patient populations and their families are receiving well child care, recovering from illness, or managing chronic diseases. Co-requisite: NURS 304. This lab is for Pass/Fail credit.

NURS 305. Childbearing Transitions

2 credits

Students study the nursing process and its application to the care of beginning families requiring health promotion and maintenance or experiencing self-care deficits. Theories and principles of family development, family dynamics, childbearing, and care of the newborn are applied to nursing practice and in acute and community based settings. Laboratory experiences in a variety of primary and secondary maternity / newborn settings provide opportunities to care for families experiencing normal or complicated pregnancy, childbirth and / or parenting. Selected maternity complications are examined. Prerequisites: NUR 205, NURS 206, NURS 206L, NURS 207, NURS 207L, PSY 212, BIO 251, HSCI 204, BIO 252, CHEM 100. Co-requisite: NURS 305L.

NURS 305L. Childbearing Transitions Lab

2 credits

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 305 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 305L. Clinical laboratory assignments in the Skills Lab on campus help the student prepare for professional nursing practice in laboratory settings in Maternal-newborn care in acute and community based settings. Early in the semester, students take the theory they have mastered and the skills they have built in the campus-based skills lab, and apply that theory and corresponding skills to professional nursing practice in clinical settings where patient populations are anticipating pregnancy, pregnant, giving birth, or providing a safe welcoming environment for the newborn. Co-requisite: NURS 305. This lab is for Pass/Fail credit.

NURS 320. Nursing in Altered Health I**2 credits**

Designed to correlate with Pathophysiology by applying concepts of human responses to common alterations in health states of individual clients. Physiological, psychosocial and cultural aspects of human responses and subsequent effects of altered health on self-care ability are explored. Students draw on previously learned knowledge and skills in planning and implementing nursing care. Prerequisites: HSCI 307, NUR 205, NURS 206, NURS 206L, NURS 207, NURS 207L, PSY 212, BIO 251, HSCI 204, CHEM 100, BIO 252, and HSCI 304. Co-requisites: NURS 320L, HSCI 305 and HSCI 308.

NURS 320L. Nursing in Altered Health I Lab**2 credits**

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics, ANA Scope and Standards of Practice, ANA Nursing's Social Policy Statement, West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation, West Virginia Title 19 Legislative Rules, and West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 320 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 320L. Clinical laboratory assignments in the Skills Lab on campus help the student prepare for professional nursing practice in laboratory settings in where relatively stable populations are anticipating surgery, having surgery, or recovering from medical illness and/or surgery, help the student prepare for professional nursing practice. Early in the semester, students take the theory they have mastered and the skills they have built in the campus-based skills lab, and apply that theory and corresponding skills to professional nursing practice in clinical settings where patient populations are experiencing medical surgical treatment. Co-requisite: NURS 320. This lab is for Pass/Fail credit.

NURS 321. Nursing in Altered Health II**3 credits**

Specific altered health states are explored in depth through application of the nursing process in client care. Clients experiencing chronic as well as acute self-care deficits will be the focus of nursing care. Prerequisites: HSCI 307, NUR 205, NURS 206, NURS 206L, NURS 207, NURS 207L, PSY 212, BIO 251, HSCI 204, CHEM 100, BIO 252, HSCI 307, HSCI 304, NUR 320, NURS 320L, HSCI 305, and HSCI 308. Co-requisites: NURS 321L.

NURS 321L. Nursing in Altered Health II Lab**2 credits**

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics, ANA Scope and Standards of Practice, ANA Nursing's Social Policy Statement, West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation, West Virginia Title 19 Legislative Rules, and West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 321 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 321L. Clinical laboratory assignments in the skills lab on campus and in clinical settings where seriously ill patient populations are anticipating surgery, having surgery, or recovering from medical illness and/or surgery, help the student prepare for professional nursing practice. Early in the semester, students take the theory they have mastered and skills they have built in the campus-based skills lab, and apply that theory and those skills to professional nursing practice in clinical settings where patients are

experiencing medical surgical treatment. Co-requisite: NURS 321. This lab is for Pass/Fail credit.

NURS 334. Mental Health Nursing

3 credits

Students apply the nursing process with clients experiencing deficits of a developmental, emotional and/or behavioral nature. Students study theories and principles of mental health and illness, and therapeutic interventions with persons at risk for or affected by mental illness. Prerequisites: HSCI 307, NUR 205, NURS 206, NURS 206L, NURS 207, NURS 207L, PSY 212, BIO 251, HSCI 204, CHEM 100, BIO 252, HSCI 307, HSCI 304. Co-requisite: NURS 334 Lab.

NURS 334L. Mental Health Nursing Lab

1 credits

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 334 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 334L. Clinical laboratory assignments on campus and in community based psychiatric settings help the student serve patients across the lifespan, who experience mental illness. Early in the semester, students take the theory they have mastered and the skills they have built in the campus-based skills lab, and apply that theory and corresponding skills to professional nursing practice in clinical settings where patient populations are recovering from mental illness, or managing the effects of chronic mental illness in their lives. Co-requisite: NURS 334. This lab is for Pass/Fail credit.

NURS 337X Introduction to Professional Nursing

2 credits

This course introduces beginning nursing science students to the foundational concepts for their academic curriculum and professional careers. Concepts related to the development of the individual as a professional nurse are examined through role exploration. Students study the historical development of professional nursing, the legal and ethical concepts of nursing, and the educational preparation that leads to credentialing and licensure as a professional nurse. Students are encouraged to work independently and in small groups to achieve the desired competencies in communication, team-building, critical thinking, and research.

NURS 338X Introduction to Nursing Research

3 credits

An introduction to the designs, methods, ethical principles, and statistical analysis used by nurse scientists to research health phenomena. Descriptive and inferential statistics are introduced. Data is manipulated, graphed, and analyzed using statistical software. Prerequisite NSCI 220 & MATH 121

NURS 339X Health Assessment

1 credit

This course introduces foundational nursing assessment skills and competencies used by professional nurses to provide care to individuals, families, and communities across the lifespan. Students will collect, interpret, and document data using basic skills of communication, observation, and physical examination.

NURS 340X Independent Studies (Leadership or Case Management) Lab 8 credits
Enable students to conduct applied or descriptive research in the arena of Case Management or Leadership. These students will be assigned a mentor with which to explore these roles in the clinical setting. Pre-requisite: NURS 437X.

NURS 350. Special Topics 1-3 credits
The course will include topics devoted to the study of interdisciplinary subjects within nursing.

NURS 404. Nursing Research 3 credits
An introduction to the designs, methods, ethical principles, and statistical analysis used by nurse scientists to research health phenomena. Descriptive and inferential statistics are introduced. Data is manipulated, graphed, and analyzed using statistical software.

NURS 422. Nursing in Health Alterations III 4 credits
Care of clients and families with multiple and/or complex altered health states is the focus for students in this course. Clinical experiences in critical care settings are added to the acute and community settings used in previous courses. Prerequisites: HSCI 304, HSCI 307, NUR 320, NURS 320L, HSCI 305, HSCI 308, NURS 321, NURS 321L, and HSCI 302. Co-requisite: NURS 422L, NURS 436 and NURS 436L.

NURS 422L. Nursing in Health Alterations III Lab 2 credits
Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 422 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 422L. Initially, clinical laboratory assignments on campus help the student prepare for clinical practice in laboratory settings in critical care settings in the community, that serve adult patients experiencing complex multi-system illness. Early in the semester, students take the theory they have mastered and the skills they have built in the campus-based skills lab, and apply that theory and corresponding skills to professional nursing practice in clinical settings where patient populations are critically ill. Co-requisite: NURS 422. This lab is for Pass/Fail credit.

NURS 433. NCLEX Review 1 credit
This course is designed to assist students in their preparation and readiness for NCLEX-RN testing required for licensure as a professional nurse. Students will review content identified on the NCLEX-RN Test Plan, take standardized comprehensive NCLEX-RN predictor exams and remediate content deficits.

NURS 436. Health Promotion Across the Lifespan 1 credit
This course is designed to assist students to increase their knowledge, awareness and understanding of concepts and issues related to health promotion across the lifespan. The intent of the course is to enhance the student's ability to provide quality care and encourage health throughout the lifespan. Through the use of service learning, students will be given the opportunity to apply theoretical and professional skills with clients in the home and in a

variety of community settings. Prerequisites: HSCI 307, HSCI 304, NUR 320, NURS 320L, HSCI 305, HSCI 308, NURS 321, and NURS 321L. Co-requisite: NURS 436L, NURS 422 and NURS 422L.

NURS 436L. Health Promotion Across the Lifespan Lab

1 credit

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students taking NURS 436 apply the theory presented in that class to their professional nursing practice in clinical labs in NURS 436L. Initially, clinical laboratory assignments on campus help the student prepare for clinical practice in laboratory settings in critical care settings and in those that serve patients in the community. Early in the semester, students take the theory they have mastered and the skills they have built in the campus-based skills lab, and apply that theory and corresponding skills to professional nursing practice in clinical settings where patient populations are experiencing the challenges of health promotion and maintenance. Co-requisite: NURS 436. This lab is for Pass/Fail credit.

NURS 437X Leadership and Case Management

4 credits

This course will examine principles of management and leadership theory. It is designed to assist with the development/augmentation of leadership competencies that promote quality improvement and patient safety, both critical components in the promotion of quality health care. Key components of this course will assist in the acquisition of leadership competencies that will include critical thinking, communication, creativity/innovation, legal/ethical, nursing and health care systems, quality improvement and change theory in nursing leadership and management roles. The AACN and the American Nurses Association Standards of Practice will serve as the model for this course. In addition, the Case Management components will describe the context in which human service delivery occurs today; differentiate between traditional case management and case management today; identify the phases of case management; identify the role of data gathering; define case review and list its benefits; list the principles and goals that guide the case management process; and describe how each principle influences the delivery of services.

NURS 438X Community Health Nursing/Health Promotion across the Life Span with lab

3 credits

This course is designed to assist students to increase their knowledge, awareness and understanding of concepts and issues related to health promotion across the lifespan. The intent of the course is to enhance the student's ability to provide quality care and encourage health throughout the lifespan. Through the use of service learning, students will be given the opportunity to apply theoretical and professional skills with clients in the home and in a variety of community settings. This course is designed to help the student develop the knowledge and skill necessary to practice nursing in the context of the community. The focus will include learning about population based health enhancement initiatives, global health priorities and concerns, disaster nursing, characteristics of effective and ineffective communities, as well as the process of population based health behavior change. Relying on foundational knowledge from nursing, science, social, and public health resources, students study evidence based

approaches to applying the nursing process at the community level. The course focus is nursing advocacy as a pathway to local, national, and global health.

NURS 438LX Community Health Nursing Lab **3 credits**

Reliant on competencies developed in all previous nursing courses, and congruent with the ANA Code of Ethics, ANA Scope and Standards of Practice, ANA Nursing's Social Policy Statement, West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation, West Virginia Title 19 Legislative Rules, and West Virginia Code and Law Chapter 30, Article 7, students focus on nursing practice with families and communities in this lab. Students will be partnered with key community health agencies during the semester. Nursing care provided will be subject to the ANA Code of Ethics and the ANA Scope and Standards Practice. Learning activities will include a community assessment of the geopolitical community or a phenomenological community and participation in a planned intervention project providing primary, secondary and/or tertiary services to benefit the community. Co-requisite: 438X

NURS 439X Issues/Trends (Affordable Care Act, quality and safety, change theory, organizational structure, Evidenced Based Practice) **3 credits**

This course explores political, legal, ethical, and policy issues affecting quality of healthcare delivery and of nursing practice.

NURS 454. Leadership and Management **3 credits**

This course will examine principles of management and leadership theory. It is designed to assist with the development/augmentation of leadership competencies that promote quality improvement and patient safety, both critical components in the promotion of quality health care. Key components of this course will assist in the acquisition of leadership competencies that will include critical thinking, communication, creativity/innovation, legal/ethical, nursing and health care systems, quality improvement and change theory in nursing leadership and management roles. The AACN and the American Nurses Association Standards of Practice will serve as the model for this course. Prerequisite: NURS 422, NURS422L, NURS 436, and NURS 436L.

NURS 459X Capstone (Portfolio) **3 credits**

This Capstone course in the major is designed to promote successful transition from student to graduate nurse by strengthening knowledge, use of theory, critical thinking, beginning management and leadership principles, and the use of legal, ethical, and professional nursing standards in the practice of nursing. Reliant on competencies developed in all previous nursing courses, and congruent with the ANA Code of Ethics, ANA Scope and Standards of Practice, ANA Nursing's Social Policy Statement, West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation, West Virginia Title 19 Legislative Rules, and West Virginia Code and Law Chapter 30, Article 7, student knowledge and performance is enhanced through a variety of experiences in patient care under the direction of a preceptor. Opportunities are provided for students to experience the role of staff nurse, gain confidence in using critical thinking and technical skills in the clinical environment, strengthen knowledge and use of theory in practice, foster collegial respect, enhance self-image as a nurse, and assist in role transition from student to graduate nurse. Pre-requisites: All RN – BSN nursing courses, NURS 337X, NURS 339X, NURS 439X, NURS 437X, NURS 338X,

NURS 340X, NURS 438X, NURS 438LX, and all required pre-requisites and co-requisites

NURS 460. Nursing Practicum

1 credit

This Capstone course in the major is designed to promote successful transition from student to graduate nurse by strengthening knowledge, use of theory, critical thinking, beginning management and leadership principles, and the use of legal, ethical, and professional nursing standards in the practice of nursing. Prerequisites: HSCI 307, HSCI 304, NUR 320, NURS 320L, HSCI 305, HSCI 308, NURS 321, NURS 321 Lab, NURS 436, NURS 436 Lab, NURS 422, and NURS 422 LAB. Co-requisites: NURS 460L, NURS 467, NURS 467L, and NURS 433.

NURS 460L. Nursing Practicum Lab

4 credits

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, student knowledge and performance is enhanced through a variety of experiences in patient care under the direction of a preceptor. Opportunities are provided for students to experience the role of staff nurse, gain confidence in using critical thinking and technical skills in the clinical environment, strengthen knowledge and use of theory in practice, foster collegial respect, enhance self-image as a nurse, and assist in role transition from student to graduate nurse. Co-requisite: NURS 460. This lab is for Pass/Fail credit.

NURS 467. Community Health Nursing

2 credits

This course is designed to help the student develop the knowledge and skill necessary to practice nursing in the context of the community. The focus will include learning about population based health enhancement initiatives, global health priorities and concerns, disaster nursing, characteristics of effective and ineffective communities, as well as the process of population based health behavior change. Relying on foundational knowledge from nursing, science, social, and public health resources, students study evidence based approaches to applying the nursing process at the community level. The course focus is nursing advocacy as a pathway to local, national, and global health. Prerequisites: Prerequisites: HSCI 307, HSCI 304, NUR 320, NURS 320L, HSCI 305, HSCI 308, NURS 321, NURS 321L, NURS 436, NURS 436L, NURS 422, and NURS 422L. Co-requisites: NURS 460L, NURS 460, NURS 467L, and NURS 433.

NURS 467L. Community Health Nursing Lab

2 credits

Reliant on competencies developed in all previous nursing courses, and congruent with the *ANA Code of Ethics*, *ANA Scope and Standards of Practice*, *ANA Nursing's Social Policy Statement*, *West Virginia Board of Examiners for Registered Professional Nurses Scope of Practice and Delegation*, *West Virginia Title 19 Legislative Rules*, and *West Virginia Code and Law Chapter 30, Article 7*, students focus on nursing practice with families and communities in this lab. Students will be partnered with key community health agencies during the semester. Nursing care provided will be subject to the ANA Code of Ethics and the ANA Scope and Standards Practice. Learning activities will include a community assessment of the geopolitical community or a phenomenological

community and participation in a planned intervention project providing primary, secondary and/or tertiary services to benefit the community. Co-requisite: NURS 467. This lab is for Pass/Fail credit.

