



GRADUATE CATALOG

Missouri State University
2008-2009
Graduate College
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This catalog becomes effective from the beginning of the fall 2008 semester through the end of the summer 2009 semester. Students are expected to read and comply with the regulations, policies, and requirements described herein. This catalog is published for information purposes only. Requirements, curricula, regulations, policies, fees, courses, and other matters described in this publication are subject to change. Should changes be necessary, appropriate notice will be given.

GRADUATE CALENDAR 2008-09

For a full listing of drop deadlines and refund schedule,
see <http://calendar/missouristate.edu/academic.asp>

- **APPLICATIONS FOR GRADUATION** are due at the end of the FIRST WEEK of the semester for which you plan to graduate and must be submitted to the Graduate College. The forms are available at <http://graduate.missouristate.edu> (under the Forms section).
- **APPLICATIONS FOR COMPREHENSIVE EXAMINATIONS** (for applicable departments) should be submitted to the department during the first week of the semester for which you plan to complete your Comprehensive Exam. The forms are available at <http://graduate.missouristate.edu> (under the Forms section).

FALL 2008

July 20	Application deadline to avoid the late fee. Some programs may have an earlier submission deadline.
August 4 - 22	Fall Intersession (considered part of fall session for admission, registration, grading & graduation purposes).
August 18	Graduate Student Orientation
August 25	Classes begin
September 1	Labor Day Holiday (no classes)
October 15	Mid-semester
October 16-17	Fall Break (no classes)
November 25	Thursday evening classes meet; Tuesday evening classes do not
November 26-28	Thanksgiving Holiday
November 24	Thesis Deadline: Last day to submit approved thesis to the Graduate College
November 24	Seminar Deadline: Last day to submit acceptance sheet of approved research project to the Graduate College (Does not apply to all programs. Check with program advisor to determine if form is needed.)
December 11	Last day of classes
December 11	Comprehensive examination results due in the Graduate College.
December 12	Study Day (no classes)
December 13-18	Finals
December 19	Commencement

SPRING 2009

December 20	Application deadline (to avoid the late fee). Some programs may have an earlier submission deadline.
January 5-9	Spring Intersession (considered part of spring session for admission, registration, grading & graduation purposes).
January 12	Classes begin
January 19	Martin Luther King, Jr. Holiday (no classes)
February 16	Presidents' Day Holiday (no classes)
February 18	Monday evening classes meet; Wednesday evening classes do not
March 6	Mid-semester
March 21-27	Spring Break
April 9-10	Spring Holiday (no classes)
April 27	Thesis deadline: Last day to submit approved thesis to the Graduate College
April 27	Seminar deadline: Last day to submit acceptance sheet of approved seminar to the Graduate College. (Does not apply to all programs. Check with program advisor to determine if form is needed.)
May 7	Last day of classes
May 7	Comprehensive exam results are due in the Graduate College
May 8	Study Day (no classes)
May 9-14	Finals
May 15	Commencement

SUMMER 2009

May 20	Application deadline (to avoid the late fee). Some programs may have an earlier submission deadline.
May 18 - June 5	Summer Intersession (considered part of summer session for admission, registration, grading & graduation purposes).
May 25	Memorial Day Holiday (no classes)
June 8	Classes begin
July 3	Independence Day Holiday Observed (no classes)
July 20	Thesis Deadline: Last day to submit approved thesis to the Graduate College
July 20	Seminar Deadline: Last day to submit acceptance sheet of approved seminar to the Graduate College (Does not apply to all programs. Check with program advisor to determine if form is needed.)
July 24	Comprehensive examination results due in the Graduate College
July 19	Last day of classes
July 30-31	Finals
July 31	Commencement

MISSOURI STATE UNIVERSITY – BRIEF GUIDE TO GRADUATE PROGRAMS

Page	Program/Contact	Degree	Requirements and Information	Hrs
98	Accountancy Dr. Byrd (836-4183)	MAcc	3.00 GPA; Minimum score of 500 on GMAT if GPA below 3.25; Springfield & Joplin sites. Accelerated program available.	33
58	Administrative Studies Dr. Bourhis (836-6390)	MS	Internet or on-campus. Options: Applied Comm.; Criminal Justice; Project. Mgt.; Environ. Mgt.; Sports Mgt.; Individualized. GRE; 3 yrs work experience; 2 letters of recommendation	33
229	Applied Anthropology Dr. Wedenoja (836-5641)	MS	3.00 UG GPA (or 3.25 on last 60 hrs); GRE if below 3.00; 3.25 in anthropology courses; 3 letters of recom.; resume and statement of purpose; writing sample	36
162	Audiology Dr. DiSarno (836-5368)	AuD	Student must pay for and pass background/crime records check and drug test prior to first clinical placement.	105
244	Biology Dr. Wait (836-5802)	MS	3.00 UG GPA; 24 hrs of UG biology; statement of interest; 3 letters of recommendation; GRE required. Accelerated program available.	32
93	Business Administration Mr. Simmerman (836-5646)	MBA	Minimum score of 400 on GMAT; Available Springfield & Joplin sites. Accelerated program available.	33
156	Cell & Molecular Biology Dr. Field (836-5478)	MS	2 semesters in organic chemistry & physics; 1 course in calculus; 3.00 UG GPA; GRE required. Accelerated program available.	32
249	Chemistry Dr. Richter (836-5508)	MS	3.00 UG GPA (or in last 60 hrs); required UG chemistry courses; GRE scores 50th percentile. Accelerated program available.	32
163	Communication Sciences & Disorders Dr. DiSarno (836- 5368)	MS	App. deadline Feb 1. Options: Speech Pathology and Educ. of the Deaf & Hard of Hearing; UG degree in CSD with a 3.00 GPA; letter of application; 3 letters of recommendation; background & drug test required; GRE.	44 or 53
65	Communication Dr. Dillon (836-4986)	MA	UG degree in appropriate major or 15 hrs in communication courses; 3.00 GPA on last 60 hrs; GRE or MAT required. Accelerated program available.	32
102	Computer Information Systems Dr. Meinert (836-4178)	MS	Internet Program. Minimum of 450 on GMAT or comparable GRE; 3 yrs information systems work exp.; background in business admin.	36
124	Counseling: School - Dr. Blisard (836-6518); Community - Dr. Anderson (836-6519)	MS	Options: Elementary School, Secondary School, or Community Agency. Apply to Grad College & CLSE Dept; 3 letters of recomm.; GRE or MAT required.	45 or 48
231	Criminology Dr. Kunkel (836-5640)	MS	UG degree in sociology, criminology or criminal justice and 3.00 UG GPA; statement of intent; 3 letters of recommendation	33 or 36
207	Defense & Strategic Studies Dr. Payne (703-218-3565)	MS	Combined GRE of 900 on verbal and quantitative; letters of recommendation. Program only offered in Fairfax, Virginia	36
118	Early Childhood & Family Development Dr. George (836-5984)	MS	3.00 in last 60 hrs; GRE; Apply to Grad College and ECFD program.	32
127	Educational Administration -Masters Dr. Moseman (836-5490)	MSED	Options: Elementary or Secondary. Apply to Graduate College and EAD program.	36
130	Educational Administration - Specialist Dr. Watson (836-5177)	Ed.S	Options: Elementary, Secondary, or Superintendent. Apply to Grad College & EAD program; Master's GPA 3.50; GRE; hrs from Masters may transfer.	61 or 64
133	Educational Leadership Dr. MacGregor (836-6046)	Ed.D	Collaborative program with Univ of MO - Columbia; GRE required; 34 hrs of course work & 12 hrs of dissertation research.	46
119	Elementary Education Dr. Range (836-3262)	MSED	GRE required if GPA below 3.00; Curriculum & Instruction Track available online; available on Springfield, Joplin and West Plains sites	32
70	English Dr. Moser (836-6606)	MA	Options: literature, creative writing and TESOL; UG major in English (or similar) with a 3.00 GPA; GRE verbal score above 50th percentile.	32
256	Geospatial Sciences in Geography and Geology - Dr. Pavlowsky (836-8473)	MS	3 letters of recommendation; GRE required. Accelerated program available.	33
112	Health Administration Dr. Lunn (836-5647)	MHA	GMAT or GRE required.	48
169	Health Promotion & Wellness Mgmt. Dr. McCallister (836-5370)	MS	2.80 UG GPA; GRE; UG courses in statistics, exercise physiology, introductory psychology & microeconomics.	36
212	History Dr. Miller (836-5917)	MA	24 UG hrs in history.	30
147	Instructional Media Technology Dr. Groves (836-6769)	MSED	All Missouri State Graduate College admission requirements	33
222	International Affairs & Administration. Dr. Kernen (836-4618)	MIAA	3.00 UG GPA; 3 letters of recommendation; GRE if GPA below 3.00.	39

Page	Program/Contact	Degree	Requirements and Information	Hrs
267	Materials Science Dr. Ghosh (836-6205)	MS	UG in science or engineering with specific math & science courses; 3.00 GPA in last 60 hrs; GRE; 3 letters of recomm; Accelerated program available.	37
264	Mathematics Dr. Cheng (836-5112)	MS	3.00 GPA in upper div. courses beyond first calculus sequence; required UG courses. Accelerated program available.	32
81	Music Dr. Quebbeman (836-5729)	MM	Options: Conducting, Theory/Composition, Pedagogy, Performance, and Education. GRE required.	32
236	Natural & Applied Science Dr. Schmitt (836-5091)	MNAS	3.00 GPA last 60 hrs; at least 20 hrs in natural or applied science; student selects a primary & a secondary area emphasis; GRE. Accelerated program available.	32
158	Nurse Anesthesia Dr. Timson (836-4145)	MS	App deadlines: Jan 1 for Fall; Aug 1 for Spring. UG major in life sciences, nursing or chemistry; specific UG course requirements; 3.00 GPA last 60 hrs; licensure; work experience; certification; interview; background check; GRE.	56
173	Nursing FNP - Dr. Berg (836-3214) Nurse Ed - Dr. Sims-Giddens (836-5398)	MSN	Options: Nur Educator & Family Nur Practitioner. App to Grad College & Nursing dept; 3.00 GPA last 60 hrs; GRE; RN lic.; essay, 2 letters of recom.; health & liability ins.; background & drug test. Accelerated program available.	36 or 42
183	Physical Therapy Dr. Wallentine (836-4514)	DPT	App due Nov 15 for August start date; 3.00 GPA; specific prior course work; letter of application; letter of recommendation; GRE.	133
189	Physician Assistant Studies Mr. Canales (836-6151)	MS	Application due to Central Application Service for Physician Assistants by July for January start date; pre-professional courses required; medical verification; health & liability insurance; GRE.	83
239	Plant Science Dr. Schmitt (836-5091)	MS	UG degree in appropriate natural or applied science including 1 semester in genetics & organic chemistry; GRE required. Accelerated program available.	32
108	Project Management Dr. Callahan (836-5160)	MS	400 on GMAT or comparable GRE; background in project mgmt. including industry experience. Accelerated program available.	33 or 36
194	Psychology Dr. Shoptaugh (I/O) (836-5788) Dr. Lutz (Clinical) (836-5830) Dr. Mitchell (Exp) (836-6941)	MS	Selection begins Mar 1; app accepted until June 1. Options: I/O, Clinical, Experimental. App to Grad College & PSY dept; General & Subject GRE; 3.00 UG GPA & 3.25 in major field.	47
218	Public Administration Dr. Patel (836-5925)	MPA	3.00 UG GPA; 3 letters of recommendation; GRE if GPA below 3.00; up to 9 hrs of prerequisite courses. Accelerated program available.	39
176	Public Health Dr. Duitsman (836-5550)	MPH	App. Deadline Feb 1 - fall; July 1 - spring. 3.00 UG GPA; 1 yr work exp. in health or social service; 3 letters of recom.; GRE; 37 hr professional option.	37 or 48
149	Reading Dr. Camp (836-6983)	MSED	3.00 GPA; letter of intent; 3 letters of recommendation.	32
226	Religious Studies Dr. Given (836-6261)	MA	3.20 UG GPA or 3.40 on last 60 hrs; 24 hrs in religious studies; GRE if GPA is below 3.20; 12 hrs foreign language. Accelerated program available.	32
60	Secondary Education See area of emphasis advisor	MSED	Options: 18 subject emphasis areas available.	33
200	Social Work Dr. Haslam (Sgfd) (836-4259) Ms. White (Joplin) (625-3188)	MSW	Regular MSW: 2.75 UG (or 3.25 in last 60 hrs); 3 letters of rec.; statement of purpose. Advanced Standing MSW: all Reg. MSW plus BSW within 8 yrs; 3.00 UG (or 3.25 in last 60 hrs); GRE. Available in Springfield & Joplin.	34 or 62
134	Special Education Dr. DePaepe (836-4761)	MSED	Options: VI, SEACT; Mild/Moderate; Orientation/Mobility; Dev. Disabilities; 3.00 GPA in last 60 hrs; background check; letter of intent; 3 letters of recommendation	32
129	Student Affairs Dr. Brown (836-5287)	MS	Apply to Grad College & CLSE department	36
146	Teaching (MAT) Mr. Sawyer (836-3170)	MAT	Priority deadline February 15; UG degree in (or related to) area of certification desired; relevant PRAXIS II; certification analysis.	39
87	Theatre Dr. Herr (836-3212)	MA	UG major or 24 hrs in Theatre courses; 3.00 GPA in last 60 hrs; writing sample; 3 letters of recommendation. Accelerated program available.	33
72	Writing Dr. Moser (836-6606)	MA	Options: rhetoric & composition or technical & professional writing; 3.00 UG GPA; GRE verbal score above 50th percentile.	32

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CENTRAL DIRECTORY

PRESIDENT

Dr. Michael T. Nietzel 836-8500

PRESIDENT'S STAFF

Mr. Paul K. Kincaid, Chief of Staff, Assistant to the President for University Relations 836-5139

To be named, Chief Financial Officer 836-5632

OFFICE OF THE PROVOST

Dr. Belinda R. McCarthy, Provost 836-5119

Dr. Frank A. Einhellig, Associate Provost for Graduate Education and Research and Dean of the Graduate College 836-5335

Dr. John C. Catau, Associate Provost for Undergraduate Education 836-4589

Dr. Christopher J. Craig, Associate Provost for Faculty Relations 836-5022

Dr. Kristine S. Sutliff, Acting Associate Provost for Student Development and Public Affairs 836-8346

Mr. Stephen H. Robinette, Acting Assistant Provost for The Extended Campus and International Programs 836-4128

Ms. Jana K. Estergard, Equal Opportunity Officer 836-4252

ADMINISTRATIVE AND INFORMATION SERVICES

Mr. Gregory L. Burris, Vice President 836-5233

Ms. Mary J. Routh, Director, Human Resources 836-6616

To be named, Director, Safety and Transportation 836-4441

CAREER SERVICES

Mr. Jack Hunter, Director 836-5636

COLLEGE OF ARTS AND LETTERS

Dr. Carey H. Adams, Dean 836-5247

Dr. Roger Stoner, Associate Dean 836-5247

Art and Design - Dr. Wade S. Thompson, Head 836-5110

Communication - Dr. Kelly S. McNeilis, Head 836-4321

English - Dr. W. D. Blackmon, Head 836-5107

Media, Journalism and Film - Dr. Karen S.F. Buzzard, Head 836-5218

Modern and Classical Languages - Dr. Madeleine Kernan, Head 836-5122

Music - Dr. Dianne C. Strickland, Acting Head 836-5648

Theatre and Dance – Dr. Mark M. Biggs, Acting Head 836-4400

COLLEGE OF BUSINESS ADMINISTRATION

Dr. Ronald R. Bottin, Dean 836-4408

Dr. Phillip D. Harsha, Associate Dean 836-5646

Dr. Dave B. Meinert, Acting Associate Dean 836-5646

School of Accountancy - Dr. John R. Williams Director 836-5414

Computer Information Systems - Dr. Jerry M. Chin, Head 836-4131

Finance and General Business - Dr. Kent P. Ragan, Head 836-5504

Industrial Management - Dr. Shawn D. Strong, Head 836-5121

Management - Dr. Barry L. Wisdom, Head 836-5415

Marketing - Dr. Robert H. Luke, Head 836-5413

COLLEGE OF EDUCATION

Dr. Dennis Kear, Dean 836-5254

Dr. David Brown, Acting Associate Dean 836-5254

Childhood Education and Family Studies – Rebecca Swearingen, Acting Head 836-4525

Counseling, Leadership and Special Education – C. Don Keck, Acting Head 836-5449

Greenwood Laboratory School - Dr. Janice Duncan, Director 836-5124

Reading, Foundations and Technology - Dr. Fred H. Groves, Department Head 836-6769

Secondary Education – Dr. Jamaine Abidogun, Director 836-5944

COLLEGE OF HEALTH AND HUMAN SERVICES

Dr. Helen C. Reid, Acting Dean 836-4176

To be named, Associate Dean 836-4176

Biomedical Sciences - Dr. Colette M. Witkowski, Acting Head 836-5603

Communication Sciences and Disorders - Dr. Neil DiSarno, Head 836-5368

Health, Physical Education, and Recreation - Dr. Sarah G. McCallister, Acting Head 836-5370

Nursing - Dr. Kathryn L. Hope, Head 836-5310

Physical Therapy, Dr. Akinniran Oladehin, Head and Director 836-6179

Physician Assistant Studies, Dr. Steven T. Dodge, Head and Director 836-6151

Psychology - Dr. Robert G. Jones, Head 836-5797

School of Social Work – Susan C. Dollar, Director 836-6953

COLLEGE OF HUMANITIES AND PUBLIC AFFAIRS

Dr. Lorene H. Stone, Dean	836-6259
Dr. Victor Matthews, Associate Dean	836-5529
Defense and Strategic Studies - Dr. Keith B. Payne, Head	703-218-3565
Economics - Dr. Ardeshir J. Dalal, Head	836-5347
History - Dr. Thomas S. Dicke, Acting Head	836-5511
Philosophy - Dr. Pamela R. Sailors, Head	836-5650
Political Science - Dr. George E. Connor, Head	836-5630
Religious Studies - Dr. John E. Llewellyn, Head	836-5514
Sociology, Anthropology and Criminology - Dr. Karl R. Kunkel, Head	836-5640

COLLEGE OF NATURAL AND APPLIED SCIENCES

Dr. Tamera S. Jahnke, Dean	836-5249
Dr. Innocent Onwueme, Associate Dean	836-5249
Agriculture - Dr. W. Anson Elliott, Head	836-5638
Biology - Dr. S. Alicia Mathis, Head	836-5126
Chemistry - Dr. Eric Bosch, Acting Head	836-5506
Computer Science - Dr. Lloyd Smith, Head	836-4157
Fashion and Interior Design - Dr. C. Jeannie Ireland, Acting Head	836-5136
Geography, Geology, and Planning - Dr. Thomas G. Plymate, Head	836-5800
Mathematics - Dr. Yungchen Cheng, Head	836-5112
Physics, Astronomy and Materials Science - Dr. Pawan Kumar Kahol, Head	836-5131
Research Campus at Mountain Grove, W. Anson Elliott, Director	417-926-4105

EXTENDED CAMPUS

Mr. Stephen Robinette, Acting Director	836-4127
International Student Services, Dr. Diana Garland, Acting Director	836-6618

ENROLLMENT SERVICES

Mr. Donald E. Simpson, Assistant Vice President	836-5521
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FINANCIAL AID

Ms. Vickie Mattocks, Director	836-5262
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GRADUATE COLLEGE

Dr. Frank A. Einhellig, Dean	836-5335
Dr. Tomas Tomasi, Associate Dean	836-5335
To be named, Coordinator of Admissions and Recruitment	836-5331

LIBRARY SERVICES

Ms. Karen L. Horny, Dean	836-4525
Ms. Neosha A. Mackey, Associate Dean	836-4525

OFFICE OF THE REGISTRAR

Ms. Nicole G. Rovig, Registrar	836-5520
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RESEARCH AND ECONOMIC DEVELOPMENT

Dr. Jim Baker, Vice President	836-8501
Sponsored Research and Programs, to be named, Director	836-5972

RESIDENCE LIFE AND SERVICES

Dr. Gary Stewart, Director	836-5534
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STUDENT AFFAIRS

Dr. Earl F. Doman, Vice President	836-5526
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STUDENT LIFE AND DEVELOPMENT

Mr. Mike Jungers, Acting Dean of Students	836-5527
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GOVERNANCE AND ADMINISTRATION

Missouri State University is under the general control and management of a Board of Governors which is charged with the responsibility and authority to adopt administrative policies and procedures relevant to the management of the University. The nine voting members of the Board are appointed by the Governor, by and with the advice and consent of the Senate, to serve six-year terms. Two appointments are normally made every biennium during a regular session of the General Assembly. In addition, a non-voting student member of the Board is appointed by the Governor for a two-year term.

The President is the chief executive officer of the University, responsible to the Board of Governors for the administration of institutional policies and operations. The senior administrative officers of the University serve as an advisory body to the President and are responsible for specific operational divisions of the University. The Faculty Senate is an elected body of academic faculty established to provide a means of dealing with curricular matters and concerns of the faculty. The Graduate Council is an elected body of graduate faculty established to address matters concerning graduate education (i.e. programs, curricula, and policies). The Staff Advisory Council is an elected body from the University support staff that addresses concerns related to the staff. The Student Government Association provides the means by which students can participate in campus governance, student discipline, and management of student activities. Graduate student involvement is facilitated by the activities of the Graduate Student Council. The President of this organization is a member of the Graduate Council.

To formulate policy, to facilitate decision-making, and to promote a spirit of collegiality, the University is committed to participatory governance and to an open system of communication throughout the University.

BOARD OF GOVERNORS

Mary Sheid, West Plains, Chair
Michael Duggan, Chesterfield, Vice Chair
Gordon Elliott, Springfield
Brian Hammons, Stockton
Ryan Childress, Neosho, Student Governor
Cathy Smith, Trenton
Phyllis Washington, Kansas City
John Winston, St. Louis

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Michael Nietzel, President
Paul Kincaid, Chief of Staff and Assistant to the President for University Relations
Belinda McCarthy, Provost
James Baker, Vice President for Research and Economic Development
Gregory Burris, Vice President for Administrative and Information Services
To be named, Associate Chief Financial Officer
Earle Doman, Vice President for Student Affairs
John McAlear, Secretary to the Board of Governors
June McHaney, Director of Internal Auditing
Brent Dunn, Vice President for University Advancement
Drew Bennett, Chancellor of the West Plains Campus
Clif Smart, University Legal Council

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Frank Einhellig, Associate Provost and Dean of the Graduate College
John Catau, Associate Provost
Christopher Craig, Associate Provost
Kristine Sutliff, Acting Associate Provost
Stephen Robinette, Acting Assistant Provost
Carey Adams, Dean, College of Arts and Letters
Ronald Bottin, Dean, College of Business Administration
Dennis Kear, Dean, College of Education
Helen Reid, Acting Dean, College of Health and Human Services
Lorene Stone, Dean, College of Humanities and Public Affairs
Tamera Jahnke, Dean, College of Natural and Applied Sciences
Karen Horny, Dean of Library Services
Donald Simpson, Assistant Vice President for Enrollment Management
Pauline Nugent, Chairperson of Faculty Senate

GRADUATE COUNCIL

Chairperson	Libby Rozell
Master of Accountancy	David Byrd
Administrative Studies	John Bourhis
Agriculture.....	Gary Webb
Biology	Brian Weaver
Biomedical Sciences	Chris Field
Chemistry	Dean Cuebas
Childhood Education and Family Studies	Denise Cunningham
Communication	Isabelle Bauman
Communication Sciences & Disorders	Wafaa Kaf
Computer Information Systems	David Meinert
Counseling, Leadership and Special Education	Paul Blisard
Defense & Strategic Studies	none elected
English	Matthew Calihman
Geography, Geology & Planning	Doug Gouzie
Health, Physical Education & Recreation	Daniel Wilson
History	Eric Nelson
Industrial Management	Richard Gebken
Management (Health Administration)	Bob Lunn
Master of Business Administration	John Kent
Master of Science in Education, Sec Ed	to be elected
Mathematics	Paula Kamp
Music	Robert Quebbeman
Natural & Applied Science	Wenping Qiu
Nursing	Dalen Duitsman
Physical Therapy	B. Susan Robinson
Physician Assistant Studies	Nancy Dion
Physics, Astronomy & Material Science	Saibal Mitra
Political Science	James Kaatz
Psychology	Matthew Fanetti
Reading, Foundations and Technology	Deanne Camp
Religious Studies	Mark Given
Social Work	Darryl Haslam
Sociology, Anthropology & Criminology	William Wedenoja
Theatre & Dance	Chris Herr
 <u>Ex-Officio Members</u>	
Records and Registration	Nicole Rovig
Library	Lynn Cline
Graduate College	Frank Einhellig, Dean
Graduate College	Thomas Tomasi, Associate Dean
Graduate Student Council Member	to be elected

MISSOURI STATE UNIVERSITY

THE UNIVERSITY

HISTORY AND MISSION

University Mission

Missouri State University is a public, comprehensive university system with a mission in public affairs, whose purpose is to develop educated persons while achieving five goals: democratizing society, incubating new ideas, imagining Missouri's future, making Missouri's future, and modeling ethical and effective behavior.

The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in the common vocation of citizenship.

The undergraduate academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. Students admitted to Missouri State University graduate programs are expected to be well-grounded in the liberal arts and sciences. This foundation provides the basis for mastery of focused disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

The task of developing educated persons obligates the University to expand the store of human understanding through research, scholarship and creative endeavor, and drawing from that store of understanding, to provide service to the communities that support it.

Profile

The Carnegie Classification of Institutions of Higher Education categorizes Missouri State University as a Master's L institution because of the University's significant institutional commitment to graduate education, combined with extensive undergraduate education. Missouri State University is committed to providing the programs and scholarship base that make it the center for graduate education in the region and for selected students beyond the immediate locality.

The enrollment at Missouri State University, Springfield is approximately 19,000, and these students are engaged in the learning environment by more than 700 full-time faculty. More than 150 undergraduate programs provide a solid foundation leading to graduate education.



Approximately 3,100 students are enrolled in the graduate programs. These programs provide master's degrees in 44 areas, a Specialist in Educational Administration, Doctorates in Audiology and Physical Therapy, and a Doctorate in Educational Leadership which is offered jointly with the University of Missouri at Columbia. Seventeen graduate-level certificate programs are also offered.

Missouri State University is a metropolitan university serving a unique combination of urban and rural environments. The broader context in which the University is located is a natural setting for academic achievement. The institutional mission of public affairs and the themes of business and economic development; creative arts; health; professional education; science and the environment; and the human dimension are the daily topics of this metropolitan conversation. The community itself is a laboratory where these themes are experienced and addressed.

Missouri State belongs to The Coalition of Urban and Metropolitan Universities which subscribes to the philosophy that metropolitan universities are "major intellectual resources for their metropolitan regions," whose programs "respond to regional needs while striving for national excellence." This Coalition has committed its institutions "to be responsive to the needs of our metropolitan areas by seeking new ways of using our human and physical resources to provide leadership in addressing metropolitan problems, through teaching, research, and professional service."

Missouri State University System

The University functions through a multi-campus system that is integrated to address the special needs of the urban and rural populations they serve. The system includes campuses located in Springfield, Mountain Grove and West Plains, Missouri, and also a branch campus in Dalian, China.

Missouri State University – Springfield, the system's center of operation, is a selective admissions, graduate-level teaching and research institution. Graduate programs are offered through the academic departments on the Springfield campus.

HISTORY AND MISSION

Missouri State University – West Plains is a separately accredited two-year open admissions campus serving seven counties in south central Missouri. West Plains is located approximately 100 miles east of Springfield.

Missouri State University – Mountain Grove comprises 190 acres of land and boasts excellent building facilities, which support both field and laboratory research in the fruit and plant sciences. A small number of students live and work on-site at this campus.

The Missouri State University branch campus at Liaoning Normal University (LNU) in Dalian, China provides the Associate of Arts and one Bachelor's degree program for students in that part of the world, while also serving as a base to enhance learning for many students from the Springfield and West Plains campuses.

The Missouri State University Extended Campus provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction, and through its interactive video network (BearNet). The University also has expanded the availability of graduate course programming to citizens of the region through Internet course work and interactive telecommunications (ITV). The MBA is delivered via ITV to West Plains, Lebanon, and Nevada. Two master's programs, Administrative Studies and Computer Information Systems, can be completed through the internet. A major portion of the master's degree in Elementary Education, History and Project Management also can be completed through Internet course work.

Access to graduate education is expanded by offering five master's degree programs in Joplin, Missouri: Elementary Education, Accounting, Business Administration, Social Work, and the Master of Arts in Teaching. In addition, graduate courses in a number of programs are offered in several southwest Missouri communities including West Plains, Mountain Grove, Lebanon, and Neosho.

University Setting

Springfield Campus: The main Missouri State University campus is located on 225 acres in a residential area in central Springfield. The relatively close proximity of most classroom and laboratory facilities on campus allows walking between classes and an efficient shuttle system facilitates student transportation to more distant sites.

Springfield is the third largest population center in Missouri with a metropolitan service region of 250,000. The community is supported by an industrial/manufacturing base and an expanding service industry in tourism. The city serves as a regional center for health and medical services for southwest Missouri, northwest

Arkansas, southeast Kansas, and northeast Oklahoma. Springfield is located in the Ozarks, a distinct geographic region with a unique cultural heritage, significant agricultural economy, and rapidly expanding tourism and recreational industries.

Educationally, the region is served by a diverse mix of both public and private colleges and universities. Missouri State University, the largest and only multipurpose university in southwest Missouri, serves as a creative and intellectual resource for the Springfield metropolitan area, contributing to its economic development, social health, and cultural vitality through education, research, and professional outreach. The Springfield Campus offers a spectrum of educational programs that respond to regional and statewide needs while striving for national and international excellence. These offerings include baccalaureate, master's, specialist in education, and professional doctorate degrees offered through 42 academic departments.

Special Facilities: Missouri State University operates various other special facilities, such as the 125 acre Darr Agricultural Center in southwest Springfield, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, and Baker's Acres and Observatory near Marshfield, Missouri. The University operates a graduate residence center in Joplin which provides for on-site classrooms and also includes ITV delivery classrooms.

Missouri State University also has one entire academic department, the Department of Defense and Strategic Studies, located near Washington, D.C. in Fairfax, Virginia. All classes for the M.S. in Defense and Strategic Studies are offered at this location.

Heritage

Missouri State University was founded in 1905 as the Fourth District Normal School and became Southwest Missouri State Teachers College in 1919. The chronology of history of the university over the first 100 years shows the institution has undergone dramatic change, yet the purpose has been the same. Missouri State University has opened the door of opportunity for young people from Springfield, the region, the state, the nation and now the world. The *Daring to Excel* theme of the 2005 centennial year is an apt descriptor of the history of the University. Through more than a century of service as a higher education community, the administration, faculty, staff, students, and the supporting community have taken bold steps to move the University into expanded roles and higher levels of excellence.

MISSOURI STATE UNIVERSITY

The University's primary purpose during the first 40 years was the preparation of teachers for the public schools in the southwest region of Missouri. By the mid-1940s, the University had expanded its instructional programs in the liberal arts and sciences. As a consequence of this growth, in 1945 the Missouri legislature authorized an official change in the institution's name to Southwest Missouri State College.

A cooperative graduate program with the University of Missouri was begun in 1955, and Southwest Missouri State College initiated its first Master of Arts and Master of Science degree programs in 1967. With the development of graduate programs and the continued expansion of undergraduate education, the University had become an educationally diverse institution. These changes were recognized with an official name change to Southwest Missouri State University in 1972. The Mountain Grove Campus, founded in 1899 as the State Fruit Experiment Station, was added to the University in 1974.

During the decade of the 1990's the University doubled its graduate program offerings and the number of graduate students. This commitment to more extensive graduate education and research resulted in an official name change to Missouri State University in 2005, the centennial year for the University. Today, the institution is a multi-dimensional, multi-campus university system providing diverse instructional, research, and service programs.

The major focus of graduate education is at the master's level with the University currently offering 44 master's degree programs that span a diverse array of disciplines. In keeping with the institutional heritage and continued commitment to teacher education, a Specialist in Educational Administration is offered in the College of Education, and the University collaborates with the University of Missouri-Columbia in offering a Doctorate in Educational Leadership. The University offers a Doctorate of Audiology and a Doctorate of Physical Therapy, exemplifying the University's broad commitment to education in health sciences.

The title of the University's strategic plan, *Imagining and Making Missouri's Future: A Long-Range Vision and Five Year Plan (2006-2011)* is indicative of the goal's and aspirations of the institution. This Plan can be viewed in its entirety at <http://www.missouristate.edu/longrangeplan/>.

University Roles

The University recognizes the interrelationship and compatibility of teaching and learning, research, and public service to the mission of the institution. Each draws from and builds upon the strengths of the others, and all focus

on student learning. Research and creative activities are vital to ensure excellence in instruction. Instruction and research represent the foundation upon which service to the University's public is developed.

Developing Educated Persons: Missouri State University's purpose is "to develop educated persons." It is committed to the expansion and preservation of knowledge. It recognizes that human curiosity explores and pushes back the boundaries of the human intellect and the physical world. In an age where knowledge can become quickly dated, the University is committed to the discovery and dissemination of knowledge that serves the future. The characteristics of an educated person are readily assessable and recognizable:

- They cultivate their aesthetic tastes
- They are critical thinkers
- They are serious readers who become broadly literate
- They dedicate themselves to becoming curious and contributing citizens in an increasingly global society
- They balance an in-depth mastery of at least one academic discipline with a broad appreciation of the liberal arts

Teaching and Learning: The University is responsive to changing educational needs and has endeavored to develop, adopt, and implement innovative educational delivery modes to the extent they are appropriate. These include Internet classes, individualized instruction, experimental learning, computer-assisted instruction, audio- and video-tutorial instruction, and the use of various additional technologies for distance learning.

Research: Both basic and applied research are vital functions essential to the mission of the University. These activities further complement teaching by providing depth, breadth, and application to the learning process. The University believes that its research efforts must (1) contribute to the discovery, preservation and dissemination of new knowledge, (2) foster application and integration for problem solving and improvement of society, and (3) provide students with opportunities to develop an appreciation for research and to learn a research methodology consistent with their chosen area of specialization.

Financial support for research activities comes from institutional funds as well as gifts, grants, and contracts from private and public sponsors (see Office of Sponsored Research and Programs listed under University Services). The scope of research activities at Missouri State University encompasses individual faculty research, departmental research programs, the activities of the University's research centers, and the operations of the Research Campus at Mountain Grove. Graduate students have many opportunities for involvement in these areas.

HISTORY AND MISSION

Centers: Missouri State University has established focused research and service centers that provide part of the organizational structure for meeting the University mission. “Center” is a descriptor for formally recognized units, including institutes, bureaus and stations that function as an adjunct to the traditional University units (i.e., colleges and/or academic departments). The support base for Centers is primarily from external sources, including grants, contracts, and fees (for services, workshops, conferences, etc.).

These centers are active in multi-disciplinary research, education, training and service projects that serve both the University and external entities. Each year a number of graduate students are involved in the research and service projects that are conducted through Centers. A listing of Missouri State University Centers follows:

- Bull Shoals Field Station
- Bureau of Economic Research
- Center for Archaeological Research
- Center for Business and Economic Development
 - ❖ Management Development Institute
 - ❖ Small Business Development Center
- Center for Continuing and Professional Education
- Center for Dispute Resolution
- Center for Grapevine Biotechnology
- Center for Health Education Research and Services
- Center for Homeland Security
- Center for Industrial Productivity
- Center for Multidisciplinary Health Education
- Center for Research and Service
- Center for Resource Planning and Management
- Center for Scientific Research and Education
- Center for Social Science & Public Policy Research
- Community and Social Issues Institute
- Institute for School Improvement
- Jordan Valley Innovation Center
 - ❖ Center for Biomedical and Life Sciences
 - ❖ Center for Applied Science and Engineering

- Mid-America Viticulture & Enology Center
- Ozarks Environmental and Water Resources Institute
- Ozarks Public Health Institute
- Southwest Missouri Area Health Education Center
- Southwest Regional Professional Development Center

Public Service: In order to serve the public, Missouri State University incorporates resources of knowledge, skills, and artistry into the mainstream of society. The role, therefore, of public service at the University is to make available the University’s physical resources and human expertise for the purpose of meeting needs or solving problems of various public constituents. The most important public service resources of the University are the diverse and specialized talents of the faculty, staff, and students. The scope of the public service program includes community education, research that informs the public on the natural environment and social issues, cultural and entertainment events, recreational activities, clinical and diagnostic services, conferences and institutes, public broadcasting services, professional development clinics and seminars, summer workshops and camps, and faculty/staff consulting activities.

A number of the University Centers contribute extensively to the public, as well as the research efforts of the University. For example, the Institute for School Improvement provides a broad range of services to school districts of the region. Similarly, the Center for Resource Planning and Management regularly assists municipalities and counties in moving toward solutions to various problems. The mission of the Community and Social Issues Institute is to serve as a catalyst to organize and apply the research and service capacity of the University to assist public and private organizations in addressing social issues of the community. The Center for Dispute Resolution provides its expertise to agencies and many local organizations. These are representative of the many public service areas of the university.



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ACCREDITATION – GRADUATE

The University is accredited to offer graduate degrees by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools. In addition, specific graduate programs are professionally accredited by the following organizations:

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA): Master of Science, Physician Assistant Studies

AACSB International - The Association to Advance Collegiate Schools of Business: Master of Accountancy; Master of Business Administration; Master of Health Administration; Master of Science, Computer Information Systems

American Speech-Language-Hearing Association: Doctor of Audiology and Master of Science, Communication Sciences and Disorders/Speech-Language Pathology

Commission on Accreditation in Physical Therapy Education (CAPTE): Master of Physical Therapy

Commission on Collegiate Nursing Education (CCNE): Master of Science in Nursing

Council on Accreditation of Nurse Anesthesia Educational Programs: Master of Science, Nurse Anesthesia

Council on Education of the Deaf: Master of Science, Communication Sciences and Disorders/Education of the Deaf and Hard of Hearing

Council on Social Work Education: Master of Social Work

Department of Elementary and Secondary Education (DESE); Missouri State Board of Education: Educational Administration, Early Childhood and Family Development, Reading, Special Education; Master of Arts in Teaching, Communication Sciences and Disorders, Counseling; Specialist in Education

National Association of Schools of Music (NASM): Master of Music; Master of Science in Education, Secondary Education/ Music

National Association of Schools of Public Affairs and Administration: Master of Public Administration

National Association of Schools of Theater: Master of Arts, Theatre

National Council for Accreditation of Teacher Education (NCATE): Master of Science in Education, Educational Administration, Elementary Education, Instructional Media Technology, Reading, Secondary Education, Special Education; Master of Science, Counseling; Specialist in Education, Educational Administration

In addition to those accreditations, Missouri State University is a member institution of the American Association of State Colleges and Universities, the Council of Graduate Schools in the United States, the Midwestern Association of Graduate Schools, and the American Association of Colleges for Teacher Education.

[NOTE: This section on University Policies, plus the next two sections on Academic Regulations and the Graduate College, constitute the "Graduate Student Manual". All graduate students are expected to become familiar with these policies and procedures, as they describe the rights and responsibilities of graduate students at Missouri State University.]

It is not possible to cover all potential situations in these pages, so graduate students (current and future) should contact the Graduate College for clarification or more information. Specific departments and graduate programs may have additional policies, procedures, and requirements not covered in these sections.]

UNIVERSITY POLICIES

In fulfilling its mission, the University adheres to a set of educational and administrative policies which are essential to the maintenance of a learning environment and which fosters a sense of community and public accountability.

The University is committed to freedom of thought and inquiry for both faculty and students. This commitment ensures that faculty have the freedom to teach, conduct research, exercise creativity, and publish in their professional capacity without restraint or fear of reprisals. Academic freedom is essential to the University's instructional and research activities. An open instructional environment is essential for the protection of the rights of faculty to teach and of the students' freedom to learn. Freedom in research and creativity is fundamental to the advancement of truth.

In return, faculty and students conducting research or other creative/scholarly activity as part of the academic enterprise do so in a responsible and ethical manner. Responsible conduct of research includes (but is not limited to) compliance with federal regulations related to the health/safety of the researchers, their subjects, and the environment. Training for specific compliance requirements, and information to prevent research misconduct or unethical research activities are available from the Office of Sponsored Research and Programs.

As a state-assisted public institution of higher education, Missouri State University is accountable for the fiscal management of funds received from public, business, philanthropic, and private sources. The University also recognizes its responsibility for educational outcomes relevant to individual and social needs, and for the effective administration of its programs. The University is committed to the concept of public accountability in the broadest sense. Such a commitment obligates the

University to: (1) define institutional goals and priorities, (2) determine the degree to which goals are achieved, (3) identify and measure the outcome of its programs, and (4) measure the costs and benefits of programs. Inherent in those obligations is a commitment to systematic institutional planning and to continuous program review and evaluation to ensure maintenance of quality and excellence.

While it is impossible to specify all relevant University policies, the more salient ones are herein identified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address
- Telephone number
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including deans list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters and University-funded scholarships (excluding need-based)
- Previous education institution attended

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Right To Limit Disclosure Of Directory Information

The University will give annual public notice to students of the categories of information designated as directory information. Currently enrolled students have the right to suppress disclosure of their address (including email address), and telephone number (Privacy Hold), or all of their directory information (FERPA Hold). Former students have the right to request a Privacy Hold only. These holds do not apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise.

To request a Privacy or FERPA Hold, students must submit a written request to the Office of the Registrar, Carrington Hall, Room 320. Students who do not wish for their information to appear in the printed directory must notify the Office of the Registrar by no later than the second week of classes during the fall semester. Requests made after the second week of the fall semester will result in the student information being removed from the web directory only.

Consent To Disclosure Of Personally Identifiable Information

The University will not release personally identifiable information in education records or allow access to those records except to the extent that FERPA authorizes disclosure without consent, including but not limited to the following: the individual student; whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient); any party requesting directory information (unless the student has a Privacy or FERPA hold); university officials of Missouri State University who have a legitimate educational interest; officials of other schools in which a student seeks or intends to enroll or is enrolled; parents if parents claim the student as a dependent for tax purposes (the University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office); persons in connection with a health or safety emergency; an alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a Disciplinary Proceeding; parents regarding alcohol and drug violations of a student under 21 years of age; anything as otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

Additional Information

A copy of the FERPA policy is available at <http://www.missouristate.edu/registrar/FERPA.html>. If you have any questions regarding this policy or if you feel that your rights under FERPA are being violated, please contact the Office of the Registrar at 320 Carrington Hall, 901 South National Avenue, Springfield, MO 65897 or call (417) 836-5520. Students have the right to file a complaint with the U.S. Department of Education if they believe that the University has failed to comply with the requirements of FERPA. The complaint should be in writing and sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

LIABILITY PROTECTION

Because only officers or employees of the University are generally covered by the legal expense fund, students involved in internships or cooperative employments with other organizations are advised to provide for their own liability insurance through their cooperative employer/ internship sponsor, through professional organizations, or personally.

NONDISCRIMINATION

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

Missouri State University is an Equal Opportunity/ Affirmative Action employer.

Equal Employment Opportunity

The University is committed to nondiscrimination and equal employment opportunities and to affirmative action programs designed to strengthen this commitment. The University takes affirmative action to provide equal opportunity in all personnel related activities administered by the institution. This commitment includes the intent to maintain an environment free from discrimination, including harassment, as authorized in the University's Nondiscrimination Policy. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against.

Inquiries regarding the University's Affirmative Action program, or compliance with federal and state laws and guidelines such as, Title VI, Title IX, Section 504, the Age Discrimination Acts, and the Americans with Disabilities Act may be addressed to Jana Estergard, Equal Opportunity Officer, Park Central Office Building, Suite 111, 901 S. National Ave, Springfield, Missouri 65897, (417) 836-4252.

STUDENT DISABILITY ACCOMMODATION

Within the guidelines set forth in this policy, Missouri State University is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Missouri State University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

Notifying Disability Services Of A Request For Accommodation

Students requesting academic accommodations for a disability are responsible for notifying the University of their disability and their request for accommodations. To initiate a request for academic accommodations, students must contact the Director of Disability Services, Plaster

Student Union, Suite 405, (417) 836-4192 (voice) or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. On the West Plains Campus, students must contact the Coordinator of Disability Services, Academic Support Center (ASC), 128 Garfield, (417) 255-7940 (voice) or (417) 255-7981 (TTY). The student should notify the aforementioned offices as soon as the need for the academic accommodation becomes evident. In order to receive accommodations, students must provide disability documentation that meets University guidelines.

Accommodations will not be provided for undocumented disabilities, except that accommodations may be provided on a provisional basis pending receipt of documentation for disabilities that are readily apparent. Only persons interested in disability-related accommodations or services need provide disability information. Accommodations must have a legitimate educational purpose, and cannot be based simply on applicants' preferences. Students must initiate a request for every semester in which accommodations are sought. If eligibility for services and the request for academic accommodations are approved, Disability Services (Academic Support Center at the West Plains Campus) or the Learning Diagnostic Clinic will provide the student a letter to be shared with instructors outlining the approved recommended accommodations.

Disability Services Referrals To The Learning Diagnostic Clinic (LDC)

Students seeking accommodation for any type of disability should direct the initial request for accommodation to Disability Services. DS refers students seeking accommodations for psychological or learning disabilities to Missouri State University Learning Diagnostic Clinic. The West Plains Disability Services Coordinator will oversee the administration of DS and/or LDC recommended accommodations at the West Plains Campus.

Learning Diagnostic Clinic Testing Services

The LDC provides assessments of learning and psychological disabilities. Students who simply wish to inquire about LDC's diagnostic or testing services do not need to seek referral through Disability Services, but may instead directly contact the Learning Diagnostic Clinic, Alumni Building, Suite 502. To inquire about testing services, contact the Director, LDC, 417-836-4787 or <http://psychology.missouristate.edu/lcd/>. The LDC charges a sliding-scale fee for its testing services.

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Appeal Processes

If the student's eligibility for services and/or request for academic accommodations is denied, Disability Services or the Learning Diagnostic Clinic will provide to the student written notification of denial, including the basis for denial as well as information on the appeal process. Student appeals related to eligibility for services or the request for academic accommodations shall be directed to the Equal Opportunity Officer, Office of Human Resources, Park Central Office Building, Suite 111, 901 South National, Springfield, Missouri 65897, (417) 836-4252 (voice) or (417) 836-6874 (TTY).

A faculty member who believes that accommodations recommended by Disability Services or LDC can be shown to alter or compromise fundamental course or program goals has the right to appeal the provision of those accommodations; however, recommended accommodations should be provided until the appeal is resolved. A faculty member should first address his/her concerns through discussions with Disability Services or the Learning Diagnostic Clinic, and may initiate a formal appeal of a recommended academic accommodation by submitting a written statement to the Provost, clearly documenting the fundamental academic goals and demonstrating that the recommended accommodation necessarily compromises those goals. At the West Plains Campus the formal appeal would be initiated with the dean of the appropriate school. A faculty member who is not satisfied with the decision may file a grievance with the Equal Opportunity Officer at the Springfield Campus, or with the Affirmative Action Liaison at the West Plains Campus.

For the complete policy statement and rights and responsibilities of the University and its faculty and students with disabilities, please refer to <http://www.missouristate.edu/disability/8882.htm>.

EMAIL COMMUNICATIONS

Email is an official means of communication of Missouri State University. Unless law, contract, or other university policy prohibits email or requires another form of communication, Missouri State University may send communications to faculty, staff, and students by email to their Missouri State University email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. Students, faculty and staff are expected to maintain their email boxes, which includes deleting old email so that the box remains open and within size limits. The entire email communications policy is available online at www.missouristate.edu/ais/email.htm.

NON-RESIDENT STATUS (For Registration And Fee Purposes)

Questions regarding this policy should be directed to: Admissions Office, Missouri State University, Springfield, MO 65897, Phone: (417) 836-5517.

The following was developed by the Missouri Board for Higher Education and adopted by the Missouri State University Board of Governors. Policy subject to change.

The Policy

1. Definitions

- a. "Domicile" shall mean presence within a state with an intent of making said state a permanent home for an indefinite period.
- b. "Residency" or "Resident Status" shall mean that status which is achieved when sufficient proof of a domicile within a state is presented.
- c. "Adult Student" shall mean any student having attained the age of twenty-one (21) years

2. Adult Student

If an adult student, not a resident, shall present sufficient proof of the establishment of a domicile within the State of Missouri, said student shall be granted resident status at the first enrollment following the establishment of said domicile.

3. Members of the Military Forces

Students shall neither gain nor lose resident status solely as a consequence of military service. For the purposes of student resident status, military personnel, when stationed within the State of Missouri pursuant to military orders, their spouses and unemancipated minor children, shall be regarded as holding Missouri resident status. However, a member of the military forces who is specifically assigned, under orders, to attend a Missouri institution of higher education as a full-time student, shall be classified, along with their spouses and unemancipated minor children, as if they had no connection with the military forces.

4. Non-citizens of the United States

Students who are not citizens of the United States must possess resident alien status, as determined by federal authority, prior to consideration for resident status. Aliens present within Missouri as representatives of a foreign government or at the convenience of the United States or Missouri governments and holding G visas shall be entitled to resident status, except for those who are government funded students. Aliens and their dependents holding A or L Visas may be granted resident status if determined to be individually designated as representatives of their governments and whose education is not government funded.

5. Factual Criteria in Determination of Resident Status

- a. Attendance at an institution of higher education shall be regarded as a temporary presence within the State of Missouri; therefore, a student neither gains nor loses resident status solely by such attendance.
- b. The burden of proof of establishing eligibility for Missouri resident status shall rest with the student.
- c. In determining resident status for the State of Missouri, either of the following shall be sufficient proof of domicile of individuals and their dependents within the State of Missouri:
 - (1) Presence within the State of Missouri for a period of twelve (12) months and sufficient proof of an intent to make Missouri a permanent home for an indefinite period; or
 - (2) Presence within the State of Missouri for the purposes of retirement, full-time employment, professional practice or to conduct a business full-time.
- d. In determining whether a student holds an intent to make the State of Missouri a permanent home for an indefinite period, the following factors, although not conclusive, shall be given heavy weight: continuous presence in Missouri during those periods

not enrolled as a student; presence within Missouri upon marriage to a Missouri resident and the maintenance of a common domicile with the resident spouse; substantial reliance on sources within the State of Missouri for financial support; former domicile within the state and maintenance of significant connections while absent; and ownership of a home within the State of Missouri.

- e. The following factors indicating an intent to make the State of Missouri a permanent home for an indefinite period shall be given less weight than those in subsection 5(d) above and include: voting or registration for voting; a statement of intention to establish a domicile in Missouri; automobile registration or operator's license obtained in Missouri; and payment of income, personal and property taxes in Missouri. Only in borderline cases shall these factors become determinative.
- f. The waiver of forgiveness of a non-resident student fee, in full or in part, shall have no bearing on the residency status of a student and shall not be a basis for classification on a non-resident student as a resident.
- g. Non-resident students may offset against non-resident fees any income taxes paid to the State of Missouri. Dependent students may utilize Missouri income tax paid by their parents. (NOTE: Student must be shown as a dependent on the tax return.) No tax other than Missouri income tax will be taken into account and no credit will be given for income tax withheld or paid in connection with an estimated tax return during the current year. Offsetting a paid income tax against non-resident fees must occur within one year after the tax is paid. For example, income tax paid for 1998 must be offset against non-resident fees in the fall 1999 and/or spring 2000 semester. The tax credit will be offset against the non-resident portion of incidental fees only and will not be offset against any other fees or charges. The tax credit may be used only once, except that credit in excess of current non-resident fees may be carried forward to subsequent semesters subject to the one year limitation stated previously. Questions regarding the above procedure or policy should be directed to: Financial Services, Director of Accounting, 901 S National, Springfield, MO 65897 (417) 836-5632.

6. Review Procedure

Residency will be determined at the time of admission by the Office of Admissions or the Graduate College according to the above policy. Students who indicate Missouri residence on their admission applications, but who are initially classified as non-residents on the basis of available information, will be sent a copy of the residence policy and application. Any questions concerning the residency policy or its interpretation should be directed to the Admissions Office. The residency application decision may be appealed to the Committee on Residence. A written request must be submitted to the Admission Office to initiate the residency appeal process. When a decision is made by the Committee on Residence, the results are final and will be communicated to the student in writing.

STUDENT CONDUCT

When students enroll at the University, they do so voluntarily and in so doing implicitly accept certain obligations of performance and behavior established by the University, as defined in the Code of Student Rights and Responsibilities and other Official University publications. The development of self-discipline is a goal of education and the disciplinary process is intended to be educational in nature. The judicial system is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. The procedures are designed to balance the rights and

responsibilities of the student accused of wrong doing with the rights of the accuser, other students, members of the academic community, and the public. Hearings shall be conducted by a judicial body in order to provide a fair opportunity for hearing of the student's position, explanations, and evidence.

Any member of the University community may file charges against any student for misconduct. Generally, jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives. Charges shall be prepared in writing and directed to the Office of Judicial Programs, 405 Plaster Student Union, the office responsible for the administration of the University judicial system. Any charge should be submitted as soon as reasonably possible after the event takes place, but in any case, no longer than one calendar year from the date the person knew or should have known the facts.

Acts of dishonesty can be perceived to be related to a student's academic performance or a student's conduct. When the matter is related to a student's academic performance, the policies of the Office of the Provost, listed in the "Academic Integrity" section of this catalog, are in effect. When the matter is related to a student's conduct, the policies of the Code are in effect. The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend class. The student is expected to comply with all reasonable directives of the course instructor.

Once the hearing authority has determined that a violation of the Code has taken place, the hearing authority will determine a recommendation for a sanction appropriate to the violation. In determining its recommendation, the hearing authority will hear recommendations from the accused student and the Judicial Advisor, who is a representative from the Office of Judicial Programs. The Judicial Advisor may introduce evidence of past violations by the accused student in order to establish why a recommended sanction is appropriate. Disciplinary sanctions other than dismissal and expulsion shall not be made a part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record, which will be maintained in a specified area of the Dean of Students Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act.

The complete Code of Student Rights and Responsibilities is available at www.missouristate.edu/judicial or from the Office of Judicial Programs, 405 Plaster Student Union, (417) 836-6937. It is also recommended that each student become familiar with the Current Students and Campus Services web pages at www.missouristate.edu to learn about other University policies and procedures.

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ACADEMIC REGULATIONS

ACADEMIC INTEGRITY

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The policies and procedures described in the Student Academic Integrity Policy specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The Faculty Handbook states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with the University policy. The instructor should allow the student who has been charged with academic dishonesty to continue attending class until all appeals are resolved. If an academic integrity matter is pending at the end of a semester, the instructor will issue an Incomplete (I) grade to the student until the appeal process is completed.

The complete Student Academic Integrity Policies and Procedures document, including information on the Academic Integrity Proceeding, is available online at www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf (keyword = academic integrity) or from the Office of the Provost.

Academic Integrity Council

The 23member Academic Integrity Council (AIC) consists of ten voting student members and ten voting faculty members, plus the Provost or designee, who is the nonvoting Chair of the Council. In addition, the Dean of Students (or designee) and the SGA Legislative Director for the Office of the Provost serve as ex officio members (without voting privileges). The Council is charged with enforcing the Missouri State academic integrity policy, including overseeing academic integrity proceedings; reviewing and amending academic integrity policies and procedures; and organizing and conducting campus activities to promote a campus-wide climate of academic integrity.

Definitions

Any one of the following acts constitutes Academic Dishonesty.

- **Cheating.** The term “cheating” refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- **Fabrication or other misconduct in research.** The term “fabrication” refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; “misconduct in research” refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.
- **Plagiarism.** The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- **Facilitating academic dishonesty.** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor's Department Head, and/or the instructor's College Dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209.

The AIC will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his or her identity revealed. If the act of academic dishonesty that is reported to the AIC is alleged to have occurred in a particular course, the AIC Chair will notify the course instructor of the allegation. If the reported allegation is not associated with any particular course, the AIC Chair will convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

Academic Dishonesty Not Associated with Enrollment in a Course: Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly enrolled (for example, taking a test for a duly enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

Revoking A Grade/Degree

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an “F” or “XF” grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with a copy to the instructor’s department head and dean, and in the case of a graduate student, with a copy to the Dean of the Graduate College. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The written notification from the instructor shall include a detailed description of the alleged academic dishonesty and the intended sanction. The Chair of the Academic Integrity

Council will notify the student of the allegation by certified letter with return receipt. The student will be allowed full appeal rights as outlined in the following sections of this policy: “Addressing Alleged Academic Dishonesty and Notifying the AIC of an Alleged Incident” and “Student Request for an Academic Integrity Proceeding.” When the appeal process has been concluded, if the allegation is upheld and if it was brought forward within the five-year time limit, the instructor’s recommended sanction (“F” or “XF”) will replace the original grade. If the revocation of a course grade affects the student’s graduation status because the course was necessary for graduation, a degree that has been granted will be revoked.

The Academic Integrity Council can at any time and at its discretion recommend to the Provost that a degree be revoked even if all degree requirements are met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements are met requires an affirmative vote of at least 14 of the 20 voting members of the Council. The Provost’s decision to revoke a degree requires consultation with the Dean of the college which awarded the degree and, in the case of a graduate degree, consultation with the Dean of the Graduate College. The Provost’s decision to revoke a degree requires the concurrence of the President of the university. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

PERSONAL STUDENT INFORMATION

Address

Students must report their correct addresses at the time of registration. Students may also update their address(es) online through My Information or by reporting address changes to the Office of the Registrar.

The local address is generally used to contact students when classes are in session. The permanent address is used on billings, refunds and other items sent while classes may not be in session. The local and permanent address may be the same. Students are required to have a street address/PO Box number, city, state, and ZIP on the local and permanent addresses.

Change of a permanent address does not affect a student’s residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the Office of Admissions, Carrington Hall 204.

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Name Change

Students are required to provide their official legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests for applicants, current, and former students must be submitted in writing to the Office of the Registrar and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: the Office of the Registrar, Room 320 Carrington Hall, Missouri State University, 901 S. National, Springfield, MO 65897.

Documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States. Other forms of documentation may be considered on a case-by-case basis.

When academic records are maintained on microfilm, the student's name cannot be updated on the microfilm. Students who attended Missouri State University before 1985 have microfilm records.

A name change form (PDF) is available on our web site at: <http://www.missouristate.edu/registrar/namechanges.html>.

Student Name on Diploma and University Certificates:

The student name listed on a diploma or certificate must match the official name on file at the University, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name.

Students indicate the desired diploma name on the Intent to Graduate form (undergraduate students) or Application for Graduation form (graduates students); and the certificate name on the Notification of Completion form.

If you have any questions regarding changing your name, please contact the Office of the Registrar at 417-836-5520 or send an email to records@missouristate.edu.

Transcript

A transcript is a chronological listing of the student's academic record at Missouri State University printed on safety paper. An official transcript bears the University Seal and is mailed directly to another university or outside agency. If student is to receive the transcript, it is stamped "Issued to Student" or placed in a sealed envelope and may not be considered official by some agencies and institutions. All students are issued a transcript (stamped "Issued to Student") upon graduation. Additional information regarding transcripts is provided below.

- Transcripts are typically available for request after the student has completed a semester at Missouri State.
- Transcripts will not reflect current semester withdrawals or grades until approximately two weeks after the semester has concluded.
- Transfer credit (including West Plains Campus courses taken since August 1995), will appear on the transcript indicating the number of credit hours awarded for each institution attended. Individual transfer courses are *not* listed. Transfer credit is awarded and posted to transcripts only for students who enroll at Missouri State subsequent to completing coursework at other institutions.
- Courses taken through the West Plains Campus fall 1995 and beyond will not appear on this transcript. Rather, they will appear on the West Plains Campus Transcript.
- Academic probations, suspensions, and disciplinary expulsions are recorded on the transcript.
- For information on how to change your name with the University, please see the Student Name Change Policy.

Fees And Encumbrances: There is no charge for routine and reasonable transcript requests.

A \$20 fee will be charged for transcripts or other documents sent via express or overnight mail within the continental U.S. The \$20 fee must be paid by check or money order made payable to Missouri State University and must accompany the transcript request form. An additional amount may be required when sending items outside of the country. Do not send cash, please.

Transcripts will not be released for students who have a University encumbrance due to a financial-related obligation. Students may view their transcript online any time (PIN required). Encumbered students may also request a Student Academic Summary (SAS) from the Office of the Registrar.

How To Request A Transcript: Transcript requests are typically processed the same day or the following business day upon receiving the request. The University is open Monday-Friday, except for weekends and holidays. If someone other than the student is to request and/or pick up a transcript, that person must have a signed note from the student stating that the student (student name) gives Missouri State authorization to release the transcript to them (their name). The requesting person must also provide the student's photo ID (or a photo copy of the student's ID) and a photo ID of himself or herself. The following options are available for requesting transcripts.

Option 1. Order through the My Information (PIN required). If you do not have a PIN or if your transcript request requires special handling conditions such as overnight, fax, or pick-up at the Office of the Registrar, please see Option 2 below. Transcript requests made through My Information by 4:00 p.m. on business days, are generally mailed the following business day.

Option 2. Print the transcript request form page, either in Microsoft Word or PDF format, available at www.missouristate.edu/registrar/transcripts.html. Complete and fax or mail the form to the Office of the Registrar. The fax number and mailing address are at the top of the form.

Option 3. Send a written request to: Transcripts, Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. Please include the following information: student's full legal name and any former names; student's social security number or student identification number and date of birth; last semester of attendance at Missouri State (please indicate if you attended the West Plains campus); student's current address including day phone number; address to which transcript is to be mailed; student's signature to authorize the release of the transcript.

Option 4. Request and pick up transcripts in the Office of the Registrar, Carrington Hall, Room 320, by completing a Transcript Request Form and presenting a photo identification.

Student Academic Summary (SAS): Students may obtain a free academic summary upon presentation of photo identification to a staff member of the Office of the Registrar, Carrington Hall, room 320. A SAS is an unofficial version of a student's transcript.

Web Transcripts: Web transcripts (unofficial) are available for viewing on My Information (PIN required).

Commencement

Students who wish to participate in commencement ceremonies must do so in their semester of graduation. Students who cannot do this may apply through the Graduate College, Carrington Hall 306, to appeal to participate in a subsequent commencement ceremony. The listing of their names in the commencement program will remain in the semester of graduation.

Students who complete a University certificate program will receive a "certificate of completion". These students will not be recognized at the commencement ceremonies.

Commencement information is available on our web site at www.missouristate.edu/commencement.

Diploma

The diploma is mailed to students approximately three to four weeks after the end of the semester of graduation. An encumbrance will prevent the release of a student's transcript and diploma. The name used is the name provided by the student on the Intent to Graduate Form.

The diploma lists the degree earned, major(s), and the scholastic honors attained at the end of the semester of graduation. Options within majors and minors are not recorded on the diploma but are on the transcript. Students completing multiple majors in the same degree will only receive one diploma listing all majors.

Duplicate diplomas may be ordered by sending a written request and a check or money order payable to Missouri State University in the amount of \$20 to the Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. The written request must include the graduate's name, social security number, date of graduation, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the diploma.

All reissued diplomas and/or certificates produced on or after August 28, 2005, will bear the name Missouri State University.

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REGISTRATION INFORMATION

Credit Hours And Semester System

The unit of credit used at Missouri State is the semester hour. The University follows the early semester system in which the academic year is divided into two instructional semesters with each having approximately 15 weeks of instruction plus a final examination period, and an 8 week summer session. Additional instructional periods such as intersession, blocks, sessions, short, and extended class periods are offered. The amount of credit hours awarded for courses is based upon the instructional time and the type (lecture or lab) of course. Lecture courses meet the equivalent of 50 minutes per week for 15 weeks (or 750 minutes total) for one semester hour of credit. Laboratory and studio courses meet for the equivalent of 100 minutes per week for 15 weeks (or 1500 minutes total) for one semester hour of credit. Courses which include both lecture and laboratory type meetings will utilize the appropriate combination of the above guidelines; as will all courses taken for credit, regardless of length.

Enrollment Status

Enrollment status may be reported to external agencies such as the National Student Clearinghouse. Audited classes are excluded when determining enrollment status. For official reporting purposes, Missouri State uses the following definitions:

Full-Time: Graduate students carrying 9 or more credit hours in the fall or spring semester are considered full-time students. Graduate students carrying 6 or more credit hours during the summer session are considered full-time students.

Half-Time: Graduate students carrying 5-8 credit hours during a fall or spring semester are considered half-time students. Graduate students carrying 3-5 credit hours during the summer session are considered half-time students.

Less Than Half-Time: Graduate students carrying less than 5 credit hours during a fall or spring semester are considered less than half-time students. Graduate students carrying less than 3 credit hours during the summer session are considered less than half-time students.

Reduced Course Load Policy: The University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. These laws mandate that the University provide academic accommodation for students with disabilities.

The purpose of the reduced course load policy is to allow for case-by-case consideration of requests that students with disabilities be considered full-time or half-time when taking a reduced course load due to their disability. Students must petition for this accommodation each academic year. Students obtaining approval under this policy will adhere to the current fee structure of the University, but will be considered full-time or half-time and entitled to all of the services, benefits, rights and privileges of their status. Students must be enrolled in a minimum of 6 credit hours to be approved for full-time status and 3 credit hours to be approved for half-time status.

Reduced course load requests, with supporting documentation, shall be submitted to the Director of Disability Services. Supporting documentation must include a diagnostic evaluation from an appropriate professional that permits evaluation of the current need for accommodation. The Director shall review potential consequences of reduced course load with the student, including slower progress toward graduation, changes in financial aid, and changes in University billing. The Director shall encourage the student to explore potential external consequences of a reduced course load, including changes in vocational rehabilitation funding and federally regulated financial aid.

The Director shall submit the student's request, with supporting documentation, to the Office of the Provost for disposition. If the request is approved, the Office of the Registrar shall ensure that enrollment status is accurately noted on the student's record and accurately reported.

Overload Permission

Permission must be obtained for hours taken over the maximum allowed as per the student's classification. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Graduate and Postbaccalaureate Students:

Maximum: Sixteen hours (includes both undergraduate and graduate courses) for fall or spring semesters. Ten hours (includes both undergraduate and graduate courses) for summer semester. In addition, postbaccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine hours TOTAL of 500-600 level courses including completed, in-progress, and registered without permission from the Dean of the Graduate College.

Obtain overload permission from: Dean of the Graduate College.

Intersession Courses (All Students):

Maximum: Intersession courses are not counted in determining an overload for fall semester, spring semester, or summer sessions. However, the maximum is two hours during the summer and fall intersession. Student who elect to enroll in a three-hour course do not need special permission, but they cannot enroll in any other course offered during the same intersession period. Maximum for the January intersession is one hour.

Obtain overload permission from: Director of Intersession and Special Credit Programs for the Extended Campus for overloads for one and/or two credit hour intersession classes. Overload permission for three credit hour and any other intersession class must be obtained from the Office of the Provost.

Encumbrances

An encumbrance may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, or failure to be admitted to a degree program within the specified time limit. Most encumbrances will prevent a student from registering for upcoming semesters and the release of a student's transcript and diploma. A complete listing of encumbrances code definitions and office contact information is available online at www.missouristate.edu/registrar.

Change Of Schedule (Add/Drop)

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation. Refer to the "Costs and Fees" section of the catalog for additional information.

Students who wish to add or drop intersession courses, short courses, workshops, and other courses that do not meet for a full semester or block should contact Continuing Education Registration Services for information on policies, procedures, and deadlines. Students who wish to drop *all* courses for a given semester should refer to the "Withdrawal Policies and Procedures" section of the catalog. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below.

Prior To The Beginning Of The Semester *And* During The Change Of Schedule Period (First Five Days Of Fall Or Spring Semesters, First Two Days Of Summer Session): Adds, drops, and section changes may be processed online through My Information or at any authorized registration center (Evening college, graduate,

and Extended Campus students may register through the Extended Campus Registration Services available on first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson, downtown Springfield. The building is accessible via the Bearline Shuttle Service. All other students may process registrations in the Office of the Registrar, Carrington Hall 320). Students must complete a short form and present photo identification. To add a course which requires permission, the student must first obtain permission online through My Information or have a Course Permission Form completed by the department office which offers the course. Students are responsible for ensuring compliance with stated prerequisites. The department office may or may not drop students who do not meet prerequisites.

After The Change Of Schedule Period:

To drop a course: Dropping courses may be completed online through My Information or at an authorized registration center (Evening college, graduate, and Extended Campus students may register through the Extended Campus Registration Services available on first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson, downtown Springfield. The building is accessible via the Bearline Shuttle Service. All other students may process registrations in the Office of the Registrar, Carrington Hall 320). See Withdrawal Policies and Procedures if student is dropping *all* his/her classes.

To add a course: In general, only courses which have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period has ended. To add a course that has not yet begun, complete a Registration/Change of Schedule Form and take to an authorized registration center* for processing. Department approval is required to add a first block or full semester length class beginning on day 6 of the fall or spring semester, and to add a second block class on day 3 or beyond of the second block period. The department may also require instructor approval.

Go to the department which offers the course to seek approval. If approval is granted, the department office representative will affix the department signature and stamp to the Registration/Change of Schedule Form. Course Permission forms are not required during this period. Take the completed form to an authorized registration center with photo identification for processing (Evening college, graduate, and Extended Campus students may register through the Extended Campus Registration Services on first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson. The building is accessible via the Bearline Shuttle Service. All other students may process registrations in the Office of the Registrar, Carrington Hall 320).

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To change sections: A section change should be completed during the Change of Schedule Period. Such changes are considered a drop and add, and are treated as such in determining the refund or credit to be granted.

Go to the department office of the course and request permission to change sections. The department may require instructor approval. If approved, the department will complete an Add/Section Change form and affix the department signature and stamp. Take the completed form and photo identification to an authorized registration center (Evening college, graduate, and Extended Campus students may register through the Extended Campus Registration Services available on first floor of the Jim D. Morris Center for Continuing Education, 301 S. Jefferson, downtown Springfield. The building is accessible via the Bearline Shuttle Service. All other students may process registrations in the Office of the Registrar, Carrington Hall 320) for processing.

Note: It is the student's responsibility to review their record for accuracy and to request corrections immediately. Students' schedules and transcripts are available for review online through My Information. When using the web registration system, it is recommended that students print their confirmation screen and retain it until the end of the semester.

Auditing A Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Records Office to drop the student from the class. Such drops will be graded with an N grade and will be subject to the normal fee refund policy.

Students may audit courses to the maximum authorized academic load. A person currently not enrolled at the University must be admitted in order to register as an auditor. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time) and eligibility for the semester Deans List. Audited classes are included when determining need for Overload Permission.

To audit a course (or to remove a course from audit) the student must complete a form in the Office of the Registrar, Carrington Hall room 320 anytime prior to the No Penalty Drop/Automatic N deadline for that course. Students may not change from a credit basis to an audit basis or vice versa once the No Penalty Drop/Automatic N Grade deadline has ended.

Repeating A Course

In general, students may only receive credit once for completion of a course, unless the course description states otherwise. Graduate students may only repeat graduate courses with the written permission of the advisor and approval of the Graduate College.

If a repeated course is part of the student's program of study, only the latter grade will be included in the calculation of a qualifying GPA for graduation. A graduate student will be allowed to repeat no more than six hours of "C" within the program of study.

Even though a course prefix, number, and/or title changes, it is still considered the same course for repeat policy purposes. Number and prefix changes are shown in the catalog and schedules for a minimum of five years. The Office of the Registrar maintains the complete listing of course prefix and number changes and should be contacted for questions.

Repeat Of D Or F Or NP Or XF Grade:

1. The first repetition (second time taken) of the course replaces the original D or F grade in all grade point average computations from the time of the repetition. The original grade will continue to be shown on the academic transcript with a comment of "R" for repeated and later removed from the GPA calculation. A repeat of a NP grade will also have the comment of "R" and will remain on the academic transcript, however the NP grade had no GPA affect to be removed. The repetition of the course will have a comment of "RD" for Repeat of D grade, or "RF" for Repeat of F or XF grade, or "RQ" for Repeat of NP grade; as appropriate. On occasion, the credit hours of a course may change. When such a course is repeated, the original credit hours and grade points are removed from the GPA and the current credit hours and grade points will be accumulated into the GPA.
2. If the first repetition results in a D grade, a student may NOT repeat the course again without first obtaining Special Permission to repeat.
3. If the first repetition results in an F grade, the student loses credit if the original grade was a D. The F grade will remain in the GPA calculation even if it is subsequently repeated again. The subsequent repeat does not require special permission.
4. If the first repetition results in a NP grade, there will be no affect to the GPA and no special permission is required for subsequent repeats. Only courses graded Pass/Not Pass fall into this category as the Pass/Not Pass option is not allowed on a course that is taken to repeat a previous D or F grade.

Permission To Exceed The Repeatable Limit Of A

Course: With advance approval, the repetition of a course will be accumulated into hours attempted, hours passed, and grade points and will have a comment of “EL” for Exceeded Repeatable Limit posted to the academic transcript. Graduate students must have approval of the program advisor and the Graduate College. The Authorization to Repeat Course form is available from the Office of the Registrar or the Graduate College and must be submitted to the Office of the Registrar once appropriate signatures are secured. This option may only be used under the following conditions:

1. Variable content course that allows repeats, but the student has exceeded the repeatable limit.
2. Courses completed over 8 years ago and are disallowed toward program completion requirements.
3. Course content has changed substantially either due to passage of time or due to changes to course content or course number.
4. Course is not repeatable but is a 500-level course that is required to be completed for both an undergraduate and a graduate degree program.

Invalid Repeat: Any repetition of a course outside of the parameters listed above will be considered an invalid repeat. A grade may be earned and posted to the academic transcript, however, the credit hours and the grade points will **not** be accumulated into student totals and will not affect GPA.

Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the departmental office of the intent to remain in the course, the instructor may institute proceedings to drop the student from the class. This is generally only done when the space is needed for another student. A faculty member may not institute drop proceedings after the second week of class.

A student cannot drop a course merely by not attending. The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.

Withdrawal Policies And Procedures

Students who drop *all* their courses for a given semester must submit a written request to withdraw to the Office of the Registrar, Carrington Hall 320 or by fax to (417) 836-8776. A Withdrawal Request Form may be printed and mailed or faxed as specified above. Students who wish to return do not need to apply for readmission. Their registration status is available on My Information.

The date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline. See the “Academic Calendar” on the web for specific deadline dates. Additional information relating to withdrawals is provided below.

Financial Aid: Recipients of financial aid, scholarships, or short-term loans for payment of fees or expenses for the semester of withdrawal must be approved by the Financial Aid Office before they will be allowed to complete the withdrawal process. Such students may also be required to participate in an exit interview.

Grades: Assignment of grades for withdrawing students are made on the basis of current grading policies detailed in the “Change of Schedule” section of this catalog. Deadlines are available at <http://calendar.missouristate.edu/>. Withdrawals cannot be noted on academic transcripts until two weeks after the close of the semester.

Meal Plans: Contact the Food Service Office, Plaster Student Union 213, regarding their refund policy for meal plans which are independent of a housing contract.

Parking: Parking permits must be returned to the Parking Administration Office, 700 E. Elm, by students who wish to receive a refund of the parking permit fee. Full refunds are issued for withdrawals processed through the second week of the semester, 50 percent refunds are issued for withdrawals processed from the third through the ninth weeks of the semester, and no refunds are issued after the ninth week.

Refunds: Refunds are credited to a student’s account according to the policy indicated in the “Costs and fees” section of this catalog. Refunds will be issued by the Financial Services Office approximately four to six weeks following the withdrawal. Prior to issuing a refund check, the office will deduct any outstanding financial obligation to the University from the refund amount. Refunds will be mailed to the permanent address of the student on file at the time the refund is issued. If a student withdraws from the University with outstanding financial obligations, the student’s transcript will not be released and the student will not be permitted to enroll for a future semester until the obligation is satisfied. Questions concerning financial obligations should be referred to the Financial Services Office, Carrington Hall 113.

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Residence Halls: Students living in University housing must terminate their housing contract and vacate their room or apartment within 24 hours of the date of the withdrawal. For information, contact the Office of Residence Life and Services.

Veterans: Recipients of veterans benefits must report withdrawals to the Veterans Certifying Official, Office of the Registrar, Carrington Hall 320.

ZipCard: Students who have a ZipCard Debit Account must complete a ZipCard Debit Account Withdrawal form which is available at the ZipCard Office, Plaster Student Union room 128, 836-8409. This form will cancel the account and authorize a refund of the account balance.

Students Mobilized For Active Military Duty: Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, Carrington 320, or writing a letter of withdrawal, the University shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Refunds for student mobilized for active military duty:
The following policies apply to out-of-pocket expenses.

1. Students will receive 100% of their required student fees (including the \$60 required minimum payment) when they officially withdraw due to required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the Financial Aid office for more information. Students drawing VA educational benefits should contact Veterans Certifying Official of their withdrawal and orders to report to duty.
2. Graduate students who do not have assistantships and withdraw will be refunded 100% of their incidental fees including the \$60 deposit.
3. For those graduate students who have assistantships and withdraw, the unpaid balance of the stipend will be returned to the assistantship budget.
4. Students shall receive a full refund for textbooks purchased at the University Bookstore and parking permits.
5. The housing refund will be prorated based on the actual number of days room and board was used.

Grading for student mobilized for active military duty:
The following policies apply to officially processed drops and withdrawals.

1. Students who withdraw before a semester begins or during the first week of classes shall not receive an “N” or any grade on their transcript.
2. Students withdrawing the second week of classes through the automatic “N” deadline (9th week) shall receive an “N” grade for each class in which they are enrolled in, except for completed intersession or first block courses.
3. Students withdrawing or dropping individual classes after the automatic “N” deadline (9th week) shall receive an “N”.

Should students be mobilized by the military at such a point in the semester that the course instructor believes that they have completed a majority of the material in their class(es), the instructor may assign a passing grade or initiate an “I” grade. Students will receive a 100% refund only for those classes that are officially processed as a drop or a withdrawal.

Removal of Incomplete Grades for student mobilized for active military duty: Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework to remove any “I” grades pending at the time of mobilization or received as a result of mobilization.

GRADING INFORMATION

Grades And The Credit Point System

Grades are awarded to indicate the quality of a student’s work and are assigned as follows (point values per credit hour appear in parentheses):

- A (4) = Excellent work. Performance clearly outstanding.
- B (3) = Very good work. Performance clearly above satisfactory.
- C (2) = Satisfactory work. Performance adequate and above the minimum passing work. Minimum grade accepted toward a graduate degree. Graduate students become ineligible to continue graduate studies if more than 9 hours of “C” or lower are earned in graduate courses.
- D (1) = Passing work. Performance minimally met course requirements. Will not count toward graduate degree.
- F (0) = Failed – no credit. Performance was not at a level worthy of credit.

- N (0) = No Penalty Drop—course dropped without academic penalty.
- P (0) = Pass—student passed the course under the pass/not pass system.
- NP (0) = Not Pass—student did not pass the course under the pass/not pass system.
- I (0) = Incomplete—assigned when due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. (See “Incomplete Grade.”)
- V (0) = Visitor—student enrolled in and attended the course as an auditor.
- Z (0) = Deferred—grade to be given only to students enrolled in 600-800 level courses, restricted to graduate theses, graduate problem courses, or graduate seminars which might not be completed within a semester. If a Z grade is not removed within two calendar years, it will become an N.
- XF (0) = Failure due to academic dishonesty.

Incomplete Grades: In each instance where an Incomplete (I) grade is assigned, the course instructor shall, at the end of the semester in which the “I” grade is given, indicate what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department head, one copy is given to the student, and one copy is retained by the instructor.

If a student needs to repeat a course or a significant portion of a course, an “N” or “F” should be assigned according to regulations governing the assignments of such grades. An “N” grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An “I” grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise, the “I” grade auto-matically becomes an “F” grade. An extension of the time limit to remove an “I” will be made only if a written request for such an extension is submitted to the Office of the Registrar by the instructor.

A “Z” is a deferred grade limited to a specific group of 600 – 800 level courses. This grade may be assigned when work on a graduate thesis, graduate problem course, or graduate seminar has not been completed within the semester of enrollment. If the “Z” grade is not changed to a regular letter grade within two calendar years, it will become an “N”.

Removal of “I” and “Z” Grades: The student should make arrangements with the instructor or the department head for completion of a course. When the re-quired work for the course has been completed, the instructor will assign a grade and notify the Office of the Registrar.

Pass/Not Pass: Unless specifically allowed in the catalog for a particular course, “pass/not pass” option is not available to graduate students for graduate-level courses (500 or above). Departments may elect to offer certain non-didactic graduate courses (e.g., readings, special problems, independent study, clinical, internships, research and thesis) on a pass/not pass basis. The “pass” indicates a “C” or above grade earned in the course. Transfer credits for similar types of classes at other institutions may be accepted by the Graduate Dean if recommended by the graduate coordinator/advisor of the appropriate program.

Grade Point Average

Undergraduate and graduate grade point averages are maintained. A student’s Missouri State grade point average is based only on courses completed at Missouri State. A combined grade point average, based on work completed at Missouri State and in transfer, is also maintained by the Office of the Registrar.

Grade point average is calculated by dividing the total grade points earned by the total credit hours attempted. The semester grade point average is calculated by dividing the credit points earned for the semester by the credit hours attempted for the semester. See “Grading and the Credit Point System” and “Repeat Policy” sections for more details on grade point average calculation.

The grade point average of graduate and postbaccalaureate students is based only on graduate level courses (those numbered 500 and above). If a graduate student enrolls in undergraduate courses, grades earned in those courses will be included in the calculation of the undergraduate grade point average.

Grading

Prior To The End Of The Change Of Schedule Period: Dropped courses will not appear on the transcript.

After The Change Of Schedule Period: Courses dropped up through the No Penalty Drop/Automatic N Deadline for that course will have a grade of N. This is week 2 through 9 for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

After The No Penalty Drop/Automatic N Deadline: Courses dropped up through the Last Day to Drop or Withdrawal deadline for that course will have either an N

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or F grade assigned by the instructor on the final grade roster. An N indicates that the student was doing passing work at the time of the drop. An F indicates a failing grade for the course, and is calculated into the grade point average. This period is from the 10th week through the next to last week of the semester for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

No drops or withdrawals are allowed after the Last Day to Drop or Withdrawal deadline for the course.