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTA 201. Introduction to Occupational Therapy

3 credits

Fundamentals of occupational therapy, including the roles of both the OTR and the OTA will be explored. The student will learn the history of the profession and the political infrastructure of the American Occupational Therapy Association. Professional behaviors including presentations, communication, and documentation will be emphasized. OT professional language will also be introduced. Prerequisite: OTA program admission or perm of program director.

OTA 202. Principles of Performance in Occupational Therapy

3 credits

Fundamentals of Occupational Therapy Assisting, including terminology specific to Occupational Therapy, documentation, and group and communication activities. Basic hands-on work including simple transfers and basic positioning techniques in preparation for more advanced work in 207. Reimbursement and patient advocacy issues are also discussed. Prerequisite: OTA program admission or perm of program director.

OTA 203. Clinical Kinesiology

3 credits

Kinesiology is the study of movement of the human body with an emphasis on musculoskeletal components producing specific movements. It involves the study and understanding of functional, anatomical, and mechanical principles that apply to human motion and posture. Kinesiology applies principles of anatomy, physics, and physiology to help analyze human motion. Prerequisite: OTA program admission or perm of program director.

OTA 204. Occupational Therapy in Adult Physical Performance and Lab Part 1

3 credits

Presents diagnosis of medical, neurological, orthopedic, and multisystem conditions treated in occupational therapy practice. Etiology, symptomatology, prognosis, and treatment will be discussed. Guest speakers discuss conditions unique to the Appalachian area and treatment. Students are encouraged to develop their problem-solving skills to enhance and normalize the client's way of life. Basic health promotions are stressed. The laboratory element provides a hands-on section for treating physical dysfunction in adults, including transfer training and ADL training. The focus is on correct technique in PROM, AROM, manual muscle testing, and goniometry. Students continue to learn to grade activities. Documentation and professional behaviors are also stressed. Prerequisites: OTA 201, 202; or perm of program director.

OTA 205. Level 1 Fieldwork I

2 credits

This is the first fieldwork experience for the OTA student. The student will be assigned a clinical site to observe an Occupational Therapist; an Occupational Therapy Assistant or

a professional of another discipline conducting OT related activities, assessments or groups. The student will observe evaluations, and on- going individual and group treatment related to activities of daily living, work and leisure. Level 1 fieldwork will encourage development of professional behaviors including collaborating with other members of the treatment team. Students will be required to complete written assignments including a case study and progress notes. Level 1 fieldwork cannot be used as a substitute for any part of Level II fieldwork. Prerequisites or corequisites: 201, 202, 208, 203; or perm of program director.

OTA 206. Level 1 Fieldwork II

2 credits

This is the second fieldwork experience for the OTA student. The student will be assigned a clinical site to observe an Occupational Therapist; an Occupational Therapy Assistant or a professional of another discipline conducting OT related activities, assessments or groups. The student will observe evaluations, and on- going individual and group treatment related to activities of daily living, work and leisure. Level 1 fieldwork will encourage development of professional behaviors including collaborating with other members of the treatment team. Students will be required to complete written assignments including a case study and progress notes. Level 1 fieldwork cannot be used as a substitute for Level II fieldwork. Prerequisite: 201, 202, 205, 208, 203. Prerequisites or corequisites: 207, 209, 210, 215; or perm of program director.

OTA 207. Occupational Therapy in Adult Physical Performance and Lab

4 credits

This course provides the student with the theory and practice needed to carry out an occupational therapy treatment program for clients with physical dysfunctions. Ethical, critical and clinical reasoning and cultural and environmental considerations will be imbedded in the course as an integral part of practice. The work in this course will build from OTA 204 and OTA 203. Prerequisites: OTA 201, 202, 205, 208, 203; or perm of program director.

OTA 208. Occupational Therapy in Psychosocial Performance

3 credits

The roles of occupational therapy are psychiatry and some of the common conditions presented to OT's. Therapeutic use of self and other treatment modalities are explored. Occupational therapy and addiction are also examined. Due to the shrinking role of OT in the traditional psychiatric environment psychosocial issues are discussed across the spectrum of patient populations. Prerequisite: OTA program admission or perm of program director.

OTA 209. Modalities (3)

3 credits

This course will provide exposure to the treatment of the geriatric, pediatric, adult and psychiatric populations. Modalities include splinting, wheelchair usage, positioning, facilitation and relaxation techniques, muscle testing, AROM, PROM, adaptive ADL training. Students will also learn budgeting inventory management, supervision and activity planning and implementation. Prerequisites: OTA 201, 202, 208, 203; or perm of program director.

OTA 210. Occupational Performance of Children

3 credits

This course will provide the student with the theory and practice of therapeutic techniques necessary to carry out an occupational therapy treatment program in the area of pediatric practice. A variety of evaluations will be introduced; treatment methods explored, along with discharge planning. Skills in ethical reasoning and consideration of cultural factors are integrated throughout the course. Knowledge gained in the course will give OTA students' entry-level skills in a variety of pediatric treatment settings. Standards of practice for occupational therapy services in schools will be emphasized. Prerequisites: OTA 201, 202, 205, 208, 203; or perm of program director.

OTA 211. Level II Fieldwork I & OTA 212. Level II Fieldwork II 6 credits each

The standards of education for the occupational therapy assistant (as outlined by the American Occupational Therapy Association), require that the student successfully complete at least two Level II clinical fieldwork assignments at (or within 20 months of) the completion of all other academic course work. It is the intention of these standards to encourage the student to gain multiple opportunities to further develop clinical skills in diverse settings, thus insuring a broad-based knowledge of the profession and its practices. The student is encouraged to seek out placements that will best serve these ends. Scheduled with OTA program's academic fieldwork coordinator, these clinical fieldwork assignments are taken as full-time non-paid, pre-employment experiences. Prerequisite: successful completion of all OTA didactic requirements.

OTA 215. Occupational Performance in the Older Adult 3 credits

This course will focus on the geriatric population and their special needs. Psychosocial, physical and environmental needs will be discussed and treatment plans devised; including a community home visit. Prerequisites: OTA 201, 202, 205, 208, 203; or perm of program director.

OTA 216. Capstone Seminar 2 credits

This weekend course focuses on reviewing major areas of OTA study in preparation for the national certification exam. Practice exams are given. Test taking strategies are discussed. Students are walked through the NBCOT web site in preparation for registering for the certification exam. Prerequisite: successful completion of all OTA courses, including 211 and 212.

ORGANIZATIONAL LEADERSHIP (ORGL)

ORGL 301. The Adult Learner: Principles, Applications, Concepts, and Theories

3 Credits

Introduces participants to lifelong learning, emphasizing learning and cognition theories, models, and principles applied to the workplace and other adult learning venues. Explores adult learning in different contexts to acquaint participants with the main debates in the field and with the philosophies and methodologies used by a variety of adult education projects. Contributes to competencies of leading self with character, leading in a climate of change, and leading across boundaries. *Online.*

ORGL 302. Principles and Issues of Management

3 Credits

This course introduces a broad range of concepts, theories, and practices important for a basic understanding of management. Includes management and the management func-

tions of planning, organizing, directing, and controlling. Topics focus on diversity within an organization and the environment in which managers must effectively operate. Also focuses on the application of management principles and realistic situations managers encounter as they attempt to achieve organizational objectives. Explore behavioral science concepts and research findings directed toward understanding human behavior within organizations; examine and study this behavior as a function of the individual, the interactive groups within the organization, and the organization itself. *Online.*

ORGL 305 Principles and Issues of Human Resources **3 Credits**

Study of organizational structure with emphasis on staffing management involved in recruitment, selection, training, wage and salary administration, and personnel assessment. Introduces employment, selection, and placement of personnel; usage levels and methods; job descriptions; training methods and programs; and employee evaluation systems. Includes procedures for management of human resources, and uses case studies and problems to demonstrate implementation of these techniques. *Online.*

ORGL 307. Leadership **3 Credits**

Introduces a broad range of concepts, theories, and practices important for basic understanding of leadership. Topics focus on the various styles and environments in which effective leaders lead their lives and manage their relationships. Includes application of leadership principles to real situations and problems, resulting in quality, productivity, and success as organizations strive to achieve their objectives. *Online.*

ORGL 309. Collaborative Leadership **3 Credits**

Addresses the need for collaborative and team-engagement skills in twenty-first century leadership. Research and the experience of leaders and scholars show that leading teams and groups to successful realization of goals and projects cannot be accomplished alone. Collaborative leadership emphasizes engagement, capacity building, diversity, social sense-making, and communication as aspects of collaborative work with groups. *Online.*

ORGL 316. Ethics **3 Credits**

An inquiry into diversity, the fundamental norms of conduct in any organization, and the justifications of conduct in relation to ethical theories. Gives special attention to ethical problems in organizations and their relationships with members, employees, customers, administrators, and society. *Online.*

ORGL 401. The Learning Organization **3 Credits**

Addresses a broad range of concepts, theories, and practices from the disciplines of adult learning, organizational development, and human resource development. Emphasizes transformational leadership, how it develops, and the competencies and principles needed to reinvent or transform oneself into a leader. Students examine the change process from the perspective of the individual within an organization. They further examine a career model for improving professional development and explore basic assumptions about the contributions of individuals to organizations, with a goal of producing competent professionals who can think in action and apply their knowledge under changing conditions. *Online.*

ORGL 402. Organizational Behavior**3 Credits**

Addresses issues of how people live their lives at work and in organizations. An overarching theme of gaining a competitive edge through people involves understanding individuals as they function in organizations, as well as how organizations design and structure work to achieve goals. Behaviorally oriented; conceptually, combines the function of management with the psychology of leading and managing people. Emphasizes effective use of human resources through understanding diversity; human motivation and behavior patterns; conflict management and resolution; group functioning and process; the psychology of decision making; and the importance of recognizing, analyzing, and managing change. *Online.*

ORGL 408. Action Research**3 Credits**

Offers an immediate, localized, and actionable framework for investigating and analyzing organizations. Students learn how to conduct action research as scholar-practioners in many diverse fields, as well as how to critically analyze an organization's operational, financial, and statistical reports for decision making. Provides students with knowledge and practice for leading for results with resource acumen. *Online.*

ORGL 406. Organizational Development and Change**3 Credits**

Vertically and horizontally integrates all courses in the organizational leadership curriculum. Creates synergies by presenting organizational development as a management discipline aimed at improving organizational effectiveness by increasing the use of human resources within the enterprise. *Online.*

ORGL 413. Human Resource Development**3 Credits**

Addresses current human resource development practice from the perspective of the role of change agent and organizational transformation. Incorporates a broad range of concepts, theories, and practices in human resource and organizational development. Texts present real-world change agents and their attempts to deal with problems and situations. *Online.*

ORGL. 415 Leadership Communication**3 Credits**

Expands and hones students' communication skills as they apply to leadership roles. Students develop skills for building relationships across disciplines, departments, cultures, and politics and for leading engagement and collaboration in local, global, and virtual realms. Contributes to using language and communication skills as a resource for leadership, supports leadership in climates of change, and prepares students to lead across boundaries toward coalition building; conveys core communication concepts by preparing students to connect and communicate effectively. Meets practical needs of written communication fluency for leaders, line managers, and consultants. *Online.*

ORGL 430. Practicum: Developing Teams**3 Credits**

First course in a series of three emphasizing the practical application of concepts, theories, and practices from coursework in real organizational environments and situations. Provides flexible opportunities to employ various and evolving technologies. Students design and implement team and collaborative initiatives that address an

organizational problem or situation for their employer or a comparable organization. Practicum work culminates in an academic paper and digital portfolio. *Online.*

ORGL 435. Organizational Leadership Senior Capstone

3 Credits

Emphasizes the practical application of concepts, theories, and practices from program coursework and liberal learning outcomes in real organizational environments and situations. Provides flexible opportunities to employ various and evolving technologies. Students design and implement initiatives for their employer or a comparable organization. Initiatives incorporate the use of technologies as part of their evolving leadership practice. Practicum work culminates in an academic paper and digital portfolio. *Online and hybrid.*

DOCTOR OF PHARMACY (PHAR)

PHAR 501L. Professional Awareness and Preparation Seminar Lab

1 credit

This one-credit hour seminar lab is designed to provide the enrolling first year professional pharmacy student with foundational information and knowledge necessary to begin the program. The Seminar is two-weeks in length and takes place in the two weeks immediately preceding the start of the fall semester. The Seminar will provide an overview of professional expectations, the top 200 drugs, pharmaceutical calculations, medical terminology and an introduction to communication (written and verbal). Participants will also participate in activities designed to facilitate productive group interactions. This seminar lab provides foundational information and activities to prepare entering pharmacy students for the rigor and professional expectations of pharmacy school. The culminating activity of the course is the creation of a class mission statement and participation in the School of Pharmacy White Coat Ceremony.

PHAR 510. Introduction to Pharmacy Practice & Law

3 credits

Introduction to Pharmacy Practice orients the entering pharmacy student to the social, economic, and political environments within which pharmaceutical care is currently being delivered to the patient. The basic health care environment is examined with particular emphasis on the role of the pharmacist in the United States health care system. This includes examining the pharmacist's role in a variety of practice settings. The course will provide an introduction to legal concepts that encompass the rights and responsibilities of the pharmacist and a practical application of the concepts.

PHAR 511. Drug Literature Evaluation

2 credits

Drug Literature Evaluation addresses an area of rapid growth in all areas of pharmacy practice: assuring the intelligent and safe use of drugs through effective utilization of the medical literature. The staggering size and varying quality of the clinical literature require that the pharmacy student develop sophisticated methods for managing the literature and critically evaluating the data that they often represent. Drug Literature Evaluation will present the student with the knowledge and tools necessary to manage this area of practice.

PHAR 512. Immunology

3 credits

Immunology will provide an introductory course that presents the basic elements of the immune system and of the means through which the mechanisms of immunity act in a

wide range of clinical conditions, including protection against infectious agents, rejection of tumors, transplantation of tissues and organs, autoimmune and other immunopathologic conditions, and allergy.

PHAR 513. Biochemistry

3 credits

This course will provide students with the fundamental biochemical principles underlying cellular physiology and biological processes. Biochemistry will introduce bio-molecules mainly from a structural point of view and presents metabolism as well as molecular biology (gene expression and replication) by integrating structure-function relationship of enzymes and DNA-binding proteins, respectively.

PHAR 514. Pharmaceutics I (Pharmacy Calculations)

2 credits

The study of the measurement units, and mathematical functions and applications that are essential to the safe, accurate practice of pharmacy. This course emphasizes pharmaceutical nomenclature, numerical expressions, measurement equivalents, calculation formulas, and problem analysis and reasoning.

PHAR 515L. Pharmaceutical Science Lab

1 credit

This laboratory course will provide students with an integrated practical and theoretical experience related to the pharmaceutical science disciplines. During the semester long course, student will work both individually and in designated pairs; facilitating group learning and a team approach to problem solving. Co-requisites: PHAR 512, PHAR 513, PHAR 514

PHAR 520. Basic Principles of Pathophysiology

4 credits

The basic biological mechanisms of disease will be presented and discussed. Importance will be placed on basic principles of cell injury and death; inflammation; and neoplasia.

PHAR 522. Pharmaceutics II

3 credits

Pharmaceutics II is an overview of medicinal formulations and physical/chemical properties of drugs. The course covers such topics as the stability of compounded products, quality control, sterilization, biotechnology preparations, and pharmaceutical compounding. Prerequisites: PHAR 514.