Related Information: Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, athletic participation eligibility and immigration status for F-1 or J-1 students. Students dropping a class because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

Grade Reports

Grade reports are provided to students online through My Information. A Personal Identification Number (PIN) is required which may be obtained online at www.missouristate.edu/MYPIN. The following grade reports are produced each semester and are available online through My Information.

Intersession Grade Verification: This report reflects the grades earned in such courses, but the student's cumulative totals, attempted hours, passed hours, grade point, and GPA are not updated until the end of the semester. Intersession grade reports are available online only.

Final Grade Report: These reports are generated at the end of each semester (Fall, Spring and Summer) for all students, including those who withdrew after the semester began. This report reflects the final grades from all classes including intersession and has final cumulative totals and GPA. Final grade reports are mailed to the student's permanent address if they:

- submit a request by the last day of the final exam period, using the Grade Report option on My Information or providing a written request to the Office of the Registrar
- have any type of scholastic action or warning on the final grade report
- are enrolled in the Partners In Education (PIE) program

APPEALS AND GRIEVANCES

Attendance Policy

Because class attendance and course grade are demonstrably and positively related, the University expects students to attend *all* class sessions of courses in which they are enrolled. Each instructor has the *responsibility* to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the *first day of class*, each instructor will make available to each student a written statement of the specific attendance policy for that class.

The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade under the process outlined below.

Appeal Process For Attendance-Related Grade

Reductions: The process of grade appeal based upon attendance factors is intended to render a timely and peer-based judgment and is outlined as follows:

1. The student should first attempt to resolve the grade conflict with the instructor on an informal basis. If satisfactory resolution is not reached, formal appeal should be initiated as outlined in (2) below.
2. The student initiates the formal appeal process as follows:
 - a. The student writes a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of his or her grade. The letter should include the following information: student's name and social security number; the course code, number, and section; the year and semester the course was taken; the instructor's name; and a clear statement of the grade change request and reasons which justify the request. This formal letter must be initiated no later than the end of the first semester after the grade in question is received (excluding summer semester).

- b. The instructor (or the appropriate department head if the instructor is no longer on campus) must respond to the formal appeal within ten (10) school days of the receipt of the formal letter:
 - i. If it is determined that the student's request is justified, the instructor (or department head, as appropriate) will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College.
 - ii. If it is determined by the instructor (or department head, as appropriate) that the student's request is *not* justified, the instructor (or department head) will write a formal response to the student justifying his or her decision.
- c. Should the student desire to continue the appeal process, he or she may request a formal hearing before the Attendance Appeal Board (AAB) as follows:
 - i. The student will submit to the Office of the Vice President for Student Affairs a completed AAB Request for Hearing Form (including a release of information on grades awarded on examinations and assignments, and attendance data, for the specific course in question); the student's formal letter to the instructor (or department head, as appropriate); and the instructor's (or department head's) response.
 - ii. Upon receipt of the specified documentation, the AAB will determine if the grade reduction is attendance related and potentially unreasonable and/or at variance with the instructor's stated attendance policy. If it is so determined, the AAB will convene a hearing *at the earliest possible date* based upon the schedules of the involved parties. The hearing will be conducted in an attempt to determine the facts associated with the appeal and the intent is that a recommendation will be rendered by the end of the semester in which the appeal was filed.
 - iii. The AAB is advisory only. The Board will forward all documentation and its recommendation to the Provost. Based upon those data, the Provost will make a ruling to the extent that: (1) the grade should be changed including the new grade to be awarded; or (2) the grade should not be changed.

The Attendance Appeal Board will consist of five members as follows: The Board Chair will be the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs will also select one faculty member from among those serving on the Faculty Student Judicial

Commission and three students from among those serving as Justices on the Campus Judicial Board.

Students are not automatically dropped for non-attendance. Failure to properly drop or withdraw will result in F grade(s) and a continued financial obligation.

Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations in "Academic Grievances and Grade Appeals" (see following section).

Academic Grievances And Grade Appeals

Grade Re-Evaluation Based On Performance: A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the Academic Integrity Policies and Procedures section of the catalog and to the Student Academic Integrity Policies and Procedures document on the web site at www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf (keyword = academic integrity).

Student evaluations assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades. Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate Department Head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and social security number; course number, title and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

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Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the Department Head, who will forward it to the Records Office. If the grade change is in a course taken for graduate credit the department head must also notify the Graduate College. **A faculty member may not change an "F" grade to an "N" grade in those cases in which the student did not follow the proper procedures for dropping the course.**

The student can appeal a negative decision of a faculty member. The steps in the appeal are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the College Dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost who may refer the appeal to his/her designee for a hearing and a recommendation;
5. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the Undergraduate Catalog.

Requests For Grade Changes Made After An Extended Period: Appeals for changes in a student's academic records which are not made during the following semester must be submitted to the Provost's Office.

Grade Re-Evaluation Based On Exceptions To University Policy: In those cases in which the grade received by the student is the result of the University policy rather than a faculty members evaluation of performance in a course (e.g., an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student's written appeal should be directed to the Office of the Provost. Such appeals will be considered by the Scholastic Standards and Revision of Records Committee and the Committee will make its recommendation to the Provost.

This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the Academic Integrity Policies and Procedures section of the catalog and to the Student Academic Integrity Policies and Procedures document on the web site at www.missouristate.edu/assets/provost/AcademicIntegrityPolicyRev-1-08.pdf (keyword = academic integrity).

Failure To Satisfy Academic Standards Of The University, College Or Department

The University, colleges and departments have authority to set standards for admission of students to their programs or may deny enrollment for failure to satisfy academic standards or course/program prerequisites, even though no violation of disciplinary standards is involved. Except to the extent that cheating or plagiarism is involved, such standards are beyond the primary scope of this document. The University Undergraduate Catalog and/or Graduate Catalog and relevant advisement centers or Dean's offices should be consulted for academic standards and for the process of requesting waiver(s) or appeal(s) of a decision(s) involving those standards.

Financial Aid Or Scholarships Disputes

For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Financial Aid Office or the particular college of the department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon recommendation of the Provost or the VP for Student Affairs or their designee. Where the grounds for denial of a scholarship or financial aid involves academic dishonesty, the matter should follow the procedure described for "Academic Dishonesty."

GRADUATE COLLEGE

**Carrington Hall, Room 306
901 S National
Springfield MO 65897
Phone (417) 836-5335 or toll free 1-866-767-4723
Fax (417) 836-6888
<http://graduate.missouristate.edu>
GraduateCollege@missouristate.edu**

FRANK A. EINHELLIG ASSOCIATE PROVOST AND DEAN OF THE GRADUATE COLLEGE

Carrington Hall, Room 306
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THOMAS E. TOMASI ASSOCIATE DEAN Carrington Hall, Room 306

MISSION

The Graduate College mission is to be an advocate for graduate education and provide quality service to graduate programs, faculty, and students with the goal of developing individuals who have advanced abilities to address issues of significance for the quality of life.

ROLE AND SCOPE

The Graduate College acts to assure that postbaccalaureate education at Missouri State University has a high level of academic quality so that students are motivated and educated to be independent leaders in their professions and communities. To this end, the Graduate College fosters an instructional environment that enables excellence in teaching, research and creative activities, and encourages involvement with the community at large. These activities are central to a robust graduate education climate.

The Graduate College coordinates a diverse group of graduate programs that have in common the challenge to aid student progress toward a maturity of thought and discipline-related capabilities. The College functions to support both existing programs and the development of new programs in those disciplines congruent with the University themes and where the University has the vision and capacity to serve the needs of the public.

In fulfilling its mission, the Graduate College works in partnership with the six Missouri State University colleges. Within each college there are academic departments that offer graduate programs and have graduate faculty. The graduate faculty are committed to research, teaching, and service at the graduate level; they affirm the values of teaching and mentoring graduate students in the practice of their disciplines. A major aim of graduate education is to develop the resourcefulness and responsibility of individuals by enhancing their ability to handle effectively the materials and affairs of life, and to judge critically the value and limitation of information.

The Graduate College assists students in making the best use of the University's resources, in utilizing resources to engage in research and applying knowledge to the solution of problems, and in developing an environment in which critical thinking and problem-solving behaviors are nurtured.

GRADUATE COUNCIL

The Graduate Council is the faculty governance structure that recommends policies governing graduate study to the Dean of the -Graduate College. Each department offering a graduate degree program has one faculty representative on the Graduate Council. Each interdisciplinary program also has a representative on the Council. The Graduate Council acts on curriculum matters, new programs, general policies, and appointments to the Graduate Faculty. The Graduate Council is proactive in representing the needs of graduate education and proposing strategies to allow the Graduate College to fulfill its mission.

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GRADUATE FACULTY

Appointment to the Graduate Faculty is required for persons to teach courses open only to graduate students and to guide graduate students as advisors or as members of graduate advisory committees. Faculty members holding an earned terminal degree and with recognized competence in an area of specialization appropriate to graduate study at the University may be approved as members of the Graduate Faculty. Normally, the Graduate Faculty is composed of individuals with the academic rank of Assistant Professor or higher in departments that offer graduate degree programs or supporting graduate courses. A limited number of faculty members without earned terminal degrees, but who are widely recognized as leaders in their academic disciplines, may become members of the Graduate Faculty.

Recommendation forms to initiate the process for Appointment to Graduate Faculty can be found online at graduate.missouristate.edu (under Faculty Resources).

GRADUATE STUDENT COUNCIL

The purposes of the Graduate Student Council (GSC) are to enhance communication among graduate students, to be a liaison between students and the Graduate Council, and to promote the general interests of graduate students.

Meetings are open to all currently enrolled graduate students in good standing at Missouri State University. The president of the Graduate Student Council (or designee) is a representative on the Graduate Council and is responsible for conveying the ideas, requests, questions and proposed policies of the GSC. The GSC provides a representative to the Faculty Senate, two representatives to the Senate of the Student Government Association, and makes appointments to several committees that are part of the student self-governance process.

Graduate Interdisciplinary Forum. Annually, in the spring semester, the Graduate Student Council in conjunction with the Graduate College, co-hosts the Graduate Interdisciplinary Forum (IDF). This public affairs event allows graduate students to give oral and poster presentations of their research and creative projects. This forum is a tremendous educational experience for graduate students; participation is voluntary. There were 97 presentations at the 2008 IDF. For complete information on the IDF, see <http://graduate.missouristate.edu> (under Interdisciplinary Forum).

Additional information about the Graduate Student Council and the IDF may be obtained online at graduate.missouristate.edu (under Current Student Resources).

GRADUATE DEGREE PROGRAMS

MASTER OF ACCOUNTANCY

MASTER OF ARTS

Communication

English

(Tracks: Creative Writing; Literature; TESOL)

History

(Tracks: American Studies; Global Area Studies)

Religious Studies

Theatre

Writing

(Tracks: Rhetoric and Composition; Technical and Professional Writing)

MASTER OF ARTS IN TEACHING

MASTER OF BUSINESS ADMINISTRATION

MASTER OF HEALTH ADMINISTRATION

MASTER OF INTERNATIONAL AFFAIRS AND ADMINISTRATION

(Areas: Defense and Strategic Studies; International Economics and Business; International Relations/Comparative Politics; Public Administration)

MASTER OF MUSIC

(Concentrations: Conducting; Music Education; Music Theory and Composition; Pedagogy; Performance)

MASTER OF NATURAL AND APPLIED SCIENCES

MASTER OF PUBLIC ADMINISTRATION

(Concentrations: Health Care Administration; Public Management; Public Policy; Local Government Planning)

MASTER OF PUBLIC HEALTH

(Concentrations: Environmental Health; Epidemiology; Family Health; Gerontology; Health Services Administration; Public Policy; Individualized)

MASTER OF SCIENCE

Administrative Studies
(Options: Applied Communication; Criminal Justice; Environmental Management; Project Management; Sports Management; Individualized)
Applied Anthropology
Biology
Cell and Molecular Biology
Chemistry
Communication Sciences and Disorders
(Options: Education of the Deaf and Hard of Hearing; Speech Pathology)
Computer Information Systems
Counseling
(Options: Community Agency; Elementary School Counseling; Secondary School Counseling)
Criminology
Defense and Strategic Studies
Early Childhood and Family Development
Geospatial Sciences in Geography and Geology
Health Promotion and Wellness Management
Materials Science
Mathematics
Nurse Anesthesia
Physician Assistant Studies
Plant Science
Project Management
Psychology
(Tracks: Industrial/Organizational; Clinical; Experimental)
Student Affairs

MASTER OF SCIENCE IN EDUCATION

Educational Administration
(Options: Elementary; Secondary)
Elementary Education
Instructional Media Technology
Reading
Secondary Education
(18 subject emphasis options)
Special Education
(Emphasis areas: Developmental Disabilities; Mild to Moderate Disabilities; Orientation & Mobility; Special Education Alternative Certification; Visual Impairment)

MASTER OF SCIENCE IN NURSING

(Role Specializations: Family Nurse Practitioner, Nurse Educator)

MASTER OF SOCIAL WORK

SPECIALIST IN EDUCATION

Educational Administration
(Options: Elementary Principal, Secondary Principal, Superintendent)

DOCTORATE IN AUDIOLOGY

DOCTORATE IN PHYSICAL THERAPY

DOCTORATE IN EDUCATIONAL LEADERSHIP

(Cooperative Doctorate with University of Missouri - Columbia)

GRADUATE CERTIFICATE PROGRAMS

The postbaccalaureate for-credit certificate programs are designed for those who want to complete a recognized concentration of study in an area. Missouri State University currently offers seventeen graduate certificate programs.

- Autism and Spectrum Disorders (18 hrs)
- Conflict and Dispute Resolution (16 hrs)
- Defense and Strategic Studies (12 hrs)
- Geospatial Information Sciences (12 hrs)
- Homeland Security and Defense (12 hrs)
- Instructional Technology Specialist (15 hrs)
- Internal Auditing (12 hrs)
- Orientation and Mobility (18 hrs)
- Ozarks Studies (15 hrs)
- Post-Master's Family Nurse Practitioner (27 hrs)
- Post-Master's Nurse Educator (12 hrs)
- Project Management (12 hrs)
- Public Management (18 hrs)
- Religious Studies for the Professions (12 hrs)
- Sports Management (18 hrs)
- Teaching English to Speakers of Other Languages – TESOL (15 hrs)
- Technology Management (12 hrs)

Each graduate certificate program is a focused combination of courses designed to significantly increase competency in the stated discipline area. Students completing these programs will have that completion status reflected on their official Missouri State University transcript. Although certificates may be earned independent of a graduate degree program, the course work in some certificates can be utilized in conjunction with obtaining a master's degree, simultaneously or later. As noted in the titles, two of the currently offered certificate programs require a previously earned master's degree. Specific details on each program are shown under the home academic department (see catalog index for specific page). For details on certificate application and completion procedures, see section on Special Academic Opportunities.

MISSOURI STATE UNIVERSITY

GRADUATE PROCEDURES AND POLICIES

ADMISSION TO GRADUATE STUDY

Master's And Specialist Admission Requirements

The minimum standards for admission to graduate study are documented in this section. Additional requirements and higher standards may be stipulated for specific graduate programs, and applicants should check for such requirements in the departmental section of this catalog.

The minimum requirements for graduate admission are:

1. a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University; *AND* an overall grade point average of at least 2.75 on a 4.00 scale overall, *OR* at least a 2.75 grade point average on a 4.00 scale for the last 60 hours of academic course work; *OR* have a score of 475 or higher on either the verbal or quantitative section of the Graduate Record Examination*, *AND* a score of not less than 400 on the other section; *OR*
2. a bachelor's degree from a college or university not accredited by an agency recognized by Missouri State University, a grade point average of at least 2.75 on a 4.00 scale overall, *OR* at least a 2.75 GPA on a 4.00 scale for the last 60 hours of academic course work; *AND* a Graduate Record Examination* score of 475 or above on either the verbal or quantitative section, *AND* a score of not less than 400 on the other section; *OR*
3. a bachelor's degree from a college or university recognized by Missouri State University; *AND* recommendation in writing by both the department head of the student's desired major area and the dean of the College in which that discipline is located, and approval of the Dean of the Graduate College.

*Percentile rank scores on the GMAT, MAT, LSAT, or MCAT that are comparable to the stated GRE level will satisfy the minimum criterion.

Doctoral Admission Requirements

The standards for admission to a doctoral program are more stringent than for a masters program, in accordance with the higher demands of the degree. The admission standards for a particular program may be even higher than the following university-wide standards, and a program may have additional requirements. Therefore, applicants must review the section in this catalog that pertains to their particular doctoral program of interest, and contact the department for admissions criteria. As a minimum, applicants for a doctoral program must meet the following:

1. Submission of scores from the GRE or comparable standardized exam for their discipline.
2. A minimum GPA of 3.00 in their most recent degree, either cumulative or for the last 60 credits of that degree, or have demonstrated success in previous graduate work.
3. Strong writing skills to ensure success in the program, as evidenced by submission of a "Statement of Interest/Goals", a prior research/term paper, or other writing example specified by the department.
4. Three (3) letters of recommendation (at least two from academic/professional references).

Test Requirements

The Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), and Test of English as a Foreign Language (TOEFL) are primarily administered as computer-based tests. GRE and GMAT scores are acceptable for 5 years. Scores more than 5 years old are accepted only with the recommendation of the program director. The Educational Testing Service (ETS) will not send out TOEFL scores older than 24 months. MSU Graduate College will not accept unofficial scores.

Arrangements for taking the GRE test can be made by contacting Sylvan Learning Center at (417) 882-0740 or (800) 300-0740. In addition, arrangements may be made to take the GMAT by contacting Pearson Professional Centers at 1-800-717-4628. Other information can be obtained in the following ways:

World Wide Web (you may also email from these sites):

GRE <http://www.gre.org>
GMAT <http://www.gmac.com/gmac/thegmat>
TOEFL <http://www.toefl.org>

Telephone:

GRE 609-771-7670 GMAT 800-717-4628
TOEFL 609-771-7100

Surface mail for all 3 tests:

Educational Testing Service, PO Box 6000,
Princeton, NJ 08541
Fax: (609) 734-5410

The Miller Analogy Test (MAT) is offered on a monthly basis by the Missouri State University Counseling and Testing Center. You can obtain more information by calling (417) 836-5116. Arrangements for taking the MAT can also be made by contacting:

The Psychological Corporation - Miller Analogies
PO Box 98215
Chicago, IL 60693
(800) 622-3231

GMAT Preparation Course: The Center for Continuing and Professional Education offers a GMAT Preparation Course each semester. The price of the course is \$350 (subject to change). For additional information, contact 417-836-6660 or visit <http://ccpe.missouristate.edu/si>.

Admission Procedures

The application deadline to avoid a late fee is set as follows:

- ◆ Fall semester, July 20
- ◆ Spring semester, December 20
- ◆ Summer semester, May 20

However, **graduate students are strongly encouraged to apply six weeks before the start of the semester.** Please note that some programs have specific once a year deadlines. Check the departmental listing in this catalog to see if your department of interest has a specific deadline. Students applying after the published application deadline dates will be required to submit a \$25 late fee in addition to the required application fee.

A student desiring admission into a graduate degree program needs to take the following steps:

1. Complete a Graduate College Application online at <http://graduate.missouristate.edu>. **Hard-copy applications will not be accepted.** Applications must be completed and submitted online.
2. Pay the non-refundable application fee of \$35. The application fee can be submitted with your online application or be sent by check or money order to the Graduate College.
3. Submit to the Graduate College two official transcripts showing course work for the bachelor's degree and any graduate-level courses. At minimum, the bachelor's transcript must show the last 60 hours of course work or the necessary additional undergraduate transcripts are required. Missouri State University transcripts do not need to be requested. Please note that transcripts are not considered official unless they are received directly from the institution where the course work was completed.
4. Check with department of interest for any additional materials necessary for admittance. These may include:
 - GRE, GMAT, or MAT scores
 - Letters of recommendation
 - Resume
 - Departmental/Program Application
5. Send all materials (application, fee, transcripts, and test scores) to: **Graduate College, Missouri State University, 901 S National Avenue, Springfield, MO 65897**

The Graduate College or the appropriate department will inform you of your admission status. If you wish to check your admission status online, go to the "Future Students" link on the Missouri State University homepage (<http://www.missouristate.edu>). On the "Future Students" page, click on the "Check admission status" icon found on the right-hand side of the page. Please allow approximately **6 weeks** to process your application.

Late Applicants: Students who submit the Application for Graduate Admission after the application deadline will be assessed a late fee of \$25 in addition to the \$35 application fee. Applications that arrive after the deadline and do not have necessary transcripts may make it impossible to process for a specific program in time for the start of a semester.

At the -discretion of the Dean of the Graduate College, late applicants will be admitted as a non-degree seeking student pending full review of their materials. Please keep in mind that as a non-degree seeking student, students are NOT eligible for financial aid.

International Student Admission

International students should request application materials or apply online via the World Wide Web. For more information, please contact:— **International Student Services, Missouri State University, 901 S. National, Springfield, MO 65897**
 Telephone: (417) 836-6618 Fax: (417) 836-7656
 E-mail: internationalstudentservices@missouristate.edu
 World Wide Web: <http://international.missouristate.edu>

Deadlines for applications and all required materials are May 1 for the fall semester courses (beginning in August) and September 1 for the spring semester courses (beginning in January). Students who provide required materials after these dates will be considered for the next semester. Also, please check specific program deadlines.

Missouri State University is authorized under Federal law to enroll non-immigrant alien students. United States Citizenship and Immigration Service *Certificate of Eligibility* (Form I-20 for non-Immigrant "F1" Student Status) will be provided upon completion of all admission requirements and receipt of required financial statements.

International students making application to graduate study are required to submit the following:

1. All Graduate College and degree-program admission requirements including grade point average and appropriate test scores.
2. Verification of financial support in an amount determined by the University as stated in the application materials.

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3. Complete academic record including proof of degree attained. The applicant must have completed all requirements that are equivalent to a U.S. baccalaureate degree in an accredited, licensed, or recognized college or university and have appropriate undergraduate training to pursue the graduate degree of the applicant's choice.
4. Standardized examination scores. Applicants to certain programs must submit GRE or GMAT scores. Please check the specific program admission requirements.
5. Applicants whose primary language is other than English are required to submit appropriate proof of English proficiency (see table below).

TOEFL	550* (paper)	213** (computer)
iBT TOEFL	79***	
IELTS	6.0	
Missouri State ELI	Level 5	
* 50 Listening; 50 Writing; 50 Reading		
** 16 Listening; 18 Writing; 17 Reading		
*** 21 Writing, 20 Speaking, 17 Listening, 19 Reading		

For applicants who do not meet the TOEFL or IELTS requirement, Missouri State University offers a full-time intensive **English Language Institute** on campus. An online application is at <http://ccpe.missouristate.edu/eli>. For more information contact:

Mail: English Language Institute
Missouri State University
901 S National Avenue
Springfield, MO 65897 U.S.A.

Telephone: (417) 836-6660 or (417) 836-6540

Fax: (417) 836-4784

E-mail: JaneRobison@missouristate.edu

GRADUATE CLASSIFICATIONS

Degree Seeking

Students who are admitted or are seeking admittance into a graduate degree program.

Non-Degree Seeking (Unclassified)

Students who meet the general Graduate College requirements but are undecided on a specific degree program. In this category, students may register for courses for which they meet the prerequisite.

Non-degree seeking students are not candidates for a degree and are not assured future admission to a degree program. **Typically, no more than 9 hours of graduate credit may be accumulated under this classification or applied to a degree program.**

Graduate courses (500-level and above) taken as a non-degree seeking student or a postbaccalaureate student will be counted in the student's graduate GPA. Any C grade or below may jeopardize a student's ability to enter into a degree program.

A student may request a change from non-degree seeking to a degree-seeking status, or a change from one academic program to a different academic area of study. In these cases, acceptance into the program requested is based on the review and recommendation of the department. Students wanting to change their academic area must complete the Change of Academic Area Form. The Change of Academic Area Form is available in the Graduate College, 306 Carrington Hall, or online at <http://graduate.missouristate.edu> (under "Forms").

Postbaccalaureate

Students admitted into the postbaccalaureate classification have not been admitted to the Graduate College; they have only been given permission to enroll for graduate-level courses to earn graduate credit. A postbaccalaureate student is not required to furnish the application fee or transcripts and there is no minimum grade point average for admission. Enrollment as a postbaccalaureate student does not guarantee future admission into a specific degree program.

Postbaccalaureate students may take either undergraduate or graduate courses. **The only limitation is that no more than 9 hours of graduate credit may be accumulated under this classification or applied to a degree program.** Graduate courses (500-level and above) taken as a postbaccalaureate student will be counted in the student's overall graduate GPA. Any C grade or below may jeopardize the ability to enter into a degree program.

Students under this classification have completed a bachelor's degree and are graduate students. They are therefore governed by all Graduate College policies. Postbaccalaureate students must make satisfactory progress in graduate courses and any student receiving more than 9 hours of "C" grade or below will not be allowed to enroll in further classes.

Generally, students in the postbaccalaureate classification are not eligible for financial aid. Students who first register in the postbaccalaureate classification and later initiate the process to change to a degree program will be required to submit the Graduate Admission Application along with the application fee and necessary transcripts. The application will be reviewed by the Graduate College and the director of the degree program to which the student applied and the student will be notified of the decision.

Post Masters

Students who have received a master's or higher graduate degree and wish to continue taking course work for graduate credit without pursuing another graduate degree. In this category, students should apply through the Extended Campus office or the Graduate College.

Readmission Requirements

The procedure for readmission of a graduate student who has not maintained continuous enrollment (summer excluded) is based on the period of absence.

1. **Applied and accepted, but never attended or completed a class as a graduate student.** If the time period has been less than one year, students may call the Graduate College and update their semester application (program exceptions are: Communication Sciences and Disorders, Counseling, Nurse Anesthesia, Physical Therapy, Physician Assistant Studies, Psychology, and Social Work). If the time period has been more than one year, students will need to reapply and repay the application fee.
2. **Return after 1 to 3 years.** Students remaining in the same degree program and returning after a 1 to 3 year absence may "quick admit" through any of the registration centers and register for classes for the semester they wish to return. Assuming there are no encumbrances on the student's record, the registration official will update information and register the student. However, a few programs have a limited enrollment and students will not be able to return by the "quick admit" process. Programs that do not allow students to "quick admit" include: Counseling, Communication Sciences and Disorders; Nurse Anesthesia; Physical Therapy; Physician Assistant Studies; Psychology; and Social Work. For these programs, students need to reapply and be readmitted by the department.
3. **Return after 3 years.** Students will need to reapply and be readmitted into the program. If at least one class was completed as a graduate student in the prior enrollment, no additional application fee will be required.
4. **Return after more than 8 years.** Students will need to complete and submit a new application form and any supporting materials which are needed by the Graduate College or the department. If at least one class was completed as a graduate student in the prior enrollment, no additional application fee will be required.

5. **Former Missouri State University master's degree recipients.** Students returning to take additional classes and who are not seeking an additional degree may "quick admit" through any of the registration centers and register for classes for the semester they wish to return. These students will be classified as Post Master's students. Students wishing to pursue an additional degree will need to complete and submit a new application form and any supporting materials which are needed by the department. No additional application fee will be required.

GENERAL DEGREE REQUIREMENTS

In the first week of the semester of intended graduation, students must complete an application for graduation and submit it to the Graduate College. Graduation applications are available in the Graduate College or on the web at graduate.missouristate.edu (under "Forms").

Master's And Specialist Degree Requirements

To complete a master's or specialist degree, a candidate must:

1. complete the minimum number of semester hours required for the graduate program (minimum hours for different programs range from 30 to 83). Keep in mind that courses taken for undergraduate credit may not be used on the Program of Study for a master's or specialist degree;
2. complete at least one-half of the minimum semester hours in courses open only to graduate students (600 or above);
3. attain a grade point average of at least 3.0 on all graduate work utilized in the degree program that includes Missouri State University and transfer courses;
4. satisfy a research requirement;
5. pass a comprehensive examination (applies to all programs except the MBA, MAcc, MS in CIS, MS in PAS and MS in Project Management);
6. complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces);
7. and meet all additional program-specific degree requirements.

Doctoral Degree Requirements

The completion of a doctoral program indicates the attainment of the highest possible training and intellectual development in one's discipline. As such, the rigor of a doctoral degree program is necessarily higher than that of a Masters degree program, and is set above the level that an average student would generally be able to attain. Because the requirements for completion of a doctoral degree are

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discipline-specific, and often linked to national accreditation standards, some programs may have higher/additional requirements. Nonetheless, minimal university-wide standard include:

1. All students must complete the stated courses and minimum number of required semester hours for the program. Keep in mind that courses taken for undergraduate credit may not be used on the Program of Study for a doctoral degree.
2. All students must complete a doctoral research project, to be directed by a faculty member from their discipline with Graduate Faculty in Research status.
3. In addition, each project will be supervised by a Doctoral Research Committee. Each will consist of at least two (2) additional faculty members with Graduate Faculty status (research, clinical/practitioner, or performance). For doctoral students who are completing a doctoral thesis, their committee will also have a fourth member from outside the department who has Graduate Faculty status in Research.
4. Presentation of the research results (thesis or project) at a forum approved by the department.
5. A minimum cumulative GPA of 3.00 in all course work associated with the degree.
6. Satisfactory completion of a comprehensive exam, as specified by the department.
7. Students must complete all degree requirements within an eight-year period (excluding time spent in the United States Armed Forces).
8. Students must meet all program-specific degree requirements (including research, practicum, comprehensive examination, etc).

Advisement

Graduate students are assigned an advisor at the time of admission. The advisor's name and phone number are listed on the Admission Recommendation which notifies a student of acceptance into a program. In some cases, the graduate advisor will be changed once a student is fully matriculated into the program. This occurs most often when a research topic is chosen and it is appropriate for a different faculty member to direct that project.

The role of the graduate advisor is to:

1. assist the student in the selection of course work for his/her graduate program;
2. evaluate transfer credits as acceptable for meeting requirements;-;
3. recommend acceptance or rejection of all graduate course work toward the program of study as listed on the student's Advisor-Approved Program of Study;
4. advise and assist the student -in completion of all Missouri State University and departmental requirements for degree.

It is extremely important that students have early contact with their advisor and gain advisor approval before registering for classes. The advisor is a key person in helping individuals plan their graduate program, ensuring that classes fit the program, planning an appropriate class sequence, and providing other input that ensures a student is successful in their graduate program. All degree seeking students must have the advisor complete an electronic release prior to registering via the web, in person, or by fax or mail registration.

Advisor-Approved Program Of Study

The student's Advisor-Approved Program of Study is a form listing all courses that will be used to fulfill degree requirements. A student may submit an Advisor-Approved Program of Study- at any time after having been admitted to graduate study in a degree program; however, it should be submitted to the Graduate College **before** 14 hours have been completed.

1. Program of Study forms are available online at <http://graduate.missouristate.edu> (under *Forms*).
2. It is essential that students meet with their advisor before completing the Advisor-Approved Program of Study. -
3. Once the advisor has signed the Advisor-Approved Program of Study to show approval, it should be submitted to the Graduate College.
4. The student will receive a copy of the approved Program of Study from the Graduate College.
5. Changes to the Program of Study may be made by completing a Change of Advisor-Approved Program of Study form which can be obtained in the Graduate College or online at <http://graduate.missouristate.edu> (under *Forms*).
6. No grade below a "C" may be applied to a student's Program of Study.
7. At least one-half of the minimum semester hours in courses open only to graduate students (600 or above).
8. Courses taken for undergraduate credit may not be used on the Program of Study for a master's, specialist, or doctoral degree.

Research Requirement

Most of the Missouri State University master's programs provide for either a Thesis or Seminar/Degree Paper Option as the research component to be completed in partial fulfillment of the degree requirements. Refer to specific departmental regulations in this catalog regarding their research requirements.

Thesis Option: A maximum of 6 hours of thesis credit shall be applied toward the minimum hours required for a master's degree. Guidelines explaining the requirements

for the preparation of a thesis are available in the Graduate College or online at <http://graduate.missouristate.edu> (under Current Student Resources). Registration in a course number 699 and title designated “thesis” is limited to students pursuing completion of a thesis.

A thesis is supervised by the student’s advisory committee, which consists of three to five persons. A minimum of three, including the chair of the committee, must be members of the Missouri State University Graduate Faculty. The thesis shall be approved by the committee and by the Graduate College before the degree is granted.

Seminar/Degree Paper Option: This option requires the completion of an extensive seminar/degree paper or creative work. The advisor for the degree paper must approve the final research paper. In some cases, evidence of fulfillment of the research requirement is shown through the successful completion of a certain course. In other instances, evidence requires the advisor to complete a Seminar Report form that is approved by the Graduate College. Students should check with their academic department to determine if this form is required. Departments may or may not require an advisory committee for students electing the seminar/degree paper option for meeting the research requirement.

Research Compliance Requirements: Missouri State University requires that all research involving human subjects in any way, regardless of the source of support funds, must be reviewed by the Protection of Human Subjects Institutional Review Board (IRB) before it is undertaken. Applicants are required to complete online training before engaging in projects involving human participants. The Privacy Rule of the Human Insurance Portability and Accountability Act (HIPAA) contains additional requirements for anyone conducting human participant research that involves protected health information; online training is available on HIPAA for researchers.

Research involving recombinant DNA techniques and other biohazards (e.g., infectious or venomous agents) must be reviewed by the Institutional Biosafety Committee (IBC). The IBC reviews the proposed research and consults with researchers on biosafety procedures; trains faculty, staff, and students involved in biohazardous research to obtain compliance with appropriate rules; and does surveillance of laboratory accidents involving biohazardous agents.

The U.S. Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals requires institutions to establish and maintain proper measures to ensure the appropriate care and use of all animals involved in research, research training, and biological testing activities conducted or supported by the PHS. In accordance with

this policy, the University requires that all projects proposing to use live vertebrate animals be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). Participation in animal care and use training is required for anyone involved in using animals in research or teaching.

Students, faculty, and staff who work with animals in educational and research activities are required to enroll in the Animal Occupational Health and Safety Program. This includes those who handle or are exposed to animal tissues, fluids, secretions and/or excretions, as well as those who handle cages and other equipment potentially exposed to animal tissues or excretions.

Complete information on training and documentation requirements can be found online through the Office of Sponsored Research and Programs website at <http://www.srp.missouristate.edu>. All required training and documentation must be done prior to initiating research. No research will be accepted by the Graduate College if these requirements are not met.

Comprehensive Examination

Comprehensive examinations will be administered at a time and place to be designated by the department (no later than two weeks before commencement).

1. To be eligible to take the comprehensive examination, a student must have an approved Advisor-Approved Program of Study on file in the Graduate College and must have a 3.00 graduate GPA. The student’s department will determine if the necessary 3.00 GPA has been acquired.
2. Comprehensive Examination Application/Result forms are available from the Graduate College or online at <http://graduate.missouristate.edu> (under Forms) and should be returned to the student’s department upon completion.
3. The department will notify the student of the time and place of the examination. The use of various modes of technology during the exam, such as computer word processing, will follow the departmental policy and may vary from one graduate program to another.
4. The department will forward results of the examination to the Graduate College.
5. The student will receive written notification of the results from the Graduate College.

A student not passing the comprehensive examination may repeat the exam upon the recommendation of the advisor and the department head and with the approval of the Graduate College. Except for students in the MBA, the MAcc, the MSCIS, MS in PAS and MS in Project Management, a comprehensive examination must be passed by the candidate before a degree will be granted.

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Transfer Credit

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally ac-credited institutions or well-established international institutions. Acceptance of transfer credits on a graduate degree program occurs through recommendation of the student's major advisor and approval of the Graduate College. Transfer hours may count for up to 30% of the Program of Study. The policy on transfer credit also applies to students who are currently enrolled in, but have not completed, a graduate degree program at another institution.

As with all credits applied toward a graduate degree, transfer credits must have been earned within the eight-year time limit for a degree program. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average. For classes taken on a pass/not pass basis, see the Pass/Not Pass section.

Collaborative Agreements: The limitation on transfer credit may be superseded when the university develops a collaborative agreement with another institution for delivery of an academic program. In cases where Missouri State University shares program responsibility with another institution, both institutions may teach courses that might be applied to a degree program. For more information on a specific program, see the appropriate section of the catalog.

Second Masters Degree

A student who has been awarded a master's degree at Missouri State University or at another accredited institution may apply up to 9 hours of graduate credit earned on the first degree toward meeting the requirements of a second degree. This same policy applies to a student who is admitted to and working on two degree programs at Missouri State University at the same time. All courses must be approved by the advisor.

Anyone working on an advanced degree at another institution, but who has not completed the degree, may be approved to transfer up to 30% of the total hours required for the Missouri State University program of study. (See "Transfer Credit").

Grade Requirements for Degree

No course with a grade below "C" may be applied toward a graduate degree or graduate certificate. A graduate student becomes ineligible for graduate study if more than 9 semester hours of "C" or lower are earned in graduate courses taken in the degree program, or if the student does not meet any additional specific degree retention requirements imposed by a department or program.

Graduation

The deadline for the Application for Graduation is the first week of the semester in which the student plans to graduate. A student is advised, however, to apply in advance of the semester that they intend to graduate.

1. Applications for graduation are available online at <http://graduate.missouristate.edu> (under "Forms") or in the Graduate College office. This form must be submitted to the Graduate College during the first week of the semester in which the student plans to graduate.
2. Students should work closely with the advisor to ensure that all of the degree requirements are met.
3. Student's not enrolled in classes during the semester they plan to graduate will be automatically enrolled in GEN 500. Students do not receive any course credit for GEN 500 and no enrollment fee is charged.
4. Students who have completed all course work and are only working on their research component may sign up for GEN 698 (Active in Research). This zero credit course offered at a reduced fee (\$75) allows the following:
 - access to the library, including online services such as interlibrary loans, MOBIUS, and restricted access databases;
 - opportunity to purchase a parking permit; and
 - access to computer services and campus email.

GEN 698 is graded as "P" (pass) or "N" (if the student discontinues participation and is dropped from the course). A special permission form is required which includes approval by the student's advisor, department head, and the Graduate College.

GRADUATE CERTIFICATE PROGRAM PROCEDURES

Admission Requirements And Procedures

The minimum standard for admission to a graduate certificate program is a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University Graduate College. Additional requirements and higher standards may be stipulated for specific graduate certificate programs and applicants should check for such requirements in the departmental section of this catalog.

To be considered for admission, a student should complete the Graduate College Application (refer to the "Admission Procedures" section). If a student is currently attending Missouri State University as a master's or specialist

student, no additional application fee will be required. Once the application is received by the Graduate College, information will be sent to the Certificate Advisor for an admission recommendation.

Plan Of Study Form

Following admission to a certificate program, a *Plan of Study Form* will need to be submitted to the Graduate College. This form is available on the Graduate College website at <http://graduate.missouristate.edu/certificates.htm> (click on the appropriate program).

The Plan of Study lists all the courses that will be used to fulfill certificate completion requirements. A student should work with their certificate program advisor to complete the form. Keep in mind that courses taken for undergraduate credit may not be used on a Plan of Study for a graduate certificate. Once the advisor has signed the Plan of Study form to indicate approval, it should be submitted to the Graduate College. If it becomes necessary to change a course originally listed on the Plan of Study, the student should complete the *Change of Certificate Plan of Study* form found at <http://graduate.missouristate.edu/certificates.htm>.

On a case-by-case basis, Missouri State University may accept graduate credit earned at other regionally accredited institutions. Acceptance of transfer credits on a graduate certificate program occurs through recommendation of the student's major advisor and approval of the Graduate College. No more than 6 credit hours may be transferred to Missouri State University as part of a certificate program. Collaborative programs may have different requirements.

As with all credits applied toward a graduate degree, transfer credits must have been earned within the eight-year time limit for a degree program. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

Certificate Completion Requirements

In the semester of intended completion of the certificate, students must complete a *Notification to Complete a Certificate Program Form* application and submit it to the Graduate College. This form is available at <http://graduate.missouristate.edu/forms.htm>.

To be eligible for a graduate certificate, a candidate must:

1. complete the minimum number of hours required for the certificate program - minimum hours for different programs range from 12 to 18 hours (the exception being the Post Master's Family Nurse Practitioner program which is 27 hours);
2. attain a grade point average of at least 3.00 on all graduate work utilized in the certificate program (that includes Missouri State University and transfer courses);
3. complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces); and
4. meet all additional program-specific certificate requirements.

SPECIAL ACADEMIC OPPORTUNITIES

Accelerated Masters

The Accelerated Master's degree option provides a transition that enables outstanding Missouri State University undergraduate students to begin taking graduate course work in their junior or senior year and thus combine components of the undergraduate and graduate curriculum. Students must apply and be admitted to the accelerated master's program by the department and the Graduate College before enrolling for any courses to apply to the graduate degree. Graduate programs at Missouri State University offering an accelerated option are listed:

- Master of Accountancy
- Master of Arts, Communication
- Master of Arts, Religious Studies
- Master of Arts, Theatre
- Master of Business Administration
- Master of Natural and Applied Science
- Master of Public Administration
- Master of Science, Biology
- Master of Science, Cell and Molecular Biology
- Master of Science, Chemistry
- Master of Science, Geospatial Sciences in Geography and Geology
- Master of Science, Materials Science
- Master of Science, Mathematics
- Master of Science, Plant Science
- Master of Science, Project Management
- Master of Science in Nursing

Depending on the program, 6 to 12 hours of graduate credits will apply toward completion of the undergraduate degree requirements. This dual counting of a course for both undergraduate and graduate credit will only occur when a student completes a Mixed Credit form prior to the semester the course is taken. Students accepted into an accelerated program must complete a Mixed Credit form

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and submit it to a registration center at the time of registration. This form can be obtained from the student's department or the Graduate College, 306 Carrington Hall. Completion of this process is necessary for appropriate designation of course credit; this designation is a factor in Financial Aid determinations.

Under the Accelerated Master's degree option, a student will be fully admitted to the Graduate College upon completion of the baccalaureate degree. Undergraduate students interested in the Accelerated Master's opportunity should contact their department or the Graduate College (417-836-5335) to determine admission requirements and procedures.

Also, Missouri State University, Evangel University, Drury University and Southwest Baptist University (SBU) have entered into agreements that provide for undergraduate students at Evangel, Drury or SBU to participate in Accelerated Masters programs at Missouri State. The SBU arrangement is limited to the Accelerated Master of Accountancy program.

Senior Permission

Missouri State seniors and visiting degree-seeking seniors from another institution who are classified as non-degree seeking while at Missouri State, may be permitted to take 500- and 600-numbered course work for graduate credit during the last two semesters of a baccalaureate program upon the recommendation of the head of the department in which the course is offered and approval of the Graduate College. To be eligible, a student must have a grade point average of at least 3.0 on the last 60 hours of undergraduate course work. Courses completed for graduate credit under Senior Permission cannot be applied toward an under-graduate degree.

A senior student may enroll in a maximum of 9 semester hours of graduate credit during a semester, with a maximum enrollment of 15 hours, including both undergraduate and graduate course work. Students may not complete more than a total of 12 semester hours of graduate credit under Senior Permission. Credit earned under Senior Permission can be applied toward a graduate degree at Missouri State University with this application of credits contingent upon approval of the head of the department in which the course is offered and the Graduate College. "Senior permission" forms are available from the Graduate College, 306 Carrington Hall and must be completed and submitted to a registration center at the time a student registers.

Teacher Certification

Students in any graduate classification who wish to seek teacher certification should contact the Teacher Certification Office (417-836-8772). This office provides a program evaluation service for initial certificates (\$40.00 fee required), and advisement and assistance to gain additional certifications and/or additional endorsements. Official transcripts from all previous colleges attended are required for students seeking initial certification. Those desiring Missouri initial certification in any area authorized by the State Board of Education must:

1. successfully complete Supervised Teaching;
2. satisfy all Missouri teacher certification requirements which are in effect at the time of certification;
3. have a cumulative combined (both Missouri State University and transfer) GPA of 2.50 or higher;
4. receive a departmental recommendation for the certification area(s);
5. meet all criteria established by the Missouri State Board of Education exit evaluation procedures (Praxis II);
6. complete professional education courses with a GPA of 2.50 (Missouri State University and transfer combined) and no grade lower than a "C";
7. complete certification subject area(s) courses with a GPA 2.50 (Missouri State University and transfer combined) on a 4.0 scale.

Students seeking initial certification may be required to complete a web-based Professional Preparation Portfolio. In some cases, part or all of the Missouri teacher certification requirements can be met with appropriate graduate courses.

Students should inquire about these opportunities in secondary, elementary, early childhood, middle school, and special education. It may be advantageous to couple those courses meeting certification with a graduate degree program.

Master of Arts in Teaching: This is a secondary education program that provides a pathway to a master's degree while also obtaining teacher certification. (See the catalog description of this degree program.)

Elementary and Early Childhood Education

Certification: Several graduate courses can be utilized to fulfill certification goals and simultaneously apply toward the MEd, Elementary Education with a planned graduate Advisor-Approved Program of Study. At the onset of their work, students selecting this option must apply for admission to the degree program.

Special Education Certification: Students interested in pursuing initial certification in Special Education may enroll in a combined certification/Master’s degree program. Students selecting this pathway will need to apply for admission to the MEd, Special Education, and work with their advisor to develop an appropriate Advisor-Approved Program of Study. Students seeking special education certification will need to choose from the following program options within the MEd in Special Education.

- Special Education, Alternative Certification Track (SEACT). This program allows students to earn initial certification in Mild/Moderate, Cross Categorical Special Education (K-12).
- Visually Impaired Track (VIP). This program allows students to earn initial certification in Blind and Partially Sighted (Birth – Grade 12).
- Developmental Disabilities Emphasis (SDD). This program allows students to earn initial certification in Severely Developmentally Disabled (Birth – Grade 12).

Graduate Internet Course And Program Offerings

Missouri State University offers two graduate degree programs online:

- Master of Science, Administrative Studies (core courses and all option areas except Environmental Management available online)
- Master of Science, Computer Information Systems

The course work for completing a major part of several other graduate programs also can be obtained online. These programs include:

- Master of Science in Education, Elementary Education
- Master of Science, Project Management
- Master of Science in Nursing, Nurse Educator role specialization
- Master of Arts, History, American Studies track.

The following Graduate Certificate programs are available online:

- Project Management
- Sports Management
- Post-master’s Nurse Educator

Internet courses and programs have undergone the same academic review and scrutiny as programs offered on campus and students taking Internet courses are supported

through access to a variety of campus services including advising and registration, help-desk support, and library access. Students can access their courses anytime and anyplace, thus enabling students to study and participate in discussions and other course work whenever and wherever they choose.

For additional information visit the Missouri State University Online website at <http://msonline.missouristate.edu/> or call 417-836-6111 or Toll Free 888-767-8444

Graduate Education Off-Campus

Selected graduate courses are taught on-site or by Interactive Video (ITV) delivery at several locations in the Missouri State University 24-county service area. Off-campus course locations include the Missouri State University West Plains Campus, Missouri State University Mountain Grove Campus, Lebanon, Nevada, Neosho, and locations as demand necessitates. The MBA program is delivered via ITV to West Plains, Lebanon, and Nevada. The Extended University Handbook gives a complete listing of off-campus graduate courses available in a specific semester (417-836-4128 or 1-888-879-7678).

Joplin Graduate Center

Missouri State University provides graduate education to students in the Joplin region through a variety of courses offered at the Joplin Graduate Center located on the Missouri Southern State University campus. Most courses are offered with the instructor on-site, while others utilize the Interactive Video (ITV) distance learning system. Five degree programs can be completed through work at the Joplin Graduate Center:

- Master of Science in Education, Elementary Education
- Master of Accountancy
- Master of Business Administration
- Master of Social Work
- Master of Arts in Teaching

In addition, selected graduate courses in educational administration, reading, special education, counseling, and several other disciplines are offered each semester. Information on course availability can be obtained through the Graduate Center office in Joplin (417-625-3133), the Extended Campus (417-836-4126), or the Extended Campus Handbook published each semester.

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Bull Shoals Field Station

The Missouri State University Bull Shoals Field Station is located on a tract of land overlooking Bull Shoals Lake in Taney County, Southwest Missouri. The nearby terrestrial and aquatic habitats are mostly undisturbed, comprising an ecosystem with considerable biodiversity. The Field Station provides a wide range of opportunities for research endeavors of graduate students in the natural sciences. Certain class activities and service programs utilize the Field Station as an integral component of the educational experience. For further information contact the Field Station Director, Dr. Janice Greene (417-836-5126; JaniceGreen@missouristate.edu).

INTER-UNIVERSITY COLLABORATIONS

Missouri State University And Missouri Southern State University Joint Master Of Arts In Teaching

The two Universities cooperate in offering the Master of Arts in Teaching program in Joplin. This alternative and innovative masters/certification program is approved by the Missouri Department of Elementary and Secondary Education (DESE) and fully accredited by NCATE. It provides students the opportunity to earn teacher certification in one of 20 different areas of secondary education while also completing a master's degree. Students completing this partnership program in Joplin receive a diploma issued by Missouri State University signifying completion of the cooperative program with MSSU. Refer to the Master of Arts in Teaching section of this catalog (School of Teacher Education) for additional detail (contact person: Scott Fiedler, 417-836-8772).

University Of Missouri-Columbia Cooperative Doctorate In Educational Leadership

Missouri State University collaborates in a cooperative program with the University of Missouri - Columbia (UMC) leading to an Ed.D. in Educational Leadership. Courses for the degree are offered on the Missouri State University Springfield campus and on the UMC campus. The degree is conferred by UMC. (See Department of Educational Administration for additional information.)

University Of Missouri-Columbia Master Of Arts In Library And Information Science

Through a collaborative agreement with the University of Missouri - Columbia (UMC), Missouri State University provides on-campus access to components of the M.A. in Library and Information Science. While the degree is offered by UMC, at least 6 courses in the program can be acquired on the Springfield campus. Contact Dr. Petty, Missouri State University Library, for details about the partnership (417-836-5958; jbpetty@missouristate.edu).

University Of Missouri-Columbia Doctoral Program In Plant Science

A cooperative doctoral arrangement is in place between the Department of Agriculture at Missouri State University and the Plant Sciences Unit at the University of Missouri-Columbia (UMC). Upon completion of the M. S. degree in Plant Sciences at Missouri State University, students can apply for admission to the doctoral program in the Plant Sciences Unit UMC. If admitted, students are eligible to compete for graduate assistantships on the UMC campus. Although enrolled in an UMC degree program, students can continue at Missouri State University and conduct doctoral research programs under the advisement of faculty at Missouri State University who hold adjunct appointments in the Plant Science Unit at UMC. For further information, contact Dr. Anson Elliott, Department Head at 417-836-5638 or AnsonElliott@missouristate.edu.

Inter-University Accelerated Masters Agreements

Missouri State has collaborative arrangements with Evangel University, Drury University and Southwest Baptist University (SBU) that provide for qualified students from these institutions to be accepted and take courses in the Accelerated Master's program at Missouri State. This arrangement allows Evangel and Drury students who wish to obtain a master's degree in disciplines where Missouri State has an Accelerated Master's option to start taking courses at Missouri State before they finish the undergraduate program. Collaboration between SBU and MSU applies to the Accelerated Master of Accountancy only. Enrollment at Missouri State is simultaneous with students completion of the work at either Evangel, Drury or SBU.

In a similar collaboration, Missouri State senior students could start the Drury University M. A. in Integrated Marketing Communication.

Dual-Degree Plant Science Programs

China Agricultural University (CAU): Missouri State University and CAU in Beijing, People's Republic of China, have an articulation agreement where CAU plant science graduate students can complete a portion of the CAU program and then be selected to enter the M.S. in Plant Science at Missouri State. These dual-degree students will subsequently complete both the CAU and Missouri State master's degrees in plant science. (contact Dr. Wenping Qui, 417-926-4105)

Liaoning Teachers University (LTU): Missouri State University and LTU in Dalian, China have an articulation agreement whereby master's students of the LTU plant science program will complete a portion of the LTU program and then enter the M.S. in Plant Science at MSU. These dual-degree students will subsequently complete both the LTU and Missouri State master's degrees in plant science. (contact Dr. Wenping Qui, 417-926-4105).

Alliances Between Missouri State University Academic Departments And Other Regional Universities

Chemistry: A cooperative agreement between the chemistry departments at Missouri State University and the University of Missouri-Columbia (UMC) facilitates the acceptance of master's degree graduates from Missouri State University into the doctorate program in chemistry at UMC. Contact Dr. Paul Toom, Acting Department Head, for details (417-836-5506 or PaulToom@missouristate.edu).

Mathematics: Post-Master's students may transfer up to 18 credit hours of mathematics and statistics course work taken at Missouri State University to University of Missouri-Rolla (UMR) toward a doctoral program. The course work will focus on the subject matter covered by the UMR Qualifying Examinations in Statistics or Mathematics. For information, contact Dr. Yungchen Cheng, Department Head, Department of Mathematics (417-836-5112; YungchenCheng@missouristate.edu).

International Program Alliances

International School for Management Studies: ISMS, located at Chennai (Madras) in southern India, is a sister institution to the Madras School of Social Work and is under the sponsorship of the Society for Social Education and Research (SSER) in Chennai. The partnership is a twinning agreement that facilitates entrance of graduates of Indian universities into Missouri State University's MBA. The 24-credit hours of MBA foundation courses may be completed at ISMS and the remaining 33 hours of the MBA program will be completed in Springfield.

Lal Bahadur Shastri Institute of Management: LBSIM is located in New Delhi, India. The Missouri State-LBSIM agreement facilitates admission into the MBA program similar to the arrangement with ISMS in Chennai. The provisions of this twinning arrangement also provide opportunities for the exchange of business students and faculty at the graduate level, development of a joint-MBA in International Business with students from both institutions participating in course work at the two campuses, and other mutually beneficial programs.

Institutions in South America: Missouri State University has entered into twinning programs with the *Instituto Brasileiro de Mercado de Capitais (IBMEC)*, Rio de Janeiro, Brazil and *Universidad de Las Americas (UDLA) - SYLVAN® International Universities*, Santiago, Chile that offer excellent opportunities for faculty as well as graduate and undergraduate students with Portuguese (Brazil) and Spanish (Chile) language competencies to take part in faculty/student exchanges.

Beijing University of Technology: Missouri State University and Beijing Tech have an agreement that facilitates joint research projects for graduate students and faculty. A particular focus is in materials science, and this relationship enhances the opportunity for students from both universities to do their thesis research in the environment and laboratory facilities of the other university.

National Sun Yat-sen University (NSYSU): Missouri State University's Department of Political Science and the Graduate Institute of Political Science at NSYSU in Kaohsiung, Taiwan, have a student exchange agreement. This relationship facilitates Missouri State University students taking courses at the Graduate Institute of Political Science of NSYSU, and likewise NSYSU students are aided in the opportunity for graduate studies at Missouri State.

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FEES AND REGISTRATION

REQUIRED STUDENT FEES FOR FALL 2008, SPRING 2009, AND SUMMER 2009

Required Student Fees (tuition) are a combination of Basic Fees and Student Services Fees. Basic Fees are assessed based on the level and type of courses for which a student enrolls. Audited courses are assessed the same fees as courses taken for credit. Some courses also have a supplemental fee (see the following page for information). *All University fees are subject to revision by the Board of Governors without notice.*

STUDENT FEE SCHEDULE

Basic Fees

Course Level or Type	Fee credit hour charge	
	Missouri Resident	Non-residents*
Courses numbered 1-599	\$186	\$362
Courses numbered 600-799	\$214	\$418
Courses numbered 800-899 for Doctorate in Audiology program	\$214	\$418
Courses numbered 800-899 for Ed.D. in Educational Leadership program (based on current UMC fees)	\$298.70	\$771.20
ANE (Nurse Anesthesia) courses	no charge	no charge
GEN 698 Active in Research	\$75	\$75
MS in Computer Information Systems courses taught via the Internet	\$410	\$410
MS in Administrative Studies courses taught via the Internet:		
Courses numbered 500-599	\$206	\$275
Courses numbered 600-799	\$235	\$275
Other courses taught via the Internet	\$275	\$275
Courses offered at BearNet locations (i.e., Branson, Joplin, Lebanon, Monett, Mountain Grove, Neosho, Nevada, West Plains, Oklahoma locations):		
1-599	\$186	\$186
600-799	\$214	\$214

Student Services Fees

	1 cr hr	2 cr hr	3 cr hr	4 cr hr	5 cr hr	6 cr hr	7 cr hr
Fall 2008; Spring 2009	\$100	\$133	\$165	\$197	\$230	\$262	\$338
Summer 2009	\$84	\$114	\$146	\$181	\$181	\$181	\$181

Student Services fees include fees for capital project, student art gallery, health center, shuttle, computer usage, student involvement, recreation facilities, and student security. Student services fee will generally not be assessed for sections identified in the semester class schedule as: Workshop, Intersession, Short, Cable TV, Video Rental, Internet, and courses taught in locations other than the Springfield campus. Students who enroll in fewer than seven hours in the fall or spring (4 hrs in the summer) will be assessed an additional fee upon their initial use of the Taylor Health and Wellness Center.

*** Non-Missouri residents will be assessed resident student rates when enrolling in fewer than seven hours for the fall and spring semesters or fewer than five hours in the summer session. Such students enrolling in enough hours to be charged the non-resident rate will be assessed the non-resident rate for all hours enrolled.**

Variation in Assessment of Non-Resident Fees.

1. A waiver of out-of-state fees will be made for students who are children, grandchildren, or stepchildren of Missouri State University alumni. (See section Continuing the Tradition for details).
2. Non-resident students who have applied for and been approved on the Midwest Student Exchange program are assessed fees at a lower than normal rate (See Midwest Student Exchange Program for details).

Supplemental Course Fees

These fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. Supplemental course fees are identified in the class schedule and will be assessed at the time of registration.

Miscellaneous Fees And Deposits

Note: GA fee waivers cover only tuition and student services fees and do not cover special course fees, Internet fees, student health insurance, books, or other miscellaneous fees described below.

Application Fee:

- A \$35 non-refundable application fee is required of all first-time applicants applying for admission to the Graduate College. Students applying for readmission (who have completed classes at Missouri State University as a graduate student) are not required to submit a fee.
- A \$50 non-refundable application fee is required for all International Students applying on the international application form.

Late Fees: A \$25 late fee is charged to individuals applying for admission after the stipulated time and also for individuals registering after the stipulated deadline.

GEN 698, Active in Research Course: Students who have completed all course work and are only working on their research component may sign up for GEN 698 (Active in Research). This course is offered at a reduced fee of \$75 and allows the following:

1. access to computer services and Missouri State email.
2. access to the library including online service such as interlibrary loans, MOBIUS, and restricted access databases;
3. opportunity to purchase a parking permit

The course is a zero credit hour course and is graded “P” (pass) or “N” (student discontinues participation in the course and is dropped from the course).

Student Health Insurance: Health and Accident Insurance is available to all students and required of all international students. The fee will be charged each semester at the time of registration to all students for whom Missouri State University has issued Visa documents. Contact Taylor Health and Wellness Center for additional details.

Registration Deposit. Students who register during the early registration period are required to make a non-refundable \$60 deposit by the date listed in the Schedule of Classes in order to hold their registration. This deposit will be applied toward payment of the required student fee. Failure to pay the remainder of the fee will result in forfeiture of the deposit and loss of registration. The deposit will be refunded only if the student is suspended from the University. Graduate students who have received a letter from the Graduate College notifying them of an assistantship and a fee waiver award do not need to pay this deposit.

Duplicate/Reissue Diploma: A \$20 fee will be assessed for all reissued diplomas.

Expedited Document Delivery Fee (Office of the Registrar): A \$20 fee will be assessed for sending documents via overnight or express mail.

Parking: Automobile registration and a parking permit are required for those who will park on campus. The cost varies according to type of permit:

- Commuter, residence hall, or disabled = \$96 annual, \$76 fall/spring, \$38 per semester, \$20 summer
- Reserved lots = \$150 per year
- Evening (after 4:00 p.m.) = \$60 annual, \$40 fall/spring, \$20 summer

For more information, contact Parking Administration, 700 E. Elm, (417) 836-4825 or visit the website at <http://www.missouristate.edu/safetran/13314.htm>.

Housing Deposit: A \$100 security deposit (\$200 for married and family housing) is required of all occupants in on-campus housing. This deposit, less any applicable charges, is refunded according to the terms of the housing contract or lease.

Laboratory Deposit: No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay.

Deferred Payment Plan

Missouri State has a Deferred Payment Plan which allows students to defer payment of required student fees and residence hall charges. In addition, students will be allowed to use their identification numbers (printed on the Zip Card) to charge miscellaneous charges and fines, including charges for Taylor Health and Wellness Center, long distance, Baker Bookstore, and library fines. These miscellaneous charges are not deferred, but are due when billed.

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To enroll in the Deferred Payment plan, students must submit the required minimum payment of \$60 toward the required student fees by the fee payment deadline in effect at the time of the student's registration. Fee payment deadlines are printed in the semester class schedule, and are stated on each student's registration invoice. The remainder of the required student fees and residence hall charges, if applicable, must be paid in monthly installments with the balance being paid in full by the fifteenth of the month preceding the end of the semester. The terms and conditions of the Deferred Payment Plan are printed on the reverse of the Registration Request form and on the monthly accounts receivable statement.

REGISTRATION PROCEDURES

The University uses a continuous registration system which allows currently enrolled and readmitted students to register well in advance of the beginning of the semester. Details are printed in the Semester Class Schedule available at www.secure.missouristate.edu/ClassSchedule/crse1.asp. For additional information about registration and student enrollment status, see the Registration information in the University Policy and Academic Regulation sections of this catalog.

Students registering for the first time must fill out an Application for Graduate Admission (see Admission Policies) and be admitted prior to registering. Students registering after an absence of one or more semesters (excluding summer) must be updated before registering. This may be done by contacting the Graduate College. Students may be "quick admitted" if their absence from the University has been less than 3 years and if they are remaining in the same degree program as when they last attended. Exceptions to this are students in the DPT and the MS in CSD, CIS, COU, PAS, PSY and Nurse Anesthesia programs.

Any student indebted to the University, or otherwise encumbered, is not permitted to register for any future semester until the indebtedness has been paid or the encumbrance removed. A student is not officially registered for classes until all fees have been paid in full, the student is enrolled in the Deferred Payment Plan, or the student has been awarded financial aid.

No student is permitted to attend a class unless the student's name appears on the class roll or an official change of schedule has been processed.

Course Numbering System

The following course numbering system is in effect:

- 000-499 Undergraduate Classes
- 500-599 Upper-division courses designed primarily for seniors, postbaccalaureate and graduate students. **A student admitted to graduate study (i.e. admission through the Graduate College or as a PB or teacher certification student) will receive graduate credit for 500-level courses.** Undergraduate students will receive graduate credit for 500-level courses only if a Senior Permission or Mixed Credit forms are used. Where undergraduate and graduate students are in the same class, it is the instructor's responsibility to ensure that the quality and depth of work are appropriate to graduate education.
- 600-799 Courses open only to graduate students and undergraduate students enrolled in accelerated master's programs or Senior Permission.
- 800-899 Courses open only to students in the Doctorate in Audiology and those admitted to the Ed.D. in Educational Leadership.

Explanation Of Course Listings

Course offerings appear in the catalog as follows: 3letter course code, course number, former course number (where applicable), course title, credit hours (outside parentheses), lecture or recitation hours per week (first number inside parentheses), laboratory or studio hours per week (second number inside parentheses), semester course is offered (F=fall, S=spring, D=on demand, Su=summer, E=even years, and O=odd years), prerequisites, and course description. If no prerequisite is listed, -none is required.

Many courses are listed in the catalog with a statement of "permission required." Unless otherwise stated in this catalog, permission is to be granted by the instructor or the department head. The student should go to the departmental office to secure such permission.

Variable Content Courses: Variable content courses include any courses whose content may be substantially different from one semester to another. This identification may be found at the end of the catalog description of such courses. It does not include special problems, special projects, readings, and research conducted on a tutorial basis with individual students.

Registration Options

In addition to registering in one of the Registration Centers on campus, current graduate students can also register online. Prior to registering, a graduate student must be admitted for the semester, must be free of any encumbrances, and must have his/her advisor's electronic "release to register". Complete details may be found at http://www.missouristate.edu/registrar/reg_info.html.

Missouri State University students are required to fulfill all financial obligations incurred while a student at the University. The amount of payment required with registration and the deadlines for receipt and processing of all payment(s) are stated on the registration receipt. After registering and paying the minimum required amount, a student is obligated to pay all remaining student fees owed to the University or to officially withdraw from the University on or before the first day of the semester in accordance with the drop and withdrawal policy.

For additional registration information, please contact the Extended Campus, (417) 836-4126 or toll free at 1-888-879-7678. You may also obtain information online at <http://ce.missouristate.edu/>.

Senior Permission And Mixed Credit Forms

There are two special circumstances allowing an undergraduate student to enroll for graduate credit. A "Senior Permission" form is used by senior undergraduate students wishing to take 500 and 600-level courses that will count for graduate credit. This form must be completed at the time of registration. Please note that courses designated for graduate credit will NOT apply to the undergraduate program. For more information, see Senior Permission listed under Graduate College: Special Academic Opportunities.

Undergraduate students accepted into an Accelerated Master's Program need to complete a "Mixed Credit" form at the time of registration for courses that will be utilized to satisfy both undergraduate and graduate degree requirements. For more information, see Accelerated Masters listed under Graduate College: Special Academic Opportunities.

Workshops

No more than five credit hours of graduate course work completed in workshops may be applied to the minimum hours required for a master's degree.

MISSOURI STATE UNIVERSITY

FINANCIAL ASSISTANCE

GRADUATE ASSISTANTSHIPS

Graduate Assistants are not eligible to hold any additional on-campus positions other than the graduate assistantship during the time of their appointment.

Graduate assistantships are available in many areas to assist students with expenses and to enhance learning while studying for advanced degrees at Missouri State University. Graduate assistantships are offered in both academic and administrative areas and involve teaching, research, and/or administrative responsibilities. The assistantship assignment is typically related to the student's program of study. Some openings are posted on the Graduate College website <http://graduate.missouristate.edu> (under Financing Graduate School). As this is not an exhaustive listing, students are encouraged to contact departments and offices directly regarding openings.

Stipends: The graduate assistantship provides a minimum stipend of \$7,340 for the 2008-09 academic year (nine months), and in some disciplines, stipends of \$9,730 will be awarded. A graduate assistant must complete a minimum of 6 hours of graduate course work (500-level or above) during each semester of appointment on an assistantship. Some departments or administrative units may require graduate assistants to be enrolled for more than 6 hours of course work in a semester.

A limited number of graduate assistantships are available during the summer session. A graduate assistant appointed for the 2009 summer session will receive a stipend of either \$1,835 or \$2,432. Summer graduate assistants must complete a minimum of 3 hours of graduate course work (500-level or above) during the summer session.

Students who apply for graduate assistantships are also eligible to receive a fee-waiver scholarship (see Fee-waiver Scholarships section). Awarding of these merit-based scholarships is based on the recommendation of the department and approval of the Graduate Dean. Note that graduate assistants who are hired after September 15 (for Fall semester) and February 15 (for Spring semester) will not be eligible for the fee-waiver scholarship (see Scholarship section for detailed information).

Assistantships begin the week prior to classes and continue through graduation. Graduate assistants work 20 hours per week on average. International students can only work 20 hours maximum per week during the fall and spring semesters per U.S. Immigration law. Specific hours of employment are arranged between the student and the supervisor.

Application: An application for a graduate assistantship must be submitted directly to the department in which the assistantship is sought. It is wise to check with the department before applying. Application forms are available on the Graduate College website or from the Graduate College (Carrington Hall 306). Information requested from an applicant includes employment and academic history and references. Departments employing graduate assistants may request additional information.

Eligibility: Since the primary purpose of graduate assistantships is to aid students in the pursuit of advanced degrees, a student must be admitted into a graduate degree program or graduate certificate program at Missouri State to be eligible. Eligibility ends once the Advisor Approved Program of Study is completed. A minimum GPA of 3.00 on the undergraduate cumulative, last 60 hours, or graduate cumulative (minimum of 9 hours) is required. A student in a master's degree program may hold an assistantship for a maximum of two years (including fall, spring and summer) and a student admitted to a graduate certificate program may hold an assistantship for two semesters. A student is eligible for a third year of an assistantship support if he/she has completed all requirements for a master's degree and enrolls in a second master's degree or graduate certificate program. Also, a student in a doctoral program is eligible for a third year of assistantship support. Assistants are not eligible to work at any other paid position at Missouri State University during the time of their assistantship. Assistants must maintain a 3.00 GPA to maintain eligibility.

International Students: Graduate students who did not receive both their primary and secondary education in a country where English was the primary language must meet the following requirements to qualify for graduate assistantships with teaching assignments at Missouri State:

- 1) Successful completion of at least one semester of enrollment at a public institution of higher education in the state of Missouri. (Note: Exceptions may be granted in special cases upon approval of the chief academic and executive officers of the institution).
- 2) Pass a Missouri State University juried examination in which the candidate must demonstrate his/her ability to interpret written English passages and to communicate orally in English in a classroom setting. Juried examinations are to be approved by the Graduate College. Membership of the jury will include one member of the applicant's major department (appointed by that department's head), one member from the Department of Communication, and one other faculty representative (the latter two members to be approved by the Graduate College).
- 3) All graduate students prior to filling a teaching assistant position, who have not previously lived in the United States shall be given a cultural orientation to prepare them for such teaching appointment.

Graduate Assistant Orientation and Training

University: The Graduate College provides an intensive orientation prior to the Fall semester for all new graduate teaching assistants. A condensed version of this orientation is also offered prior to the spring semester. These orientation sessions are designed to provide students with information relevant to their academic role: i) graduate assistantship responsibilities; ii) legal issues related to teaching; and iii) effective teaching strategies. Students having assistantship responsibilities that include direct or indirect teaching must participate in this pre-semester orientation. The Graduate College also provides a number of workshops throughout the academic year that are optional for students to attend. These include training on a variety of topics that help develop skills and enhance readiness for career pathways.

Departments: In most cases where Graduate Assistants have instructional responsibilities, the academic department provides formal orientation and training sessions for the specific teaching assignments.

SCHOLARSHIPS

Fee-waiver Scholarships

Students who receive graduate assistantships are also eligible for fee waiver scholarships if appointed by September 15 (fall semester or academic year GA) or February 15 (spring semester GA). Fee waivers are intended to cover graduate courses required on the Advisor Approved Program of Study. The maximum cumulative graduate credits allowable with fee waiver scholarship assistance will not exceed ten percent beyond the minimum credit hour requirements of the degree program. Upon review, courses which do not meet this guideline will result in loss of the fee waiver benefit for such courses. **Fee-waiver scholarships are for up to 15 hours of course work for each of the fall and spring semesters. Those receiving summer term fee-waiver scholarships have fee coverage for up to 6 hours of course work.**

Students appointed on a graduate assistantship during the Spring semester are eligible for a fee waiver scholarship during the following Summer term. This eligibility does not depend on having a Summer graduate assistantship.

For fee-waiver purposes, credit hours taken in the intersession prior to the semester are part of the allowable fee-waiver limits of that semester (i.e., 15 hrs limit in fall, 15 hrs limit in the spring; 6 hrs in summer).

Please note that the GA fee waiver scholarship covers **only** graduate credit hour fees and student services fees. It does not cover special course fees, student health insurance, books, or other miscellaneous fees.

Missouri Outreach Graduate Opportunity (MOGO) Scholarship

The Missouri Outreach Graduate Opportunity (MOGO) Scholarship provides a partial remission of out-of-state fees for full-time graduate students who are not Missouri residents. The MOGO Scholarship has a value of three-fourths of the non-resident graduate student fees for 9 credit hours (5 credits hours in the summer). The scholarship amount will be adjusted annually when the Missouri State University Board of Governors approves changes to the student fee schedule.

No application is required. Once a student meets the eligibility criteria, the scholarship will automatically be offered. The MOGO Scholarship cannot be combined with other forms of University aid, including scholarships, graduate assistantships, or fee waivers.

MOGO Eligibility Requirements: To be eligible, a student must be considered a non-resident of Missouri for fee purposes, have an undergraduate GPA of at least 3.25, have official scores from the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) on file with the Missouri State University Graduate College, be a first-time, degree-seeking graduate student admitted into an eligible program (see below) and be enrolled as a full-time graduate student, taking at least 9 graduate credit hours during the fall and during the spring semester or 5 graduate credit hours during the summer. Out-of-state undergraduate students in Missouri State University accelerated master's programs may qualify for the scholarship after they have completed their bachelor's degree and are given full graduate status.

Eligible MOGO Programs include:

- Accountancy (MAcc)
- Applied Anthropology (MS)
- Audiology (AuD)
- Biology (MS)
- Cell and Molecular Biology (MS)
- Chemistry (MS)
- Communication (MA)
- Communication Sciences and Disorders (MS)
- Counseling (MS)
- Criminology (MS)
- Early Childhood and Family Studies (MS)
- Educational Administration (MSEd)
- Elementary Education (MSEd)
- Educational Administration (EdS)
- English (MA)
- Geospatial Sciences in Geography & Geology (MS)
- Health Administration (MHA)
- Health Promotion and Wellness Management (MS)
- History (MA)

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MOGO Eligible Programs, continued

- Instructional Media Technology (MSEd)
- International Affairs and Administration (MIAA)
- Master of Arts in Teaching (MAT)
- Mathematics (MS)
- Materials Science (MS)
- Music (MM)
- Natural and Applied Science (MNAS)
- Nursing (MSN)
- Plant Science (MS)
- Psychology (MS)
- Project Management (MS)
- Public Administration (MPA)
- Public Health (MPH)
- Reading (MSEd)
- Religious Studies (MA)
- Secondary Education (MSEd)
- Social Work (MSW)
- Special Education (MSEd)
- Student Affairs (MS)
- Theatre (MA)
- Writing (MA)

Programs **not** eligible for MOGO are:

- Administrative Studies (MSAS)
- Business Administration (MBA)
- Computer Information Systems (MS)
- Defense & Strategic Studies (MS)
- Educational Leadership – Cooperative Program with the University of Missouri-Columbia (EdD)
- Nurse Anesthesia (MS)
- Physical Therapy (MPT)
- Physician Assistant Studies (MS)

Renewal Criteria: To renew the MOGO Scholarship for subsequent semesters, students must remain enrolled in an eligible program, complete at least 9 graduate credit hours during each semester the award is received and at least 5 graduate credit hours during each summer session the award is received, maintain a cumulative graduate GPA of 3.00 and remain classified as a non-resident for fee purposes. Eligibility will be verified at the end of each semester. Enrollment in the MOGO program during the summer semester is optional.

An exception to the credit hour requirement will be granted to students who are enrolled in their last semester and need fewer than the prescribed minimum to graduate. These students must be enrolled in at least 7 graduate credit hours during their final fall or spring semester, or 4 graduate credit hours during the summer.

If a student becomes ineligible, the scholarship cannot be reinstated unless the student is approved for an exception by the Dean of the Graduate College.

Continue the Tradition Scholarship

“Continue the Tradition” is a program for out-of-state students who are the children and grandchildren of Missouri State University graduates. To qualify, students must be classified as non-residents for fee purposes, must be enrolled full-time (9 hours for graduate students), and must have at least one parent, stepparent, or grandparent who is a graduate of Missouri State University (Associate, Bachelor, Masters, or Specialist degree). In addition, recipients must be admitted to a graduate degree program.

Students who meet these criteria will receive a waiver covering the out-of-state portion of required student fees. This waiver will be renewed for graduate students who complete 18 hours per year with at least a 3.0 cumulative GPA. Because this waiver covers all out-of-state fees, it cannot be combined with other out-of-state waivers or stipends. To submit your application for this scholarship, visit www.missouristate.edu/continuetheheritageapp. You may also contact the Office of Admissions at 417-836-5517 or 1-800-492-7900 for more information.

Midwest Student Exchange Program

Missouri State University participates in the Midwest Student Exchange Program (MSEP). This program provides an opportunity for Kansas, Michigan, Minnesota, North Dakota, and Nebraska residents to attend Missouri State at less than the regular non-resident fees. All graduate degree programs are eligible for this scholarship. Recipients must be admitted to a graduate degree program, and be enrolled as a full-time graduate student (enrolled in 9 hours per semester). In addition, recipients must have an undergraduate GPA of 3.25 or higher.

Graduate students whose legal residence is Kansas, Nebraska, North Dakota, Michigan or Minnesota will receive a letter from the Financial Aid office shortly after they are admitted to the University informing them of the award. The amount of the scholarship will be equal to a full waiver of out-of-state fees. The scholarship is renewable for one year to students who complete 18 hours of graduate course work with a 3.50 cumulative GPA. Students receiving Graduate Assistantships or the Missouri Outreach Graduate Opportunity Scholarship are NOT eligible for this program.

For more information about the Midwest Student Exchange Program, please write or call the Office of Student Financial Aid, Missouri State University, 901 S. National, Springfield, MO 65897, 417- 836-5262 or 1-800-283-4243. You may also email finaid@missouristate.edu or visit the web site at www.missouristate.edu/financialaid.

Graduate Incentive Grants

Occasionally, one-time scholarships/incentive grants may be available for a specific semester. See the Graduate College website (<http://graduate.missouristate.edu>) for information.

Aileen and Keith Ford Endowed Scholarship

This scholarship is awarded in the fall semester to two first-year, full-time graduate students who received an undergraduate degree from Missouri State University. To be eligible, a student must be a first-year graduate student who earned the undergraduate degree from Missouri State and be enrolled in at least 9 credit hours during the fall and spring semester. Consideration will be given to performance at the undergraduate level of study, academic potential to successfully complete the program in which the applicant is enrolled, leadership qualities, personal maturity, and motivation. Information and the submission form can be found on the Graduate College website.

Basil and JoAnn Boritzki Scholarship

This endowed scholarship is awarded annually to two full-time graduate students, one male and one female, in recognition of their academic achievement. To be eligible, a student must have the intention to enter, and/or remain in the teaching profession in publicly-supported educational institutions, either K-12 or college teaching, have a cumulative grade point average of 2.75 or above and be enrolled full-time during the academic year that the award is given. Full-time is defined as nine semester hours of graduate credit for non-graduate assistants or six semester hours of graduate credit for graduate assistants.

John Bourhis Excellence in Teaching Award

This scholarship is awarded in the spring semester to two full-time graduate teaching assistants in recognition of their teaching excellence. To be eligible, a student must hold a graduate teaching assistantship, be in good standing, and be nominated. Nominations are received during the spring semester. Information and the online submission form can be found on the Graduate College website.

Special Departmental Scholarships

Refer to the Scholarship and Financial Aid Handbook (available at the Financial Aid office) for complete details on the departmental and college scholarships listed:

Accounting

BKD Graduate Scholarship. David B. and Sandra D. Byrd Master's of Accountancy Scholarship.

School of Accountancy Outstanding Graduate Student Award

Biology.

Homer and Dorothy Mace Kesterson Scholarship. \$675. Student must be a full-time junior or above majoring in biology, educational administration, English, mathematics, or modern and classical languages. Recipient must have a 3.00 cumulative GPA and a 3.5 GPA in his/her major. Student must be enrolled in at least 12 hours of undergraduate or 6 hours of graduate courses. Submit the Missouri State University general scholarship application and an essay describing your academic goals and career plans to the Office of Financial Aid by March 31.

College of Business Administration

John L. and Rita M. Bangs Scholarship. \$2000 Student must be enrolled in a minimum of 6 graduate hours, preference will be given to students with a Computer Information Systems or Marketing emphasis, preference given to academically talented students, no regard for financial need, and students must reapply to renew.

Beta Gamma Sigma Scholarship. \$1000. Student must be a current member of Beta Gamma Sigma and be enrolled in a minimum of 6 graduate hours.

Robert and Charlotte Bitter Graduate Scholarship. \$1500. Student must be admitted to MBA or MAcc, have a combined GMAT of 1100 or higher and a minimum of 3.33 GPA on all graduate work, and be enrolled in 12 hours each semester (6 hours if a graduate assistant). Not renewable.

Carr Foundation Scholarship. \$600. Student must be enrolled in the MBA program, have financial need, and must reapply to renew.

David Glass Outstanding Graduate Student in COBA Award. \$250. Awarded to an outstanding COBA graduate student.
Dr. James C. and Mary Lee Snapp Graduate Scholarship. \$2450 each for two students. Students must have a minimum GPA of 3.00, at least 9 hours of course work each semester, financial need, and must reapply to renew.

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College of Education

Bernice Jackson Scholarship. Any COE student is eligible. Student must be enrolled in 12 hours each semester. May be renewed but must reapply. Financial need required.

One-Room Schoolhouse. Student must be enrolled in a degree program offered through the departments within the College of Education. Graduate students must be enrolled in at least 6 hours. Awarded annually. Financial need not considered.

James R. Layton Scholarship. Student must be admitted to the MSEd, Reading program. Student must be enrolled in 12 hours per semester. Financial need not considered.

Aubrey F. and Leta E. Chastain Scholarship. Student can be pursuing a Masters in COE preparing for a career in education as a teacher or counselor at a K-12 school. Applicants must be a graduate of a southwest Missouri high school and graduate students must be enrolled in at least 3 hours. May be renewed, but student must re-apply. Financial need not considered.

Harry J. Sicheluff Memorial Scholarship. Student must be a Senior entering a master's program in COE. Financial need not considered.

Jim and Ruth Criag Scholarship. Any major, any degree in COE or secondary education. Must have graduated from a southwest Missouri high school and be enrolled at MSU in COE preparing for a career in education as a teacher or counselor in K-12 level. Graduate students must be enrolled in at least 6 hours. Financial need not considered.

Frank F. Thompson Memorial Scholarship. Teacher education undergraduate or MAT student. Must demonstrate special promise in the teaching profession. Financial need required.

College of Humanities and Public Affairs

The Strong Family Graduate Scholarship. The Strong Family Graduate Scholarship is awarded annually to first-year graduate students who: are admitted into a graduate program in the College of Humanities and Public Affairs; have a minimum overall GPA of 3.25 in undergraduate course work; are enrolled in 9 hours in the fall and the spring semester; submit two letters of recommendation from undergraduate professors; submit a one page personal statement outlining experiences and career goals. Awards will be made without regard for financial need. Those who receive a Graduate Assistantship CAN NOT also receive the Strong Family Graduate Scholarship.