PHAR 523L. Pharmaceutical Compounding

1 credit

The lab class covers the legal, practical and scientific basis of drug products and pharmaceutical delivery systems. It provides education in the physiochemical theories, terminology, pharmaceutical skills and the interpretation of formulation and performance of pharmaceutical products. This course will incorporate the pharmaceuticals behind dosage forms while providing hands-on application for the physiochemical theories represented via dispensing and extemporaneous compounding. Pre-requisite: PHAR 512, PHAR 514

PHAR 524. Clinical Research Methods

2 credits

The study of general research methods and clinical design issues to foster an appreciation and understanding for conducting research, study design and development, statistical, method selection, application and interpretation of research results. Prerequisite: PHAR 511.

PHAR 525L. Introductory Practice Experience I**1 credit**

Introduction to Practice is intended to foster a sense of community involvement in pharmacy students. Early exposure to practice skills and experiences will make didactic instruction more relevant to civic involvement, humanistic care of patients, and social awareness of unmet medical needs. Unmet medical needs include: companionship, patient care, medication-related services and screening for medical problems. Potential practice sites include: adult care centers, home health agencies, free medical clinics and support groups. Students will be enrolled in this course in either the spring or fall semester during their first professional year.

PHAR 527. Life Style Modifications and Disease Prevention**3 credits**

This course will focus on the non-pharmacological basis of disease prevention and those modifications to improve health. This course will combine a lecture-based course focusing on the need for wellness and the promotion of healthy lifestyles with projects geared towards elevating the students' understanding of how to put the concepts into pharmacy practice. Key components of the course will focus on nutrition, physical activity, smoking cessation, and health behavior modification. Students will also learn how cultural differences and social disparities may play a role in achieving the lifestyle modifications necessary for positive health outcomes. A focus on the therapeutic indications of over the counter medications is also included in the course content.

PHAR 530. Toxicology**3 credits**

Basic principles of toxicology and toxicogenomics will be presented in the course. Lecture topics include dose response relationships, adsorption, distribution, biotransformation and excretion of toxicants, toxicokinetics, chemical carcinogenesis, and mutagenicity. The relationship of these principles to both EPA and FDA required toxicity testing will be discussed. Basic principles will be applied to developmental, respiratory and liver toxicity induced by chemicals and pharmaceuticals. In addition, the basic science of micro arrays, DNA chips, genetic testing and transgenic animals will be presented. Application of methods and principles to forensic toxicology will be presented. This course will provide the foundation for understanding the complex interactions between pharmaceuticals and biological systems from a basic science perspective. (Elective)

PHAR 531. Ethnopharmacology of Appalachia**3 credits**

This course provides the study and understandings about the people of Appalachia's use of plants, fungi, animals, microorganisms, and minerals and their biological and pharmacological effects. In this class there will be an examination of remedies from the standpoint of medical efficacy, potential toxicities, and drug interactions with prescribed medications. (Elective)

PHAR 532. Appalachian & Rural Considerations in the Health Care System**3 credits**

The goal of this course is to develop understanding and knowledge regarding rural issues that influence the health care perceptions and accessibility of people living in the Appalachian region of the United States. The pharmacy student will explore the various avenues created to minimize barriers to health care, e.g., federally-assisted health services. The application of the course information will be a project and presentation that includes diversity and disparity concepts. (Elective)

PHAR 533. Psychosocial Aspects of Medical Care **3 credits**

This course looks underneath the structure of contemporary medical care at motivators, belief systems, and relationships. Becoming aware of these less-tangible force better-equips the pharmacist to provide optimal health care and influence the system in which (s)he practices. (Elective)

PHAR 534. Introduction to Geriatric Issues in Pharmacy Practice **3 credits**

The goal of this course is to provide the foundation for competent, compassionate care of older patients. This foundation involves attitudes, knowledge, and skills that are needed to care for the elderly. Specific course topics will focus on the social, economic, emotional, and ethical issues geriatric patients face in today's society. (Elective)

PHAR 535. Introduction to Psychiatric Pharmacy **3 credits**

Introduction to Psychiatric Pharmacy takes a global view of mental health illnesses and its treatment. The historical perspective of the treatment of the mentally ill and the growth and increased compassion that has now become a standard expectation in the treatment of mental disorders will be presented. The goal of the course is to provide introductory and foundational knowledge for competent, compassionate, and -empathetic care of patients with mental illnesses. Course content covers the identification of what encompasses mental health disorders as classified by the Diagnostic Standards Manual, Fifth Edition (DSM-V) and the general treatment of the most common mood disorders, substance abuse disorders, thought disorders, and cognitive disorders. The use of visitation to mental health support groups, historic or contemporary mental health institutions, guest lecturers, and viewing of contemporary movies that portray important issues associated with persons afflicted with mental illnesses and the effect on family, caregivers, and society at large may be incorporated into the activities of the course. Ultimately, students enrolled in the course will be provided with content designed to provide them with sufficient information to have the appropriate attitude, skills, and awareness to avoid stereotypes, stigmas, and other barriers that limit the adequate treatment of the mentally impaired. Students will become familiar with the changing demographics of mental illness and the impact that this will have on their provision of pharmacy care, regardless of their practice environment upon graduation. (Elective)

PHAR 536. Health Literacy **3 credits**

Healthy people 2010 defines health literacy as the “degree to which individuals have the capacity to obtain, process and understand basic health information and services to make appropriate health decisions.” Limited health literacy has shown to have a profound negative impact on patients’ use of preventive medical services, knowledge about medical conditions, treatment, hospitalizations and the ability to follow basic instructions on prescription labels. This course will encompass the components and effects of health literacy on various populations including those in rural areas, pharmacy’s role in health literacy, strategies for assessing a patient’s health literacy, creation of self-care and chronic disease management education plans and, evaluation of commonly used educational materials. The study of health literacy will help improve the pharmacist’s ability to educate patients and help ensure the best chance for compliance, appropriate decision-making and positive health outcomes. (Elective)

PHAR 537. Patient Safety in Pharmacy Practice **3 credits**

This course is designed to introduce the students to patient Safety as related to Pharmacy Practice. The student will learn definitions related to patient safety, learn how to evaluate the medication use system for error potential, discuss and develop safety strategies as related to the medication use system, learn about regulatory agencies involved in patient

and medication safety, and learn about quality management resources used in evaluating medication and patient safety. Note: For elective courses additional course enrollment information (class size, year preference, etc.) May be provided at the time of registration. (Elective)

PHAR 544. Veterinary Pharmacy

3 credits

Veterinary pharmacy provides students with a focused view of drug use in animals. Domestic animals are mainly reviewed but issues related to other animals and topics may occur. Students will focus on how pharmacies and pharmacists can assist in animal healthcare. (Elective)

PHAR 545. Bad Bugs, Pathogens and Prions

3 credits

This course will provide students with an understanding of virulence and pathogenesis of medically important microbes commonly seen by pharmacists. Topics will include diseases caused by bacteria, fungi, viruses, rickettsia, ecto and endo parasites. Special emphasis will be given to agents covered in the Phar 710 module (Infectious Disease) and vaccine preventable microbial and viral diseases. Other topics will include emerging pandemic organisms, and prions. The course will build on material from the first year immunology course (Phar 512) as it relates to immune response to infectious diseases and complement the Phar 710 course. Pharmacy students considering a post graduate residency in infectious disease also will find this course valuable. (Elective)

PHAR 546. History of Pharmacy

3 credits

The profession of pharmacy can trace its origins to prehistoric times. This elective course will focus on the evolution of the profession in the United States from 18th century to present time. Upon completion, the student will be familiar with the general chronology of the profession's development. Moreover the students will understand that pharmacy development is part of a larger context of social, political and cultural development in the healthcare realm. Sequential development periods will be presented through readings, lectures and discussions. (Elective)

PHAR 547. Spanish for Pharmacist

3 credits

Spanish for Pharmacists is a beginner to intermediate course that focuses on mastery of oral and written communications in the Spanish language with a special emphasis on vocabulary and conversation beneficial to health care professionals. Students will explore topics relevant to real-world everyday situations. This course is an intensive exercise in learning to effectively, and directly apply linguistic, reading and writing skills in the target language. The curriculum focuses primarily on oral listening and speaking communication skills during class sessions. The application of reading and writing skills will be mostly *self-directed* and addressed in out-of-class assignments, activities, and projects. Prerequisite: one or more years of general high school and/or Advanced Placement Spanish. (Elective)

PHAR 548. Personal Financial Planning

3 credits

The goal of this course is to provide pharmacy students with a foundation in the various aspects of Personal Finance. Research shows that those students who take a Personal Finance course early in their lives accumulate approximately one year's salary more in net worth than those who do not take one (Garman et al., 1998). Students will learn basic

financial planning skills via a process that will give them both the competence and confidence to prudently manage their savings, budgets, and debt. In addition, they will learn about the different types of insurance. Finally, a significant amount of time will be spent on the different types of investments, risk assessments, and retirement planning. Most students taking this course will likely never have purchased a house, invested money for retirement, or purchased a home. After taking this course, they will feel more competent and confident in doing these. The ultimate goal is to place students on the path to become financial independence, and to give back to their communities through philanthropy.

PHAR 610. Pharmacokinetic Principles and Clinical Application **3 credits**

Pharmacokinetics Principles presents the theoretical mathematical and functionally dependent physiologic relationships that comprise the quantitative basis for determining patient-specific and drug dosage regimens. This course emphasizes interpreting the (1) rate or time course of drug absorption and elimination, and (2) extent of in vivo distribution from data, graphs, and equations to calculate, identify, and monitor safe and therapeutically effective drug in plasma concentrations, especially for narrow therapeutic range drugs. Clinical application of these principles is also covered in this course. Pre-requisite PHAR 514

PHAR 611L. Introduction to Pharmacy Skills and Interprofessional Education

1 credit

The purpose of this course is to orient the student pharmacist to select skills necessary for contemporary pharmacy practice. Topics will include technical aspects of dispensing, communications, medication errors, controlled substances, dispensing to pediatric and geriatric patients, basic patient assessment, third party reimbursement, and supervisory skills. There will also be an interprofessional component to the course where students will work with the Physician Assistant students on case studies and other activities. Pre-requisites: successful completion of all required P1 coursework

PHAR 612. Basic Principles of Pharmacology I **4 credits**

The basic biological mechanism of therapeutic agents used to treat diseases will be presented and discussed. Importance will be placed on basic pharmacologic principles of pharmacodynamics and cellular processes that underlie understanding a rational approach to therapeutics. Prerequisites: PHAR 512, PHAR 513, PHAR 520.

PHAR 614. Medicinal Chemistry **3 credits**

Medicinal chemistry is the application of organic chemistry to biological and pharmaceutical sciences. The course encompasses drug discovery, identification and preparation of pharmaceuticals, the structure activity relationships used to define or enhance drug action, xenobiotic metabolism and the interpretations of pharmaceutical mechanisms of action at the molecular level. Pre-requisites: PHAR 512, PHAR 513, PHAR 520

PHAR 615L. Introductory Practice Experience II **1 credit**

Introductory Practice Experience (IPPE II) is intended to provide an overview of community practice to second year pharmacy students. Early exposure to practice will make didactic instruction more relevant by providing examples of patient care activities

as well as managerial practices. Students placed in a community practice setting for the length of the semester. PHAR 525L.

PHAR 619L. Sterile Products Laboratory

1 credit

This course introduces the concepts and procedures associated with sterile pharmaceutical compounding. The course will begin with the general principles of aseptic technique, focusing on USP<797> guidelines for sterile compounding. Students will gain hands-on experience with various types of compounding equipment, to include needles, syringes, vials, ampoules, mini-bags, intravenous pumps and tubing. The student will become familiar with the sterile compounding of hazardous drugs, high risk products, ophthalmic, intranasal and nutrition products. In addition, there will be a focus on the assignment of appropriate expiration dates of extemporaneously compounded medications as well as clean-room design, quality assurance, and environmental monitoring. The course will culminate in a practical examination (media-fill process validation), a didactic cumulative final and the awarding of a certificate as documentation for course completion. Pre-requisites: PHAR 525L, PHAR 514, PHAR 523L

PHAR 626L. Introductory Practice Experience III

1 credit

Introductory Practice Experience (IPPE III) is intended to provide an overview of institutional pharmacy practice to second year pharmacy students. Early exposure to practice will make didactic instruction more relevant by providing examples of patient care activities as well as managerial practices. Students will be placed in an institutional practice setting for two weeks during the summer between P2 and P3 year. Prerequisites: PHAR 525L

PHAR 629. Health Care Communications and Ethics

3 credits

This course is designed to help student pharmacists enhance the communication skills they need to deliver quality patient care and to function as a health care practitioner in a global society. This course includes comprehensive assignments and discussions that cover a variety of communication skills necessary for success as a healthcare practitioner to include; the interpersonal and inter-professional communication skills of listening and responding and the provision of health information orally and in writing to a variety of audiences. The course will focus on the development of individual skills through application of knowledge gained through lectures and active learning opportunities. In addition this course will provide a review of ethical theories, principles and tools for ethical decision-making in the health care environment.

PHAR 630. Pharmaceutical Biotechnology

3 credits

Pharmaceutical Biotechnology is intended to provide the student with a working knowledge of the preparation, stability and formulation of different protein and peptide drugs such as antisense agents, transgenic therapeutics and gene therapy. Current FDA approved biotechnology drugs such as human insulin, growth hormones and interferons will be discussed. Note: For elective courses additional course enrollment information (class size, year preference, etc.) may be provided at the time of registration. (Elective)

PHAR 631. Human Cancer

3 credits

This course provides students with knowledge of the fundamental principles of biology of cancer, therapeutic agents, the identification, enrollment and the mechanism of clinical trials,

nuclear pharmacy, and patient treatment. Discussions of the scientific literature in the field will complement didactic lectures. Discussion of aspects of cancer epidemiology, prevention, and principles of drug action in cancer management will be part of the course. Note: For elective courses additional course enrollment information (class size, year preference, etc.) may be provided at the time of registration. (Elective)

PHAR 632. Advanced Topics in Pharmacogenomics **3 credits**

This course extends and applies the concepts presented in the Human Response to Disease course. The goal is for students to develop a deeper understanding and working knowledge regarding current pharmacogenomic issues that influence the drive toward individualized medicine. In the near future, pharmacists will be required to evaluate current scientific and lay media reports on genetic variations that produce variability in expression of disease and response to treatment. The course will focus on the evaluation of scientific and lay media reports, application of this knowledge to predict variable patient outcomes, and translate the information to facilitate counseling to patients as individuals. Note: For elective courses additional course enrollment information (class size, year preference, etc.) may be provided at the time of registration. (Elective)

PHAR 633. Advanced Compounding **3 credits**

Advanced Compounding will cover a wide variety of dosage forms and the skills necessary to prepare contemporary compounded prescriptions. This course will provide advanced study into the most common dosage forms that are introduced in PHAR 523L Pharmaceuticals II laboratory and introduced dosage forms not covered in PHAR 523L Pharmaceuticals II lab. The course will explore the advanced physicochemical theory, pharmaceutical skills, interpretation of formulations, and the specialized patient counseling that is vital with compounded prescriptions. The demand for individualized patient care and customized dosage forms is increasing and this course will provide the student with the skills and knowledge to better fulfill this demand. Note: For elective courses additional course enrollment information (class size, year preference, etc.) may be provided at the time of registration. (Elective)

PHAR 636. Diabetes Education and the Patient **3 credits**

Students will learn how to relate on the patient level with respect to important disease states and gain a strong understanding of the importance of patient education and how to impart knowledge about diabetes self-management to the patient. The curriculum is based on national medical care and self-care education guidelines. The course is modeled on the principles and topics outlined through the certified “Diabetes Empowerment Education Program (DEEP). Topics are taught at the basic patient level of understanding including the use of techniques to help patients understand their disease and methods to self-manage their disease.