Communication

Christina S. Drale Graduate Scholarship

Richard L. Stovall Graduate Scholarship

Communication Sciences and Disorders

Herbert J Arkebauer Scholarship. \$250. Recipient must be a full-time first or second year graduate student in CSD. Leadership qualities and financial need are considered.

Debbie Gregory Memorial Assistive Technology Award. When applying for the award, the recipient must be enrolled in or admitted to the graduate program in speech-language pathology at Missouri State University. In addition, recipient must be enrolled while attending the assistive technology conference. Evidence of Leadership qualities in the area of assistive technology will be considered. Award amounts and number of recipients may vary annually.

Laurabeth Windham Scholarship. Scholarship will be awarded annually to a student enrolled in their second year of graduate school. The student must have maintained an overall GPA of at least 3.00 and a GPA of at least 4.00 in Clinical practicum. Applications will be judged on: accumulated evaluations of clinical skills in the student's record, a personal essay (1,000 word max) submitted as the application and a letter of support from an academic or clinical faculty member who is not on the selection committee. Applicants must be enrolled in at least 7 hours in the fall and spring semesters of their second year.

Counseling, Leadership and Special Education

Counseling: *Immon Memorial Scholarship.* Scholarship pays incidental fees and provides a book allowance not to exceed ten percent of the incidental fees. Student must be a US citizen with preference given to native Missourians. Renewed automatically as long as the student maintains satisfactory academic progress and is a full-time student. Financial need required.

Educational Administration: *Homer and Dorothy Mace Kesterson Scholarship.* \$675. Student must be a full-time Junior or above majoring in biology, educational administration, English, mathematics or modern and classical languages. Recipient must have a 3.00 cumulative GPA and a 3.5 GPA in his/her major. Student must be enrolled in at least 12 hours of undergraduate or 6 hours of graduate courses. A Missouri State University general scholarship application must be submitted, with an essay describing your academic goals and career plans to the Office of Financial Aid by March 31.

Special Education: Limited state funding is available to support graduate work leading to MO state certification in the areas of teaching students with visual impairments and students with mild/moderate disabilities.

Defense and Strategic Studies

Earhart Fellowships

Frank Rockwell Barnett Fellowship

Lockheed-Martin Fellowships.

Colin S. Gray Fellowship (sponsored by National Institute for Public Policy)

M. Jane Mortensen Fellowship (sponsored by National Institute for Public Policy)

English

Tammy M. Gardner Memorial Travel Award. Amount is subject to endowment. Recipient must have a paper or presentation accepted to an out-of-city conference.

Kristene Sutliff Scholarship. Open to graduate students seeking a Master of Arts in Writing, technical and professional writing track.

Homer and Dorothy Mace Kesterson Scholarship. \$675. Student must be a full-time Junior or above majoring in biology, educational administration, English, mathematics or modern and classical languages. Recipient must have a 3.00 cumulative GPA and a 3.5 GPA in his/her major. Student must be enrolled in at least 12 hours of undergraduate or 6 hours of graduate courses. A Missouri State University general scholarship application must be submitted, with an essay describing your academic goals and career plans to the Office of Financial Aid by March 31.

Health, Physical Education and Recreation

Shirley Frye Cummins Memorial Scholarship. \$500. The student must currently be pursuing a graduate degree in physical education or an allied field, have a 2.75 GPA, be involved in extracurricular activities, and have financial need.

Larry and Marilyn Pemberton Endowed Fund. Eligible students are those pursuing a graduate degree in physical education with a 3.80 GPA. Funds are to be used to support student research and travel to present student research.

History

Phi Alpha Theta Scholarship. \$675. Student must be a current member of the Theta Mu Chapter of Phi Alpha Theta and enrolled in at least 6 hours.

"Best Essay" Award. \$250.

Mathematics

Math is Fundamental Scholarship. \$200. Recipient must be a full-time mathematics graduate student.

Homer and Dorothy Mace Kesterson Scholarship. \$675. Student must be a full-time Junior or above majoring in biology, educational administration, English, mathematics or modern and classical languages. Recipient must have a 3.00 cumulative GPA and a 3.5 GPA in his/her major. Student must be enrolled in at least 12 hours of undergraduate or 6 hours of graduate courses. A Missouri State University general scholarship application must be submitted, with an essay describing your academic goals and career plans to the Office of Financial Aid by March 31.

Modern and Classical Languages

Homer and Dorothy Mace Kesterson Scholarship. \$675. Student must be a full-time Junior or above majoring in biology, educational administration, English, mathematics or modern and classical languages. Recipient must have a 3.00 cumulative GPA and a 3.5 GPA in his/her major. Student must be enrolled in at least 12 hours of undergraduate or 6 hours of graduate courses. A Missouri State University general scholarship application must be submitted, with an essay describing your academic goals and career plans to the Office of Financial Aid by March 31.

Music

Henrietta Keller Music Education Scholarship. Recipient must be graduate student who has been admitted to the Master of Music program; 3.0 GPA required.

Robert and Alice Scott Scholarship. \$600. Graduate student enrolled in the Master of Music program who has selected Conducting or Music Education as the area of concentration, with preference to those who are pursuing careers as instrumental music educators; may be renewed once, provided student is still eligible.

William T. White String Scholarships. Outstanding string music major as determined by audition; 3.0 GPA required.

William T. White Graduate String Quartet Scholarship. Students majoring in music who are string players. Recipients must be full time (9 hours). They must have a 3.0 GPA. The awards will be made without regard to financial need and chosen by competitive audition. Students are to apply and audition for the scholarship and can be considered for renewal, but must reapply and re-audition. One of the recipients must be a violinist. Award will pay tuition plus a stipend.

Physician Assistant Studies

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Dr. Robert W. and Charlotte K. Bitter Scholarship. Generally six awards of approximately \$1,750 are made each June to students in good standing in the physician assistant program based on academic potential, leadership qualities, personal maturity, motivation, and interpersonal skills.

Psychology

Richard and Virginia Wilkinson Psychology Scholarship. Generally the value of the award is approximately \$1050 per academic year. Awards will be made to a student who aspires to and who shows promise for admission to a Ph.D. program in an area of psychology other than clinical psychology.

Jennifer L. Stewart Memorial Psychology Scholarship. Minimum award will be \$1000. Awards will be made to a student admitted to the Master of Science, Psychology degree. Preference will be given to a student pursuing the clinical psychology track.

Arbuckle Leadership Award. Awards will be made to a student admitted to the Master of Science, Psychology degree. Awards will be based on any of the following areas: research, peer advisement, or service to Psi Chi/Psychology Club, Missouri State University, or the Springfield community.

Darlene Johnson Endowed Psychology Research Scholarship. Awards will be given to a student in the Department of Psychology. The student must have an overall GPA of at least 3.50 and a documented history of research activity.

Religious Studies

Gerrit J. and Elizabeth tenZythoff Religious Studies Scholarship. Approximately \$700. Graduate students must be admitted to the Religious Studies program with a minimum undergraduate GPA of 3.20 or a minimum graduate GPA of 3.50, and enrolled in 6 hours of Religious Studies classes during the academic year. Preference will be given to pre-seminary students.

Moyer Family Religious Studies Scholarship. Approximately \$700. Graduate students must be admitted to the Religious Studies program. New graduate applicants must have minimum undergraduate GPA of 3.25. Applicants with graduate hours must have a minimum graduate GPA of 3.50. Recipients must be enrolled in at least three hours each semester and at six hours of Religious Studies courses during the academic year. Preference will be given to those who have taken or are taking at least two Biblical Studies courses.

Rose Marie and Martin H. Boone, Jr. Scholarship. \$700. Student must be admitted to Religious Studies program, have a minimum undergraduate GPA of 3.25, and be enrolled in at least 3 hours each semester. More than one scholarship may be awarded.

Women in Religious Studies Scholarship. Approximately \$500. Student must be admitted to the Religious Studies program with a minimum GPA of 2.8 overall and 3.25 in Religious Studies and must be enrolled in 6 graduate hours each semester. Preference will be given to women.

FEDERAL FINANCIAL ASSISTANCE

The following federal aid programs are awarded on the basis of financial need. To determine eligibility for these programs, a student must complete and file the Free Application for Federal Student Aid (FAFSA). The priority application date is March 31. Students may apply online at <http://www.fafsa.ed.gov>. Students classified as non-degree seeking or postbaccalaureate should contact the Office of Student Financial Aid to see if they are eligible.

Federal Subsidized Stafford Loan

These loans carry a fixed interest rate of 6.8% and require repayment after the student leaves school. The school approves the loan and private lenders such as banks, savings and loans, or credit unions provide funds. Annual limits for graduate students are \$8,500. Cumulative limits are \$65,500 for undergraduate and graduate loans combined. Eligibility for this program is based upon demonstrated financial need. The federal government pays the interest on these loans during the time a student is in school.

Federal Unsubsidized Stafford Loan

Students who do not qualify for a Stafford Loan based on need may receive an unsubsidized loan. The interest rate and deferment requirements are the same as the Stafford Loan. However, the student must pay the interest while they are in school or capitalize the interest and have it added to the principal of the loan.

PLUS Loan for Graduate and Professional Students

This loan is available to graduate and professional students to borrow in addition to their eligibility for Stafford loans. This program does not allow students to borrow above their cost of attendance, but it will enable students who have reached annual or aggregate limits for Stafford loans to continue to borrow through the FFELP. Students must complete a FAFSA and have a good credit history. The interest rate is 8.5%. Repayment begins on the date of the financial disbursement, and the first payment is due within 60 days of the loan being fully disbursed.

Federal Work-Study (FWS)

This program provides part-time jobs to undergraduate and graduate students while they are in school. A work-study award is an opportunity to work enough hours to earn the amount awarded. Jobs are available in various departments on campus as well as off campus in health, welfare, and recreation programs. The rate of pay is at least minimum wage. Awards are based upon information contained in the student's financial application.

Veterans Services

Missouri State University is approved for certification of students eligible to receive educational assistance (G.I. Bill) from the U.S. Department of Veterans Affairs (DVA). All students who receive benefits through DVA are advised and counseled by a Missouri State University Veterans Services Certifying Official, Office of the Registrar, Carrington Hall, Room 320.

Chapter benefit programs are described below based on DVA rules and regulations in affect at the time this catalog was published. The DVA may change these rules and regulations at any time. Contact the DVA or a Missouri State University Veterans Services Certifying Official, Office of the Registrar, Carrington Hall, Room 320 for current information.

Chapter 30- New Montgomery GI Bill Active Duty.

Persons who entered active duty after July 1, 1985, and had their military pay reduced by \$100 per month for 12 months, may qualify for this program. This is a non-refundable contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to, or during the qualifying enlistment, and must have an honorable discharge. Other requirements may apply.

Chapter 1606 – New Montgomery GI Bill Selected Reserve/National Guard. This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted or extended their enlistments for a period of six years after July 1, 1985.

Chapter 1607 (REAP). REAP (Reserve Educational Assistance Program). This program provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve (IRR), and National Guard, who are called or ordered to active service in response to a war or national emergency.

Chapter 35 – Dependent or Spouse of a 100% Disabled or Deceased Veteran (Service Connected). This program provides benefits for dependents and spouses of veterans who died or are 100 percent disabled due to service-connected causes.

Chapter 31 – Vocational Rehabilitation Program.

Eligibility for this program is determined by the U.S. Department of Veterans Affairs. This program provides payment of required fees and a monthly allotment.

Additional Entitlements

- Tutorial Assistance is available to eligible persons to help with the cost of tutors.
- Veterans Work Study Program is available to certain eligible students at approved locations.
- Advance Payment of educational assistance allowance is intended to help students meet school-related and other expenses which are concentrated at the beginning of the term. When a veteran, serviceperson, reservist or other eligible person enrolls at a half-time rate or more, and is not eligible for an interval payment, he or she may elect, in writing, to be paid in advance for the first initial month or a fraction thereof at the beginning of the term plus the amount payable for the following month. Students should be aware that if they receive advance payments at the beginning of a fall term commencing in September, they will not receive their November benefit check until after December 1.

STUDENT EMPLOYMENT SERVICE

The Student Employment Office maintains an active file of permanent and temporary part-time jobs as well as a few full-time employment opportunities. Any currently enrolled MSU student may visit the office of Student Employment Service in Blair-Shannon Hall, Room 113 or access the job database by going to www.missouristate.edu/studentemp and clicking on "Find a Job". Then log in with your university User ID and Password to create a profile and Homepage. Click any interesting job titles to print a referral which directs you on how and when to contact the employer. Although the job market remains extremely competitive, many students have found positions that fit their needs through Student Employment Services. For more information, call (417) 836-5627 or visit www.missouristate.edu/studentemp.

Graduate Assistants are not eligible to hold any additional on-campus positions other than their graduate assistantship during the time of their appointment.

MISSOURI STATE UNIVERSITY

INTERDISCIPLINARY GRADUATE PROGRAMS

Missouri State University encourages interdisciplinary research and recognizes that the careers of many students will be enhanced through graduate programs that connect knowledge and perspectives from different disciplines. Interdisciplinary programs fulfill a special niche for students that recognize they may have multiple career needs that draw upon various knowledge bases.

The Master of Business Administration and the Master of Natural and Applied Science are interdisciplinary programs within their respective colleges. Program descriptions can be found under the College of Business Administration and College of Natural and Applied Science sections.

Two graduate programs, the Master of Science in Administrative Studies and the Master of Science in Education, Secondary Education, cut across a number of colleges and programs. These programs are outlined below:

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES

John S. Bourhis, Program Director

Phone (417) 836-6390; JohnBourhis@missouristate.edu
www.missouristate.edu/msas/.

PROGRAM DESCRIPTION

The Master of Science in Administrative Studies is a cross-disciplinary program which features enhancement of administrative abilities with areas of emphasis in Applied Communication, Criminal Justice, Environmental Management, Project Management, and Sports Management. The program is designed to meet the needs of individuals who are established in careers and are seeking professional growth and advancement within their vocations. The 33-hour program builds upon past work experience, and allows participants to expand their knowledge base, abilities, and skills which can lead to enhanced administrative roles within organizations.

A basic premise of the program is that for individuals to be effective in their career paths, they need to build from a core of courses designed to impart various skills common to effective administration and successful goal achievement. Hence, all students will take courses that build competencies in Communication, Personnel Issues, Information Systems, Legal/Political Issues, Budgeting, and Research Design/Methods. For the additional 12 hours of the program, students will select, with advisement, a discipline-option area that focuses on one application of administrative services.

The Master of Science in Administrative Studies may be taken via the Internet. All of the required 24 hours of core courses and the Communication, Criminal Justice, Project Management and Sports Management options are available over the Internet. Currently, the 12-hour Environmental Management option is available only on campus. The Individualized option would depend on the selection of courses chosen.

ADMISSION REQUIREMENTS

The Master of Science in Administrative Studies is designed for mature individuals who have three years professional experience and are highly motivated to pursue an advanced degree. Admission is competitive and meeting the minimum standards for admission will not guarantee acceptance into the program. The applicant must provide a statement of his/her goals for, and interest in, the degree.

In addition, students accepted into the program must have completed:

1. a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university;
2. an overall GPA of 2.75 on a 4.00 scale, or 2.75 on a 4.00 scale for the last 60 hours of course work;
3. submission of evidence of three years of relevant work experience (Resume);
4. Submission of Graduate Record Examination (GRE) scores from the general test or Graduate Management Admissions Test (GMAT);
5. two letters of recommendation from individuals able to speak to the applicants academic and professional abilities and potential to succeed in the program;
6. all additional University and Graduate College requirements for admission to a degree program.

DEGREE REQUIREMENTS (minimum of 33 hours)

1. Core Requirements (18 hours)

ACC 500	Financial Accounting Concepts for Managers	3 hrs
PLS 656	Financial Management For State & Local Government	3 hrs
COM 636	Concepts & Analysis of Communication In Organizations	3 hrs
CIS 500	Information Systems in Business Organizations	3 hrs
PLS 551	Administrative Law	3 hrs
PSY 676	Personnel Selection, Placement & Classification	3 hrs
		TOTAL 18 hrs

INTERDISCIPLINARY PROGRAMS

2. Research Methods/Research Requirement (3 hours)

Research Methods Requirement. The research methods requirement may be fulfilled by selecting a graduate methods course at the 500 or 600 level from among the several currently offered at Missouri State University. Selection of a methods course must be done in consultation with a student's advisor. Typically, students will take a methods course within their program option.

Research Requirement. MSAS students are expected to demonstrate research and writing proficiency appropriate to their career path and program emphasis. Scholarly projects are required within the option area and a research methods course to satisfy this requirement. Students will complete a significant project as a capstone experience in an option area course.

3. Option Areas (12 hours)

Five formal options exist for the Master of Science in Administrative Studies. Students must complete a minimum of 12 credit hours in an option. Options include Communication, Criminal Justice, Project Management, Environmental Management, Sports Management and an Individualized Option. Under special circumstances and close supervision of the Program Director, students may be allowed to develop a specialized course of study to complete the option area of the degree.

Applied Communication Option:

COM 511 Comm., Community and Conflict	3 hrs
COM 512 Comm. & Diversity in the Workplace	3 hrs
COM 632 Theories & Concepts of Small Group Communication	3 hrs
COM 613 Media Resources for Organizations	3 hrs

Criminal Justice Option:

CRM 610 Justice Administration	3 hrs
CRM 640 Foundations of Homeland Security	3 hrs
CRM 650 Law Enforcement & Community	3 hrs
CRM 670 Correctional Theory & Practice	3 hrs

Environmental Management Option:

Required (6 hours)

GEO 630 Environmental Assessment	3 hrs
ECO 540 Economics of the Environment	3 hrs

Elective hours (6 hours chosen in consultation with advisor)

BIO 532 Principles of Fisheries Management	3 hrs
BIO 562 Limnology	3 hrs
BIO 585 Game Management	3 hrs
BIO 626 Advanced Limnology Methods	3 hrs
CHM 615 Chemistry of Environmental Systems	3 hrs
PLN 671 Land Use Planning	3 hrs
PLN 574 Open Space & Recreation Planning	3 hrs
GRY 648 Physiography & Resource Planning	3 hrs
PLN 670 Planning Law	3 hrs

Project Management Option:

Required Courses (6 hours)

IDM 601 Project Management	3 hrs
IDM 650 Project Management Implement.	3 hrs

Plus two of the following:

IDM 510 Product Design & Development	3 hrs
IDM 545 Project Control Systems	3 hrs
IDM 551 Cost Analysis for Industrial Mgmt.	3 hrs
IDM 610 Project Leadership	3 hrs

Recommended sequence: IDM 601, 2 electives, IDM 650

Sports Management Option:

The Sports Management Option is a 15 hour option that includes three 3 credit hour courses and one 6 hour field experience course. PED 633 covers the research requirement for the MSAS program.

Required Courses (6 hours)

PED 639 Principles of Sports Management	3 hrs
PED 680 Legal Aspects in Sports, P.E., Recreation & Wellness Prog.	3 hrs
PED 633 Current Problems in Sports Admin.	3 hrs
PED 698 Field Experience in Sports Mgmt.	6 hrs

Individualized Option:

Under special circumstances and close supervision of the Program Director, students may be allowed to develop a specialized course of study to complete the option area of the degree.

4. Comprehensive Examination. This examination must be passed by the candidate before a degree will be given.

MISSOURI STATE UNIVERSITY

GRADUATE COLLEGE COURSES

GRD 697 Non-Thesis Project. 3 F, S, Su. Prerequisite: permission. (Open only to students in the MS in Administrative Studies program.)

GEN 698 Active in Research 0(0-0), F,S. Su. Students who have completed all course work and are only working on their research component may register for this course with approval of advisor. Course is offered at a reduced fee of \$75 and allows the following: access to the library including online service such as interlibrary loans, MOBIUS, and restricted access databases; opportunity to purchase a parking permit; and access to computer services and Missouri State email. Course is a zero credit hour course and is graded "P" (pass) or "N" (student discontinues participation in the course and is dropped from the course).

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION

Jamaine Abidogun, Director, Secondary Education
Hill Hall, Room 402; Phone (417) 836-5944
JamaineAbidogun@missouristate.edu

PROGRAM DESCRIPTION

This program provides teachers an opportunity to upgrade their preparation in both professional education and subject matter areas appropriate to their teaching fields. Students may select from 18 different subject areas of emphasis and work with the emphasis area advisor to develop the Advisor Approved Program of Study. Details about the emphasis area are provided in the departmental section, and students should contact the emphasis area department for advising.

ENTRANCE REQUIREMENTS

Student must hold certification to teach secondary education and meet all graduate school requirements. Students in education-related occupations or professions other than secondary school teaching which require licensing or certification by state or national boards may be recommended for admission. The student must complete any required prerequisite courses. Such courses do not count toward completion of the degree requirements.

DEGREE REQUIREMENTS – TOTAL 33 HRS

General Core **Total of 18 hrs**

A. Required Courses **6 hrs**

SFR 650 Philosophies of Education
SFR 690 Introduction to Educational Research

B. Professional Courses **6 hrs**

Course work designed for improvement of classroom instruction. Courses should be selected from two of the six areas below*:

1. IMT 562 Educational Applications of Computers in the Classroom **OR** IMT 565 Selection & Utilization of Instructional Technology
2. MID 625 Advanced Theory & Practice in the Teaching of Early Adolescents
3. PSY 605 Psychology of Adolescence **OR** PSY 610 Psychology of Education
4. RDG 677 Reading in the Content Fields
5. SEC 601 Secondary School Curriculum
6. SPE 510 Physical & Health Needs of Students with Disabilities

* Other electives specifically related to classroom teaching may be identified and substituted for numbers 1 through 6 above in conference with, and approval of, the degree advisor.

INTERDISCIPLINARY PROGRAMS

C. Research and Specialized Experience 6 hrs

Includes research (see below) and other course work to total 6 hours. Of these 6 hours, a minimum of 2 hours must be in one of the following two research options. Additional course work is needed if less than 6 hours of research is chosen.

Option I: Completion of a thesis. Thesis credit may not exceed 6 hours of the total program. Students writing a thesis may enroll in the appropriate course for their certification area (SFR 699 or thesis course in the emphasis area).

Option II: Completion of an extensive research project or major creative work. Students may enroll in SFR 696, Problems in Education, or an appropriate course in the emphasis area specialty (SEC 603, 604, 605, 606, 607, 608 or other appropriate course in the emphasis area) with the consent and guidance of the program director and/or advisor.

D. Emphasis Area 15 hrs

This emphasis must be an area in which the State of Missouri currently offers a certificate for grades K-12 or 9-12. At least 3 hours of 600-level credit must be earned from Missouri State University in the emphasis area. Refer to your emphasis area departmental section of this catalog for specific information.

Course work in some emphases is limited and may not be offered every semester. Students should check with the advisor as to availability of specific course offerings.

COMPREHENSIVE EXAMINATIONS

A comprehensive examination must be passed by the candidate before a degree will be granted.

GRADUATION REQUIREMENTS

In addition to requirements established by the Graduate College, students must have a cumulative GPA of 3.00 on all work attempted in education and in all work attempted in the emphasis area.

ADVISEMENT

The advisor works with the student to determine the Program of Study which will be developed according to the needs and interest expressed by the advisee; the advisee's formal training at the undergraduate level; the teaching assignment of the advisee; and, professional assignments in which the advisee hopes to be involved in the future.

The seminar paper or original work must be approved by the advisor from the area mentoring the project. The advisor will determine the number of copies of the seminar paper or original work to be submitted.

Emphasis Areas. Students may earn degrees in the following emphasis areas (the advisor is listed in each area):

Agriculture – Dr. James Hutter
Art - Ms. Judith Fowler
Biology - Dr. Georgiana Saunders
Business - Dr. Heidi Perreault
Chemistry - Dr. Bryan Breyfogle
Earth Science - Dr. Melida Gutierrez
English - Dr. Keri Franklin
Geography - Dr. Judith Meyer
History - Dr. Jamaine Abidogun
Mathematics - Dr. Lynda Plymate
Modern and Classical Languages:
 French – to be named
 German – to be named
 Latin - Dr. Joseph Hughes
 Spanish - Dr. Mary Harges
Music - Dr. Robert Quebbeman
Natural Science - Dr. Tamera Jahnke
Physical Education - Dr. David Oatman
Physics - Dr. Bill Thomas
Social Science - Dr. Jamaine Abidogun
Speech and Theatre - Dr. Chris Herr
Vocational Family & Consumer Science –
 Dr. Debra Agee



COLLEGE OF ARTS AND LETTERS

CAREY H. ADAMS, DEAN

Craig Hall, Room 106 C
Phone (417) 836-5247
Fax (417) 836-6940

ROGER STONER, ASSOCIATE DEAN

Craig Hall, Room 106 C
Phone (417) 836-5247
Fax (417) 836-6940

Department of Art and Design

Wade S. Thompson, Department Head

Master of Science in Education, Secondary Education

School of Communication Studies:

Department of Communication

Kelly S. McNeilis, Department Head
Randy Dillon, Graduate Director

*Master of Arts, Communication (includes accelerated
master's opportunity)*

*Master of Science, Administrative Studies - Applied
Communication Option*

*Graduate Certificate: Conflict and Dispute
Resolution*

Department of Media, Journalism, and Film

Karen S. F. Buzzard, Department Head

Department of English

W.D. Blackmon, Department Head
Linda Moser, Graduate Director

Master of Arts, English

Master of Arts, Writing

Master of Science in Education, Secondary Education

Graduate Certificate in Ozarks Studies

*Graduate Certificate in Teaching English to Speakers
of Other Languages (TESOL)*

Department of Modern and Classical Languages

Madeleine Kernen, Department Head

*Master of Science in Education, Secondary Education
(French, German, Latin and Spanish)*

Department of Music

Dianne C. Strickland, Acting Department Head
Robert C. Quebbeman, Graduate Director

Master of Music

Master of Science in Education, Secondary Education

Department of Theatre and Dance

Mark M. Biggs, Acting Department Head
Christopher Herr, Graduate Director

*Master of Arts, Theatre (includes accelerated
master's opportunity)*

Master of Science in Education, Secondary Education

MISSOURI STATE UNIVERSITY

DEPARTMENT OF ART AND DESIGN

Wade S. Thompson, Department Head

Ellis Hall, Room 308; Phone (417) 836-5110
Fax (417) 836-6055; ArtandDesign@missouristate.edu

GRADUATE FACULTY

Professor: Dwaine Crigger, Keith A. Ekstam, Sarah Perkins, Wade S. Thompson, Bruce J. West

Associate Professor: Billie J.A. Follensbee, Judith Fowler, Steve C. Willis

Emeritus Professor: Rodney S. Frew

MASTER OF SCIENCE IN EDUCATION - SECONDARY EDUCATION: ART AREA OF EMPHASIS

Contact Ms. Judith Fowler and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITES AND ADMISSION REQUIREMENTS

Admission requirements include a Bachelor's degree from an accredited art program with a major equivalent to certification by a state agency to teach art (K-12); a minimum of 8 hours in art history survey courses with significant exposure in non-western art; a course in modern or contemporary art history; and approval of departmental entrance committee.

PROGRAM REQUIREMENTS IN ART

A minimum of 15 hours of course work in art is required. With permission of their advisor, students may apply 1-6 additional hours of art electives (21 total) to the 32-hour degree minimum.

ART 600 Historical Perspective in Art Education	3 hrs
ART 660 Cont. Issues & Current Trends in Art Ed.	3 hrs
Art Electives	9 hrs
Optional course work (which may be taken in Art) chosen in consultation with the advisor	<u>0-6 hrs</u>
TOTAL	15-21 hrs

Students may choose a concentration in art education, art history, or art studio. A minimum of 6 hours is required in art education, and students may select additional course work in art education, art history, or art studio to total 15 hours. In the studio area, students may choose from a series of workshops dealing with various studio areas, independent study in one studio area, or a combination of the two. Portfolio review of work in the chosen studio area will be required.

ART COURSES

ART 590 Art Studio Workshops. 2-3 F, S. Focused study in specific studio area, emphasis on upgrading skills and extending understanding of aesthetic and visual qualities. Variable content course. May be repeated to a total of 5 hours.

ART 598 Seminar in Art Education. 1-3 Su. In-depth study of specific topics and/or interaction with leaders in the fields of aesthetics, art criticism, art history, art making, and art education. Variable content course. May be repeated to a total of 6 hours.

ART 600 Historical Perspective in Art Education. 3(3-0) F. A history of ideas in art education and the individuals who have made significant contributions to the field; overview of beliefs, values, and practices and the role of art and art education in society.

ART 660 Contemporary Issues and Current Trends in Art Education. 3(3-0) S. Critical examination of current issues and theories concerning the teaching of art; analysis of relationships between historical purposes and current practice; interpretation and evaluation of recent research.

ART 683 Practicum in Art Education and Educational Workshops. 3(2-3) F. Prerequisites: 30 hours of studio art; ART 360 and ART 366. Observation and classroom teaching experiences; writing unit and lesson plans; classroom motivation, management and discipline; educational seminar workshops; and exhibition of K-12 student artworks.

ART 699 Independent Study. 3(0-6) F, S. Prerequisite: portfolio review of work in selected studio area. Independent work in one studio area, directed and critiqued by studio advisor. May be repeated to a total of 9 hours.

SCHOOL OF COMMUNICATION STUDIES: DEPARTMENT OF COMMUNICATION

Kelly S. McNeilis, Department Head

Craig Hall, Room 375; Phone (417) 836-4423
Fax (417) 836-4774; KellyMcNeilis@missouristate.edu
<http://communication.missouristate.edu>
Communication@missouristate.edu

GRADUATE FACULTY

Professor: Carey H. Adams, Charlene A. Berquist, John S. Bourhis, Randy K. Dillon, Gloria J. Galanes, Janis L. King

Associate Professor: Isabelle Bauman, Samuel C. Dyer, Kelly S. McNeilis

Assistant Professor: Elizabeth Dudash, Eric Morris

Emeritus Professor: Herbert W. Jackson, Russell M. Keeling, John I. Sisco, Ralph R. Smith, Holt V. Spicer, Donal J. Stanton, Richard L. Stovall

MASTER OF ARTS, COMMUNICATION

Randy Dillon, Graduate Director

Craig Hall, Room 367A, Phone (417) 836-4986
RandyDillon@missouristate.edu

ENTRANCE REQUIREMENTS

1. The student must have received an undergraduate degree from a regionally accredited college or university.
2. The applicant must hold an undergraduate degree with an academic major in communication (speech or mass communication, journalism, rhetorical studies) or a related discipline (e.g., anthropology, English, history, psychology, or sociology), or have completed a minimum of 15 hours of undergraduate course work in communication to demonstrate an adequate background for graduate work in the field of communication. Additional undergraduate courses may be required as prerequisites to the student's graduate program. Prerequisites are determined by the Department of Communication and relayed to the Graduate College as conditions of admission.
3. The applicant must submit scores for either the General Record Examination (GRE) OR the Millers Analogy Test (MAT) prior to the beginning of their second semester of course work. For information on these tests, please see the "Admission to Graduate Study" section of the Missouri State University Graduate Catalog.

4. The student must have attained a GPA of at least 3.00 on a 4.00 scale for the last 60 credits of academic work or at least a GPA of 2.75 on a 4.00 scale for the last 60 credits of academic work and a score of 500 or above on the verbal section of the Graduate Record Examination (GRE) and a score of 425 or above on the quantitative section of the GRE or a score on the MAT in the 50th percentile or higher.
5. Students who do not meet the normal admission requirements, but who show an indication of high promise, will be considered for probationary admission. Probationary conditions will be defined by the Graduate Director. Probationary students will not be eligible for graduate and/or teaching assistantships.
6. All other University and Graduate College requirements for admission to a degree program will also apply. Please refer to the requirements given in this catalog.

ENROLLMENT REQUIREMENTS

To enroll in graduate courses in the Department of Communication, a student must satisfy one of the following two conditions:

1. Be admitted to a graduate program in Communication, **or**
2. Have permission to enroll from the Graduate Director in the Department of Communication.

DEGREE REQUIREMENTS (Minimum of 32 hrs)

1. **Theory.** Must complete 10 hours in Theory as follows:

COM 601 Intro. to Graduate Studies	1 hr
COM 602 Theory and Research in Com.	3 hrs
MED 604 Theory and Research in Mass Com.	3 hrs
COM 606 Rhetorical Theory	3 hrs
2. **Methodology.** Must select two courses, 6 hours, in the Methodology of Inquiry:

COM 612 Quantitative Analysis in Com. Rsch	3 hrs
COM 614 Qualitative Analysis in Com. Rsch	3 hrs
COM 616 Rhetorical Analysis in Com. Rsch	3 hrs
COM 618 Applied Com. & Rsch Methods	3 hrs
3. **Additional course work.** Students are required to complete a minimum of 16 additional hours selected by advisement and approved by the Graduate Director, consistent with their professional, educational, and/or personal objectives. No more than 9 hours may be selected from departments other than Communication and Media, Journalism and Film. It is possible to complete all 16 credits in the Department of Communication.
4. **Teaching Assistants.** In addition to the above listed requirements, all graduate teaching assistants (TAs) must enroll in COM 610 during the first semester of their assistantship. See course description of COM 610 for additional information.

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5. **Research.** Complete one of the following two research options.

Option I: Completion of a thesis that is approved by committee, the Graduate Director and the Graduate College. Thesis credit shall be no more than six semester hours of the minimum required for a master's degree.

Option II: Complete a seminar paper approved by a seminar paper advisor, a departmental committee on seminar papers, and the Graduate Director. The department further requires a public presentation of the seminar paper. A maximum of 3 credit hours of COM 696 may be used for the purpose of completing the seminar paper.

6. **Comprehensive Examination.** A comprehensive examination must be passed by the candidate before a degree will be granted.
7. **Non-class Instruction.** A maximum of eight credit hours of non-class instruction (COM 695 Communication Internship, COM 696 Independent Study and/or COM 699 Master's Thesis hours) may be counted toward the minimum 32 hours necessary for graduation.

ACCELERATED MASTER'S DEGREE OPTION

Eligible undergraduate majors in the School of Communication Studies may apply for early admission to the Master of Arts in Communication during the second semester of their junior year. Once accepted for early admission, students will be able to take up to 10 credit hours at the 500-600 level that apply to both their undergraduate and graduate degree programs. Students MUST enroll in COM 601 during the fall semester of their senior year as part of the accelerated program. Before enrolling in courses to be counted for both undergraduate and graduate credit, an undergraduate student must be accepted into the accelerated master's program AND receive prior approval from the Director of Graduate Studies, the Department Head, and the Dean of the Graduate College (on a Mixed Credit Form).

Admission Requirements for the Accelerated Master's Option

1. Junior standing with a cumulative GPA of 3.25.
2. Major in the School of Communication Studies or the equivalent, having completed 15 hours in the major department, including at least six hours at the 300-level or above, with a GPA in the major of 3.50 or better.
3. A letter of recommendation by a faculty member in the School of Communication Studies.

4. Admission by the Graduate Faculty in the Department of Communication.
5. Submission of GRE or MAT scores prior to the beginning of the second semester of course work. For information on these tests, please see the "Admission to Graduate Study" section of the Missouri State University Graduate Catalog.

Date for first consideration for applications: February 1.

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES - APPLIED COMMUNICATION OPTION

The Department of Communication participates in the Master of Science, Administrative Studies (MSAS) degree. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus. The program, which includes a significant online component, is administered by a faculty committee and located in the Graduate College.

Required Courses:

COM 511 Conflict, Mediation & Negotiation	3 hrs
COM 512 Communication & Diversity in the Workplace	3 hrs
COM 632 Theories & Concepts of Small Group Communication	3 hrs
COM 613 Media Resources for Organizations	3 hrs

CERTIFICATE IN CONFLICT AND DISPUTE RESOLUTION

Charlene Berquist, Certificate Advisor

Craig Hall, Room 372, Phone (417) 836-5158
charleneberquist@missouristate.edu

PROGRAM DESCRIPTION

The Certificate in Conflict and Dispute Resolution provides a 16 hour graduate-level experience for educators, health care workers, business people, managers, workers, or community members who are interested in dispute resolution and conflict processes. The program provides for the acquisition of knowledge and skills necessary for understanding conflict and resolving disputes. The certificate is interdisciplinary in nature and has three required components: a theory/research component, a law/policy/ethics component, and an applied component. The 6 hours of electives allow the student to pursue study of conflict and its resolution in the context of their specific discipline or profession.

ADMISSION CRITERIA

To be considered for the program, a student must have a 3.00 grade point average as well as apply and be admitted to the Graduate College. Students who do not meet the normal admission requirements, but who show an indication of high promise, will be considered for probationary admission. Probationary conditions will be defined by the Graduate Director. Admission to the certificate program does not constitute admission to any other Missouri State University graduate program.

REQUIRED COURSES 16 HOURS TOTAL

Theory/Research Core

- COM 511 Communication, Community & Conflict 3 hrs
- COM 521 Communication, Mediation & Negotiation 3 hrs

Both COM 511 and COM 521 contribute to the mission of the certificate by providing essential background on theory and research on conflict, mediation, and negotiation.

Application Core

- COM 500 Graduate Level Service Learning 1 hr
Contributes to the mission of the certificate by providing hands-on experience in conflict and/or mediation.

Law/Policy/Ethics Core

- One of the following courses: 3 hrs
- RIL 500 Legal Environment for Bus. Managers
- EAD 665 Legal & Ethical Contexts of Schooling
- PHI 513 Health Care Ethics
- PSY 661 Ethical & Professional Issues
- PLS 517 Civil Rights & Liberties in the American Constitutional System

Each class in the Law/Policy/Ethics Core contributes to the mission by helping students examine necessary professional standards for mediation/conflict professionals in their specific field.

Electives 6 hrs

Select 6 hours of electives from the following:

- COM 506 Communication & the Family
- COM 512 Communication & Diversity in the Workplace
- COM 622 Argumentation & Communication
- COM 624 Theories of Interpersonal Communication
- COM 632 Theories & Concepts of Small Grp Comm. **OR**
- PSY 678 Group Processes
- EAD 664 Human Relations & Collaborative Processes
- EAD 761 Human Relations

Electives, continued

- PSY 618 Organizational Psychology **OR**
- COM 636 Concepts & Analysis of Comm. in Orgnztns
- PSY 680 Social Psychology
- RIL 531 Labor Law & Employment Discrimination
- SWK 641 Family Health & Domestic Violence

The electives contribute to the mission of the certificate by allowing students to focus on conflict processes that are specific to their professional area. These courses allow a more discipline specific focus than is found in the theory/research core classes.

COMPLETION REQUIREMENTS

Courses must be completed with a 3.00 GPA for successful completion of certificate.

COMMUNICATION COURSES

COM 500 Service Learning in Communication Graduate Study.

1. F,S. Prerequisites: permission of instructor and concurrent registration for graduate credit in a communication, media, or journalism course designated as a service learning offering. This service component for an existing course incorporates community service with classroom instruction in communication to provide an integrative learning experience that addresses the practice of citizenship and promotes an awareness of and participation in public affairs. Includes 40 hours of service that benefits an external community organization, agency, or public service provider. Approved service placements and assignments will vary depending on the course topic and learning objectives; a list of approved placements and assignments is available from the instructor and the Citizenship and Service Learning Office. May be repeated, but no more than one hour of service learning credit may count toward the degree.

COM 505 Health Communication. 3(3-0) D. Examination of communication theory in the health care context. Emphasis will be on communication effectiveness in health care professional/client relationships, in addition to message practices in small group, organizational, and mediated health campaign settings.

COM 506 Family Communication. 3(3-0) D. This course is intended to provide students with an in-depth examination of communication as it functions in family systems.

COM 509 ProSeminar in Public Relations. 3(3-0) D. Prerequisite: permission of instructor. Readings and applications in chosen areas of professional communication practice. A variable content course. May be repeated once for credit.

COM 511 Conflict and Communication. 3(3-0) F. Equips students to understand the dynamics of interpersonal conflict and its resolution in a variety of settings. Students will learn to analyze their own conflict styles and to develop self-regulation strategies for collaborative outcomes. The course covers conflict theory and research and applies these ideas to current community and organizational settings and diverse populations. Lectures/discussions by scholars, community leaders, and/or agency personnel who deal with conflict, as well as simulations of conflict situations will be provided.

COM 512 Communication and Diversity in the Workplace. 3(3-0) D. Exploration of current theory and research regarding communication and diversity in the workplace. Study of practical applications for the assessment and training of communication skills relative to culture, race, sex, age, disability, sexual orientation and other diversity issues. Emphasis is placed on improving understanding of communication similarities and differences among diverse population groups. Includes readings, class discussions, observation, and/or class projects about assessment and training in communication skills in a diverse workplace.

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COM 513 Ethical Issues in Communication. 3(3-0) D. Ethical theories and justification models are studied and then related to ethical decision making in a variety of communication contexts, including interpersonal communication, group communication, organizational communication, and public communication. The course will examine the components of good ethical decision making in communication, as well as obstacles that can stand in the way of responsible choices.

COM 521 Communication, Mediation, and Negotiation. 3(3-0) S. Explores the communicative foundation for understanding the processes of mediation and negotiation as methods for resolving conflict, with an emphasis on interpersonal and organizational conflict. The course covers theories and concepts pertaining to mediation and negotiation, particularly alternative dispute resolution, and provides students the opportunity to apply concepts through a variety of experiential activities.

COM 532 Teaching Debate. 3(3-0) F. Prerequisite: COM 322 or permission. This course prepares the student to teach various forms of debate in a high school setting. It will explore all major forms of high school debate, including CX Policy Debate, L/D Debate, parliamentary, and Public Forum debate.

COM 534 Teaching Individual Events. 3(3-0) S. Prerequisite: THE 310 or permission. This course prepares the student to teach various individual events common in a high school setting. It will explore all major high school individual events, including Foreign and Domestic Extemporaneous Speaking, Original Oratory, Poetry, Prose, Dramatic Interpretation, Humorous Interpretation, Radio Speaking, Storytelling, and Student Congress.

COM 536 (510) Directing Forensic. 2(2-0) D. Prerequisite: COM 532 and COM 534 or permission on instructor. Problems in coaching and conducting forensic contests.

COM 550 Political Communication. 3(3-0) F. Prerequisites: COM 115 and COM 209 and MED 120; Communication majors/minors must be admitted to degree program. Communication majors must complete COM 210. Examination of the communication process in modern political campaigns. Emphasis is placed on the role of communication strategies and tactics in political organization, message formation, fund raising, and mass media usage.

COM 566 Social Movement Communication. 3(3-0) S. Prerequisites: COM 115 and COM 209 and MED 120; and communication majors/minors must be admitted to degree program. Examination of social movement communication with emphasis on functionalist, dramatic, and symbolic convergence theories. Study of movements use of communication to generate discontent, mobilize and coordinate support, defend themselves, attack opponents, and negotiate with external groups. Critical analysis of collective actions such as student, civil rights, identity, labor, religious, feminist, lesbian/gay, and utopian movements.

COM 597(558) Studies in Communication Theory and Practice. 3(3-0) D. Prerequisite: COM 115 and COM 209 and MED 120. In-depth examination of a specific communication topic. May vary from semester to semester and, with permission of department, may be repeated to a total of 12 hours. Variable content course.

COM 601 Introduction to Graduate Studies. 1(1-0) F. Introduction to graduate study in communication. Topics include an overview of the field, introduction to relevant journals, library skills, professional associations, planning a program of study, and how to satisfy the research requirement.

COM 602 Theory and Research in Communication. 3(3-0) F. Survey of communication theory, models, and research. Topics include perception, construction of meaning, language and symbol systems, interpersonal discourse, relationships, small group interaction, and organizational communication.

COM 606 Rhetorical Theory. 3(3-0) F. The study of rhetorical theories from the pre-Socratic period to the contemporary period.

COM 610 Contemporary Communication Education. 3(2-2) F, S. Examination of current practices and trends in Communication Education. Graduate assistants in communication are required to take COM 610 during the first semester of their assistantship. COM 610 is only available to graduate teaching assistants in the Department of Communication.

COM 612 (605) Quantitative Analysis in Communication Research. 3(3-0) D. Quantitative research designs and statistical tools used in human communication research. Topics include descriptive and inferential statistics, validity and reliability, hypothesis testing, and analysis and interpretation of computer-assisted research. Students may design and carry out individual research projects.

COM 613 Media Resources for Organizations. 3(3-0) D. This course is designed to provide students with an opportunity to explore the interface of profit and non-profit organizations with television, radio, newspapers, and the internet to enhance organizational effectiveness. The course is project-based, focusing on developing specific media resources to meet strategic organizational communication goals.

COM 614 Qualitative Analysis in Communication Research. 3(3-0) S. Qualitative approaches to studying human communication. Topics include in-depth interviewing, survey methods, observation and coding techniques in structured and naturalistic settings, and interpretative data analysis. Students may be required to design and complete research.

COM 616 Rhetorical Analysis in Communication Research. 3(3-0) D. Prerequisite: COM 606. The investigation of rhetorical acts and artifacts for the purpose of understanding rhetorical processes. Students will survey methods of rhetorical analysis and practice critical analysis of artifacts, events, and/or acts.

COM 618 Applied Communication Research Methods. 3(3-0) D. Prerequisite: permission of instructor. In-depth examination of a specific applied communication research methodology including: survey research, media criticism, communication audits, in-depth interviewing, and focus group interviewing. Topic will vary semester to semester.

COM 622 (595) Argumentation as Communication. 3(3-0) D. Argumentation as related to decision making, conflict resolution, and negotiation in business, industry, government, and education.

COM 624 Theories of Interpersonal Communication. 3(3-0) D. Topics include theories, concepts, models of interpersonal communication, interpersonal discourse, relationships, resolving conflicts, verbal message analysis, interpreting nonverbal messages.

COM 632 (532) Theories and Concepts of Small Group Communication. 3(3-0) D. -Survey of theories and concepts related to communication in small groups. Topics include group development, leadership, cohesiveness, norms, roles, decision making, conflict, interaction analysis, and research approaches to small group communication.

COM 636 Concepts and Analysis of Communication in Organizations. 3(3-0) D. Advanced study of communication in organizations. Applications of traditional and contemporary theories of contemporary theories of communication and organizations in current research and practice. Particular attention is given to the symbolic nature of organizing and to the analysis of organizational culture.

COM 639 Concepts and Analysis of Public Relations. 3(30) D. Prerequisite: COM 309. Examination of concepts that underlie practices in public relations. Analysis of current practices and issues important in public relations for corporations, not-for-profit organizations, government agencies, and educational institutions.

COM 695 Communication Internship. 1-6 F, S. Prerequisite: 12 graduate credit hours in Communications, permission of department. Independent projects in the various areas of communication. May be repeated to a maximum of 6 hours with permission of the department.

COM 696 (692) Independent Study. 1-4 F, S. Prerequisite: permission of advisor. May be taken to a maximum of 4 hours. Study may be a reading project or a practical application of theories.

COM 697 (655) Seminar: Communication Theory. 3(3-0) D. Special topics in history, theory, and criticism of communication. Topic may vary. With permission, may be repeated for a maximum of 6 hours.

COM 699 (599) Master's Thesis. 1-6 F, S. Prerequisite: completion of a minimum of 9 graduate credit hours in communication, permission of the Director of Graduate Studies and admission to the thesis option. In addition, the student must complete 3 graduate credit hours in research methods or be concurrently enrolled in one of the following courses: COM 612, COM 614, COM 616 or COM 618.

SCHOOL OF COMMUNICATION STUDIES: DEPARTMENT OF MEDIA, JOURNALISM, & FILM

Karen S. F. Buzzard, Department Head

Craig Hall, Room 370A; Phone (417) 836-5218

Fax (417) 836-4637; KarenBuzzard@missouristate.edu

GRADUATE FACULTY

Professor: Arlen E. Diamond, Thomas V. Dickson,
Mark Paxton, Joel Persky

Associate Professor: Mark M. Biggs

Lecturer: M. Shawn Maxfield

JOURNALISM COURSES

JRN 590 Issues in Journalism. 3(3-0) D. Prerequisite: 60 hours. A variable content course addressing topics of current interest as well as timeless issues. May be repeated to a total of 6 hours with permission if topic is different.

JRN 595 Journalism Internship 1-6 F,S. Prerequisite: 60 hours and permission of the instructor. Work experience with news organizations. The student will be provided an educational opportunity not available through classroom experience. The instructor must approve all necessary paperwork before the student may begin the internship. May be repeated for a total of 6 hours.

MEDIA COURSES

MED 561 Sound Design. 3(2-2) S. Prerequisite: MED 461. Students will learn how to design sound for film/video, and how to carry out aesthetic considerations during film/video production. The art of sound design will be explored in depth, enhanced by recording techniques in field sound production and advanced techniques in editing and mixing. The concept of digital surrounding sound is also covered.

MED 562 Electronic Field Production. 3(2-2) F, S. Prerequisite: MED 465. Planning, designing, and executing single camera video production in non-studio settings. Emphasis will be placed on narrative projects which require advanced application of media design concepts including cinematography, nonlinear editing, directing, producing, and sound design.

MED 565 Screenwriting. 3(3-0) F, S. Writing the feature film screenplay. Students will study characterization, structure, plot, description, dialogue and format. The course will include screenings and discussions of feature films and their screenplays, and the business of professional screenwriting. Students will create a premise, character biographies, story structure and scene outline as well as generate their first draft of a short film screenplay or the first act of a full-length film for student and instructor critique and feedback.

MED 566 Writing the One-Hour Drama Teleplay. 3(3-0) F, S. An in-depth look of the elements of writing for the one-hour television market. The course will include the foundations of story structure and plot, character and conflict, dialogue and setting, and how to apply these elements to storytelling on the small screen. Writing will include development of a story through outline and beat sheets as well as a first and polished draft of an episode of a currently run television series. Students will learn to pitch their ideas effectively to writer-producers.

MED 567 Script Rewriting and Marketing. 3(3-0) S. Prerequisite: MED 565 or MED 566. An examination of the many phases of rewriting television or feature length screenplays for professional submission. Students will analyze and critique screenplays and teleplays, apply rewriting methods to their scripts for workshop, create a marketing business plan for submission, and receive feedback.

MED 570 Film Theory. 3(2-2) D. An analysis of the art of film by using classical and contemporary film theory to investigate such aspects as the relationship between form and content, visual style, and the nature of pictorial motion. Weekly screenings and discussions of short film excerpts, complete classics and contemporary films

MED 580 Media in Politics. 3(3-0) D. Prerequisites: MED 120 and COM 209 or MED 204. An in-depth examination of the role of print and electronic media in American politics. Emphasis is placed on media coverage of government, social issues, and political campaigns. The course examines both the strategies of paid media and the media's coverage of politics as news.

MED 581 Issues in Media Ethics. 3(3-0) F, S. Prerequisite: MED 120 and MED 204. An investigation of fundamental ethical issues and their implications for media practitioners. Responsibilities of media practitioners to the public, advertising agencies, the government, and special interest groups will be examined. Special attention will be paid to the possibility of conflict between the business of media and general ethical considerations.

MED 583 (483) Producing and Directing for Television. 3(2-2) F. Prerequisite: MED 383. Principles, skills, and techniques involved in effective television directing. Practical experience in producing and directing a variety of television formats.

MED 595 Media Internship. 1-6 F,S. Prerequisite: 60 hours and permission of the instructor. Work experience with a professional media organization. The student will be provided an educational opportunity not available through classroom experience. The instructor must approve all necessary paperwork before the student may begin the internship. May be repeated to a total of 6 hours.

MED 597 Advanced Studies in Media. 3(3-0) D. Prerequisite: permission of instructor. In-depth examination of a special topic in media. This variable content course may be repeated to a total of 6 hours.

MED 598 Seminar in Broadcast Management. 3(3-0) D. An in-depth analysis of management issues in the broadcast industry. Current theory and specific practices are examined and applied to broadcast operations.

MED 604 Theory and Research in Mass Communication. 3(3-0) S. Survey of theories, models and research in mass communication. Topics include propaganda, attitude change, agenda-setting and media effects research.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF ENGLISH

W. D. Blackmon, Department Head

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GRADUATE FACULTY

Distinguished Professor: Joel D. Chaston

Professor: James S. Baumlin, Mary French Baumlin,
Christina M. Biava, W. D. Blackmon, William J.
Burling, Clark J. Closser, Michael E. Ellis, Jane
Hoogestraat, Judith A. John, Etta M. Madden, Yili Shi,
Mark Trevor Smith, Kristene S. Sutliff, Margaret E.
Weaver

Associate Professor: Marcus Cafagna, Rachel Gholson,
Marianthe Karanikas, Linda Trinh Moser, Jean
Stringam

Assistant Professor: Lanette Cadle, Matthew Calihman,
Keri Franklin, Lyn F. Gattis, Timothy D. Hadley, Brian
Shawver

Instructor: Richard Neumann, Michael A. Stowe, John R.
Turner

Emeritus Professor: Robert D. Beckett, Phyllis Bixler,
Michael D. Burns, Carter M. Cramer, Donald R.
Holliday, Myron L. Taylor, Bernice S. Warren (Emeritus
Dean)

MASTER OF ARTS, ENGLISH

Linda Trinh Moser, Graduate Director

Pummill Hall, Room 1G, Phone 836-6606
LMoser@missouristate.edu

MISSION

The MA in English seeks to impart advanced skills in writing, critical reading, and the analysis of language, as well as a broad, general knowledge of literature. Varying with students' interests, the MA prepares graduates for doctoral study and for careers in writing, teaching, and other professions.

PROGRAM DESCRIPTION

Students complete a core of 18 hours and specialize in one of three tracks: (1) literature, (2) creative writing, or (3) TESOL.

ENTRANCE REQUIREMENTS

1. **Admission.** The MA program in English requires an undergraduate English major (or similar course work), with a minimum GPA of 3.00 overall and a minimum 3.00 in English course work beyond the freshman year and a GRE verbal score in the fiftieth percentile or higher.

Students who do not meet these requirements, but show high promise, may be admitted conditionally. As conditions of admission, they may be required to take extra courses to make up deficiencies (including weaknesses in writing) or they may have other requirements stipulated.

2. **Undergraduate Preparation.** Normally, a graduate student will have an undergraduate major in English (at least 30 hours beyond freshman composition, including course work in advanced composition, Shakespeare, and a broad coverage of British and American literature).

CORE REQUIREMENTS (18 hours)

All students in the MA program in English must complete the following 18-hour core:

ENG 600 Problems & Methods of Rsrch in English	3 hrs
Early English Literature (ENG 510, 513, 541, 543, 598, 644)	3 hrs
Linguistics (ENG 590, 591, 592, 593, 595, 598, 692, 693)	3 hrs
Seminar (ENG 610, 611, 612, 620, 621, 625, 635, 644, 648, 657, 658, 680, 685, 686, 693)	3 hrs
Theory Component (ENG 525, 526, 585, 590, 591, 592, 593, 595, 620, 621, 625, 681, 685, 686, 692, 693)	6 hrs

Total 18 hrs

ADDITIONAL DEGREE REQUIREMENTS

(minimum of 14 hours)

1. **Track Options & Requirements.** The different tracks described below outline a minimum of 14 additional hours of graduate-level course work. Students should choose electives with an awareness that at least half the credit hours applied toward the 32-hour minimum must be in courses numbered 600 or above. The student must choose a program track before filing a Program of Study.

2. **Foreign Language.** Students seeking an MA in English must have a reading knowledge of one foreign language, usually French, German, Spanish, or Latin, although other languages may be approved by the graduate advisor. Competency may be demonstrated in one of three ways: (a) completion of 12 hours of college study in one language with at least a “C” average; (b) completion of the second intermediate college course with a grade of “C” or higher; (c) passing a reading competency test administered by the Department of Modern and Classical Languages.

3. **Research Requirement.** The MA in English requires either a thesis or two degree papers.

Thesis: The research requirement may be satisfied by completing a satisfactory thesis. Credit for the thesis (ENG 699), up to 6 hours, may apply to the minimum 32 hours required for the degree. The thesis will ordinarily involve research on an original subject or an original approach to a subject. When appropriate, the thesis may be a creative work.

Degree Papers: The research requirement may be satisfied by completing two degree papers, deriving from two different 600-level courses. They may be critical, interpretive, or investigative studies of an original topic or an original treatment of a subject, based on primary sources. When appropriate, they may be creative work.

4. **Colloquia.** Students are expected to attend and participate in academic and professional activities. These may be scheduled by the department or may include university and community events (scholarly conferences, professional workshops, lectures, and presentations).

5. **Comprehensive Examination.** The graduate student in English takes the comprehensive examination during the last semester of course work, or later.

The comprehensive examination for the MA in English is based on reading lists that reflect the student’s particular degree emphasis. Each student will prepare for two examination areas, and write two, two-hour essays. Students should begin preparing for the examination early in their graduate studies.

CREATIVE WRITING TRACK

In addition to the core and degree requirements listed above, students choosing the graduate track in creative writing must complete the following courses:

Advanced writing (ENG 500, 501, 503, 506, 608)	6 hrs
Electives in literature, linguistics, theory, writing	2-3 hrs
ENG 699 Thesis (or ENG 608)	6 hrs
ENG 608 is not advised for students who plan on completing a thesis.	

LITERATURE TRACK

In addition to the core and degree requirements listed above, students choosing the graduate track in literature must complete the following courses:

Electives in literature, linguistics, theory, writing	8-9 hrs
ENG 699 Thesis (or alternative 600-level course work and two degree papers)	6 hrs

TESOL TRACK

Students choosing the graduate track in TESOL (Teaching English to Speakers of Other Languages) must satisfy the following course work as part of their core requirements: ENG 591, 592, 595, 693. In addition to the core and degree requirements listed above, these students must also complete the following courses:

Courses in linguistics and TESOL	9 hrs
ENG 596	
ENG 692	
1 from ENG 505 or ENG 590 or ENG 593	
ENG 699 Thesis (or alternative 600-level course work and two degree papers)	6 hrs

For detailed descriptions of the TESOL program and the Missouri State TESOL certification requirements, see “Opportunities in TESOL” later under the Department of English information. Students may also consult with the Coordinator of the TESOL program, Dr. Christina Biava.

MISSOURI STATE UNIVERSITY

MASTER OF ARTS, WRITING

Linda Trinh Moser, Graduate Director

Pummill Hall, Room 1G; Phone (417) 836-6606

LMoser@missouristate.edu

PROGRAM DESCRIPTION

The MA in Writing pursues several objectives: to develop research methods used to study the teaching of writing or the practice of writing in business and industry; to improve students' professional writing skills; to train effective writing teachers and effective professional writers; to collaborate with area schools, businesses, and industry on issues related to written communication and literacy. The 32 hour program includes a core of 18 hours and one of two tracks: (1) rhetoric and composition or (2) technical and professional writing.

ENTRANCE REQUIREMENTS

To be admitted into the MA program in Writing, students must have completed a bachelor's degree with a minimum GPA of 3.00 and achieved a GRE general verbal score in the fiftieth percentile or higher. Prospective students who lack extensive undergraduate preparation in English or in writing (the course work equivalent of an English minor) will need to submit a portfolio of writing samples. Please send written samples and/or program inquiries directly to the Director of Graduate Studies in English.

CORE REQUIREMENTS (18 hours)

All students in the MA program in Writing must complete the following 18-hour core:

ENG 600 Problems & Methods of Rsch in English	3 hrs
ENG 500 Advanced Writing: Non-Fiction	3 hrs
ENG 526 Modern Rhetorical Theory	3 hrs
ENG 625 Seminar: Composition and Rhetoric	3 hrs
A graduate-level linguistics course	3 hrs
A graduate-level literature course	<u>3 hrs</u>
Total	18 hrs

ADDITIONAL DEGREE REQUIREMENTS

(A minimum of 14 hours)

1. **Track Options and Requirements.** The tracks described below outline a minimum of 14 additional hours of graduate-level course requirements and electives. Students should choose electives with an awareness that at least half the credit hours applied toward the 32-hour minimum must be in courses numbered 600 or above. The student must choose a program track before filing a Program of Study.

2. **Language Proficiency.** The language requirement may be met through a number of options: (a) completion of 12 hours of undergraduate course work in a foreign language with at least a "C" average; (b) completion of a second intermediate college course with a grade of "C" or higher; (c) passing a reading competency test administered by the Department of Modern and Classical Languages; (d) completion of 6 additional hours in graduate-level linguistics courses (raising the student's degree minimum to 38 hours); (e) demonstrating proficiency in computer languages (12 hours minimum of undergraduate course work with at least a "C" average). A student whose native language is not English will be considered to have met the language requirement.
3. **Research Requirement.** Refer to the different graduate tracks (described below) for their specific research requirements. Unless ENG 699 is specified, students may satisfy the research requirement either by a thesis or by two degree papers deriving from two different 600-level courses.
4. **Colloquia.** Students are expected to attend and participate in academic and professional activities. These may be scheduled by the department or may include university and community events (scholarly conferences, professional workshops, lectures, and presentations).
5. **Comprehensive Examination.** The graduate student in writing takes the comprehensive examination during the last semester of course work, or later. The comprehensive examination for the MA in Writing is administered in two parts: written and oral. During the written examination the student answers two questions in two 90-minute sessions. The student will choose one question from those that cover core requirements and one question from courses required in the track. A student must pass both written essays in order to pass the written examination. During the oral examination, the student will respond to questions related to his or her portfolio (see below).
6. **Writing Portfolio.** All candidates for the MA in Writing must submit a portfolio of writing projects (which may include thesis) developed during their study. This portfolio will be evaluated and discussed as part of the oral component of the student's comprehensive examination.

RHETORIC AND COMPOSITION TRACK

In addition to the core and degree requirements listed above, students choosing the graduate track in rhetoric and composition must complete the following courses:

ENG 525 History of Rhetoric	3 hrs
ENG 620 Seminar: Composition Theory	3 hrs
ENG 621 Theory of Basic Writing	3 hrs
ENG 699 Thesis (or electives below)	5-6 hrs
Electives in rhetorical theory, composition theory and pedagogy, linguistics/ TESOL, technical/ professional writing, creative writing, literature, critical theory.	

TECHNICAL AND PROFESSIONAL WRITING TRACK

The graduate track in technical and professional writing offers two options: an academic option, designed for students who plan to teach and/or pursue a Ph.D., and a professional option, designed for students who plan a career in writing.

Academic Option. In addition to the core and degree requirements listed above, students choosing the academic option must complete the following courses:

Either ENG 671 Professional Writing OR	
ENG 675 Designing Technical Documents	3 hrs
ENG 670 Teaching of Tech. & Prof. Writing	3 hrs
ENG 699 Thesis	6 hrs
Elective in English or an approved cognate area	2-3 hrs

Professional Option. In addition to the core and degree requirements listed above, students choosing the professional option must complete the following courses:

ENG 671 Professional Writing	3 hrs
ENG 675 Designing Technical Documents	3 hrs
ENG 574 Technical Writing Internship	3 hrs
ENG 699 Thesis (or electives below)	5-6 hrs
Electives in English or an approved cognate area	

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: ENGLISH AREA OF EMPHASIS

Contact Dr. Keri Franklin and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

UNDERGRADUATE PREREQUISITES

The applicant must be certified or certifiable in English in the state of Missouri upon completion of the minimum 15 hours in English. Before beginning the MEd (English) program, the applicant should have completed (and attained a minimum 3.00 GPA in) at least one composition course beyond freshman level, one course in the English language, and 12 hours of survey or period courses in British and American literature.

PROGRAM REQUIREMENTS IN ENGLISH
(15-21 hours of graduate course work)

1. **ENG 520 Composition (3 hrs).** Students who have used ENG 520 as part of their undergraduate degree course work will substitute another course approved by the Graduate Director or English Education advisor.
2. **ENG 513 Shakespeare (3 hrs)** or another single-author course. Undergraduate course work may not be applied.
3. **One course in a literary genre (3 hrs)** such as fiction, poetry, or drama.
4. **English Electives (6-12 hrs)** chosen with a student's subject matter advisor. Including at least 3 hours of 600-level course work, students must complete a minimum of 15 total hours in English graduate courses. With permission of the advisor, a student may apply 3-6 additional hours in English electives (21 total) to the 32 hour degree minimum.
5. **Research Requirement.** Candidates for the MEd (English) may satisfy their research requirement by completion of either a thesis or a degree paper. The subject of their research may derive from course work in education or English, and, when appropriate, may feature creative work.
6. **Comprehensive Examination.** This exam is taken the semester course work is completed, or later. The examination is based on reading lists that reflect English and education content areas. Each student will prepare for two examination areas, writing two one-hour essays. Students should begin preparing for the examination early in their graduate studies.

MISSOURI STATE UNIVERSITY

GRADUATE CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

Christina Biava, Certificate Advisor

Pummill Hall, Room 209D; Phone (417) 836-5867

CMBiava@missouristate.edu

PROGRAM DESCRIPTION

The Graduate Certificate in TESOL provides a 15-hour graduate-level experience for people who already hold a bachelor's degree (or higher) in some area and who are interested in teaching English to adults, either abroad or in the U.S. The program includes courses in theoretical linguistics as well as in pedagogical concerns. (The certificate is not to be confused with the Missouri teaching certificate in ESOL, K-12. For information about that program, see the TESOL Certification Option below or contact the certificate advisor).

ADMISSION CRITERIA

To be considered for the program, a student must have a bachelor's degree from a regionally accredited college or university, with at least a 3.00 undergraduate grade point average and no grade lower than a "B" in any graduate courses (if any have been taken). The student must apply and be admitted to the Graduate College; admission to the certificate program does not constitute admission to any other Missouri State University graduate program. Students who are already graduate students at MSU may apply to the certificate program as well (except for students in the M.A. in English with an emphasis in TESOL program).

REQUIRED COURSES 15 HOURS TOTAL

Required Courses

*ENG 591 Linguistic Theory	3 hrs
ENG 592 Sociolinguistics for Language Tchng	3 hrs
ENG 595 Principles of Second Language Acquisition	3 hrs

* If a student has already taken an introduction to linguistics at the undergraduate level, he/she may, with the approval of the certificate advisor, substitute a different course for ENG 591 from the list of elective courses below, or another graduate course in linguistics with the consent of the certificate advisor.

Elective Courses

2 courses from:

ENG 505 Methods in TESOL	3 hrs
ENG 590 Grammatical Analysis	3 hrs
ENG 596 Materials & Assessment in TESOL	3 hrs

TRANSFERRED COURSE WORK

Students may transfer one course taken from a different regionally-accredited institution into the certificate program, with the approval of the certificate advisor and following MSU's policy on transfer credit. (See the Graduate College section on Transfer Credit for these policies).

DOUBLE COUNTING COURSES

Students may not count the same course more than once within the certificate program itself. Students may count toward the graduate certificate in TESOL any of the courses listed above that have been taken as part of the M.A. in English or the M.A. in Writing. Double counting in other programs may be allowed with the consent of the certificate advisor and the student's major advisor.

COMPLETION REQUIREMENTS

Courses must be completed with a 3.00 GPA for successful completion of certificate.

OPPORTUNITIES IN TESOL

Specialists in TESOL (Teaching English to Speakers of Other Languages) teach English (speaking, listening, reading, writing) to people who do not speak English as their first language. They may teach children of immigrants or refugees or non-permanent residents, or children who speak different languages (such as Spanish, Vietnamese, Navaho) at home or in the community. They may also teach adults in universities, community colleges, or various literacy programs. Some may teach overseas in schools, businesses, or other settings such as the Peace Corps. A TESOL specialist has an interest in foreign languages, in language structure, in teaching, and in working with people from other cultures.

Graduate students in English may emphasize TESOL course work in their MA program without necessarily seeking certification; some may seek Missouri state K-12 TESOL certification as described below.

TESOL CERTIFICATION OPTION

A student can be certified in TESOL by meeting the following requirements:

1. completing a bachelor's degree;
2. holding a Missouri teaching certificate in any other area (e.g. elementary education, secondary English);
3. completing the following professional education requirements (may be taken as part of bachelor's degree): RDG 474 or RDG 677; and SPE 310, SPE 340 or SPE 610;

4. completing the TESOL certification requirements outlined below. It is recommended, though not required, that the student have course work in a foreign language or have a foreign cultural experience.

CERTIFICATION REQUIREMENTS (21 hrs)

ENG 296	Introduction to Linguistics	OR	
ENG 591	Linguistic Theory		3 hrs
ENG 592	Sociolinguistics for Language Teaching		3 hrs
ENG 595	Prin. of Second Lang. Acquisition		3 hrs
ENG 596	Materials and Assessment in TESOL		3 hrs
ENG 505	Methods in TESOL		3 hrs
ENG 597	TESOL Practicum		3 hrs

Students must take an additional 3 hours of electives in English, education, or other cognate areas. NOTE: Students must earn a “C” or higher in all courses counting toward state certification.

CERTIFICATE IN OZARK STUDIES

Kristine Sutliff, Certificate Advisor

Pummill Hall, Room 004D; Phone (417) 836-4804
KrisSutliff@missouristate.edu

PROGRAM DESCRIPTION

The interdisciplinary certificate in Ozarks Studies provides a 15-hour graduate-level experience in the diverse social, environmental, and cultural features of the Ozarks region. The certificate is designed to meet the needs of individuals who wish to advance their careers or to continue a life of learning about the region.

ADMISSION CRITERIA

A student must be admitted to the Graduate College and have all course work approved by the Program Director.

REQUIRED COURSES 15 HOURS TOTAL

Note: All courses taken for the Certificate in Ozarks Studies require work focusing on the Ozarks.

Required Courses

HST 696	Readings in History	1-3 hrs
GRY 597	Special Topics in Geography	1-5 hrs
ENG 583	Themes in Folkloristics	3 hrs

Plus a minimum of 3 hours taken from:

GRY 596	Topical Issues in Education	1-5 hrs
GRY 510	Tourism & Sustainability	3 hrs
PLN 574	Open Spaces & Recreation Planning	3 hrs

Plus a minimum of 3 hours taken from:

ANT 696	Directed Readings in Anthropolgy	1-3 hrs
SOC 596	Directed Readings in Sociology	1-3 hrs
SOC 685	Community Change	3 hrs
SOC 690	Religion in Society	3 hrs

COMPLETION REQUIREMENTS

During the semester preceding completion of the certificate, student must submit for review a portfolio containing 2 (two) copies of all Ozarks focused assignments completed for the certificate. Portfolios will be given a “pass,” “request for further information”, or “fail” by the Ozarks Studies Committee. Courses must be completed with a 3.00 GPA.

GRADUATE TEACHING ASSISTANTSHIPS

Teaching assistantships in English are awarded competitively to students accepted into any of the department’s graduate programs. Students interested in such assistantships are encouraged to complete their applications for admission by February 1. In addition, students should submit to the Graduate Director by March 10: an application form (available on the Graduate College website); two letters of recommendation; GRE scores; and a 2-page personal statement and/or brief critical essay.

ENGLISH COURSES

ENG 500 Advanced Writing: Non-Fiction. 3(3-0) F, S. Prerequisite: ENG 220 or ENG 235 or ENG 321 or JRN 374 or permission of instructor. Group discussion and criticism. Individual writing projects. Students lacking a course prerequisite must submit two manuscripts for consideration when applying for permission. May be organized around one or more of the following non-fiction genres: personal essay, magazine writing, stylistics, scholarly writing, technical and scientific writing. May be repeated for a total of 6 hours.

ENG 501 Advanced Writing: Fiction. 3(3-0) F. Prerequisite: ENG 315 or permission of instructor. Group discussion and criticism. Individual writing projects. Students lacking the course prerequisite must submit two manuscripts for consideration when applying for permission to enroll in the course. May be repeated to a total of 6 hours.

ENG 503 Advanced Writing: Poetry. 3(3-0) F. Prerequisite: ENG 303 or permission of instructor. Group discussion and criticism. Individual writing projects. Students lacking a course prerequisite must submit two manuscripts for consideration when applying for permission to enroll in the course. May be repeated to a total of 6 hours.

ENG 505 Methods in Teaching English to Speakers of Other Languages (TESOL). 3(3-0) S. Prerequisites: ENG 595. Contemporary approaches to teaching grammar, reading, writing, listening, and speaking for students who are learning English as a second language. Includes material design, development, and evaluation; student assessment; integration of all components into a unified TESOL curriculum.

ENG 506 Advanced Writing: Drama. 3(3-0) S. Prerequisite: ENG 225 or permission of instructor. Group discussion and criticism. Individual writing projects. Students lacking a prerequisite must submit two manuscripts for consideration when applying for permission to enroll in the course. May be repeated to a total of 6 hours.

MISSOURI STATE UNIVERSITY

ENG 508 Creative Writing Project. 3(3-0) F, S. Prerequisite: ENG 503 or ENG 501 or permission of instructor. Directed development of a substantial work of poetry, fiction, or non-critical prose, prepared for publication.

ENG 510 Chaucer. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. *The Canterbury Tales* and other works by Chaucer; social, historical, literary, and linguistic background of the late Middle Ages.

ENG 512 The British Novel. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Works by major figures in the development of the British novel, such as Fielding, Austen, Dickens, George Eliot, Hardy, Lawrence, and Woolf; major criticism of the genre.

ENG 513 Shakespeare. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Selected plays and poems of Shakespeare, representative criticism, and Shakespeare's theatre and milieu.

ENG 514 (545) British Drama. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Representative British plays from pre-Renaissance times to the present, including such authors as Marlowe, Congreve, Wilde, and Shaw.

ENG 516 (556) Mark Twain. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Twain's life and work (selected novels, short pieces, travelogues, autobiography, and criticism) studied as pivotal between an old and new America.

ENG 517 The American Novel. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Works by major figures in the development of the American Novel, such as Twain, James, Howells, Dreiser, Lewis, Hemingway, Faulkner, and Warren; major criticism of the genre.

ENG 519 (554) American Drama. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Development of American drama to the present; emphasis on 20th century, including such authors as O'Neill, Wilder, Hellman, Williams, Miller, and Albee; major criticism of the genre.

ENG 520 Composition and Rhetoric in High School and Junior College. 3(3-0) F, S. Prerequisite: ENG 235 and admission to the teacher education program or permission of instructor. A survey of current writing and evaluation practices. Training in the teaching and evaluating of oral and written composition. The student will have an opportunity to examine methods currently taught in area high schools.

ENG 521 Writing for the Elementary Teacher. 3(3-0) F, S. Prerequisite: 60 hours or permission of instructor. A course intended to develop the writing skills of prospective elementary teachers and to explore the means by which writing of elementary school children can be encouraged, developed, and evaluated.

ENG 523 Writing Center Theory and Practices. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Designed to prepare individuals for teaching one-to-one in a writing center environment.

ENG 525 History of Rhetoric. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Study of historical trends important to the development of written discourse and writing instruction. Survey of theory from classical antiquity through the 19th Century.

ENG 526 Modern Rhetorical Theory. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. A continuation of ENG 525. Study of 20th Century rhetorical theory and its applications in literary criticism, literacy, technical writing, and/or composition.

ENG 533 Studies in Children's Literature. 3(3-0) D. Prerequisite: 60 hours or permission of instructor. Study of significant themes (such as gender, ethnicity, or childhood) or genres (such as children's poetry, the picture book, the literary folktale, and historical fiction) in literature for the young. May be repeated when content varies.

ENG 534 Historical Perspectives in Children's Literature. 3(3-0) D. Prerequisite: 60 hours or permission of instructor. Study of one or more periods in the historical development of children's literature, such as the Golden Age of children's classics, 20th Century British children's literature, and the novel for children since 1950. May be repeated when content varies.

ENG 536 (582) Young Adult Novel. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Study of various kinds of novels written for young people; includes historical perspectives; emphasizes developments since the "New Realism" of the 1960s.

ENG 539 Advanced Writing for Children and Young Adults. 3(3-0) S. Prerequisites: ENG 339 or permission of instructor. Group discussion and criticism. Individual writing projects. Students lacking the course prerequisite must submit two manuscripts for consideration when applying for permission to enroll in the course.

ENG 542 Renaissance Literature. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Sidney, Spenser, Donne, Milton, and other major non-dramatic writers; literary developments, 1500-1660.

ENG 543 (527) Restoration and 18th Century Literature. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Dryden, Swift, Pope, Johnson, and other significant writers; literary developments, 1660-1798.

ENG 544 (531) British Romantic Literature. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Poetry and prose of Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, and other writers of the Romantic Age; literary developments, 1798-1837.

ENG 546 Victorian Literature. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Tennyson, Browning, the Rossettis, Hardy, and other British Victorian writers; literary developments, 1837-1901.

ENG 547 Modern British Literature. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Significant works from several genres by such authors as Conrad, Yeats, Greene, Lessing, and Stoppard; literary developments, 1901-present.

ENG 548 Major British Authors. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Study of several major works by one or two writers, such as Marlowe and Jonson, Johnson and Boswell, George Eliot and Hardy, Yeats and T. S. Eliot, Amis and Larkin; the intellectual milieu of their works.

ENG 553 American Romantic Literature. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Significant works from several genres by such authors as Cooper, Poe, Irving, Thoreau, Emerson, Hawthorne, Melville, and Whitman; literary developments to 1855.

ENG 557 American Realism. 3(3-0) S. Prerequisite: 60 hours or permission of instructor. Significant works from several genres by such authors as Twain, Howells, James, Crane, and Frost; literary developments, 1855-1914.

ENG 558 Major American Authors. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Study of several major works by one or two writers, such as Emerson and Thoreau, Frost and Dickinson, Sexton and Lowell; the intellectual milieu of their works. May be repeated when content varies.

ENG 559 Modern American Literature. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Significant works from several genres by such authors as Fitzgerald, Hemingway, Lowell, Roethke, Bellow, and O'Connor; literary developments, 1914-present.

ENG 565 Literature and Language Workshop. 1-3 Su. Prerequisite: senior or graduate standing and permission of the Director of Graduate Studies in English. Variable topics related to the use of writing and story especially in the classroom. Number of class hours determined by length of workshop. May be repeated for a total of six credit hours.

ENG 568 Major World Authors. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Study of several major works by one or two writers, such as Aristophanes and Sophocles, Ibsen and Strindberg; the intellectual milieu of their works. May be repeated when content varies.

ENG 570 Writing in the Health Professions. 3(3-0) F. Prerequisite: 60 hours; ENG 321 or ENG 310 or NUR 472 or equivalent, or permission of instructor. Rhetorical analysis and production of a broad range of document genres, including public health campaigns, grant proposals, medical reports, and patient information materials. Students research and present their findings on current issues in the field. Emphasis on audience analysis, document design principles, and ethical considerations.

ENG 573 Writing for the Web. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Explores the professional writer's role in creating Web pages and sites designed to deliver information. Topics include planning, user analysis, organization, structure, content development, writing style, and user testing.

ENG 574 Technical Writing Internship. 3(3-0) F, S. Prerequisites: ENG 421 and permission of instructor. Projects in technical writing, combining academic training and supervised work experience in business and industry. Students are required to work a mini-mum of 135 hrs.

ENG 575 Topics in Professional Writing. 3(3-0) D. Prerequisite: ENG 421 and 60 hours or permission of instructor. A variable-content course covering a single topic within a field of professional writing. The subject will vary according to student demand and faculty availability. Examples include writing for the legal profession, writing proposals, regulatory writing, developing training materials, and ethics in professional writing. This course may be repeated to a total of 6 hours when the topic varies.

ENG 580 Gender Issues in Language and Literature. 3(3-0) F, S. Prerequisites: ENG 110 or ENG 111 and 60 hours or permission of instructor. Consideration of gender issues from the standpoint of literary history, genre, composition and rhetoric, linguistics, or feminist theory. May be repeated to a total of 6 hrs if topic is different.

ENG 583 Themes in Folkloristics. 3(3-0) F, S. Prerequisites: 60 hours or permission of instructor. A topical course investigating the relationship of folklore and daily life through reading and examination of the field and its genres as a global discipline. Consideration of lived-environments such as occupational, educational, and popular culture settings or themes. May be repeated to a total of 9 hours, if topic is different.

ENG 585 History of Literary Criticism. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. A survey of the theories of literary critics, such as Sidney, Pope, Coleridge, Eliot, Brooks, Barthes, Eagleton, Kristeva, and Derrida.

ENG 590 Grammatical Analysis. 3(3-0) S. Prerequisite: 60 hours and ENG 296, ENG 390, or ENG 591. Advanced study of English morphology and syntax using a variety of current approaches including phrase-structure, transformational, discourse-based, and semantic-based grammars.

ENG 591 Linguistic Theory. 3(3-0) F. Prerequisite: 60 hours. A specialized survey of linguistics intended for graduate and advanced undergraduate students. Areas covered include, but are not limited to, phonology, morphology, syntax, semantics, discourse, pragmatics, language change, and language variation. Students cannot receive credit for both ENG 296 and ENG 591.

ENG 592 Sociolinguistics for Language Teaching. 3(3-0) F. Prerequisite: 60 hours and ENG 296, ENG 390, or ENG 591. Various sociolinguistic topics, with an emphasis on those relevant to language teaching, such as language attitudes; standard languages; literacy; language variation; multilingualism, language planning and policy; and language maintenance and loss.

ENG 593 Studies in Linguistics. 3(3-0) F. Prerequisites: 60 hours and ENG 296, ENG 390 or ENG 591. Topics in linguistics including history of linguistics, language acquisition, or transformational grammars. May be repeated to a total of 9 hours if topic is different.

ENG 595 Principles of Second Language Acquisition. 3(3-0) F. Prerequisite: 60 hours and ENG 296, ENG 390 and ENG 591. The processes of both first and second language acquisition, with an emphasis on Teaching English to Speakers of Other Languages (TESOL) and bilingualism. Includes the theory behind and history of TESOL methodologies, as well as contemporary theoretical issues in TESOL.

ENG 596 Materials and Assessment in Teaching English to Speakers of Other Languages (TESOL). 3(3-0) S. Prerequisite: 60 hours and ENG 595. Practical and theoretical perspectives in specific areas in TESOL, including speaking, grammar, composition, and critical reading. Consideration of material design and student assessment.

ENG 597 Practicum in Teaching English to Speakers of Other Languages (TESOL). 1-3 F, S. Prerequisite: ENG 505 and ENG 596. Application of course work in TESOL with individualized experience based on students' needs and background, especially in composition, grammar, and pronunciation.