PHAR 640. Pharmacotherapy I **8 credits**

The goal of this course is to introduce the pharmacy student to the pharmacotherapeutic basis of disease management. This course is designed to provide a comprehensive overview of cardiovascular, musculoskeletal and renal diseases. Students should understand, integrate and apply the information and skills obtained in pathophysiology, pharmacology, medicinal chemistry, biochemistry, immunology and pharmacokinetics to develop and implement a rational drug therapy plan. Case studies will be utilized to allow students to apply their

learning and enhance their patient care skills by selecting appropriate therapeutic agents. Pre-requisites: Successful completion of all coursework through semester 3. Pre-requisites: Successful completion of all coursework through semester 3. Co-requisite: PHAR 641

PHAR 641. Basic Principles of Pharmacology II **4 credits**

A continuation of PHAR 612 this course focuses on the biological mechanisms of therapeutics used to treat diseases. Importance will be placed on basic pharmacodynamic and cellular processes that are the foundation for understanding and identifying rational approaches to drug therapy recommendations. Pre-requisite: PHAR 612

PHAR 643. Strategies for Positive Health Outcomes **3 credits**

The goal of this course is to challenge the student to take creative action to overcome the barriers to providing comprehensive pharmaceutical care. The contemporary pharmacist must not only be focused on the delivery of an accurate product, but responsible for the delivery of pharmaceutical care. Many barriers exist which must be identified and overcome in order to effect positive health outcomes. The course describes forces within and between individuals and societies which influence health. Topics covered include the psychosocial aspects of care, public health, cultural competency, health literacy, basic epidemiology among others.

PHAR 715. Pharmacy Practice Management **2 credits**

This course is designed to help change your behavior and improve your management skills and it focuses more on active involvement. Social science research has found that a powerful way to change behavior and internalize information is to turn students into teachers. People learn material better and become more competent in demonstrating and applying it if they are given an opportunity to teach it. Students in this class, therefore, will be given opportunities to become teachers of management skills.

PHAR 716L. Introductory Practice Experience IV **2 credits**

Introductory Practice Experience (IPPE IV) is designed to provide an introduction to establishing the appropriate delivery of pharmaceutical care services to patients. Topics of discussion will focus on the role pharmacists play in pharmaceutical care, how those roles may be achieved and the process of completing comprehensive medication reviews. Following the didactic portion of the course, students will apply the knowledge learned to further develop the skills and attitudes necessary to complete comprehensive medication reviews by participating in an inter-professional experience. Upon completion of this course, students should have gained the basic knowledge, abilities and attitudes necessary for developing pharmaceutical care practices. Prerequisites: PHAR 525L, PHAR 611L, PHAR 640, PHAR 641, PHAR 629, PHAR 615L, PHAR 626L.

PHAR 718. Pharmacogenomics and Medical Genetics **3 credits**

Human response to Disease will explore how DNA variations are important in understanding the genetic basis for disease and individual responses to environmental factors, as well as for such normal variations in biological processes as development and a drug response. The course will also focus on the psychosocial response to the disease process and physiologic markers of that process.

PHAR 719. Pharmacotherapy II **8 credits**

The goal of this course is to build upon the skills learned in PHAR 640. Specifically, this course is designed to provide a comprehensive overview of the pharmacotherapeutic management of endocrine, gastrointestinal, respiratory and neurologic/psychiatric diseases. Students should understand, integrate and apply the information and skills obtained in pathophysiology, pharmacology, medicinal chemistry, biochemistry, immunology and pharmacokinetics to develop and implement a rational drug therapy plan. Case studies will be utilized to allow students to apply their learning and enhance their patient care skills by selecting appropriate therapeutic agents. Pre-requisites: Successful completion of all coursework through semester 4.

PHAR 725. Pharmaceutical Marketing **2 credits**

This course will provide a working knowledge of the marketing principles for pharmacy practice, to include marketing techniques, operations, human resources, quality improvements, service marketing management, prescription drug promotion and pharmaceutical marketing issues currently of interest to the industry and the practice of pharmacy. Specifically this course will allow students to apply the knowledge and skills necessary to establish and market pharmaceutical care services in the community pharmacy setting. Prerequisites: PHAR 715.

PHAR 728. Pharmacy Law **3 credits**

Students will learn the federal laws governing the practice of pharmacy. The course will emphasize introductory legal concepts that encompass the rights and responsibilities of the pharmacist and their practical application.

PHAR 729. Geriatric Pharmacotherapy and Pharmaceutical Care **3 credits**

This course is designed to provide current information regarding pharmacotherapy and pharmacy care for the geriatric population. It is intended to build upon existing pharmacotherapy knowledge and prior course content. Case-based learning will be used to develop problem solving and critical thinking skills, particularly in regard to the selection and monitoring of medication therapies. Special emphasis will be placed on preventing and detecting medication-related problems and geriatric syndromes. This course will also emphasize the broader aspects of care for geriatric patients, including psychological, sociological, and financial elements that influence therapy management. The interdisciplinary team approach in caring for the geriatric population will be incorporated, along with the pharmacist's role in various care settings. (Elective)

PHAR 732. Adverse Drug Reaction **3 credits**

This course is an in-depth study course for P3 students to provide a comprehensive evaluation of drug induced reactions and diseases. This course prepares the student for an optional P4 elective rotation on adverse drug reactions as well as a greater understanding of adverse reactions for patient care in clinical settings (i.e., pharmacy residency, clinics, hospital pharmacy). Topics covered include (but not limited to) adverse drug reaction definition, reporting, prediction, treatments, mechanism of action, documentation, and possible litigation. (Elective)

PHAR 733. Adverse Drug Reaction **3 credits**

Adverse Drug Reaction, In-depth Study” elective course for P3 students provides a comprehensive evaluation of drug induced reactions and diseases. This course prepares

the student for an optional P4 elective rotation on adverse drug reactions as well as a greater understanding of adverse reactions for patient care in clinical settings (i.e., pharmacy residency, clinics, hospital pharmacy). Topics covered include (but not limited to) adverse drug reaction definition, reporting, prediction, treatments, mechanism of action, documentation, and possible litigation. (Elective)

PHAR 733. Palliative Care

3 credits

This course will provide knowledge and skills for the pharmacist to function as an integral member of the multidisciplinary team caring for the palliative care patient. Critical thinking and communication skills will be emphasized. Topics for this course include general principles of palliative care, pain and symptom management and the pharmacoeconomic issues that influence the delivery of pharmaceutical care in the palliative care or hospice setting. (Elective)

PHAR 734. Adv. Medical Communication

3 credits

Advanced Medical Communications will provide students with knowledge and skills in basic medical writing, including punctuation, grammar, and writing style, and various communications styles. Students will participate in a variety of communications activities using their basic skills, including writing blogs, newspaper articles, patient education materials, presenting in small and large formats, and creating videos for patient education. Additionally, students will be introduced to career options in medical communications. (Elective)

PHAR 735. Exploring Postgraduate Training

3 credits

The objective of this course is to introduce and prepare students for navigating the process of researching, applying and obtaining a postgraduate training opportunity. As positions are becoming more competitive it is necessary to be equipped with tools to ensure you stand out in the applicant pool. This course will explore what postgraduate training opportunities are available, how to prepare for them and how to excel once obtaining one. (Elective)

PHAR 736. Advanced Topics in Pharmacotherapy

3 credits

The objective of this course is to challenge the pharmacy student to expand their baseline pharmacotherapy knowledge gained in the pharmacotherapy courses through the study of advanced therapeutic topics. For each therapeutic area studied, students will be expected to exhibit skills in thinking and decision making, provide effective communication both with other healthcare providers and patients, and enhance self-learning skills. Students should understand, integrate, and apply the information and skills obtained from pathophysiology, pharmacology, medicinal chemistry, and pharmacokinetics to develop and implement a rational drug therapy plan. Students will be responsible for attending each class session and completing application-based case scenarios and topic debates as assigned. (Elective)

PHAR 737. Pharmacoepidemiology

3 credits

This course is designed to assist students to understand concepts of pharmacoepidemiology, how pharmacoepidemiology studies are conducted; and how to interpret findings. Based on the clinical pharmacology knowledge and epidemiology concepts, the course will include the process for drug approval, methods for identification

and attribution of adverse drug events, current understanding of the epidemiology of adverse drug events; study design and data source for pharmacoepidemiology studies; and application of these studies in the medication decision-making process. (Elective)

PHAR 740. Pharmacotherapy III

8 credits

The goal of this course is to build upon the skills learned in PHAR 640 & 719. Specifically, this course is designed to provide a comprehensive overview of the pharmacotherapeutic management of self-limiting diseases (OTC/self-care), infectious diseases, hematologic/oncologic diseases and the management of conditions associated with certain special populations including pediatrics and geriatrics. Students should understand, integrate and apply the information and skills obtained in pathophysiology, pharmacology, medicinal chemistry, biochemistry, immunology and pharmacokinetics to develop and implement a rational drug therapy plan. Case studies will be utilized to allow students to apply their learning and enhance their patient care skills by selecting appropriate therapeutic agents. Prerequisites: Successful completion of all coursework through semester 5.

PHAR 741. Pharmacoeconomics and Health Policy

2 credits

Topics addressed in this course will include the many facets of pharmacoeconomics in pharmacy & healthcare settings, including the use of pharmaceuticals, appropriateness and quality of care, patient outcomes, patient satisfaction with care, costs of both appropriate and inappropriate medication use, healthcare policies related to health care and pharmacoepidemiological considerations. Moreover, the course will examine the respective roles and behaviors of the healthcare professionals (e.g., physicians, pharmacists, nurses, allied health) involved in patient care and the influence of healthcare-related organizations (e.g., managed care, health maintenance organizations, public and private insurance, pharmaceutical manufacturers) on health outcomes.

PHAR 742. Advanced Drug Literature Evaluation

2 credits

This course provides the student with advanced problem solving skills in drug information and related material. Course content is divided between topic discussion and developing new skills that are applied and practiced through active learning activities. Each student will complete a Journal Club presentation as a requirement for the course. Prerequisites: Completion of all required coursework through semester 5 of the curriculum.

PHAR 821-828. Advanced Pharmacy Practice Experiences and Course

40 credits

Eight advanced pharmacy practice experiences in various practice environments that present the student with the opportunity to engage in the advanced practice of pharmacy in a structured and supervised environment. Student will receive credit for successful completion of the Immunization and MTM certifications and an Advanced Ethics Experience designed to help the student understand the relationship of ethics and ethical decision making to being a health care provider. Prerequisites: Students must have achieved fourth year professional status and successfully completed all academic and programmatic requirements of the first three professional years.

Ambulatory Care Experience

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of

forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Activities as part of this course give the student experience in an ambulatory care practice setting.

Internal Medicine Experience

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Activities designed as part of this course gives the student experience in an in-patient practice setting.

Community Care Experience

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Activities designed as part of this course gives the student experience in a community clinical practice setting.

Institutional Practice Experience

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Activities designed as part of this course gives the student experience in an institutional (hospital) practice setting.

Selective Experience I

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Students will complete either a clinical or management rotation in a community or institutional setting. Placement will be determined based on the student's stated preference.

Elective Care Experience I

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member.

Elective Care Experience II

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member.

Selective Experience II

5 credits

Students will be assigned a pharmacist preceptor for a five-week equivalent in the pharmacist's practice site. Each equivalent week of experience shall contain an average of forty hours of practice. The student will perform pharmacist functions while under the supervision of the faculty (full-time, part-time or affiliate) member. Students will complete either a clinical or management rotation in a community or institutional setting. Placement will be determined based on the student's stated preference.

PHAR 806. Advanced Certification I - Immunization Certification **2 credits**

Upon successful completion of this self-study and hands-on course, the student will receive a certificate of completion from APhA. Upon licensure and BLS certification graduates will be able to provide immunization therapy in accordance with the pharmacy regulations in their state of licensure

PHAR 807. Advanced Health Ethics **1 credit**

This course is an ethics and communication capstone building upon ethics content and exercises completed in the first three years of the pharmacy curriculum. It is designed to provide an environment for identifying ethical dilemmas and opportunity for thoughtful deliberations and on-line dialogue. It is delivered via written assignments, on-line discussion groups, and culminates with production of a scholarly paper in which the student is expected to clearly identify an ethical dilemma and demonstrate the ability to make informed and responsible decisions related to this issue. Students use an ethical decision-making model and use ethical concepts and the ethical code for pharmacists as guidelines in working through this assignment. In the final week of the semester, students present their paper in an on-campus venue open to the campus community.

PHAR 812. Advanced Certification II- Medication Therapy Management Certification **1 credit**

Students will participate in pre-determined certification program and receive a certificate upon successful completion of the course requirements.

PHILOSOPHY (PHIL)

PHIL 101. Logical Reasoning **3 credits**

This course is designed to enable students to recognize structure in reasoning, to enable students to better structure their own thoughts, and to recognize good and bad structures in the writing of others. The material covered includes an understanding of the basic informal fallacies of logic. Exercises give background skills that will be helpful in taking standardized tests such as the Graduate Record Examination and the Law School Admissions Test.

PHIL 203. Introduction to Philosophy **3 credits**

This course offers a beginning level orientation to the perennial problems and opportunities in human life and thought, and an application to specific historical dilemmas of individuals and society, and a study of representative philosophers.

PHIL 350. Special Topics **3 credits**

Selected figures, trends or problems that express current philosophical developments will serve as content for this course. Specific Topics for study will be listed in the course schedule.

PHYSICAL SCIENCE (PHSC)

PHSC 201. Introductory Physics I

4 credits

This is a course intended for those students entering the Health Science or Scientific field, especially in the Pre-Professional or general science programs. This course treats most of the topics found in standard introductory physics texts. The areas of study fall under the headings of Mechanics, Thermodynamics, Vibrations and Waves. Specific topics are motion in one and two dimensions, forces, energy, momentum, collisions, rotational motion, solids/fluids, thermal processes, vibrations, sound Laboratory fee \$15. Prerequisites: MATH 123. Taught fall semester.

PHSC 202. Introductory Physics II

4 credits

This is a course intended for those students entering the Health Science field, specifically in the Pre-Professional or general science programs. This course treats most of the topics found in standard introductory physics texts. The topics that are considered to be crucial include Electricity, Magnetism, Light, Optics, Relativity, Quantum Physics, Atomic Physics, and Nuclear Physics. Prerequisite: PHSC 201. Laboratory fee \$15. Taught spring semester.

POLITICAL SCIENCE (POLS)

POLS 101. American National Government

3 credits

An introduction to the forms, functions, and processes of the American national government.

POLS 102. State and Local Government

3 credits

A study of the development of state and local government, present political organization and interrelations, with special to the government of West Virginia.

POLS 151. Comparative Government

3 credits

A comparative study of selected European and non-Western political systems with special attention to state-society relations.

POLS 200. Introduction to Public Policy

3 credits

A study of the issues and problems currently facing Congress, the Presidency, and the Courts, including an introduction to the way public policy is determined through the use of analytical models.

POLS 220. Public Administration

3 credits

This course considers modern bureaucracies and the public policy process. It explores the controversies on the size and accountability of these bureaucracies and examines their relationships to political executives, legislatures, judicial agencies, parties and pressure groups. Among the topics discussed are representation, merit systems, affirmative action, collective bargaining and bureaucratic reform.

POLS 230. Introduction to Political Philosophy

3 credits

This course provides an introduction to western political thought. Among the questions to be considered in the course are: What is the relationship between politics and truth? Do the ends justify the means in politics? What are natural rights? What is the relationship

between economics and politics? Particular attention will be paid to the philosophies subscribed to by the framers of the American Constitution.