ENG 598 Early English Language and Literature. 3(3-0) F. Prerequisite: 60 hours or permission of instructor. Special topics in Old and Middle English language and literature, including an understanding of the linguistic structure of early English, experience in working with a variety of medieval English texts, and application of various linguistic and literary theories to the study of Old and Middle English writing. May be repeated to 6 hours if topic is different. Will not count toward General Education humanities requirement and will not count toward teacher certification.

ENG 600 Introduction to Research Methods in English. 3(3-0) F, S. This course provides an introduction to research methods and writing within the broadly defined discipline of English Studies. It focuses on ways of developing research problems and questions, designing studies, and conducting, reading and evaluating research. Students will also learn to present their research in verbal and written formats including the abstract, proposal, conference presentation, and publishable essay.

ENG 603 Practicum in Teaching Composition. 1-3 F, S. Writing, evaluation of student essays, discussion of current theory and practice in teaching college composition. Credit from this course will not count toward the MA in English or the MEd (ENG) degrees. Required of graduate teaching assistants their first two semesters of appointment. May be repeated up to 6 hrs.

ENG 608 Creative Writing Project. 3(3-0) S. Prerequisite: permission of instructor. Directed development of a substantial work of poetry, fiction, or non-critical prose. This work may be submitted as a degree paper in partial fulfillment of the research requirement in English.

ENG 610 (653) Seminar: Fiction. 3(3-0) F, S. Significant genres, authors, and developments in prose fiction. May be repeated to a total of 9 hours if topic is different.

ENG 611 Seminar: Poetry. 3(3-0) F, S. Significant genres, authors, and developments in poetry. May be repeated to a total of 9 hours if topic is different.

ENG 612 Seminar: Drama. 3(3-0) S. Detailed study of selected plays and dramatists. May be repeated to a total of 9 hours if topic is different.

ENG 620 (602) Seminar: Composition Theory. 3(3-0) F. Detailed study of contemporary composition theory in university freshman writing. Open to all graduate students. Graduate teaching assistants must take ENG 620 during their first year of appointment, unless they have taken ENG 520 as undergraduates.

ENG 621 Theory of Basic Writing. 3(3-0) S. Study of issues, problems, and pedagogical strategies appropriate to teaching composition to students with limited English proficiency.

ENG 622 Literacy Theory and Composition. 3(3-0) F. An introduction to literacy theory and its application to the teaching of composition.

ENG 625 Seminar: Composition and Rhetoric. 3(3-0) S. Topics in the application of rhetorical theory to the teaching of writing.

ENG 626 Issues in Rhetorical/Professional Writing. 3(3-0) F. Study of some aspect of writing not ordinarily offered in the curriculum. Students read, discuss and write about selected books or other documents related to the field. May be repeated to a total of 9 hours if topic is different. Variable content course.

ENG 630 Ozarks Writing Project. 3(3-0) Su. Prerequisite: permission of instructor. An intensive course in the writing process and the writing curriculum, designed for experienced K-16 teachers across the disciplines using the National Writing Project model. Readings of current theory and research will be related to participants' experience as writers and as teachers. May be repeated for up to six hours.

ENG 635 Seminar: Children's Literature. 3(3-0) F, S. Detailed study of selected works, authors, or themes in children's/young adult literature. May be repeated to a total of 9 hours if topic is different. Variable content course.

ENG 644 Seminar: English Literature Before 1798. 3(3-0) F, S. Detailed study of selected works, authors, or themes in English literature up to the Romantic Movement. May be repeated to a total of 9 hours if topic is different.

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ENG 648 Seminar: English Literature After 1798. 3(3-0) F, S.

Detailed study of selected works, authors, or themes in English literature since 1798, including the Romantic movement. May be repeated to a total of 9 hours if topic is different.

ENG 657 Seminar: Early American Literature. 3(3-0) F, S. Detailed study of selected works, authors, or themes in American literature to 1900. May be repeated to a total of 9 hours if topic is different.

ENG 658 Seminar: 20th Century American Literature. 3(3-0) F, S. Detailed study of selected works, authors, or themes in American literature, 1900 to the present. May be repeated to a total of 9 hours if topic is different.

ENG 670 The Teaching of Technical and Professional Writing. 3(3-0) S. Theory and practice of teaching college courses in technical and professional writing. Some consideration of in-service writing courses for business, science, industry, and government.

ENG 671 Professional Writing. 3(3-0) F. Theory and practice of writing and analyzing documents in business, science, and industry.

ENG 673 Writing for the Computer Industry. 3(3-0) S. Study and practice in developing readable computer system documentation; includes formatting, graphic design, text organization, and user testing.

ENG 674 Professional Writing Internship. 3(3-0) F,S. Prerequisite: permission of instructor. Projects in technical and professional writing, combining academic training and supervised work experience in business and industry. Students are required to work a minimum of 150 hours.

ENG 675 Designing Technical Documents. 3(3-0) S. Producing, analyzing, and adapting technical documents to meet the needs of diverse clients.

ENG 677 Scientific and Technical Editing. 3(3-0) S. Current practices in editing and electronic publishing. Group and individual projects involving diverse fields, audiences, and formats; topics include copyediting, content editing, usability editing, author-editor relations, and the production process.

ENG 680 Seminar: Intellectual Backgrounds of Literature in English. 3(3-0) F, S. Relation of basic intellectual and social ideas to the form, content, production/publication, and distribution of selected literary works or genres. May be repeated to a total of 9 hours if topic is different.

ENG 681 Rhetorical Criticism. 3(3-0) S. Study of rhetorical and metalinguistic approaches to analyzing literature, with application of theory to particular works.

ENG 685 Seminar: Critical Theories. 3(3-0) S. Literary criticism with emphasis on modern critical practice; application of theory to particular problems. May be repeated to a total of 9 hrs if topic is different.

ENG 686 Seminar: Form and Theory of Poetry and Prose. 3(3-0) F. Designed for creative writers. Detailed study of traditional literary forms in poetry, drama, or fiction and the new forms that have grown out of them. Discussion of interaction between structure and content.

ENG 692 Linguistics in Rhetoric and Composition. 3(3-0) S. Applications of linguistic models to rhetorical theory and/or the teaching of composition.

ENG 693 Seminar: Linguistics. 3(3-0) F, S. Topics in historical, theoretical, or applied linguistics. May be repeated to a total of 9 hours if topic is different.

ENG 699 Thesis. 1-6 F, S. Prerequisite: permission of the Director of Graduate Studies in English.

MODERN AND CLASSICAL LANGUAGES

DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES

Madeleine Kernén, Department Head

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GRADUATE FACULTY

Professors: Edwin Carawan, Mary C. Harges, Joseph J. Hughes, Arthur L. Spisak

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: FRENCH/GERMAN/LATIN/SPANISH AREA OF EMPHASIS - Contact faculty listed below for specific area and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

French – to be named
German – to be named
Latin – Dr. Joseph Hughes
Spanish – Dr. Mary Harges

PREREQUISITES AND ADMISSION REQUIREMENTS

Admission requirements include a Bachelor's degree from an accredited undergraduate program and certification (9-12 grade) to teach French/German/ Latin/Spanish.

PREREQUISITES AND ADMISSION REQUIREMENTS

Students will select an area of emphasis (GRM, FRN, LTN or SPN) and complete 15 hours of graduate course work in their chosen content area.

FRENCH COURSES

FRN 525 Seminar in Francophone Literature. 3(3-0) D. Prerequisite: 60 hours or permission of instructor of department head. Selected topics in Francophone literature such as genre studies, period studies, or concentration on one or more authors. Variable content course. May be repeated once with changed content.
FRN 535 Advanced French Composition and Conversation. 3(3-0) D. Prerequisite: FRN 311 and 312 or permission of instructor of department head. A study of French grammar, style and modes of expression. Designed to further develop the mastery of spoken and written French.

GERMAN COURSES

GRM 525 Seminar in German Literature. 3(3-0) D. Prerequisite: 60 hours and GRM 311 or above or permission of instructor of department head. Selected topics in German literature such as genre studies, period studies or concentration on one or more authors. Variable course content. May be repeated once with changed content.
GRM 535 Advanced German Composition and Conversation. 3(3-0) D. Prerequisite: GRM 311 and GRM 312 or permission of instructor of department head. A study of German grammar, style and modes of expression. Designed to further develop the mastery of spoken and written German.

GREEK COURSES

GRK 503 Advanced Greek Translation. 3(3-0) D. Prerequisite: GRK 202 or permission of instructor. Advanced training in the skills of translating and explicating texts in classical and koine Greek. Variable content course. May be repeated up to 9 hours if topic varies.

LANGUAGE AND LITERATURE COURSES

LLT 545 Seminar in Roman Culture. 3(3-0) D. Prerequisite: 60 hours and permission of instructor of department head. Selected topics in Roman culture or daily life such as Roman law, rhetoric, religion, historiography, family life, politics, etc. Variable content course. May be repeated once with changed content.
LLT 595 Special Topics in Classics. 1-6, F. Prerequisite: 50 hours and or permission of instructor of department head. Selected topics in Classical Studies such as topography of Rome and Athens, Advanced Mythology, genre studies. May be repeated up to 6 hours with changed content. Variable content course.
LLT 596 Seminar in Hispanic Literature In Translation. 3(3-0) D. Prerequisite: 60 hours and permission of instructor of department head. Designed to acquaint the student with major authors and works in Hispanic literature offered in English translation. Topics may include special themes, historical and political developments, and cultural aspects of the works. Variable content course. May be repeated once with changed content.

LATIN COURSES

LTN 525 Seminar in Latin Literature. 3(3-0) D. Prerequisite: 60 hours and permission of instructor of department head. Selected topics in Latin literature such as genre studies, or concentration on one or more authors. Variable content course. May be repeated up to 6 hours with changed content.

MODERN AND CLASSICAL LANGUAGES COURSES

MCL 500 Research in the Discipline. 3(3-0) D. Prerequisite: 60 hours and permission of instructor of department head. This course will focus on research sources and methods such as the use of bibliographical materials and literary investigation and interpretation in non-English languages. Emphasis will be on resources for teachers in developing individualized professional interests.
MCL 550 Advanced Study Abroad. 3-6, D. Prerequisite: FRN 311 or GRM 311 or SPN 205 and permission of instructor and language advisor. Study in an area of the world where the target language is spoken. This may be taken through the Department's existing programs or at any accredited institution.

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MCL 597 Topics for Teachers of Foreign Languages. 1-6, D.

Prerequisite: 60 hours and permission of instructor or department head. Variable content course covering topics of discipline-specific interest, e.g., technological or cultural materials and activities. Sections may be specific to a particular language or concern general pedagogical/professional issues. May be repeated up to 6 hours with changed content.

MCL 600 Advanced Language Teaching Methods and Technology.

3(3-0) D. Prerequisite: 60 hours and permission of instructor or department head. This course will acquaint language teachers with current second language research and teaching practice, with emphasis on the uses of technology.

MCL 699 Thesis. 1-6, D. Prerequisite: 60 hours and permission of instructor. In consultation with MCL and Education advisors, a student may elect to write a thesis on a topic within the discipline. May be repeated up to 6 hours.

SPANISH COURSES

SPN 510 Advanced Translation. 3(3-0) D. Prerequisite: SPN 410 or permission of instructor. Builds on the translation and interpreting skills acquired in SPN 410. Students will be exposed to a variety of translations theories and methods and will increase their overall language proficiency as they gain further practical translation experience in a number of genres.

SPN 525 Seminar in Hispanic Literature. 3(3-0) D. Prerequisite: 60 hours or permission of instructor of department head. Selected topics in Hispanic literature such as genre studies, period studies or concentration on one or more authors. Variable content course. May be repeated once with changed content.

SPN 535 Advanced Spanish Composition and Conversation. 3(3-0) D. Prerequisite: SPN 312 or permission of instructor or department head. A study of Spanish grammar, style and modes of expression. Designed to further develop the mastery of spoken and written Spanish.

DEPARTMENT OF MUSIC

Dianne C. Strickland, Acting Department Head

Ellis Hall, Room 208; Phone (417) 836-4122,
Fax (417) 836-7665; DianneStrickland@missouristate.edu
Music@missouristate.edu; <http://www.missouristate.edu/music/>

GRADUATE FACULTY

Professor: Michael R. Casey, Peter F. Collins, Cynthia Green Libby, Norma D. McClellan, Amy F. Muchnick, Michael A. Murray, Michael F. Murray, Rose Mary Owens, Grant S. Peters, Belva W. Prather, John S. Prescott, Robert C. Quebbeman, Guy B. Webb

Associate Professor: James S. Cameron, Lisa Casey, Randall Hamm, David R. Hays, Jill Heyboer, James Parsons, Allison M. Storochuk, Wei-Han Su

Assistant Professor: Jeremy A. Chesman, Daniel Hellman

Lecturer: Hye-Jung Hong

Emeritus Professor: Alan L. Bradley, Wynne Harrell, Mollie R. Molnar

MASTER OF MUSIC

Robert C. Quebbeman, Graduate Director

Hammons Hall for the Performing Arts, Room 103
Phone (417) 836-5729
RobertQuebbeman@missouristate.edu

PROGRAM OBJECTIVE

The Master of Music seeks to promote the continued development of individual talents, interests, and philosophies that can be used creatively to explore, preserve, and extend our cultural heritage. The degree will prepare students for the many and various challenges of the music profession.

PROGRAM DESCRIPTION

The Master of Music degree will develop professional competence in the evaluation and dissemination of knowledge in such disciplines as conducting, pedagogy, music performance, theory and composition, and music education. Each student will complete a core of music courses and will select one of the five specific concentrations. A final research project will be required of each candidate. Missouri State University is an accredited institutional member of the National Association of Schools of Music.

ENTRANCE REQUIREMENTS

Music Department Standards

The entering graduate student in music must meet all requirements for admission to graduate studies. In addition, students must have taken the general Graduate Record Examination (GRE) and have their scores on file for review.

Conducting Concentration

To be admitted to the conducting program, students must satisfactorily meet the following conditions:

1. intensive interview with the faculty member from the conducting area with whom they will study;
2. submission of DVD or videotapes of ensemble conducting performances OR visitation of Missouri State University faculty to concert or classroom situations, OR observation of live performance by Missouri State faculty;
3. audition in a major performance area.

Music Education Concentration

To be admitted to the music education program, students must satisfactorily meet the following conditions:

1. bachelor's degree from an accredited music program with a completed major equivalent to certification by a state agency to teach music (K-12);
2. intensive interview with a faculty member in the music education area;
3. submission of tapes/cassettes and programs of choral and/or instrumental performances OR classroom visit by faculty for the purpose of observing and evaluating the student in his or her teaching situation;
4. audition in a major performance area.

Music Pedagogy Concentration

Applicants must be prepared to perform a live audition consisting of at least three pieces of contrasting styles. Keyboard auditions must be memorized.

MISSOURI STATE UNIVERSITY

Music Theory and Composition Concentration

To be admitted to the theory and composition program, students must satisfactorily meet the following conditions:

1. applicants interested in composition must submit at least three compositions to the composition faculty for their approval as a prerequisite for admission;
2. applicants interested in theory must submit samples of written theory work (research papers, analyses, etc.) to the theory faculty for their approval as a prerequisite for admission;
3. audition in a major performance area.

Performance Concentration

Applicants must be prepared to perform a live audition consisting of at least three pieces of contrasting styles. Keyboard auditions must be memorized. Vocal auditions should include five memorized selections in contrasting styles including pieces in French, German, and Italian.

DEGREE REQUIREMENTS

1. **Hours.** Candidate will complete a minimum of 32 hours of course work.
2. **Placement Exams.** Master's students are required to take placement exams in music history and music theory. Students with deficiencies will be advised to take appropriate courses.
3. **Final Project.** A final project will be required of each candidate. See individual curriculum outline for specific requirements. The candidate will work with a major advisor to determine the precise scope of the project.
4. **Comprehensive Examination.** A written comprehensive examination must be passed before a degree will be granted. The written examination will be taken after the course work has been completed. It will be written and evaluated by a committee assigned for individual students.

CONDUCTING CURRICULUM OUTLINE

Required Core

Intro to Graduate Studies in Music- MUS 600 Performance	3 hrs
Ensembles - MUS 572, 574, 575, 578, 662, 665, 668, 675, 676, 678, 692	2 hrs
Applied Music - MUS 549, 551, 553, 555, 556, 557, 649, 651, 653, 655, 656 or 657	2 hrs
Adv courses in Mus Theory and Comp or Mus Hst	6 hrs
Final Project - MUS 690, 698 (Public performance and research document)	<u>4 hrs</u>
	17 hrs

Two hours of the final project will be devoted to a written research paper discussing and analyzing the pieces to be performed on the final public performance. The other 2 hours will be the preparation and conducting of the public performance.

Conducting Track

Conducting- MUS 580, 581, 680	6 hrs
Score Reading and Analysis - MUS 681	3 hrs
Repertoire Course - MUS 646, 647, 648 (Choose Wind, Orchestral, Choral)	3 hrs
Music Electives	<u>3 hrs</u>
	15 hrs

MUSIC EDUCATION CURRICULUM OUTLINE

Required Core

Intro to Graduate Studies in Music- MUS 600 Performance	3 hrs
Ensembles - MUS 572, 662, 665, 668, 675, 676, 678, 692	2 hrs
Applied Music - MUS 549, 551, 553, 555, 556, 557, 649, 651, 653, 655, 656 or 657	2 hrs
Adv courses in Mus Theory and Comp or Mus Hst	6 hrs
Final Project - MUS 690, 699 (Research document)	<u>4 hrs</u>
	17 hrs

Music Education Concentration

Music Education Core (required)	
History & Phil of Music Educ - MUS 625	3 hrs
Psychology of Music - MUS 607	3 hrs
Music Education Electives - may be in general, choral, or instrumental areas	<u>9 hrs</u>
	15 hrs

PEDAGOGY CURRICULUM OUTLINE

Required Core

Intro to Graduate Studies in Music- MUS 600 Performance	3 hrs
Ensembles - MUS 572, 662, 665, 668, 675, 676, 678, 692	2 hrs
Applied Music - MUS 549, 551, 553, 555, 556, 557, 649, 651, 653, 655, 656 or 657	2 hrs
Adv courses in Mus Theory and Comp or Mus Hst	6 hrs
Final Project - MUS 690, 698 (Public performance and research document)	<u>4 hrs</u>
	17 hrs

Pedagogy

Advanced Applied Music (additional to core) MUS 649, 651, 652, 653, 655, 656, 657	2 hrs
Survey of Pedagogical Methods - MUS 538	2 hrs
Survey of Pre-College Literature - MUS 638	2 hrs
Pedagogy Practicum I - MUS 639	3 hrs
Pedagogy Practicum II - MUS 640	3 hrs
Music Electives	<u>3 hrs</u>
	15 hrs

MUSIC THEORY AND COMPOSITION CURRICULUM OUTLINE

Required Core

Intro to Graduate Studies in Music- MUS 600 Performance	3 hrs
Ensembles - MUS 572, 662, 665, 668, 675, 676, 678, 692	2 hrs
Applied Music - MUS 549, 551, 553, 555, 556, 557, 649, 651, 653, 655, 656 or 657	2 hrs
Adv courses in Mus Theory and Comp or Mus Hst	6 hrs
Final Project - MUS 690, 698, 699 (Public performance and research document)	<u>4 hrs</u>
	17 hrs

Theory Track

Intro to Commercial Music - MUS 529	3 hrs
Pedagogy of Music Theory - MUS 628	3 hrs
Seminar: Music Theory - MUS 627	3 hrs
Directed Study in Music Theory - MUS 644	3 hrs
Music History and Literature Elective	<u>3 hrs</u>
	15 hrs

Composition Track

Intro to Commercial Music - MUS 529	3 hrs
Pedagogy of Music Theory - MUS 628	3 hrs
Advanced Private Composition - MUS 615	9 hrs
Final Project: An original composition and public performance.	
	15 hrs

PERFORMANCE CURRICULUM OUTLINE

Required Core

Intro to Graduate Studies in Music- MUS 600 Performance	3 hrs
Ensembles - MUS 572, 662, 665, 668, 675, 676, 678, 692	2 hrs
Applied Music - MUS 549, 551, 553, 555, 556, 557, 649, 651, 653, 655, 656 or 657	2 hrs
Adv courses in Mus Theory and Comp or Mus Hst	6 hrs
Final Project - MUS 690, 698 (Public performance and research document)	<u>4 hrs</u>
	17 hrs

Performance

Advanced Applied Music (additional to core) MUS 649, 651, 653, 655, 656, 657	6 hrs
Ensembles (additional to core) MUS 662, 665, 668, 672, 673, 674, 675, 676, 678, 692	2 hrs
Pedagogy MUS 530, 538	2 hrs
Music Electives	<u>5 hrs</u>
	15 hrs

* Voice majors are expected to be proficient in German, French and Italian diction.

MASTER OF SCIENCE IN EDUCATION - SECONDARY EDUCATION, MUSIC AREA OF EMPHASIS

Contact Dr. Robert Quebbeman and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE REQUIREMENTS

A bachelor's degree from an accredited music program with a major completed equivalent to certification by a state agency to teach music (K-12).

PROGRAM REQUIREMENTS

- Demonstration of ability, scholarship, and/or experience in the field of Music Education sufficient to give reasonable promise of further accomplishment at the graduate level. This will be determined by:
 - Examinations in the field of Music History, Literature, and Music Theory.
 - Demonstration of musicianship by; (1) audition in an applied area, either in person or by taped transcription; or (2) by conducting a Missouri State University ensemble or chamber group; or (3) be observed in the student's professional endeavor by a committee from the Music Department.

These requirements should be completed before or during the candidate's first enrollment period. An evaluation of the results will be used by the music graduate studies committee for advisement purposes.

The above requirements may be waived in the case of the candidate's holding the BSEd degree in Music Education with certification (grades 9-12 or grades K-12) granted from Missouri State University after 1968.

- Complete a minimum of 15 hours in Music including:

MUS 600 Intro to Graduate Study in Music	3 hrs
MUS 625 History & Philosophy of Music Ed.	3 hrs
MUS 690 Research Project OR	2 hrs
Thesis - MUS 699	1-6 hrs

MISSOURI STATE UNIVERSITY

MUSIC COURSES

MUS 501 Music Education Workshop. 1-3 Su. Prerequisite: senior or graduate standing. Variable topics related to music education instruction. Number of credit hours determined by length of workshop and depth of topic. May be repeated for a maximum of five hours.

MUS 503 Orff in the Classroom. 3(3-0) F. A study of music education using the approach developed by Carl Orff. Will include creative techniques including instruments, singing, and movement.

MUS 504 The Methodology of Zoltan Kodaly. 3(3-0) S. The development of music literacy according to the sequential program of Zoltan Kodaly.

MUS 506 Band Administration and Materials. 1-3 FE Prerequisite: music major and 60 hours. Practicum and experience in all aspects of the successful band program. Includes organizational strategies and review of large and small ensemble literature for marching band, stage band, jazz band, and concert band.

MUS 510 Choral Literature and Materials for Secondary Levels. 2(2-0) S. Survey and analysis of choral music for large and small ensembles including glee clubs, mixed choruses, and choirs of all levels of performance (7-12 grade).

MUS 511 Secondary Instrumental Methods and Materials. 3(3-0) F. Prerequisite: MUS 148, MUS 200, SFR 250, MUS 214, MUS 328, MUS 323. Explores effective music methods and teaching strategies utilized in instrumental programs in middle or junior high schools and in high schools. Includes organization and administration of instrumental music classes commonly found in programs at those levels. Survey and analysis of instrumental music for large and small instrumental ensembles of all types and levels (K12).

MUS 512 Electronic Music. 3(1-4) FO. Exploration of theories and techniques of sound synthesis, sequencing, and digital audio through composition. May be repeated to a total of 6 hours when topic varies. Variable content course.

MUS 516 Composition I. 2-4 Variable Credit F, S. Prerequisite: MUS 327. Elementary composition of pieces in a variety of forms. Emphasis on works for piano, solo instruments, or voice. Adapted to meet the needs of the individual student.

MUS 517 Composition II. 2-4 Variable Credit F, S. Prerequisite: MUS 516. Intermediate level composition. Emphasis on writing for small groups of instrumentalists or vocalists. Adapted to meet the needs of the individual student.

MUS 518 Choral Arranging. 2(2-0) F. Prerequisites: MUS 213 and MUS 214. Techniques of arranging for small and large choral ensembles; with attention given to the practical application in a teaching situation.

MUS 523 Keyboard Literature. 2(2-0) F. Prerequisites: MUS 345 and MUS 346. Keyboard works from the 17th Century to the present.

MUS 524 Song and Opera Literature. 2(2-0) F, E. Prerequisite: MUS 345 and MUS 346. Italian arias, German Lieder, representative songs by French, English, and American composers; standard operatic repertoire in relation to the composer's style and the period of theater and music history from which they emanate.

MUS 526 Advanced Arranging. 3(1-4) D. Prerequisite: MUS 213 and MUS 214. Independent study or three-hour seminar per week. Techniques of arranging for various choral or instrumental groups, suited to the need of the individual student. May be repeated to a total of 6 hours when topic varies.

MUS 529 Introduction to Commercial Music. 3(3-0) S. Prerequisite: permission of instructor. A comprehensive survey of various aspects of music associated with the entertainment industry. Students will be exposed to a wide variety of topics including song and advertising jingle writing, scoring for film and video, negotiating contracts, and dealing with music publishers.

MUS 530 Vocal Pedagogy. 3(3-0) F O. Prerequisite: permission of instructor and 90 hours and passing of piano proficiency. Understanding of the basic principles of vocal production and their application to the training of singers. A comparative study of different pedagogical approaches to voice training. Including a survey of materials needed in successful programs of choral and vocal education in secondary schools for all levels of performance.

MUS 535 Advanced Woodwind Techniques. 2(1-2) D. Special problems and techniques in the teaching of woodwind instruments. Current materials are surveyed.

MUS 536 Advanced Brass Techniques. 2(1-2) D. Special problems and techniques in the teaching of brass instruments. Current materials are surveyed.

MUS 537 Advanced Percussion Techniques. 2(1-2) D. Special problems and techniques in the teaching of percussion instruments. Current materials are surveyed.

MUS 538 Survey of Pedagogical Methods. 2(2-0) D. A study of methods of teaching applied music.

MUS 539 String Pedagogy and Instrumental Literature and Materials for Elementary and Secondary Levels. 3(3-0) S.

Prerequisite: music major and 60 hours. Students will explore all aspects of orchestra and string programs for elementary and secondary education. Literature appropriate for beginning and advanced levels in school string programs will be addressed.

MUS 543 Music of the Renaissance. 3(3-0) D. Prerequisite: MUS 239 and MUS 345 and MUS 346. A comprehensive study of Western music from the Franco-Netherlands composers to Monteverdi (c. 1450 to 1600).

MUS 544 Music of the Baroque Era. 3(3-0) D. Prerequisite: MUS 239 and MUS 345 and MUS 346. A comprehensive study of Western music from monody to J. S. Bach and Handel (c. 1600 to 1750).

MUS 545 Music of the Classical Era. 3(3-0) D. Prerequisite: MUS 239 and MUS 345 and MUS 346. A comprehensive study of Western music from pre-classicism to Beethoven (c. 1750 to 1810).

MUS 546 Music of the Romantic Era. 3(3-0) D. Prerequisite: MUS 239 and MUS 345 and MUS 346. A comprehensive study of Western music from Beethoven to the post-romantic composers (c. 1800 to 1900).

MUS 547 Music of the 20th Century. 3(3-0) D. Prerequisite: MUS 239 and MUS 345 and MUS 346. A comprehensive study of Western music from 1900 to the present.

MUS 548 Choral Literature. 2(2-0) D. Prerequisite: MUS 345 and MUS 346. Choral literature from the Renaissance through the 20th Century.

MUS 549 String (Instrument). 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in violin, viola, violoncello, and bass violin. May be repeated for credit.

MUS 551 Piano. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in piano. May be repeated for credit.

MUS 552 Organ. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in organ. May be repeated for credit.

MUS 550 Harpsichord. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in harpsichord. May be repeated for credit.

MUS 553 Voice. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in voice. May be repeated for credit.

MUS 555 Woodwind (Instrument). 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in flute, oboe, clarinet, bassoon, and saxophone. May be repeated for credit.

MUS 556 Brass. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in trumpet, French horn, trombone, euphonium and tuba. May be repeated for credit.

MUS 557 Percussion. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction on percussion instruments. May be repeated for credit.

MUS 560 Carillon. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in carillon. May be repeated for credit.

MUS 572 Piano Ensemble. 1(0-2) F, S. Prerequisite: permission of instructor. The student will strengthen ensemble and rehearsal techniques through the study and performance of piano four-hand and duo literature. May be repeated for credit.

MUS 574 Jazz Ensemble. 1(0-2) F, S. Prerequisite: permission of instructor. A laboratory course instrumentation, materials, arranging, and organization of the jazz ensemble. May be repeated for credit.

MUS 575 Band. 1(0-4) F, S. The band performs as a marching unit during the football season and as an indoor ensemble throughout the school year. Formal concerts and public performances are given by the ensemble each year. Auditions for placement are required. May be repeated for credit.

MUS 578 University/Community Band. 1(0-2) F, S. Prerequisite: permission of instructor. Traditional-style concert band which provides performance opportunities for musicians from the university and the community at large. At least one concert is presented each semester. May be repeated for credit.

MUS 580 Instrumental Conducting. 3(3-0) F, Su. Prerequisite: MUS 323 or permission of instructor. A study of conducting techniques and problems in rehearsal and performance. Baton techniques and repertoire development.

MUS 581 Choral Conducting. 3(3-0) F, Su. Prerequisite: MUS 322 or permission of instructor. A study of conducting techniques and problems in rehearsal and performance. Conducting techniques and repertoire development.

MUS 599 Special Topics in Music. 1-3 D. Prerequisite: permission of instructor. Topics of interest determined by student and professor. May be repeated, as topics change, to a maximum of 6 credit hours. Variable Content Course.

MUS 600 Introduction to Graduate Study in Music. 3(3-0) F, S. General introduction to graduate curriculum; planning the program; formal writing style; sources used in research; study of methods in research. Required of all degree candidates.

MUS 601 Music Education Curriculum. 3(3-0) D. An examination of trends in elementary, middle, and secondary music education; evaluation of selected materials and techniques; and special projects in planning for change in music education curriculum.

MUS 602 Elementary Music Education. 3(3-0) Su. Study of problems in planning a music program to encourage children's aesthetic enjoyment of music; teaching principles and methods for guided learning through creative discovery; use of instructional media for providing such experiences.

MUS 603 Middle School/Junior High Vocal Materials. 3(3-0) Su. Group discussion; individual study and research on projects approved by Music Education faculty, individual conferences with assigned faculty members, oral report, and a document at conclusion of semester.

MUS 604 Music Literature for Children: Performing and Listening. 3(3-0) D. Survey of appropriate literature for choral organizations at the elementary level and materials appropriate for developing listening skills.

MUS 605 Instrumental Music in the Elementary, Middle and Secondary Schools. 2(2-0) Su. Organization of beginning instrumental program; articulation of instrumental instruction in elementary, middle school/ junior high, and senior high school.

MUS 607 Psychology of Music. 3(3-0) D. Adapted to the view of the music educator. Emphasis is placed upon the physics of sound, psychology of performances and teaching, and the principles of listening.

MUS 608 Contemporary Music Education. 3(3-0) D. A study of current trends and contemporary issues relevant to education and/or music education, as identified from various sources, and what impact they may or may not have on music education.

MUS 610 Secondary General Music. 3(3-0) D. A survey of general music at the high school level with emphasis on developing programs to meet specific educational settings.

MUS 615 Advanced Composition. 3(3-0) D. Prerequisite: permission of instructor. Private compositional study for graduate students. May be repeated to a total of 9 hours when topic varies.

MUS 620 Directed Study in Music Education. 1-3 F, S. Prerequisites: MUS 600 and permission of instructor. Individual study and research on projects approved by Music Education faculty; individual conferences with assigned faculty members; oral report, and a document at conclusion of semester. May be repeated to 3 hrs.

MUS 625 History and Philosophy of Music Education. 3(3-0) D. Prerequisite: MUS 600 (or concurrent enrollment in MUS 600). History of educational philosophies and objectives.

MUS 627 Seminar: Music Theory. 3(3-0) FE. Prerequisites: permission of instructor. A study of various aspects of music theory, including analysis and pedagogy, researched from primary and secondary sources from the medieval period through the present. May be repeated to a total of 6 hours when topic varies.

MUS 628 Pedagogy of Music Theory. 3(3-0) Su. Techniques of teaching harmony and ear training as well as other theoretical aspects of music to high school and college music students.

MUS 638 Survey of Pre-College Repertoire. 2(2-0) S, Su. Prerequisite: MUS 538. An examination of appropriate repertoire from the Baroque, Classical, Romantic, and 20th Century style periods for beginner, intermediate, and advanced pre-college students.

MUS 639 Pedagogy Practicum I. 3(2-2) F. A course consisting of three components: class meetings for the discussion of teaching techniques, observation of the teaching of experienced teachers, supervised student teaching.

MUS 640 Pedagogy Practicum II. 3(0-6) S. Prerequisite: MUS 639. Private teaching of a prescribed number of pre-college students of various levels of advancement under guidance of pedagogy instructor. Pedagogy students must present assigned pre-college students in an end-of-semester recital.

MUS 644 Directed Study in Music Theory. 1-3 F, S. Prerequisite: permission of instructor. Individual study on approved projects; individual conferences with assigned faculty member. May be repeated to a total of 3 hours.

MUS 645 Directed Study in Music History and Literature. 1-3 D. Advanced study in special topics of music history and literature. May be repeated to a total of 3 hours when topic varies.

MUS 646 Seminar: Symphonic Literature. 3(3-0) D. A survey of the repertoire for orchestras of varying sizes and ability levels. May be repeated to a total of 6 hours.

MUS 647 Seminar: Wind Literature. 3(3-0) D. A survey of the repertoire for wind groups of various sizes and ability levels. May be repeated to a total of 6 hours when topic varies.

MUS 648 Seminar: Choral Literature. 3(3-0) D. A survey of the repertoire for choral groups of various sizes and ability levels. May be repeated to a total of 6 hours when topic varies.

MUS 649 String (Instrument). 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in violin, viola, violoncello, and bass viola. May be repeated for credit.

MUS 650 Harpsichord. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in harpsi-chord. May be repeated for credit.

MUS 651 Piano. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in piano. May be repeated for credit.

MUS 652 Organ. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in organ. May be repeated for credit.

MUS 653 Voice. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in voice. May be repeated for credit.

MUS 655 Woodwind (Instrument). 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in flute, oboe, clarinet, bassoon, and saxophone. May be repeated for credit.

MUS 656 Brass. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction available in trumpet, French horn, trombone, euphonium and tuba. May be repeated for credit.

MUS 657 Percussion. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction on percussion instruments. May be repeated for credit.

MUS 660 Carillon. 1-2 F, S. Prerequisite: permission of instructor. Applied instruction in carillon. May be repeated for credit.

MUS 662 Collegiate Chorale. 1(0-2) F, S. The chorus membership studies the masterpieces of choral literature through preparation and performance of selected compositions. A spring concert is presented each year. May be repeated for credit.

MUS 665 Chamber Singers. 1(0-2) F, S. Repertoire consists of vocal chamber music in polyphonic style, masses, motets, madrigals, chan-son, and polyphonic lieder, from the 13th and 17th Centuries. Formal concerts and public performances are given by the ensemble each year. May be repeated for credit.

MUS 667 Lyric Singers. 1(0-2) F, S. The membership is open by audition. All types of choral literature for women's voices are studied. Concerts are presented on campus and to area high schools. Active involvement in conducting, score analysis, research of literature performed, and administration of the ensemble. May be repeated for credit.

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MUS 668 Concert Chorale. 1(0-4) F, S. The choir is open to all college students by audition. All types of choral literature, accompanied and unaccompanied, are prepared and performed-. The choir presents a Christmas concert, a spring concert, and programs in area high schools. May be repeated for credit.

MUS 669 SMS Singers. 1(0-2) F, S. Membership open by audition. Choral literature of various types and periods for men's voices will be studied. Active involvement in conducting and administration of the ensemble. May be repeated for credit.

MUS 672 Small Ensembles. 1(0-2) F, S. Prerequisite: permission of instructor. Ensembles may be arranged each semester in the fields of piano, voice, strings, wind instruments, and percussion to meet the needs of participating students and the department. May be repeated for credit.

MUS 673 String Orchestra Workshop. 1(0-2) F, S. Prerequisite: permission of instructor. Study and performance of the literature and style of music for string ensembles of all sizes, A conducted group. May be repeated for credit.

MUS 674 Stage Band. 1(0-2) F, S. Prerequisite: permission of instructor. A laboratory course in instrumenta-tion, materials, arranging, and organization of the stage band. May be repeated for credit.

MUS 675 Band. 1(0-4) F, S. The band performs as a marching unit during the football season and as an indoor ensemble throughout the school year. Formal concerts and public performances are given by the ensemble each year. Auditions for placement are required. May be repeated for credit.

MUS 676 University Symphony. 1(0-4) F, S. The symphony performs and reads music from standard orchestral literature and accompanies opera production. Open to all University orchestral players by audition. May be repeated for credit.

MUS 678 University/Community Band. 1(0-2) F, S. Prerequisite: permission of instructor. Traditional-style concert band which provides performance opportunities for musicians from the university and the community at large. At least one concert is presented each semester. May be repeated for credit.

MUS 680 Practicum in Advanced Conducting. 3(2-2) D. Prerequisite: MUS 580 or MUS 581 or consent of instructor. A study of techniques needed to project the conductor's concept in rehearsal and performance. Participation in rehearsals under the supervision of the instructor. May involve conducting in public performance.

MUS 681 Score Reading and Analysis. 3(3-0) D. Analysis of scores and its application to conducting. Development of skills in reading clefs and transpositions. May be repeated to a total of 6 hours when topic varies.

MUS 690 Research Project. 2(2-0) D. Research in the student's major area of concentration, culminating in a written document. Topic to be chosen through consultation with the student's major advisor. May be repeated for credit.

MUS 692 Accompanying. 1(0-2) F, S. Prerequisite: permission of instructor. Development of skills in accompanying for pianists.

MUS 697 Directed Study in Pedagogy. 1-3 D. Advanced study in special topics in pedagogy. May be repeated to a total of 3 hours when topic varies.

MUS 698 Graduate Recital. 2(0-4) F, S. Fulfills half of the final project requirement for concentrations in performance, pedagogy, and conducting.

MUS 699 Thesis. 1-6 F, S. Prerequisite: permission of instructor. Selection of thesis topic, research or compositional techniques to be employed, compilation of bibliography, guidance of compilation and interpretation of data; organization and writing of study or writing of composition and description including program notes.

DEPARTMENT OF THEATRE AND DANCE

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GRADUATE FACULTY

Professor: Cynthia Winstead

Associate Professor: Sara J. Brummel, Christopher J. Herr, Robert W. Little, Mark Putman

Assistant Professor: Ruth Barnes, Kurt G. Heinlein

Emeritus Professor: Byrne D. Blackwood, Robert H. Bradley, Katherine M. Brown, Rhythm L. McCarthy, John S. McElhaney

MASTER OF ARTS, THEATRE

Christopher Herr, Graduate Director
 Craig Hall, Room 359; Phone 836-3212
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The MA program in Theatre is designed to give students the skills they need to be successful as theatre scholars, teachers, or practitioners. It is broad enough to allow students to discover a more particular area for future study, but it is also rigorous enough to allow students to develop their practical and pedagogical skills. Interdisciplinary in focus, the program allows students to explore theatre not just as a blending of theory and practice, but also as it relates to other fields within the University. All of the requirements for the degree are designed to provide students with the tools, especially teaching, research, and writing skills that they will need whether they choose to be teachers, scholars, or artists.

The Master of Arts in Theatre is accredited by the National Association of Schools of Theatre.

ENTRANCE REQUIREMENTS

1. The MA in Theatre requires an undergraduate major in Theatre or a minimum of 24 hours in Theatre to demonstrate an adequate background for graduate work. A student may make up a deficiency with additional undergraduate courses, though such courses may not be counted toward the total requirements for the master's degree.
2. The student must have a GPA of at least 3.00 for the last 60 hours of undergraduate work.

3. The student must submit a writing sample.
4. The student must submit three (3) letters of recommendation.

DEGREE REQUIREMENTS (Minimum of 33 hours)

Research Requirement. A research requirement must be satisfied. (See below for explanation).

Comprehensive Examination. A comprehensive examination must be passed by the candidate before a degree will be granted.

CURRICULUM

Core: The academic program consists of a required core of the following seminars:

27 hrs

THE 541 Theatre History I*	3 hrs
THE 542 Theatre History II*	3 hrs
THE 595 Theatre Practicum**	3-6 hrs

THE 600 Introduction to Graduate Studies	3 hrs
THE 607 Seminar: Theatre Pedagogy	3 hrs
THE 642 Seminar: Dramatic Theory & Criticism	3 hrs
THE 690 Workshop in Theatre	3 hrs
THE 697 Topics in Theatre/Theatre Pedagogy	3-6 hrs

The core curriculum also includes a Research Requirement

6 hrs

THE 698 Thesis Research	3 hrs
THE 699 Thesis Writing	3 hrs
OR	
THE 693 Degree Paper	3 hrs
THE 695 Applied Research Project	3 hrs

Total 33 hrs

* May be able to test out of course. Please note that if this option is allowed, the student will be required to take additional hours to meet degree requirements.