POLS 240. Congress and Policy Making

3 credits

This course focuses on the legislative function of the American national government. The structure and function of Congress will be examined, as well as various theories on how policy is made within this branch. The relationship of the legislative process to other branches of government will also be considered.

POLS 241. Government Structures and Outcomes

3 credits

This seminar covers various government structures found throughout the world. To facilitate an understanding of this topic, different political structures by which a country may form its government are first considered and then the various economic systems that they may utilize to manage their resources are explored.

POLS 250. Executive Branch Politics

3 credits

This course focuses on the executive function of the American national government. The structure and function of the Executive branch will be examined, as well as various theories on how policy is made within this branch. Also considered in this course will be the President's responsibility for foreign policy and the associated bureaucratic agencies charged with implementing the President's decisions related to this area of policymaking. The relationship of the executive branch to other branches of government will also be considered.

POLS 260. Judicial Branch Politics

3 credits

This course focuses on the judicial branch of the American national government. The structure and function of the judiciary will be examined, as well as various theories on how policy is made within this branch. Particular attention will be given to the courts and their relation to criminal justice. The relationship of the judiciary to other branches of government will also be considered.

POLS 270. Interest Group Politics

3 credits

This course focuses on outside actors who influence different levels of the American government. The structure and function of the interest groups are examined, as well as various theories on how policy is influenced by these actors. Particular attention is given to the lobbyists and the strategies they utilize in pursuing their preferred policies. The relationship of interest groups to other branches of government is also considered.

POLS 271. Campaigns and Elections

3 credits

This course provides an introduction to major concepts and systems of thought useful in explaining and understanding political behavior. Theories of electoral behavior and current controversies in studying elections are considered. Decisions that candidates and their advisors must make in order to run a campaign are explored.

POLS 272. Political Activism

3 credits

American citizens have a multitude of activities through which they can choose to be politically active. This course surveys the various activities in which one may engage to be politically active and then focuses on two particular areas of interest – voting and lobbying. Considered are who votes, who does not and the implications of low voter

turnout for a robust democracy. Towards the other end of the spectrum is lobbying. The implications of lobbying for a representative democracy are examined.

POLS 280. Debating the Issues

3 credits

This course introduces students to the art of debate. Effectively researching and organizing ideas, presenting thoughts verbally, and listening critically are covered. Current political issues provide the topics debated within this course.

POLS 290. Ethical Dilemmas in Policy Making

3 credits

This course introduces students to some of the ethical dilemmas policymakers face in crafting policy. Effectively researching and organizing ideas, presenting thoughts verbally, and listening critically are integrated into the coursework. Current case studies provide the topics considered within this course

Admission to upper division courses contingent upon approval of Program Coordinator.

POLS 300. Introduction to Policy Analysis

3 credits

This course introduces various approaches to creating, assessing and communicating policy-relevant knowledge. The historical evolution of policy analysis is considered to provide background for the topic. Various methodological tools for evaluating policy information are presented and utilized to evaluate policy problems, solutions, and outcomes.

POLS 301. Directed Research in Public Policy

3 credits

This course allows students interested in pursuing research at the undergraduate level the opportunity to work with an instructor to develop a rigorous paper in an area of particular interest to the student. This course focuses on developing papers appropriate for presentation by the student in professional forums.

POLS 314. Constitutional Law I

3 credits

This is the first of what is designed to be a two semester course in Constitutional Law. The focus will initially be on the structure, powers, and limitations of the judicial, executive, and legislative branches of the federal government. It will then examine the concept of federalism unique to the American experience. Finally, it will begin the transition to substantive due process rights which will be examined in detail in Constitutional Law II.

POLS 316. Constitutional Law II

3 credits

This is the second in what is designed to be a two semester course in Constitutional Law. The course will examine the varied interpretations of the Equal Protections Clause of the 14th Amendment. It will then analyze First Amendment jurisprudence as applied to freedom of expression and religious freedom. The course will then review of what may be the most debatable constitutional right of all – the right to privacy. Finally, it will close with the struggles of the United States Supreme Court to balance the arguably incompatible concepts of freedom and security. Although PPOL 210 is not a mandatory prerequisite for this course, students who have not taken PPOL 210 will be at a substantial disadvantage.

POLS 370. Moral Issues in Capitalism

3 credits

An introduction to the philosophy of objectivism. The student will learn objectivist theory as well as contrasting theories of capitalism (cross listed as BUSI 370).

POLS 400. Senior Thesis

3 credits

A course designed to provide senior students a capstone opportunity for independent research in public policy. Prerequisite: Completion of Public Policy Program core and approval of program coordinator.

POLS 490. West Virginia Internship Program

1 – 6 credits

An off-campus internship in public or professional offices or agencies. Prerequisite: Sophomore, junior or senior standing and permission of the program coordinator.

POLS 499. Legislative Internship Program

1 – 6 credits

Students will be assigned as an intern on projects related to the legislative function of the West Virginia state government or (in appropriate areas) with specific or local governments. Prerequisite: Sophomore, junior or senior standing and permission of the program coordinator.

PSYCHOLOGY (PSYC)

PSYC 101. Introduction to Psychology

3 credits

A general introduction to psychology and its approaches to gathering and evaluating evidence about the causes and correlates of behavior. The topics surveyed will include brain and behavior, memory, perception, development across the lifespan, personality, abnormal behavior and psychotherapies. (Credit by Examination available.)

PSYC 212. Life-Span Development

3 credits

A coverage of physical, cognitive-intellectual, and social-personality development from infancy through old age as well as an introduction to research methods and different theories of developmental psychology.

PSYC 315. Psychological Statistics

3 credits

An intensive interpretation of experimental data in quantitative terms. Topics included are description by ranking and averaging, correlation, regression, probability, inference, t-tests, analysis of variance (ANOVA), Chi square and other nonparametric methods. Prerequisite: SSCI 203. Cross-listed as SSCI 315.

PSYC 342. Social Psychology

3 credits

A survey of the systematic study of social behavior. Interpersonal processes and behaviors related to social phenomena are emphasized by focusing upon such topics as attraction, social perception, aggression, conformity, group dynamics, persuasion, and attitude change.

PSYC 343. Personality

3 credits

A survey of current and traditional theories of personality. Various types of personality assessment are demonstrated and evaluated. Prerequisite: PSYC 101.

PSYC 350. Special Topics

3 credits

Presents coverage of special interest topics in psychology such as political psychology, sleep and dreaming, and industrial/organizational psychology.

PSYC 351. Human Sexuality

3 credits

This course provides an overview of human sexuality from biological, socio-emotional, and social-cultural perspectives. Areas covered include the biological basis of sexuality, sexual behavior, social issues, sexuality and the life cycle, and sexual problems. Special emphasis is given to the ethical and moral aspects of human sexuality.

PSYC 352. Cognitive Psychology

3 credits

This course provides an overview of human cognition, including such topics as attention, perception, pattern recognition, memory, language, problem solving, creativity, and decision making. The relevance of the study of human cognition to everyday experiences will be emphasized. Students will actively investigate their own cognitive processes through classroom demonstrations, simulations, and field observations.

PSYC 353. Physiological Psychology

3 credits

This course provides the student with an introduction to the study of brain and behavior. The role of the nervous system in movement, sensation, and perception will be covered. Research concerning brain processes involved in memory, attention, learning, and consciousness also will be included. A focus on emotion, stress, and psychopathology will provide the student with knowledge of cutting-edge topics in pathology and psychological disorders.

PSYC 354. Psychology and the Law

3 credits

This course explores the relationship between the fields of psychology and the law from the psychological perspective. The major areas of interface between the disciplines are explored, including the values of each discipline, crime and crime investigation, competency and insanity, the trial process, jury decision-making, and suggested reforms to the legal system. Additionally, students are expected to apply their knowledge in a trial reenactment, from jury selection to the rendering of a verdict.

PSYC 355. Advanced Social Psychology

3 credits

This course is intended as a follow-up to PSYC 342 – Social Psychology. It will provide in-depth review and discussion of topics first introduced in the previous class, including attribution, attitude formation and attitude change, social influence, interpersonal relationships, social biases, and pro-social behavior. It is intended that students will cultivate the skills of a competent psychology researcher. Prerequisite: PSYC 342.

PSYC 356. Terrorism

3 credits

This course explores the multifaceted topic of terrorism. Areas of discussion include the inherent difficulties in defining and identifying terrorism, root causes, including economic, political, religious, and psychological, of terrorism, the impact of terrorism on its victims and the terrorists, and intervention strategies. The role of the media on our perceptions and understanding of terrorism is addressed as a constant theme throughout the course.

PSYC 361. Introduction to Clinical Psychology

3 credits

An introduction to clinical psychology and therapeutic methods, including familiarization with current testing and assessment procedures. Prerequisite: PSYC 101.

PSYC 362. Abnormal Psychology **3 credits**

A study of the diversity of psychological disorders ranging from stress-related disorders, emotional, affective, social, organic, and psychotic disorders. Coverage will include diagnosis and assessment techniques, theoretical perspectives on etiology and treatment, and consideration of individual and community-based psychotherapies.

PSYC 373. History of Systems and Theories in Psychology **3 credits**

A comprehensive and historical coverage of systematic and theoretical psychology. The course is designed to provide the student with a basis for critical analysis of the major systems of psychological thought and the major psychological theories. A historical tracing of major schools, notable contributors, and major theories and perspectives will be provided as well as coverage of contemporary trends. Prerequisite: PSYC 101.

PSYC 451. Experimental Psychology **3 credits**

Experimental design considerations for research studies are the focus of the course. Topic areas to be covered include: hypothesis formation, determination of independent and dependent variables, control in experimentation, and quasi-experimental designs. Each student will determine a research problem, complete a literature review and submit an APA style proposal. Prerequisites: PSYC 101, 315, SSCI 203.

PSYC 452. Thesis **3 credits**

A continuation of PSYC 451. Topic areas to be covered include ethical considerations, single subject designs, data collection, internal and external validity. Upon approval of the proposed study submitted for PSYC 451, each student will conduct the experiment, analyze the data and submit the final thesis in APA format. Prerequisite: PSYC 451.

PSYC 495. Professional Semester **15 credits**

An off-campus internship in public or professional agencies. Prerequisite: Junior or senior standing and permission of the Program Coordinator.

PSYC 498. Internship **1-4 credits**

This off-campus internship program is available to advanced sophomore, junior or senior psychology majors who have permission from the discipline coordinator. Students will complete a minimum of 50 supervised contact hours per credit hour with a maximum of four course credits available. The internship is intended to provide career-related work experience. Additional requirements include keeping a journal (log) of experiences and completing a research paper on a topic approved by both the on-site supervisor and the discipline coordinator.

PSYC 499. Independent Study in Psychology **1-4 credits**

Students will be individually supervised in a research or field experience. Prerequisite: Junior or senior standing and permission of the discipline coordinator.

RADIOLOGIC SCIENCE (RADI)

RADI 101. Introduction to Radiologic Science **2 credits**

The course introduces beginning Radiologic Science students to the foundational

concepts for their academic curriculum and professional careers. Concepts related to the development of the individual as a health care professional are examined through career exploration and the investigation of commonalities of the health professions. Students study the historical development of Radiologic Science, legal and ethical concepts, credentialing, interdisciplinary collaboration and networking, impacting legislation and individual accountability. Students are encouraged to work independently and in small groups to achieve the desired competencies and develop first-level competencies in communication, team-building, critical thinking, and research. Students will be expected to demonstrate the ability to use word processing and to develop a power point presentation.

RADI 102. Radiation Physics

3 credits

This unit will provide the student with a knowledge of basic physics including selected topics in units of measurement, atomic physics, electricity, magnetism, x-ray production, electrical circuits and x-ray circuits.

RADI 201. Radiographic Positioning I

3 credits

This unit is designed to acquaint the student with the basic body positions used in radiography. This includes anatomy, positioning nomenclature and anatomical landmarks. This didactic course work is integrated into the clinical setting.

RADI 201L. Clinical Lab I

3 credits

This is the first in a series of clinical courses that will provide the student with the necessary clinical education to become competent in the medical imaging field. The student will become familiar with the basic equipment within the assigned clinic, and shall begin to master skills necessary to function in the medical imaging departments. This unit is designed to provide the student with the opportunity to achieve knowledge and skill necessary to perform standard radiographic procedures with concentration in chest, abdomen, and extremities. A five week lecture course in Radiation Safety will be included as part of RADI 201L.

RADI 202. Osteology

3 credits

This course is designed to give the student an in-depth knowledge of the human skeletal system with a specific emphasis to the field of radiology. This class focuses on anatomical terminology, units of body structure, a comprehensive review of the joints of the body, and the bones composing the appendicular skeleton and the axial skeleton.

RADI 210. Radiographic Processing

1 credit

This unit will provide the student with the knowledge to process radiographic film. Requirements for the processing area will be identified. Film, film holders, image receptors, intensifying screens and digital imaging will be discussed. Processing procedures and artifacts will be described. Prerequisites: RADI 201, 201L, 202.

RADI 211. Radiographic Positioning II

3 credits

This unit is designed to provide the student with the knowledge and skill necessary to perform standard radiographic procedures with concentration in fluoroscopic exam, spine, headwork procedures, and bony thorax. Consideration will be given to the production of radiographs of optimal diagnostic quality. Radiograph evaluation will

include critiquing for contrast, density, detail, and positioning. Laboratory experience will be used to complement the classroom portion of the course. The course is a continuation of RADI 201 and is available only to students who are enrolled in or have successfully completed RADI 201.

RADI 211L. Clinical Lab II

3 credits

This is the second in a series of clinical courses that will provide the student with the necessary clinical education to become competent in the medical imaging field. All the courses in this series take place in the assigned clinical areas, and the student will continually be exposed to actual patient handling and care. The student will continue to master basic skills necessary toward becoming a competent radiographer. The student will also continue to master basic radiographic procedures on which he/she has proven competent. The student will have the opportunity to achieve knowledge and skill necessary to perform standard procedures with concentration in chest/abdomen, extremity, fluoroscopic, bony thorax, spine, and headwork procedures. The hours spent in the clinical lab will be divided among day and evening rotations. Prerequisites: RADI 201, 201L, 202.

RADI 212. Radiographic Exposure

3 credits

This course discusses the construction and operation of radiographic tubes, property and production of x-rays, and factors affecting the quality of a radiograph. The class information includes production of radiation and reaction with matter. Radiographic contrast, density, and detail will be emphasized. Prerequisites: RADI 201, 201L, 202.

RADI 301. Radiographic Positioning III

2 credits

Advanced positioning of the patient including discussion of special procedures and the equipment used during the advanced procedures will be covered. Study of the position of major blood vessels, structures, and organs of the head, neck, thorax, abdomen, and pelvis. Venipuncture and contrast media injection lecture and lab will be emphasized. Prerequisites: RADI 211, 211L, 212.

RADI 301L. Clinical Lab III

6 credits

The third in a series of clinical courses that will provide the student with the opportunity to gain competence in clinical education in the art and science of radiography. The student shall continue to expand knowledge and skills in obtaining health histories for patient of all ages. The student shall perform vital signs and practice physical assessments during contrast media procedures. The student shall continue to practice patient education skills and continue developing sensitivity to patient's needs. This course will clinically integrate headwork and advanced procedure examinations. The student shall continue to demonstrate the skills required to assess patient condition and then formulate techniques and position routine radiologic examinations under direct or indirect supervision of a registered radiographer, depending on his/her level of competency. The hours spent in clinical lab will be divided among day and evening rotations. Prerequisites: RADI 211, 211L, 212.

RADI 302. Cross Sectional Anatomy

1 credit

This unit is designed to include regional anatomy in coronal, sagittal, and axial images, oblique sections, and three dimensional reconstruction with emphasis and applications

toward medical imaging such as Computed Tomography, Magnetic Resonance Imaging, and Diagnostic Sonography. Prerequisites: RADI 211, 211L, 212.

RADI 304. Imaging Equipment

3 credits

This course will provide the student with knowledge of equipment routinely utilized to produce diagnostic images. Much of the course focus is x-ray circuitry and fluoroscopic equipment. Also included is mobile and digital equipment. Various recording media and techniques are discussed. Prerequisites: RADI 301, 301L, 311.

RADI 311. Radiology Pathology

2 credits

A study of the various diseases and recognition between bacterial and viral organisms will be covered. The student will also recognize conditions of illness involving the different systems of the body and the pathological effects of radiographs Prerequisites: RADI 211, 211L, 212.

RADI 311L. Clinical Lab IV

6 credits

The fourth in a series of clinical courses that will provide the student with the opportunity to gain competence in clinical education in the art and science of radiography. The student shall continue to expand knowledge and skills in obtaining health histories for patient of all ages. Clinical experience will be gained under the direct and indirect supervision of accredited professionals. Students will have opportunities to perform procedures on more critically ill patients and continue to practice physical assessment skills. Students will learn to adapt routine positioning and technique procedures determined by patient condition. Pharmacology will be delivered 1 hour each week as part of RADI 314L. Clinical experience will be scheduled during both daytime and evening shift hours. Prerequisites: RADI 301, 301L, 302.

RADI 320/320L. Cardio-Vascular Imaging

3 credits

RADI students will gain knowledge of the history, equipment, principles, imaging procedures, disease pathologies, patient care, and contrast media relative to CVIT. Lab experience will also be gained to prepare the learner for application in the clinical area. Prerequisite: consent of the instructor.

RADI 321/321L. Computed Tomography Imaging

3 credits

RADI students who selected Computed Tomography (CT), as their choice of modality, will gain knowledge of the history, equipment, principles, imaging procedures, disease pathologies, patient care, and contrast media relative to CT. Prerequisite: consent of the instructor.

RADI 322/322L. Mammography

2 credits

This course is designed to provide mammography education to students enrolled in the Radiologic Science Program and/or to registered radiologic technologists who desire to continue their education in an area of advanced specialization. The course content will encompass a sequential and complete mammographic study to include: history, breast anatomy, physiology, and pathology, equipment and application of technique, breast positioning, intervention procedures, quality control, and patient relations. The clinical education component of the mammography modality is not included in this course. Radiographers who can document clinical experience may be exempt from the clinical component. Prerequisite: consent of the instructor.

RADI 323/323L. Magnetic Resonance Imaging **3 credits**

Students will gain knowledge of patient care, imaging procedures, data acquisition and processing and physical principles of image formation relative to Magnetic Resonance Imaging.. Prerequisite: consent of the instructor.

RADI 401L. Clinical Lab V **5 credits**

The fifth in a series of clinical courses that will provide the student with the opportunity to gain competence in clinical education in the art and science of radiography. The student shall continue to expand knowledge and skills in obtaining quality images and providing quality patient care in all areas. The student will perform venipuncture competency during this clinical course. The first phase of graduate competencies will be conducted during this unit. Prerequisites: RADI 311, 314L.

RADI 403. Radiology Quality Management **2 credits**

A comprehensive study of equipment used in establishing a quality assurance program in diagnostic medical imaging departments will be presented. Patient quality assurance will also be covered. A laboratory session will be scheduled for the student to develop an overall quality assurance program for this course. Students will also complete their research projects in this course. Prerequisites: RADI 311, 314L.

RADI 405. Radiation Biology / Advanced Radiation Protection **2 credits**

Focus on understanding the effects of ionizing radiation in the biologic systems with the public right to minimal radiation exposure. Discussion on genetic and somatic radiation effects including radiation syndromes and radiation oncology will be presented. Prerequisites: RADI 311, 314L.

RADI 410. Radiologic Science Senior Seminar **2 credits**

The course will integrate all didactic and clinical knowledge obtained during the entire Radiologic Science Program. It will serve as an evaluation and assessment of the student's progress and readiness to write the ARRT Registry Examination following graduation. Prerequisites: RADI 401L, 405.

RADI 411L. Clinical Lab VI **5 credits**

A final clinical rotation to evaluate competency levels of students preparing to become registered radiographers. Students will be given the opportunity to complete any remaining clinical objectives and competencies within the framework of this unit. The student may rotate through each of the five clinical education centers and be scheduled on both day and evening shifts. Prerequisites: RADI 401L, 405.

RADI 420L-423L. Specialization Clinical Lab **3 credits**

This is the clinical education component of the professional specialization courses. Students will be given an opportunity to perform examinations in their respective imaging modalities at one or more of the program's hospital affiliates. Specialties areas included: RADI 420L, CV; 421L, CT; 422L, mammo; 423L, MRI; 424L US. Prerequisites: Consent of the Department Chair.

RADI 431L. Computer Tomography Post Processing **1 credit**

Computed Tomography post processing is an interactive approach to creating three-dimensional images of the human anatomy for diagnostic purposes. An overview is given of specific cross section anatomy and image acquisition techniques such as vascular imaging of the chest, abdomen, and brain. This course is taught in the clinical setting with an interdisciplinary approach, with contributions from physicians, radiologists, and licensed radiographers in computed tomography.

RADI 498 Clinical Internship

1-6 credits

This course is designed and arranged to meet the individual academic needs of each upper level student. It allows students the opportunity to continue practicing the skills and knowledge previously learned in the clinical setting in each respective imaging modality and provides the opportunity for competency achievement for the ARRT modality exams. Rotations during this internship may include diagnostic imaging, CT, CV, mammography, US, therapy, or MRI. Prerequisites: Consent of the Department Chair or Clinical Coordinator required.

RADIOLOGIC TECHNOLOGY (RADT)

RADT 101 Imaging Procedure I

2 credits

Presents knowledge base necessary for performing diagnostic studies of the chest, abdomen, and upper and lower extremities. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101L, 107, 107L, 108, 115 and SSCI 105.

RADT 101L Imaging Procedures Lab I

2 Credits

In conjunction with 101, provides hands-on demonstration and positioning using the on-campus energized lab. Review of radiographs for pertinent anatomic structures as well as for diagnostic quality. Radiographic analysis includes positioning, technique, and problem resolution. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101, 107, 107L, 108, 115, and SSCI 105.

RADT 103 Image Acquisition

3 Credits

Study of concepts and practical applications for producing quality radiographs, including contrast and density, technique variations, recorded detail, and distortion. Incorporates concepts of equipment usage including film, screens, grids, beam restrictors, and automatic exposure control. Prereq: 101, 101L, 107, 107L; 108, 115; BIOL 212, 212L, 213; COMM 101, 102; MATH 120; HUMN 101, SSCI 105. Coreq: 111, 111L, 118, 125.

RADT 107 Introduction to Radiology and Patient Care

1 Credit

Introduction to the clinical program and the health care delivery system; covers various aspects of the hospital organization, the department of radiology, and medical ethics and law. Includes transfer techniques, proper body mechanics, and standard precautions. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101, 101L, 107L, 108, 115 and SSCI 105.

RADT 107L Introduction to Radiology and Patient Care Laboratory

1 Credit

Lab experience for 107. Application of knowledge acquired in 107 through practice in a lab environment. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101, 101L, 107, 108, 115 and SSCI 105.

RADT 108 Radiologic Clinical I**2 Credits**

First course in clinical series. Incorporates practical experience in a variety of hospital clinical settings. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency-based approach. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101, 101L, 107, 107L, 115 and SSCI 105.

RADT 111 Imaging Procedures II**2 Credits**

Presents knowledge base necessary for performing diagnostic studies of the spine, portable/OR radiography, fluoroscopy, tomography, and pediatrics. Prereq: 101, 101L, 107, 107L; 108, 115; BIOL 212, 212L, 213; COMM 101, 102; MATH 120; HUMN 101, SSCI 105. Coreq: 103, 111L, 118, 125.

RADT 111L Imaging Procedures Lab II**2 Credits,**

provides hands-on demonstration and positioning using the on-campus energized lab. Review of radiographs for pertinent anatomic structures as well as for diagnostic quality. Radiographic analysis includes positioning, technique, and problem resolution. Prereq: 101, 101L, 107, 107L; 108, 115; BIOL 212, 212L, 213; COMM 101, 102; MATH 120; HUMN 101, SSCI 105. Coreq: 103, 111, 118, 125.

RADT 115 Radiographic Physics I**3 Credits**

Examination of the beginning concepts of the physics behind the production of ionizing radiation including the fundamentals of technical mathematics and electromagnetism. X-ray generating equipment, principles of operation, and beginning contrast and density are also included. Prereq: BIOL 212, 212L, 213; COMM 101; MATH 120; HUMN 101. Coreq: 101, 101L, 107, 107L, 108, and SSCI 105.

RADT 118 Radiologic Clinical II**2 Credits**

Second course in clinical series. Incorporates practical experience in a variety of hospital clinical settings. Addresses patient care principles, radiographic positioning, film critique, radiation protection and principles of exposure using a competency-based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101 and 108. Prereq: 101, 101L, 107, 107L; 108, 115; BIOL 212, 212L, 213; COMM 101, 102; MATH 120; HUMN 101, SSCI 105. Coreq: 103, 111, 111L, 125.

RADT 125 Radiologic Physics II**3 Credits**

Builds on concepts learned in 115 and applies them to understanding X-ray production, interaction of photons with matter, and radiographic equipment. Prereq: 101, 101L, 107, 107L; 108, 115; BIOL 212, 212L, 213; COMM 101, 102; MATH 120; HUMN 101, SSCI 105. Coreq: 103, 111, 111L, 118.

RADT 128 Radiologic Clinical III**3 Credits**

Third course in clinical series. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency-based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101, 108, 111, and 118. Prereq:

101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120.

RADT 138 Radiologic Clinical IV

3 Credits

Fourth course in clinical series. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency-based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101, 111, 108, and 118. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120.

RADT 201 Imaging Procedures III

2 Credits

Presents the knowledge base necessary for performing diagnostic studies including the skull, facial exams, interventional procedures, and trauma. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201L, 204, 205, 206, 208, 210.

RADT 201L Imaging Procedures III Lab

2 Credits

In conjunction with 201, provides hands-on demonstration and positioning using the on-campus energized lab. Review of radiographs for pertinent anatomic structures as well as for diagnostic quality. Radiographic analysis includes positioning, technique, and problem resolution. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201L, 204, 205, 206, 208, 210.

RADT 204 Radiobiology/Radiation Protection

2 Credits

Studies the effects of ionizing radiation on the body at the molecular, cellular, tissue, and organ levels. Includes genetic and somatic effects as well as degrees of acute radiation lethality. Encompasses principles of protection for both patient and personnel, including health and safety regulations in such areas as protective equipment and personnel and area monitoring. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201, 201L, 205, 206, 208, 210.

RADT 205 Computers in Radiologic Sciences

1 Credit

Introduces computer software related to the radiologic sciences, including HIS, RIS, and PACS systems. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201, 201L, 204, 206, 208, 210.

RADT 206 Quality Assurance

1 Credit

Principles of practice for effective imaging quality control. Addresses equipment calibration, darkroom and processing, repeat rate, artifacts, and various quality standards. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201, 201L, 204, 205, 208, 210.

RADT 208 Radiologic Clinical V**3 Credits**

Fifth course in clinical series. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101, 111, 108, 118, 128, and 138. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201, 201L, 204, 205, 206, 210.

RADT 210 Radiologic Pharmacology and Drug Administration**2 Credits**

Introduces basic pharmaco-logical concepts including pharmacokinetics, pharmacodynamics, contrast administration, venipuncture, and overall patient care during these processes and procedures. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 201, 201L, 204, 205, 206, 208.

RADT 217 Radiographic Pathology**2 Credits**

Focuses on disease and injury processes throughout the body's systems and their radiographic appearance. Includes principles of imaging surrounding these pathologies. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138, 201, 201L, 204, 205, 206, 208; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 218, 228, 229, 230

RADT 218 Radiologic Clinical VI**3 Credits**

Fifth course in clinical series. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101, 111, 108, 118, 128, 138, and 208. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138, 201, 201L, 204, 205, 206, 208; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 217, 228, 229, 230

RADT 228 Radiologic Clinical VII**5 Credits**

Final course in clinical series. Addresses patient care principles, radiographic positioning, film critique, radiation protection, and principles of exposure using a competency based approach. Students observe and participate in radiographic examinations by applying knowledge base acquired in 101, 111, 108, 118, 128, 138, 208, 218, and 229. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138, 201, 201L, 204, 205, 206, 208; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 217, 218, 229, 230

RADT 229 Advanced Imaging**1 Credit**

Introduction to advanced imaging modalities including CT, MRI, and mammography, as well as evaluation of radiographs and digital images produced. Includes principles surrounding ultrasound, nuclear medicine, and PET imaging. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138, 201, 201L, 204, 205, 206, 208; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 217, 218, 228, 230

RADT 230 Capstone Seminar**2 Credits**

Generalized review of all radiologic theory taught in prior courses and extensive practice testing in final preparation for the American Registry of Radiologic Technologists registry examination. Also includes resume and interview preparation. Prereq: 101, 101L, 103, 107, 107L, 108, 111, 111L, 115, 118, 125, 128, 138, 201, 201L, 204, 205, 206, 208; BIOL 212, 212L, 213; COMM 101, 102; HUMN 101, SSCI 105, MATH 120. Coreq: 217, 218, 228, 229.

RELIGION (RELG)**RELG 201. Old Testament****3 credits**

This course is a survey of the history, literature and theology of ancient Israel.

RELG 202. New Testament Gospels**3 credits**

An analysis of the historical background and development of the life and thought of early Christianity as expressed in the Gospels' presentation of the career of Jesus will serve as the basis for this course.

RELG 301. Christian History and Belief**3 credits**

Survey of the history and doctrines of the major Christian movements from the 1st to the 20th centuries in comparison with other cultural developments will be studied as part of this course.

RELG 308. American Religions**3 credits**

This course will explore the development and comparison of religious movements within the culture of the United States of America.

RELG 314. New Testament Letters**3 credits**

This course will explore the letters of Paul including their background and contents in comparison with other letters and later developments from the New Testament.

RELG 330. Liturgy**3 credits**

An experimental, critical and creative study of representative Jewish, Christian and other rituals and their viability for contemporary life.

RELG 340. Judaism**3 credits**

This course will outline the development of Jewish life and thought in post-biblical periods including a comparison with other cultural influences. Prerequisite: RELG 201.

RELG 350. Special Topics**3 credits**

Selected figures, trends or problems that express current religious developments will be studied as part of this course. Specific Topics for study will be listed in the course schedule.

RELG 360. World Religions**3 credits**

Comparison of the historical development and theology/philosophy of the major religions of India, Southeast Asia, the Far East, the Moslem countries and the West, including Native Americans.

RELG 405. Contemporary Religion**3 credits**

Study of recent developments in religion, with emphasis on the historical and philosophical development of modern religious thought.

SOCIAL SCIENCE (SSCI)**SSCI 105. Issues in Social Science****3 credits**

This is a general course offered as part of the Initial College Experience (FYE) program. This course provides students with skills and knowledge needed to successfully meet Citizenship outcomes at the foundational level. In particular, the community will focus on the social, political and economic structures of American society. Significant social problems and political issues will be addressed. The community will help students develop communication, critical thinking, and research skills necessary for college success and participatory citizenship.

SSCI 108. Debating the Issues: Political Topics**3 credits**

This course provides an introduction to the Social Sciences through consideration of various political “hot” topics. It also satisfies the general Social Science FYE requirement, and students have the opportunity to satisfy COMM 101, COMM 102, or mid-level writing requirements.

SSCI 109. Genocide in the Modern World**3 credits**

An introduction to the Social Sciences through a case study of the Western experience with genocide from Armenia to Bosnia. This course satisfies the general Social Science FYE requirement, and students have the opportunity to satisfy either COMM 101, COMM 102, or mid-level writing requirements.

SSCI 110. Cross-Cultural Seminar**1 credit**

This course addresses the influence of culture on perception, attitudes, thought patterns, values and beliefs. It examines the challenges and conflicts that can occur when individuals must communicate and interact in cross-cultural situations. This course is offered fall semester only, and is required of all international students entering the United States for the first time.

SSCI 112. Cross-Cultural Studies**3 credits**

This course is designed to create an understanding of how concepts are viewed from different cultural perspectives while increasing cultural knowledge, international competence, and cultural sensitivity. Students will delve into the roots of cultural differences in order to understand their culture/subculture as well as learn to appreciate cultural differences on a global perspective. As an experiential-based course, students will be required to complete individuals as well as group projects.

SSCI 201. Introduction to Social Sciences**3 credits**

An introduction to social science disciplines and methods with particular emphasis given to the operation of American society. The elements of human culture, socialization processes, and social, political and economic institutions will be included.

- SSCI 202. Contemporary Social Problems** **3 credits**
An experiential course in applied Social Science which focuses on selected contemporary problems. Community resource people and field trips broaden and enrich the study of each problem, and a practicum or work experience in a related social agency of the student's choice is required.
- SSCI 203. Methods for the Behavioral Sciences** **3 credits**
An introduction to the basic techniques used by social scientists to study and analyze social phenomena. The course focuses primarily on research design, but also includes an introduction to descriptive statistics.
- SSCI 204. Methods for the Social Sciences** **3 credits**
A modular-based introduction to techniques and methods used in the social sciences. The first two modules focus on questions of hypothesis testing, research design and basic descriptive statistics. Module three is discipline specific dealing with the unique methodologies of History or Public Policy.
- SSCI 221. Information and Research Strategies** **3 credits**
The course begins with an introduction to basic library information skills and progresses in a modular format to include skills necessary for searching electronic databases, print resource, the world wide web, critically evaluating information sources and identifying ethical and legal issues in the on-line environment.
- SSCI 300. Women's Studies** **3 credits**
An interdisciplinary introductory study of the roles, functions and consciousness of women in present day society.
- SSCI 310. West Virginia and the Appalachian Region** **3 credits**
The course examines the social, political and economic development as well as the geology of West Virginia in a broad historical context. The course includes a study of West Virginia state government and the broader Appalachian region.
- SSCI 315. Statistics for the Social Sciences** **3 credits**
An intensive interpretation of experimental data in quantitative terms. Topics included are description by ranking and averaging, linear correlation, regression, probability, inference, t-tests, analysis of variance (ANOVA), Chi square and other nonparametric methods. Prerequisite: SSCI 203. Cross-listed as PSYC 315.
- SSCI 320. Computer Assisted Research in the Social Sciences** **3 credits**
Students are instructed in the use of the Statistical Package for the Social Sciences software (SPSS) to analyze and evaluate data from survey and experimental investigations. Prerequisites: SSCI 203, SSCI 315 or PSYC 315, permission of instructor.
- SSCI 350. Topics in Social Sciences** **1-3 credits**
The course will include topics devoted to the study of interdisciplinary subjects within the social sciences.
- SSCI 400. Seminar in Social Science** **3 credits**

A course designed to provide senior students a capstone opportunity for independent research and investigation in Public Policy, History and Experimental Psychology. Psychology students enroll in PSYC 452. Prerequisites: Completion of required courses appropriate to the major.

SSCI 430A-E. Travel Program

1-6 credits

An interdisciplinary program consisting of an intercultural experience of intensity and depth which exposes the student to another culture, either interurban or international. Permission by a special review committee prior to individualized travel is required unless a travel course is offered.

SOCIOLOGY (SOCI)

SOCI 101. Principles of Sociology

3 credits

An introduction to the study of humanity's relation to the environment, and to the institutions that affect human behavior. (Credit by Examination available.) Offered alternate years.

SOCI 221. Juvenile Delinquency and Criminology

3 credits

A study of the causes of delinquency and crime. Attention is given to agencies dealing with delinquents and crime, as well as methods of rehabilitation and penal institutions.

SOCI 302. Introduction to Social Work

3 credits

An introduction to the philosophy and practice of social work. Prerequisite: SOCI 101.

SOCI 315. Social and Cultural Anthropology

3 credits

A descriptive, comparative, and generalized study of the origin and development of human life forms, with emphasis on both the diversity and similarity of social organizations, family patterns, and livelihood. Offered alternate years.

SOCI 322. Marriage and Family Relationships

3 credits

A comparative study of marriage and the family with particular attention to the influence on the family of current social and economic conditions. Discussions of courtship, marriage, and problems of divorce will be included.

SOCI 341. Race and Minority Group Relationships

3 credits

An analytical study of various minority racial groups in the United States with emphasis on their achievements and contributions to American civilization in the light of their cultural backgrounds.

DIAGNOSTIC MEDICAL SONOGRAPHY (SONO)

SONO 101 General Physics for Sonography

4 credits

This course is an introduction of general physics for sonography. Content will focus on the characteristics of waves, various forms of energy, fundamentals of physics and other related principles. Information from this course will provide the student with a strong foundation in learning the basic concepts of ultrasound physics. Prerequisite: MATH 121 or Higher. Spring

SONO 201 Foundations of Patient Care**3 credits**

This course provides students with the foundational knowledge necessary to understand the historical aspect of diagnostic medical sonography in the medical field. This course focuses on the sonographer developing skills necessary to effectively communicate with patients, provide quality care, and the importance of ergonomics and safety in the healthcare setting. Students will apply patient care techniques and demonstrate an understanding of ergonomics in a lab setting. Fall

SONO 202 Medical Terminology for Sonographers**3 credits**

This course is an introduction to medical terminology. Students will learn the basic parts of medical words (prefixes, suffixes, word roots, combining vowels, combining forms). Students will also learn how to build medical words, how to analyze, spell, and pronounce medical, diagnostic, and pharmacological terms. Fall

SONO 203 Sonography Principles and Instrumentation**5 credits**

(Lab Component) This course is a foundation of the principles and fundamentals of ultrasound physics and instrumentation. Content will focus on the various aspects of sound wave characteristics, sound-tissue interface, and Doppler ultrasound. Other information will include physical instrumentation of diagnostic ultrasound while incorporating the functions of the ultrasound machine. Imaging artifacts, quality assurance and patient safety will conclude the course giving a complete basis for a well-rounded sonographer. Prerequisites: MATH 121 or higher, SONO 101. Fall

SONO 204 Intro to Diagnostic Imaging**4 credits**

This course introduces students to the foundational aspects of diagnostic medical sonography. Students will explore common principles related to sonographic history, utilization, image acquisition and interpretation, and imaging correlation for diagnostic purposes. The most common elements of normal imaging and pathological imaging will be the core focus of this course. The course will also assist students in building skills related to behavior and social interaction for application in the healthcare setting. Fall

SONO 204L Intro to Diagnostic Imaging Lab**1 credit**

This course introduces students to the foundational scanning aspects of diagnostic medical sonography. Students will explore common principles related to sonographic scanning, machine and transducer utilization, and image acquisition for diagnostic purposes. The course will also assist students in building skills related to behavior and social interaction for application in the healthcare setting. The student will practice sound ergonomics in the clinical setting. Fall

SONO 207 Abdominal Sonography**3 credits**

This course delivers an in-depth overview of abdominal sonography, its pathology, lab values, and knowledge of differential diagnosis of various pathological states. Students will develop the ability to differentiate between normal and abnormal organs within the abdomen. Prerequisites: SONO 201, SONO 202, SONO 204. Spring

SONO 208 Pelvic Sonography**2 credits**

This course is an introduction to the normal and abnormal sonographic anatomy of the female pelvis, and its recognition in ultrasound imaging systems. Integrating the ability to differentiate between normal and abnormal physiological states. An in-depth continuation of the female pelvic sonography, its pathology, and the knowledge of the differential diagnosis of various pathological states. Prerequisites: SONO 201, SONO 202, SONO 204. Spring

SONO 209 OB Sonography

3 credits

This course is an introduction to the normal and abnormal sonographic anatomy of obstetrics, and its recognition in ultrasound imaging systems. Integrating the ability to differentiate between normal and abnormal physiological states. An in-depth continuation of obstetrical sonography, its pathology, and the knowledge of the differential diagnosis of various pathological states. Prerequisites: SONO 201, SONO 202, SONO 204, SONO 208. Summer

SONO 211 Special Topics in Sonography

3 credits

This course will focus on ultrasound examinations that are not commonly encountered in the general, OB/Gyn, and cardiovascular lab setting. Students will be introduced to the foundational concepts of special topics to include protocols for each area. By this courses end students will be able to integrate ultrasound knowledge for evaluation of structures that may not be commonly encountered by the practicing sonographer. Prerequisites: SONO 201, SONO 202, SONO 204. Summer

SONO 212L General Sonography Scan Lab I

2 credits

This course is an introduction to entry level ultrasound scanning. Students will develop scanning skills that will prepare them for the clinical setting. This course will also introduce the basis of professional patient interaction and the practice of sound ergonomics in the clinical setting. Prerequisites: SONO 201, SONO 202, SONO 204. Spring

SONO 213 Superficial Sonography

3 credits

This course will present anatomy, physiology, lab values, and pathology of the neck, scrotum/male pelvis, breast and musculoskeletal system. Students will be introduced to the sonographic evaluation and diagnosis of thyroid/parathyroid glands, scrotum, breast and musculoskeletal ultrasound in normal and pathological states. Prerequisites: SONO 201, SONO 204, SONO 207. Summer

SONO 214 Medical Ethics and Law

3 credits

This course provides the student with an introduction to the ethical implications that may arise in the healthcare setting. The student will explore ethical issues faced by the health care provider by examining the philosophical foundation of ethical decision making. The student will be introduced to decision making models that may provide assistance during ethical dilemmas. Prerequisites: SONO 201, SONO 202, SONO 204. Spring

SONO 215L General Sonography Scan Lab II

2 credits

This course is an introduction to intermediate level ultrasound scanning. Students will continue to develop scanning skills that will prepare them for the clinical setting. This course will also introduce the basis of professional patient interaction and the practice of

sound ergonomics in the clinical setting. Prerequisites: SONO 201, SONO 202, SONO 204, SONO 208. Summer

SONO 303 Seminar in Sonography Principles and Instrumentation 1 credit

This course provides a comprehensive review in Sonography Principles and Instrumentation (SP&I). Emphasis will be based on the content of the ARDMS outline. This will include reviewing information from previous courses and testing the knowledge learned. Prerequisites: SONO 101, SONO 203. Fall At the end of this course the student will be required to take and pass the ARDMS SP&I registry exam.

SONO 304 Sonographic Pathophysiology 3 credits

This course explores the principles behind the nature, cause, implication, development, and effect of pathological processes. Emphasis is on disturbances of anatomical and physiological patterns, inflammatory process, structural new formation, and new functional mechanisms of specific pathological processes. Prerequisites: SONO 207, SONO 209, SONO 211, SONO 213. Fall

SONO 307 Seminar in Abdominal Sonography 1 credit

This course provides a comprehensive review in sonography of the abdomen. Emphasis is on a review of key terms, normal anatomic and sonographic anatomy, abdominal pathology, and a review of clinical and sonographic findings. Prerequisites: SONO 207, SONO 211, SONO 213. Spring

SONO 308 Seminar in OB/Gyn Sonography 1 credit

This course provides a comprehensive review in sonography of the female reproductive system and the obstetrical patient. Emphasis is on a review of key terms, normal anatomic and sonographic anatomy, gynecological pathology, obstetrical pathology and a review of clinical and sonographic findings. Prerequisites: SONO 201, SONO 204, SONO 208, SONO 209. Summer

SONO 309 Clinical Practicum I General Sonography 5 credits

Application of medical sonography in a real clinical setting with an introduction of learning, practicing and decision making regarding sonographic diagnosis, patient handling and imaging process where students will be supervised in a clinical site. Student should perform at a beginner's level. Prerequisites: SONO 207, SONO 208, SONO 209, SONO 213. Fall

SONO 314 Clinical Practicum II General Sonography 5 credits

Application of medical sonography in a real clinical setting with continuation of learning, practicing and decision making regarding sonographic diagnosis, patient handling and imaging process where students will be supervised in a clinical site. Student should perform at an intermediate level. Prerequisites: SONO 207, SONO 208, SONO 209, SONO 213, SONO 309. Spring

SONO 318 Clinical Practicum III General Sonography 5 credits

Application of medical sonography in a real clinical setting with continuation of learning, practicing and decision making regarding sonographic diagnosis, patient handling and imaging process where students will be supervised in a clinical site. Student should perform

at an advanced level. Prerequisites: SONO 207, SONO 208, SONO 209, SONO 213, SONO 309, SONO 314. Summer

SONO 401

Cardiac Sonography

3 credits

This course introduces the student to anatomy and physiology, principles and fundamentals of cardiovascular sonography, physics and instrumentation, with a focus on ultrasound wave characteristics, M-mode and Doppler principles, sound-cardiac tissue interaction, and cardiovascular hemodynamics. The course provides scanning techniques, protocols, measurements, clinical experience in the University lab, and applications of cardiovascular sonography. Prerequisites: SONO 201, SONO 202, SONO 204. Fall

SONO 402 Vascular Sonography

3 credits

This course teaches the student the anatomy and physiology of the vascular system within the human body. Pathological processes will be taught, allowing the student to apply clinical knowledge to the diagnosis of patients. Prerequisites: SONO 201, SONO 202, SONO 204. Fall

SONO 403 Pediatric Echo

3 credits

This course is an introduction to the fundamentals of pediatric echocardiography, in relation to normal anatomy, congenital heart disease, acquired pathologies, and special procedures. This course presents practical aspects of scanning techniques, case study critique, patient care, and ethical decision making in relation to pediatric patients. Corequisite: SONO 401. Fall

SONO 404 Cardiovascular Pathological Imaging

3 credits

This course will provide students with the principles of diagnostic echocardiographic ultrasound in relation to pathological process, further presenting the practical aspects of scanning techniques, film/video critique, and patient care in relation to echocardiographic exams. The course stresses the correlation of patient's clinical data and the echo findings to use in the differential diagnosis process. Prerequisite: SONO 401. Spring

SONO 405L Cardiovascular Sonography Scan Lab

2 credits

This course is an extension of the knowledge that students' acquired during the vascular sonography didactic course. Over the fifteen-week duration, students' will be able to gain hands-on scanning skills for application in the clinical practicum course. The course is designed to allow students to practice the obtainment of quality sonographic vascular images, the application of various ultrasound modes for patient evaluation, and the process of self-critiquing his/her own vascular studies. Corequisites: SONO 401, SONO 402. Fall

SONO 406L Cardiovascular Sonography Scan Lab II

2 credits

Students will explore further applications of medical sonography in real clinical settings with continuation of learning, practicing and decision-making skills. Students will be provided with health care facility practice in the University ultrasound lab by hands-on experience and learning the interaction between the sonographer and patient in the form of decision-making regarding the exam and images obtained. There will be "hands-on"

experience in cardiovascular Doppler and application of non-invasive vascular exams and instrumentation. Prerequisites: SONO 401, SONO 402. Spring

SONO 412 Seminar in Vascular Sonography **1 credit**

This course provides a comprehensive review in sonography of the vascular system. Emphasis is on a review of key terms, normal anatomic and sonographic anatomy, vascular pathology, and a review of clinical and sonographic findings. Prerequisite: SONO 402. Spring

SONO 414 Seminar in Cardiac Sonography **1 credit**

This course provides a comprehensive review in sonography of the cardiovascular system. Emphasis is on a review of key terms, normal anatomic and sonographic anatomy, cardiac pathology, and a review of clinical and sonographic findings. Prerequisites: SONO 401, SONO 404. Summer

SONO 422 Clinical Practicum IV Cardiovascular Sonography **5 credits**

Students will build knowledge and skill pertaining to medical cardiovascular ultrasound in real clinical settings with continuation of learning, practicing and decision making regarding vascular diagnosis, patient handling and the imaging process. Students will perform under the supervision of the clinical instructor in the health-care settings. Prerequisites: SONO 405L, SONO 401, SONO 402. Spring

SONO 426 Clinical Practicum V Cardiovascular Sonography **5 credits**

Students will build knowledge and skill pertaining to medical adult echocardiographic ultrasound in real clinical settings with continuation of learning, practicing, and decision making regarding echocardiographic diagnosis, patient handling, and the imaging process. Students will perform under the supervision of the clinical instructor in the health-care setting. Students will continue to build skills through knowledge and skill application pertaining to cardiac scanning. The clinical practicum is an extension of the cardiovascular didactic and laboratory courses. Prerequisites: SONO 401, SONO 402, SONO 404, SONO 405L. Summer

SPANISH (SPAN)

SPAN 101. Elementary Spanish I **3 credits**

This is an introductory course exploring the Spanish language with emphasis on enabling the student to read and speak with understanding. The concentration is on basic grammatical and conversational structures.

SPAN 102. Elementary Spanish II **3 credits**

This course is a continuation of SPAN 101 with more emphasis on speaking, reading, and writing. Prerequisite: SPAN 101 or one year of high school Spanish.

SPEECH (SPCH)

SPCH 300. Introduction to Theatre **3 credits**

This course is designed to introduce the students to the world of theatre. Through lectures, in-class discussions, viewing of films and the reading of plays, the student will

become acquainted with the evolution of theatre architecture, dramatic structure and the conventions of the theatrical event.

SPCH 311. Oral Interpretation

3 credits

A study of the principles, literature and types of public reading; selection of literature suitable for interpretation; development of skills in adapting rhythm, tone, color, and vocal and bodily responses to meaning. Prerequisite: COMM 103.

SPCH 313. Play Direction

3 credits

A study of problems of stage directions, blocking action, movement, mood, rhythm and pantomimic dramatization. Students must participate in departmental productions. Prerequisite: SPCH 312 and permission of the instructor.

SPCH 314. Play Production

3 credits

A study of the procedures and techniques for producing a play; selecting the script, casting, rehearsing, costuming and mounting a play. Students must participate in departmental productions. Repeatable.

SPCH 350. Special Topics

3 credits

Concentration upon specific interest area in speech communication. Repeatable.

SPORT ADMINISTRATION (SPAD)

SPAD 101. Orientation to Sport Administration

2 credits

This course will give students an opportunity to gain an overview of sport administration through a basic introduction into the conduct and administration of sports programs at all levels. Discussion will include interscholastic, intercollegiate and professional sports programs. Co-requisite: All students registered for SPAD 101 should take SPAD 297 concurrently unless they have previously taken SPAD 497. This course is offered each fall semester.

SPAD 201. History of American Sports

3 credits

History of American Sports is a class that focuses on the development of sports in American Society from the colonial period to the present. The class will spend time examining topics such as: race, social class, gender, economics, education, and mass media and how each topic relates to the historical perspective of sports in America. Students will learn how the history of sport has led American society to its state of sports obsession today. This class is offered each fall semester.

SPAD 202. International Sports

3 credits

International Sports will give students a global perspective on how the sports industry exists, is organized, and how sports (and what sports) are played around the world. The class will explore the role(s) politics play in sports, especially related to the Olympic Games. The class will look at colonialism's impact on the geographic distribution of sports and specific sports' popularity around the world. Lastly, the class will discuss the role/view of sports in countries of the developing world. This course is offered each spring semester.

SPAD 250. Sports and Society

3 credits

This course is a study of the role of sports in society and the impact of sports as a social institution.

SPAD 297. Internship Seminar

1 credit

This course will introduce students to the requirements for both their practicum experience and internship. Areas covered include expectations of students during their practicum experience(s) and internship(s), how to find and develop appropriate practicum experiences, preparation for internship interviews. All students registered for this course should take SPAD 101 concurrently. This course is offered each fall semester.

SPAD 298. Practicum Experience

1-3 credits

Through practicum experiences, SPAD majors receive academic credit for work experience with a sports-related organization. This is ordinarily volunteer work, although students may receive credit for paid work in the sports industry. Students may receive 1-3 hours of academic credit for this course depending on the number of practicum hours worked by the student. This course is repeatable once, meaning students may get credit for a maximum of three (3) credits for the course. At least one of the students' practicum experiences *must* be with the University of Charleston Athletic Department. Students must work 30 practicum hours for each hour of academic credit desired. Prerequisite: SPAD 101, SPAD 297, permission of the program coordinator, and written agreement with the practicum supervisor. All practicum experience proposals must be pre-approved by the program coordinator. This course is offered each fall and spring semester.

SPAD 301. Sports Marketing

3 credits

This course will review, discuss, and analyze marketing, promotions and fund-raising principles, techniques and strategies as they relate to athletics and the field of sports. Prerequisite: MRKT 321. This course is offered each spring semester.

SPAD 320. Facilities Management

3 credits

Study of current trends of the management and marketing of sporting events and sport facilities. Basic terminology and building designs of sport facilities will also be discussed. This course is offered each spring semester.

SPAD 325. Sports Information

3 credits

Topics include marketing, media, promotion, public relations and other activities in sport administration and media. Emphasis will be on sports reporting, writing, and media sports on radio, TV, Internet and in print media. Sports coverage will be explored on both college and professional levels. Additional emphasis will be placed on sports statistics. Prerequisites: COMM 101, COMM 102, COMM 103. This course is offered each fall semester.

SPAD 330. Event Management

3 credits

A course designed to prepare students to plan, organize, administer, and evaluate sports events. Students will learn how to execute a sport event as a major component of the course. As part of the lab component of the class, students are required to assist with sport events in the University of Charleston Athletic Department. This course is offered each fall semester.

SPAD 335 Sports Governance and Ethics (formerly SPAD 450). 3 credits

This course provides an overview of the major amateur and professional sports governance structures and the ethical principles that guide these organizations. Ethics applied to sport business and ethical decision-making will also be a focus of the course. An examination of the major ethical issues facing sports administrators will be included. This course is offered each spring semester.

SPAD 420. Sport Sponsorship and Sales 3 credits

The course is designed to further examine the principle of sport marketing through specific study in sales and sponsorship in sports. Personal selling techniques, customer service, and basic principles of sport sponsorship will be integral parts of the course. Students will also draft a sponsorship proposal and perform a formal sales presentation of that proposal. Prerequisites: MRKT 321, SPAD 301. This course is offered each fall semester.

SPAD 460. Sports Law 3 credits

This course covers various amateur sports law issues and focuses on the regulation of interscholastic, intercollegiate, and Olympic sports. This course will also cover professional sports and focuses on antitrust, labor, contracts, regulation of private associations, and player representation issues. Prerequisite: BUSI 231. This course is offered each spring semester.

SPAD 497. Internship Seminar 1 credit

This course allows students an opportunity to explore the areas of the sport industry in which they may want to pursue a career. Students will create a resume and cover letter, participate in mock job interviews, and learn the basics of networking and business etiquette.

SPAD 498. Internship in Sports Administration 3-6 credits

Experiences relating theory to practice in a specific area of sport administration. Prerequisite: SPAD 497, permission of the program coordinator or completion of all coursework in the major must be completed. The student's internship must be pre-approved by the program coordinator in order for the student to receive credit. This course is offered each fall and spring semester.

UNIVERSITY COURSES (UNIV)

UNIV 100. Introduction to Health and Wellness 2 credits

Course embedded assessment for the outcomes in self-directed learning associated with physical and mental well-being can be demonstrated through this course. The course focuses on developing self-awareness, self-assessment, and self-care activities, which promote personal physical and mental health. This course is web-based and students are welcome to enroll any time during the semester.

UNIV 101. Orientation to University 1 credit

This course is designed to foster a meaningful, professional relationship between the student and for his or her faculty mentor. During the semester the student will develop and implement a meaningful Master Academic Plan (MAP) compatible with his or her life goals; discover the

importance of assuming responsibility for his or her role in the educational process; receive guidance on curricular and professional choices focused that will enhance personal and professional development, and identify and learn to access University resources and support structures designed to enhance academic and professional success.

UNIV 102. The University Experience

2 credits

A continuation of UNIV 101, this course strengthens the mentor/student relationship while providing structured opportunities for students to complete beginning level work toward completion of selected Liberal Learning Outcomes.

UNIV 111. Micro-processing

3 credits

This course provides instruction in basic computers skills and training in the use of the office productivity software used campus-wide.

UNIV 112. Introduction to Ethical Practice

1 credit

This web-based course module is designed to provide to provide an introduction to the concepts and processes important to understanding the core values of the University of Charleston and developing a personal framework for ethical living. This experience will be completed during the student's second semester at the University.

UNIV 203. University Transition

3 credits

A course designed specifically for sophomore and junior level transfer students. The course will introduce new students to the institution's Liberal Learning Outcomes requirements while providing the opportunities or transfer students to complete any missing, foundational requirements. Students will utilize assignments provided by the instructors of this and other courses to demonstrate knowledge of the institution's graduation requirements.

UNIV 457X Senior Capstone (Course Designed for ORGL majors)

3 credits

This course offers students the opportunity to synthesize liberal learning outcomes, outcomes in the major field of study and co-curricular learning. The course provides for an overall (summative) assessment of students' learning and experience in the University curriculum and the ORGL major as evidenced by key assignments and presentation of an ePortfolio. Topics for capstone courses may include issues relating to science and society, analysis of diverse cultures and traditions, multidisciplinary approaches to a single problem, or the analysis of a single issue across national, cultural, or disciplinary lines. The Senior Capstone deals with ethical and substantive issues, problems and themes that affect the world community. Pre-requisites – demonstration of achievement of mid-level requirements in Citizenship, Communication, Creativity, Critical Thinking, Ethical Practice, and Science. The Liberal Learning Capstone is likely to be the last class a student will take that focuses on critical thinking, communication, and ethical practice outside the professional realm; just when a student is being asked to take some of the most important and difficult classes within their major or professional area, they are also being asked to spend copious amounts of time thinking and communicating about things outside that arena also. Prerequisite: ORGL 435

UNIV 459. Senior Capstone

3 credits

This course offers students the opportunity to synthesize liberal learning outcomes, outcomes in the major field of study and co-curricular learning. The course provides for an overall (summative) assessment of students' learning and experience in the University curriculum. Topics for capstone courses may include issues relating to science and society, analysis of diverse cultures and traditions, multidisciplinary approaches to a single problem, or the analysis of a single issue across national, cultural, or disciplinary lines. The Senior Capstone deals with ethical and substantive issues, problems and themes that affect the world community. Pre-requisites – demonstration of achievement of mid-level requirements in Citizenship, Communication, Creativity, Critical Thinking, Ethical Practice, and Science. **Included in the course will be substantial graded projects incorporating research.** Prerequisites: UNIV 112, COMM 101, COMM 102, COMM 103

WELCH COLLEAGUE (COLL) - See course listings under COLLEAGUE.

WELLNESS (WELL)

WELL 102. Swimming for Health and Fitness

1 credit

Instruction in swimming designed for the student to gain proficiency in swimming strokes, assessment of swimming performance, and pedagogy methods for successful aquatic teaching.

WELL 109. Health and Wellness for Majors

2 credits

This course provides knowledge base introduction to the principles and practices positively affecting students' individual levels of wellness, hygiene, and physical fitness as they explore the concepts of health related self-care. The course is designed to permit students to develop a program and set goals for improving their individual health and physical fitness. This course also assists in the development of the student's belief towards a life of health, wellness, and physical fitness.

WELL 140. Dance/Rhythmic Movements

2 credits

This activity-oriented course serves as an introduction to the fundamentals of various gymnastic, dance, and motor movements. The course incorporates discussion, basic skills practice, terminology, rules, safety procedures, and general conditioning. Students will utilize the course experiences to become proficient with skills and knowledge pertaining to gymnastics and dance.

WELL 145. Leisure Activities

1 credit

This course is designed for the students to be exposed to a variety of recreational and leisure activities. The student will demonstrate skill associated with each activity as well as demonstrate knowledge towards safety precautions, rules, and strategies for recreational activities.

WELL 150. Racquet Sports

1 credit

This activity-oriented course serves as an introduction to the fundamentals of various racquet sports. The course incorporates discussion, basic skills practice, terminology, rules, safety procedures, and general conditioning. Students will utilize the course experiences to become proficient with skills and racquet sport rules and regulations.

WELL 160. Team Sports **3 credits**
This activity-oriented course serves as an introduction to the fundamentals of various team sports. The course incorporates discussion, basic skills practice, terminology, rules, safety procedures, and general conditioning. Students will utilize the course experiences to become proficient with skills and team sport rules and regulations.

WELL 180. History and Philosophy of Sport **2 credits**
This course provides the students opportunity to study relevant historical events that have influenced sport and physical education throughout history. This course emphasizes the application of the historical perspective to modern day physical education and sport trends and issues.

WELL 251. Elementary Physical Education Methods **2 credits**
Candidates receive instruction on preschool/elementary strategies and methods in physical education. This course is taken concurrently with WELL 252. Candidates are also required to teach students during field experience in WELL 252.

WELL 252. Elementary Physical Education Field Experience **1 credit**
This course is taken concurrently with WELL 251. Elementary majors teach students during a 10 hour field experience in a physical education school setting. Wellness majors teach students during a 15 hour field experience in a physical education school setting.

Only students who have been formally accepted into the Education Department or who have special permission from the Chair of the Education Department may enroll in the courses listed below:

WELL 311. Methods of Assessment and Evaluation **1 credit**
The utilization of quantitative methods of instruments to evaluate standards for various groups, based upon the physical education setting. Candidates design rubrics and other skills assessments as they pertain to elementary and secondary physical education. Candidates will assess their personal level of physical fitness by participating in the implementation of the Fitnessgram. Co-requisite: EDUC 311.

WELL 314. Adapted Physical Activity **3 credits**
This course is designed to provide the student opportunity to identify, research, and create developmental, progressive learning activities and experiences for adapted physical education classes and organized sport. Also examined within this course of study are the most recent researched techniques, equipment, facilities, and legal issues pertaining to adapted physical education and sport. Wellness majors teach students during a 10 hour field experience in a physical education/special education setting.

WELL 342. Secondary Methods/Curriculum **3 credits**
Candidates receive instruction on secondary strategies and methods in physical and health education. This course also prepares candidates to design instruction that enhances health as well as physical and motor fitness, and sport skill competency. Candidates also teach students during a 15 hour field experience in a physical education school setting. Pre-requisite or Co-requisite: EDUC 320.

WELL 410. School Health **3 credits**

A general overview of practices and issues related to school health programs including philosophy, organization, school health services, curriculum, instruction and evaluation. Candidates also teach students during a 10 hour field experience in a health setting. Pre-requisite or Co-requisite: EDUC 320.

WELL 450. Senior Research Project

3 credits

This course encompasses the design of an experimental research study. Candidates will be involved with implementing various factors that will affect their individual research studies. This course also includes the analysis of statistical information that will be gathered by the candidate throughout the research study.

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Virginia Moore, Assistant Dean of
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Manager-Charleston

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)

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