** Students will be required to complete at least one summer residency of at least 6 credits (usually THE 595, and either THE 697 or THE 690) in conjunction with the department's Tent Theatre Season. They have the option to return for a second summer residency. During the summer residency, students should also plan their research requirement, but may be required to return to campus at additional times to meet with advisors.

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Electives

Students may, with advisor approval, substitute related 500- and 600-level courses for a limited number of the above requirements (usually no more than 6 hours), including courses in related fields. Students may not, however, opt out of the summer residency requirement.

RESEARCH OPTION

All master's work shall conclude with a research component. To satisfy the research requirement, students may choose one of two options: an academic research option which requires the submission of a thesis or an applied research option which requires the submission of one degree paper and a graduate project. Up to 6 hours of research credit hours (THE 698 and 699 or THE 693 and 695) may be counted toward the degree.

1. Academic Research Option

Students preparing for Ph.D. programs are encouraged to take the academic research option consisting of a thesis which may be a critical, historical, theoretical, ethnographic, or pedagogic study. After completing 18 graduate hours, students should enroll in THE 698 (Thesis Research). During that semester, students will complete a thesis prospectus. The following semester, students will enroll in THE 699 (Thesis Writing), during which time, they will complete the thesis.

2. Applied Research Option

Students preparing to work in theatre companies, community colleges, agencies, or secondary schools are encouraged to take the applied research option consisting of one degree paper and a research project. Students should enroll in THE 693 and THE 695 for their research credit hours. The degree paper must be produced from work begun in theatre 600-level courses. Arrangements must be made with both the instructor and the candidate's research advisor during the semester in which the degree paper is to be produced. The degree paper may or may not relate to the applied research project. The applied research project may consist of: (1) creative project (directing, designing, scripting, performing), or (2) an internship with a host company or agency. Usually creative projects are done in cooperation with an already-scheduled production or activity. Occasionally, students may apply to direct, design, or present a show expressly selected to address their research objectives. Internships are done in cooperation with a theatrical company, a community agency, corporation, or other appropriate institution.

Arrangements must be made with the candidate's research advisor and, if appropriate, the host institution during the semester before the project shall be conducted. For the applied research project, students must design specific educational, as well as artistic, objectives and appropriate assessment measures in consultation with an advisor. Students who choose the applied research option will present to the graduate faculty and interested students a research report based upon either the degree paper or the project before they will be allowed to graduate.

RESEARCH ADVISOR

Each candidate is required to arrange for a research advisor from the graduate faculty. The candidate will work with the advisor to develop a curriculum and a schedule for the completion of the research requirement. If the candidate chooses the academic research option, the research advisor should serve as the chair of the thesis committee. If the candidate chooses the applied research option, the research advisor should serve as the applied research project mentor.

ACCELERATED MASTER'S DEGREE OPTION

Eligible Missouri State undergraduate theatre majors may apply for preliminary acceptance into the Master of Arts in Theatre program after admission requirements for the accelerated master's option are met. If a student is accepted, the undergraduate requirements of up to six (6) hours of 500-level theatre courses may be counted towards both the undergraduate and graduate degrees. These courses will be, except in rare circumstances, limited to THE 541 (3 hrs) and THE 542 (3 hrs). This option allows student with exceptional academic achievements to complete the coursework for both a bachelor's and a master's degree in ten semesters with additional time as needed for the completion of the research requirement (see information under MA, Theatre requirements).

Before enrolling in a course to be counted towards both programs and to count the course towards the MA degree, an undergraduate student must be accepted into the accelerated program and receive proper approval from the graduate program advisor, department head, and Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule period for the semester the course is taken. See the Graduate College for further information.

ENTRANCE REQUIREMENTS FOR THE ACCELERATED MASTER’S OPTION IN THEATRE

1. Junior standing.
2. Successful completion of at least 12 hours of THE courses and a Writing II course with a GPA of 3.40 or above.
3. Overall GPA of 3.40 or above.
4. Submission of a statement of purpose, an academic writing sample, and two letters of recommendation from faculty.

Students may apply for admission to the Accelerated Master’s Option anytime after the admission requirements have been met. They should submit application materials to the Graduate College and the department’s Graduate Coordinator as early as possible to ensure timely consideration of their materials.

Graduate assistantships may be available to students in the Accelerated Master’s option, but such support is not guaranteed.

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: SPEECH AND THEATRE AREA OF EMPHASIS

(Contact Dr. Christopher Herr and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE SPEECH AND THEATRE REQUIREMENTS

The prerequisites for a speech and theatre emphasis require an undergraduate major in speech and theatre, or a minimum of 15 hours in speech and theatre to demonstrate an adequate background for graduate work.

SPEECH AND THEATRE REQUIREMENTS

Speech and theatre courses from both the theatre-interpretation and communication areas to total 15 hours. A minimum of 3 hours of course work must be in speech and theatre courses numbered 600 or above.

THEATRE COURSES

THE 505 Theatre for Children and Youth. 3(3-0) F. Special training and techniques involved in the preparation and development of productions for and by children and youth. Activities include directing, scenic and costume design, scripting, and a study of the history, literature, and research of the field.

THE 506 Creative Dramatics. 3(3-0) S. The art of creative drama and how it can be used in the school and community with children, youth, adults, and “special populations.” Students teach their own classes in creative drama during the latter part of the semester.

THE 510 Scripting and Performing. 3(3-0) S. Prerequisite: THE 310. Theoretical and practical knowledge in developing performance skills for one-person shows, extended literary performances, performance art, stand-up comedy, personal narrative, and other performer-composed theatrical texts.

THE 515 Scripting and Directing. 3(3-0) F. Prerequisites: THE 310. Theoretical and practical knowledge for developing performances for about, and in partnership with community-based nonprofit organizations. Includes volunteer assignment and techniques for journaling, interviewing, scripting and directing original material.

THE 522 Acting for the Camera. 3(3-2) SE. Prerequisite: permission of instructor. Character preparation and control techniques; physical and vocal training; relationship of performer to the aesthetic space, and technological demands of the camera.

THE 530 Directing II. 3(2-2) F,S. Prerequisite: THE 430. Advanced directing techniques. Directing a one-act play.

THE 541 Theatre History I. 3(3-0) F. This course traces the important periods in development of Theatre from its beginning through the English Restoration, including an analysis of period plays illustrating the use of dramatic literature of those time periods. It may be taken independently of THE 542, Theatre History II.

THE 542 Theatre History II. 3(3-0) S. This course traces the important periods in the development of theatre from 18th Century to the present day including an analysis of period plays illustrating the use of dramatic literature of those time periods. It may be taken independently of THE 541, Theatre History I.

THE 543 Development of Modern Theatre. 3(3-0) FO. Theatre theorists, practitioners, and dramatics from development of naturalism to Theatre of the Absurd.

THE 545 Contemporary Theatre. 3(3-0) SE. Theatre theorists, practitioners, and drama since 1960. Emphasis will be on theatre as art form and social and cultural institution.

THE 547 Development of American Theatre. 3(3-0) FE. Theatre in the United States from colonial times to the present; place of theatre in American culture, native forms, characters, and non-literary theatre.

THE 552 Scene Design II. 3(2-2) D. Prerequisite: THE 352. Advanced designs of selected plays including floor plans, front elevations, white and finished models and renderings.

THE 555 Stage Lighting. 3(2-2) D. Prerequisite: THE 255. Advanced principles and techniques of lighting for theatre, dance, and other performance/presentational events.

THE 558 Sound Design for the Stage. 3(2-2) SO. Principles of sound design with an emphasis on practical application. Includes a study and practice of basic audio production, recording, editing, mixing, reinforcement, and playback techniques used in association with dramatic events. Study of sound design includes aesthetic, dramatic, and practical considerations of script analysis, creative collaboration, research, and problem solving. Practical class application will be in the form of simple projects, exercises and designs.

THE 561 History of Costume and Decor I. 3(3-0) F. Recommended: THE 270. A survey of styles of dress, interior design and decoration, architecture, art and historical events as they pertain to the design of theatrical productions from ancient Egypt to circa 1700. Requires sketching.

THE 562 History of Costume and Decor II. 3(3-0) S. Recommended: THE 270. Survey of styles of dress, interior design and decoration, architecture, and art as they pertain to the design of theatrical productions from circa 1700 to the present day. Requires sketching.

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THE 565 Costume Design II. 3(2-2) D. Prerequisite: THE 365.

Emphasis on special problems in costume design including applications of concepts to design projects and presentation of completed design projects.

THE 581 Musical Theatre History I. 3(2-2) F. Development of musical theatre in England, continental Europe and America from **The Beggar's Opera**, 1728 to **Show Boat**, 1927.

THE 582 Musical Theatre History II. 3(2-2) F. Development of musical theatre mainly in America from **Show Boat**, 1927 to the present.

THE 595 Theatre Practicum. 1-6 D. Prerequisite: permission of department head. Acting, stage craft, costuming, and associated work in the Tent Theatre or other specified Theatre productions.

THE 600 Graduate Research Methods in Theatre. 3(3-0) D.

Exploration of the current state of theatre and performance studies. Focuses on strategies for research with primary and secondary sources, critical and theoretical methodologies, and various methods of reporting research.

THE 607 Theatre Pedagogy: Theories and Practice. 3(3-0) F.

Designed to acquaint teachers with the field of current theories and practices of theatre and performance pedagogy, and to develop instructional skills with specific application to teaching introductory level theatre courses.

THE 610 Seminar: Performance. 3(3-0) SE. Studies in rhetorical, cultural, social and aesthetic dimensions of performance.

THE 642 Dramatic Theory and Criticism. 3(3-0) D. Representative theories of dramatic form and function; works of major critics and philosophers from Aristotle to present.

THE 690 Workshop in Theatre. 3-9 (3-0) S. Designed to improve students' skill and knowledge in specific areas of theatrical production. Each workshop will be concerned with a single topic, either acting, directing or design. The course will examine the intersections between theory and practice in the creation of theatrical works. May be repeated to a maximum of 9 hours credit.

THE 693 Degree Paper. 3. F, S, Su. Research and writing of an extended paper originating in one of the 600-level courses. The degree paper may or may not relate to the applied research project. Students may choose to present the completed paper for their required Research Report.

THE 695 Applied Research Project. 3. F, S, Su. Prerequisite: permission of research advisor and, if applicable, host institution, must be obtained the semester prior to enrollment. The applied research project may consist of: (1) a creative project (directing, designing, scripting, performing), or (2) an internship with a host company or agency. For the non-thesis project, students must design specific educational, social, as well as artistic objectives and appropriate assessment measures in consultation with the advisor. Graded on pass/not pass only. Students may choose to report on the applied research project for their required Research Report.

THE 696 Readings. 1-3. F, S. Prerequisite: permission of department head. Individual, experimental or research studies in theatre and performance studies. May be repeated to a total of 6 hours.

THE 697 Topics. 1-3. F, S. Prerequisite: permission of department head. Creative or special topics in theatre and performance studies. May be repeated to a total of 6 hours.

THE 698 Thesis Research. 3. F, S, Su. Research leading to a Master's thesis. Students will present a proseminar on their research during the semester they are enrolled in this course.

THE 699 Thesis Writing. 3 F, S, Su. Preparation of thesis. May be repeated, but no more than 3 hours may be counted toward a master's degree. Graded as pass/not pass only.

COLLEGE OF BUSINESS ADMINISTRATION

RONALD R. BOTTIN, DEAN

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PHILIP D. HARSHA, ASSOCIATE DEAN

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Master of Business Administration

(includes accelerated master's opportunity)

Dave B. Meinert, Director of MBA Program
James Simmerman, Coordinator of MBA Program

*Master of Science in Education, Secondary
Education*

School of Accountancy

John R. Williams, Director
David B. Byrd, MAcc Graduate Coordinator

*Master of Accountancy (includes accelerated master's
opportunity)*

Graduate Certificate: Internal Auditing

Department of Computer Information Systems

Jerry M. Chin, Department Head
David B. Meinert, Graduate Director

Master of Science in Computer Information Systems

Department of Finance and General Business

Kent P. Ragan, Department Head

Department of Industrial Management

Shawn Strong, Department Head
Neal Callahan, Graduate Director

*Master of Science, Project Management (includes
accelerated master's opportunity)*

*Master of Science, Administrative Studies: Project
Management Option*

Graduate Certificate in Project Management

Graduate Certificate in Technology Management

Department of Management

Barry L. Wisdom, Department Head
Robert O. Lunn, Graduate Director, MHA Program

Master of Health Administration

Department of Marketing

Robert H. Luke, Department Head

MISSOURI STATE UNIVERSITY

VISION, MISSION, AND VALUE STATEMENTS

Vision

The College of Business Administration at Missouri State University seeks to be recognized as one of the leading Colleges of Business in the state of Missouri and in the Midwest region of the United States.

Mission

The College of Business Administration is committed to effectively developing educated persons in the business disciplines with a broad understanding of public affairs. This will be accomplished by providing students, primarily from Missouri, with knowledge, skills and values to succeed and adapt in a global economy, by encouraging faculty to focus on applied intellectual contributions and convey the results to the wider academic and business community, and by building effective partnerships with global institutions, industry, the public and our colleagues.

Shared Values and Guiding Principles

We value ethical behavior. We believe in consistently practicing honesty and professional ethics in all aspects of the work we do. We believe it is extremely important to promote ethical behavior in our students, faculty, administrators and staff.

We value our students. We believe in providing a high quality educational environment that facilitates learning through students' interactions with faculty, staff and administrators. We believe it is important to instill a commitment to lifelong learning in our students.

We value our faculty, staff and administrators. We believe in nurturing and supporting a collegial environment for faculty, staff and administrators that is supportive of our individual and collective educational efforts. While we recognize, support and applaud differing viewpoints, we strive to maintain a decision-making process that considers alternative views before decisions are made.

We value our research endeavors. We believe our scholarship should be directed at discovery of new ideas and applying knowledge to support improvement in business, educational processes, and community and social issues.

We value our community and our region. We believe in developing programs that support our community and region. As the largest College of Business Administration in the region and as a state-supported institution, we strive to provide organizations with serious, well-prepared students and to make available various support functions to help businesses to be more successful in their dynamic environments.

We value continuous improvement. We believe in individual and collective efforts that support the College mission; we will strive for continuous improvement. By committing to continuous improvement over time, we will take areas that need attention and ultimately make them strengths, and take existing strengths and further increase the College's points of differential advantage.

ACCREDITATION

The undergraduate and graduate programs in Business and Accounting that immediately follow comprise the business unit. All programs in the College of Business Administration's business unit are accredited by AACSB International - The Association to Advance Collegiate Schools of Business:

Business

BS (Accounting, Computer Information Systems, Finance, Management, and Marketing)

MAcc

MBA

MHA

MSCIS

Accounting

In addition, the School of Accounting has attained separate AACSB Accounting accreditation of the following degrees:

BS (Accounting)

MAcc

The following undergraduate and graduate programs are within the College of Business Administration but outside the business unit. The Industrial Management program, with BS options in Construction Management and Manufacturing Systems Management is accredited by NAIT - The National Association of Industrial Technology.

MASTER OF BUSINESS ADMINISTRATION

Dave B. Meinert, Director of MBA Program

Glass Hall, Room 400; Phone (417) 836-5646

DavidMeinert@missouristate.edu

MBAProgram@missouristate.edu

James Simmerman, Coordinator of MBA Program

Glass Hall, Room 400; Phone (417) 836-5646

JamesSimmerman@missouristate.edu

MBAProgram@missouristate.edu

PROGRAM DESCRIPTION

The Master of Business Administration (MBA) degree is a College of Business Administration degree with courses taken in various departments. The program is specifically designed for students who hold undergraduate degrees in Arts, Science, Engineering, and Law, as well as for students who hold Baccalaureate degrees in Business Administration. The program will provide the background knowledge necessary for professional practice in the field of business. Students with little undergraduate work in business will normally require five semesters to complete the program. Students with appropriate prior academic preparation in business and economics may complete the program in one calendar year.

The MBA is accredited by the AACSB International - The Association to Advance Collegiate Schools of Business.

ADMISSION

Qualified applicants may enter the MBA program at the beginning of any semester. Admission to the MBA program is granted to students who fulfill the following provisions.

1. The student must have received a Bachelor's or Master's degree from a regionally accredited college or university.
2. The applicant must meet the following performance standards:
 - a. A GPA of at least 2.75 for the last 60 hours of academic work;
 - b. A Graduate Management Admission Test (GMAT) composite score of at least 400;

Arrangements for taking the GMAT can be made by calling Pearson Professional Centers at (800) 717-4628 or by visiting their website at www.mba.com.

NOTE: With the approval of the Director of the MBA program, recent scores from other national standardized tests for graduate study such as the Graduate Records Examination (GRE) may be deemed equivalent. In these instances, equivalent test scores can be used to meet minimum GMAT score requirements (above) and can be used in formula calculations for admission purposes.

- c. A minimum value of 1,000 based on the following formula - - $(200 \times \text{GPA in last 60 hours}) + \text{GMAT score}$;
- d. A minimum score in the 20th percentile for both the verbal and the written components of the GMAT. Applicants meeting performance standards "a", "b", and "c", but not standard "d" can be admitted conditionally to the MBA program pending completion of the Speak Test, an essay test (graded on the CUNY Scale), and a grammar test. These tests will be administered to conditionally admitted students during the MBA Orientation Program prior to the beginning of each semester.
 - i. Conditionally admitted students attaining the scores indicated below will be fully admitted to the MBA Program: Speak Test = 40 or greater; essay test = 4.0 or greater on the CUNY Scale; and grammar test = 70% or greater correct.
 - ii. Conditionally admitted students attaining the scores indicated above on one or two of the tests may be given permission to enroll in a limited number of MBA classes pending approval by the MBA Program Director of a plan to correct any communication deficiency. When it has been demonstrated that all deficiencies have been removed, full admission to the MBA Program will be granted.
 - iii. Requirement "d" can be waived if the applicant successfully completes the Missouri State University English Language Institute (see below for more information).
3. Students who do not meet the normal admission requirements, but who possess high promise (usually based upon a successful record of managerial performance at increasing levels of responsibility) will be considered for probationary admission.

GMAT Preparation Course. The Center for Continuing and Professional Education offers a GMAT Preparation Course each semester. The price of the course is \$350 (subject to change). For additional information, contact 417-836-6660 or visit <http://ccpe.missouristate.edu/si>.

MISSOURI STATE UNIVERSITY

UNCLASSIFIED ADMISSION

Students who meet general Graduate College requirements, but have not fulfilled all requirements to enter the MBA program, may be admitted to the Graduate College as a “Graduate student - unclassified”. This status will allow a student to enroll in an absolute **maximum of 9 graduate hours** before being fully admitted to the MBA program. **All courses at the 500-level or higher are considered graduate hours.**

COMPUTER APPLICATION COMPETENCY

Students entering the Master’s of Business Administration program are expected to be proficient in the use of word processing, database, and spreadsheet software. No course work is required to fulfill this criteria. Knowledge derived from professional or personal experience will qualify. If a student feels that he or she does not have the necessary base of knowledge to fulfill this requirement, there are various resources available on campus, such as self-paced tutorials and hands-on programs that would be helpful to increase computer knowledge and experiences.

INTERNATIONAL APPLICANTS

Applicants from foreign countries whose native language is not English are required to submit scores on the Test of English as a Foreign Language (TOEFL). Normally, TOEFL scores of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required.

ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) at Missouri State University is designed to equip international students with the necessary language skills to achieve success in the degree program of their choice and to enhance their potential for future employment after graduation. ELI faculty members have advanced degrees in TESOL and overseas teaching experience, as well as a great enthusiasm for interacting with learners from different cultures.

Students entering the ELI take a series of placement tests to determine their level of proficiency. Once they are placed into the appropriate level, they enroll in 23 to 25 hours of ELI classes per week. The intensive English program consists of the following components: writing/grammar, reading, speaking and listening. The writing and grammar component addresses ESL-related problems that occur in both written and spoken language. Students are given the opportunity to learn the “rules of English grammar as they work within the framework of their own written texts and as they interact through verbal tasks. In addition, upper-level writing/grammar students receive instruction and practice in rhetorical modes, style, mechanics, research

skills, documentation techniques, and other aspects of technical writing applicable to their field of study. The reading component presents reading strategies and study skills necessary for critical reading within an academic context. Course content focuses on reading for meaning, building vocabulary, and increasing comprehension and speed, while incorporating the skills of scanning, drawing inferences, recognizing cohesive links, and summarizing.

Speaking and listening skills are taught in components that offer pair and small group practice in pronunciation skills, note-taking and summarizing from oral lectures, individual oral reports and group presentations, role-playing, and discussions based on cultural studies and idiomatic usage.

All students enrolled in Speaking also attend the Pronunciation Lab where they focus on individual pronunciation skills. In addition, an open computer lab is available for students to practice their English skills with special software for language learners and to practice for graduate exams such as the GMAT or GRE. Occasional field trips, native speaker conversation partners, and an academic lecture series are also part of the Institute’s program. In each of the components, the instructors endeavor to follow a communicative model, to use authentic materials, and to design assignments that correspond in nature to assignments given in the students’ future academic courses.

For more information, please write to: Director, English Language Institute, 901 S National, Springfield, MO 65897, USA, Phone (417) 836-6540, Fax (417) 836-4784, email JaneRobison@missouristate.edu. You may also visit our Website at <http://ccpe.missouristate.edu/eli/>.

FOUNDATION COURSES

The MBA program requires 24 hours of foundation courses. This foundation is composed of the following eight graduate-level courses which are designed to provide accelerated coverage of the knowledge base necessary for students to benefit most from the MBA curriculum:

ACC 500	Financial Acc. Concepts for Managers	3 hrs
CIS 500	Information Systems in Business Org.	3 hrs
ECO 500	Fund. of Micro- & Macroeconomics	3 hrs
FGB 500	Managerial Finance	3 hrs
MGT 500	Administration, Organizational, and Operation Concepts for Managers	3 hrs
MKT 500	Marketing Concepts for Managers	3 hrs
QBA 500	Statistical Methods in Bus. Research	3 hrs
RIL 500	Legal Environment for Bus. Managers	<u>3 hrs</u>
		Total 24 hrs

BUSINESS ADMINISTRATION

Upon evaluation of baccalaureate degree transcripts, some or all of these courses may be waived, particularly for students holding an undergraduate degree in business.

Seven of the foundation courses are now available once each year via the Internet. These online courses do not have a campus component and can be completed entirely from the student's location. Contact the MBA Program Director regarding questions about these courses. To enroll in one or more of the online courses, call 1-888-879-7678.

Those considering entering the MBA program are encouraged to contact the MBA Program Director for a transcript analysis.

DEGREE REQUIREMENTS

With foundation courses met, the MBA degree requires a minimum of 33 semester hours of graduate credit composed of:

Core Requirements	21 hours
Concentration Total	<u>12 hours</u>
Total	33 hours

1. Core Requirements

Professional Core

*ACC 611	Managerial Accounting**	3 hrs
*CIS 661	Management Information Syst.	3 hrs
*FGB 680	Advanced Financial Mgmt.	3 hrs
*MGT 664	Organizational Behavior	3 hrs
MGT 667	Organization Strategy and Policy	3 hrs
*MKT 672	Marketing Management	3 hrs

Analytical Tool (Choose one of the following courses with the approval of the MBA Program Coordinator)

*ECO 610	Micro/Macro Economic Analysis	3 hrs
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OR

*QBA 665	Quant. Methods for Business Decision Making	<u>3 hrs</u>
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Total Core Requirements 21 hrs

*Students whose undergraduate major is in a MBA core course discipline must consult with the MBA Program Director to determine if they should substitute another 500- or 600-level course in the College of Business for the core course in that discipline.

**Students who have completed at least 6 hours of intermediate accounting and cost accounting, must enroll in ACC 603, 605, 612, or 615.

2. Area of Concentration.

Seminar 3 hrs

Students, with the agreement of the coordinator of the MBA program, may structure concentrations that best match their career objectives. An important component of this concentration is a research-oriented seminar class. Most students will select from ACC 603, CIS 690, FGB 683, MGT 690, MKT 650 and MKT 670, although other courses may be acceptable.

Concentration Requirements. 9 hrs
Three courses determined by the student's area of concentration, and based on advice of the coordinator of the MBA program.

Area of Concentration Total 12 hrs**

**No more than 6 hours of 500-level courses may be applied to the degree program.

POPULAR CONCENTRATIONS: Some common areas of concentration are listed below with possible course selections, including the corresponding seminar class:

ACCOUNTING

ACC 603
ACC 605
ACC 612
ACC 650

FINANCE

FGB 683
FGB 684
FGB 685
FGB 687

MANAGEMENT

MGT 690
MGT 647
MGT 606
MGT 662

MARKETING

MKT 670
MKT 676
MKT 696
MKT 674

LOGISTICS

MKT 650
MKT 630
MKT 640
MKT 660

INTERNATIONAL MGT

MGT 690
MGT 647
FGB 584
MKT 674

COMPUTER INFORMATION SYSTEMS***

CIS 690, CIS 525, CIS 620, CIS 625

*** Other concentrations in CIS, more popularly known as a techno-MBA, will likely require students to take additional undergraduate classes such as CIS 260, CIS 270, CIS 321 and CIS 326.

3. Research.

Students are expected to demonstrate research and writing proficiency appropriate to the business environment. Significant written projects are required within each of the core courses.

In lieu of the required seminar course and one other course from the area of concentration, a student may complete a thesis for 6 hours of credit.

MISSOURI STATE UNIVERSITY

EXECUTIVE MBA OPTION (EMBA)

When offered to a select group of students, typically a cohort, which significant business experience, the MBA Program may be presented in a format referred to as the Executive MBA Option or the EMBA. From a curricular viewpoint, the EMBA would be structured in the same way as the traditional MBA, however, the presentation format of core and elective courses will be designed in such a way as to maximize the benefit to working business professionals.

GMAT/GRE scores are not required for admission to the EMBA, however, the applicant would need to provide documentation verifying at least 5 years of business experience.

For EMBA students, prerequisite requirements for the core program courses can be satisfied through appropriate prior coursework, relevant business experience or by an individualized study program developed and supervised by the EMBA Program Director.

The credit hour costs for classes taken by students enrolled in the EMBA program are assessed at a higher rate than the traditional MBA offerings due to additional expenditures associated with the program.

Admission Requirements

1. Completion of a regionally accredited undergraduate degree.
2. Completion of 5 or more years of business/professional experience.

ACCELERATED MBA OPTION

Undergraduate majors in the College of Business Administration may apply for admission to the Master of Business Administration program during the second semester of their junior year. If accepted, up to 6 hours of 500- or 600-level COBA classes taken in the senior year may be counted toward both the undergraduate and graduate degrees. As an MBA graduation requirement, students exercising the accelerated MBA option will be required to have had one year of professional experience or a 3 hour internship.

Before enrolling in a course that will apply to both the undergraduate program and the master's program, an undergraduate student must:

1. Be accepted into the accelerated program;
2. Receive prior approval from the graduate advisor, department head of the undergraduate program, and the Dean of the Graduate College. This is done by using a Mixed Credit form.

Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

Admission Requirements

1. Completion of 80 or more hours at time of application.
2. An overall GPA of 3.00 or better.
3. A score of 450 or better on the Graduate Management Admissions Test (GMAT).

ACADEMIC STANDING

A student who fails to attain a 3.00 GPA after completing the approved program may enroll for additional course work not to exceed 6 semester hours to raise the GPA. The course work will be approved by the Director of the MBA Program and the Dean of the College of Business Administration.

The maximum class load for a full-time student is normally 12 hours per semester. An overload is permitted only after students have demonstrated their ability to achieve an outstanding graduate record at this university. Students employed on a full-time job should not enroll for more than 6 semester hours.

All other University and Graduate College requirements governing grading and attendance will apply.

To enroll in graduate courses in the College of Business Administration, a student must satisfy one of the two conditions listed below:

1. be admitted to a graduate program in the College of Business Administration, or
2. have permission to enroll from the Director of the MBA Program.

Students who do not meet one of these two conditions will be dropped from the course(s) at any time during the session involved.

**MASTER OF SCIENCE IN EDUCATION,
SECONDARY EDUCATION: BUSINESS
AREA OF EMPHASIS**

Contact Dr. Heidi Perreault, CIS department, and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

**COLLEGE OF BUSINESS ADMINISTRATION
REQUIREMENTS**

Students must have undergraduate preparation in, or the equivalent of, the following core requirements.

Basic Statistics	3 hrs
Principles of Accounting	6 hrs
Basic Business Law	4 hrs
Principles of Finance	3 hrs
Principles of Economics	6 hrs
Management Theory	3 hrs
Principles of Marketing	3 hrs
Computer Information Systems	3 hrs
Word Processing	<u>3 hrs</u>
Total	34 hrs

BUSINESS REQUIREMENTS

BSE 596 Problems in Bus: Office Administration & Business Education	3 hrs
BSE 605 Curriculum Construction in Bus. Educ.	3 hrs
MGT 606 Organizational Communication	3 hrs
BSE 610 Improvement of Instruct. in Bus. Educ.	3 hrs
Additional College of Business Admin. course work	<u>3 hrs</u>
Total	15 hrs

MISSOURI STATE UNIVERSITY

SCHOOL OF ACCOUNTANCY

John R. Williams, Director

Glass Hall, Room 439; Phone (417) 836-5414
Fax (417) 836-5164; JohnWilliams@missouristate.edu
Accountancy@missouristate.edu

GRADUATE FACULTY

Professor: Ronald R. Bottin, Radie G. Bunn, David B. Byrd, Sandra D. Byrd, Sidney R. Ewer, Olen L. Greer, R. Stephen McDuffie, Debra H. Oden, Stevan K. Olson, George Schmelzle

Associate Professor: Phillip D. Harsha, Anthony C. Keller, James C. Lampe, Geanie W. Margavio, John R. Williams

Emeritus Professor: Kenneth W. Brown, Michael J. Cerullo, Margaret Virginia Cerullo, Kurt E. Chaloupecky, Jon R. Nance, Richard L. Nichols

MASTER OF ACCOUNTANCY

David B. Byrd, MAcc Program Director

Glass Hall, Room 452 Phone (417) 836-4183
Fax (417) 836-5164; DavidByrd@missouristate.edu

MISSION STATEMENT OF THE SCHOOL OF ACCOUNTANCY

The School of Accountancy (SOA) cultivates a comprehensive, high quality accounting environment, serving graduate and undergraduate accounting majors, business majors, and other interested persons. Student development is the School's top priority, and the primary responsibility of a full-time faculty engaged with its students. Accordingly, the faculty encourages interaction with students in the classroom, during office visits and through other school, college and university programs. Faculty members are also engaged in productive scholarship and meaningful service and interaction with the accounting profession, the University, and the larger community. The SOA acknowledges that the teaching, research, and service are integrated, complementary activities. These scholarly endeavors advance knowledge, foster an attitude of inquiry, meet the needs of society and contribute to student learning.

PROGRAM DESCRIPTION

The Master of Accountancy (MAcc) is intended to articulate with the undergraduate program to provide an integrated five-year educational experience, with the objective of preparing the graduate for a successful career in public, private, or governmental accounting, or for pursuing a doctoral degree. It also meets the "150-hour" education requirement to sit for the CPA examination and for membership in the American Institute of Certified Public Accountants.

An *accelerated option* is available for eligible Missouri State University undergraduate accounting majors. Students may apply during the second semester of their junior year. If accepted, up to 6 hours of 500-level accounting courses may be counted toward both the undergraduate and graduate degrees. This option allows Missouri State University accounting majors to obtain both the Bachelor of Science and MAcc degrees in five years with a total of 152 semester hours rather than the normal 158 hours.

An *Internal Auditing Certificate Program* is also available. This program has gained the endorsement of the Institute of Internal Auditors (IIA) and a certificate is awarded jointly by Missouri State University and the IIA to students who have completed the appropriate internal auditing courses. See the Director of the School of Accountancy for additional information.

The MAcc program is accredited by AACSB International - The Association to Advance Collegiate Schools of Business.

ADMISSION - Traditional MAcc

1. The student must have received an undergraduate degree from a regionally accredited college or university.
2. The student must have attained a GPA of at least 3.00 for the last 60 hours of academic work and must have attained a GPA of at least 3.00 in accounting courses. Undergraduate accounting courses must either have been successfully completed within the five years prior to entry to the MAcc Program, or the student must provide other evidence of current knowledge in undergraduate core topics. Otherwise, applicants may be required to repeat selected courses.

3. The student must achieve a minimum composite score of 500 on the Graduate Management Admissions Test (GMAT), and a minimum score of at least the 30th percentile for both the verbal and the quantitative components of the GMAT. With the approval of the Director of the MAcc program, recent scores from other standardized tests for graduate study, such as the Graduate Record Exam (GRE) or the Law School Aptitude Test (LSAT), may be deemed equivalent. This GMAT requirement may be waived for students having a GPA of 3.25 or better on their last 60 semester hours at an AACSB accredited school.
4. Students who do not meet the normal admission requirement, but who show an indication of high promise, will be considered for probationary admission.
5. All other University and Graduate College requirements for admission to a degree program will also apply.

ADMISSION - Accelerated MAcc

1. Completion of ACC 301, 302, 311, and 321 or 341 with a GPA of 3.00 or better.
2. An overall GPA of 3.00 or better.
3. The student must achieve a minimum composite score of 500 on the Graduate Management Admissions Test (GMAT), and a minimum score of at least the 30th percentile for both the verbal and the quantitative components of the GMAT. With the approval of the Director of the MAcc program, recent scores from other standardized tests for graduate study, such as the Graduate Record Exam (GRE) or the Law School Aptitude Test (LSAT), may be deemed equivalent. If a student has an overall GPA of 3.25 or better and a GPA of 3.25 or better in the courses listed in requirement one above, the GMAT may be waived.
4. For a course to be counted as both undergraduate and graduate credit and to count the course toward the masters degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate advisor, department head of the undergraduate program, and the dean of the Graduate College. Except in rare circumstances, acceptance into the program and all approvals must be complete prior to the end of the semester in which the course(s) is taken. See the Graduate College for further information.

Qualified applicants may enter the program at the beginning of any semester. Arrangement for taking the GMAT can be made by calling Pearson GMAT Registration Center at 1-800-717-4628 or by writing to Graduate Management Admissions Test, Educational Testing Service, PO Box 6000, Princeton, NJ 08541.

Application booklets are also available in the Counseling and Testing Center, Carrington Hall 311.

Applicants from foreign countries whose native language is not English are required to submit scores on the Test of English as a Foreign Language (TOEFL). Normally scores of 600 on the paper-based or a comparable score of 253 on the computer-based TOEFL are required for admission.

PREREQUISITE COURSES

The MAcc can accommodate students without undergraduate degrees in accounting. Deficiencies in a student’s undergraduate business or accounting education must be removed by taking appropriate prerequisite courses. Those courses add to the number of hours required to complete the program. To determine the extent of deficiencies, students should contact the MAcc Program Director for a transcript analysis.

By completion of the MAcc Program, the student is expected to meet the common body of knowledge requirements of the AACSB International. These requirements involve course work in economics, statistics, computer information systems, finance, business law, management and marketing that is essentially equivalent to that required of Missouri State University undergraduate accounting majors.

DEGREE REQUIREMENTS Total 33 hrs

The Master of Accountancy degree requires a minimum of 33 hours of graduate credit. At least 24 of the 33 hours must be taken at the 600 level. Specific course and credit hour requirements follow.

1. **Accounting Core** **9 hrs**
ACC 603, 690 and one from ACC 605, 615
2. **Accounting Electives** **15 hrs**
With advisor approval, elect five accounting courses, with at least one course from each of the following four functional areas:
 - a. Financial (ACC 504, 505, 531, 605)
 - b. Managerial/Cost (ACC 511, 612, 615)
 - c. Tax (ACC 521, 522, 621, 622 and 623)
 - d. Auditing/Systems (ACC 556, 641,650, 651, 652)
3. **Additional Electives** **9 hrs**
With advisor approval, elect three courses
4. **Research**
Research projects may be required in any graduate accounting course. ACC 603 will have a significant professional research component.

MISSOURI STATE UNIVERSITY

ACADEMIC STANDING

A student who fails to attain a 3.00 GPA after completing the approved program may enroll for additional course work not to exceed 6 semester hours to raise the GPA. The course work will be approved by the MAcc Program Director.

The maximum class load for a full-time student is normally 12 hours per semester. An overload is permitted only after students have demonstrated their ability to achieve an outstanding graduate record at this university. Students employed on a full-time job should not enroll for more than 6 semester hours.

All University and Graduate College requirements governing grading and attendance will apply. To enroll in graduate courses in the College of Business

Administration, a student must satisfy one of the following two conditions:

1. be admitted to a graduate program in the College of Business Administration, or
2. have permission to enroll from the Master of Accountancy Program Director.

Students who do not meet one of these two conditions may be dropped from the course(s) at any time during the session involved.

INTERNAL AUDITING GRADUATE CERTIFICATE PROGRAM

PROGRAM DESCRIPTION

The Internal Auditing Graduate Certificate Program provides a 12 hour graduate-level experience in the internal auditing field. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The program has gained the endorsement of the Institute of Internal Auditors (IIA). Contact the Director of the School of the Accountancy for additional information.

ENTRANCE CRITERIA

A student must be admitted to a Missouri State University graduate program and have course work approved by the MAcc Program Director.

REQUIRED COURSES	12 hrs
ACC 555 Internal Auditing	3 hrs
ACC 556 Operational Auditing	3 hrs
ACC 651 Information Systems Auditing	3 hrs

Select one of the following:

ACC 641 Advanced Accounting & Management Information Systems	3 hrs
ACC 650 Advanced Auditing	3 hrs
ACC 694 Internship (Internal Auditing related)	3 hrs
ACC 696 Independent Study (Int. Auditing related)	3 hrs
ACC 652 Fraud Examination	3 hrs

GPA Requirements. Students must have a B or better grade in each course.

ACCOUNTING COURSES

ACC 500 (600) Financial Accounting Concepts for Managers. 3(3-0) F, S. Prerequisite: permission of the director of a COBA graduate program or the director of the MS in Administrative Studies program. Comprehensive study of the fundamentals of financial accounting. Designed for graduate students who have not had an undergraduate course in financial accounting. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

ACC 504 Advanced Accounting. 3(3-0) F, S. Prerequisite: grade of "C" (or better) in ACC 301; and undergraduate business majors must be admitted to COBA. Study of accounting for pensions, deferred taxes, business combinations, partnerships, and certain multicurrency accounting issues.

ACC 505 International Accounting. 3(3-0) F, S. Prerequisite: grade of "C" (or better) in ACC 301; and undergraduate business majors must be admitted to COBA. Accounting practices in different nations; multinational corporation and selected accounting problems.

ACC 511 Managerial Cost Accounting II. 3(3-0) S. Prerequisite: "C" grade or better in ACC 311. A continuation of the topics examined in ACC 311. Specific topics covered include activity-based costing, strategic cost management, activity-and strategic-based responsibility accounting, quality costing, measurement and control of productivity, environment cost management, cost-volume-profit analysis, activity resource usage, relevant costing, pricing and profitability analysis, capital investment decisions, and inventory management topics such as economic order quantity, just-in-time, and the theory of constraints.

ACC 521 Tax Accounting II. 3(3-0) F, S. Prerequisite: grade of "C" (or better) in ACC 321; and undergraduate business majors must be admitted to COBA. Principles of federal tax accounting; research in income tax problems of partnerships and corporations; estate and gift tax problems of individuals.

ACC 522 Individual Income Tax Assistance. 3(1-4) S. Prerequisite: grade of "C" (or better) in ACC 321; and undergraduate business majors must be admitted to COBA. To provide undergraduate/graduate students with an opportunity to integrate intermediate tax accounting skills, critical thinking skills, communication skills, and research skills with community service. This course provides service-learning experience in the preparation and review of actual individual income tax returns (both federal and state) as well as the social and ethical issues inherent in US tax policy.

ACC 531 Governmental and Not-For-Profit Organizational Accounting. 3(3-0) F, S. Prerequisite: 75 credit hours and a grade of "B" (or better) in one of ACC 201 or ACC 206 or ACC 500; and undergraduate business majors must be admitted to COBA. Governmental and not-for-profit organizational accounting records and funds, budgeting, budget control, analysis and interpretation of financial statements.

ACC 550 Auditing. 3(3-0) F, S. Prerequisite: grades of “C” (or better) in ACC 301, ACC 302 ACC 311, ACC 321 and ACC 341; and undergraduate business majors must be admitted to COBA. Kinds of audits, the duties and obligations of the auditor, principles and procedures to be followed in conducting an audit. A grade of “C” or better is required in this course in order to take ACC 650. This course has a required assessment component. May not be taken pass/not pass.

ACC 555 Internal Auditing. 3(3-0) F. Prerequisite: grade of “C” (or better) in one of ACC 341 or CIS 429 or CIS 591; and undergrad business majors must be admitted to COBA. Functions of internal audit, financial audit, and operations audit; importance of the changing professional status of the internal auditor.

ACC 556 Operational Auditing. 3(3-0) S. Prerequisite: 60 credit hours; and undergraduate business majors must be admitted to COBA. Primarily a case study approach covering non-financial audits of efficient and effective resource utilization, accomplishment of operational goals, adherence to laws and regulations, fraud prevention and detection, integrity and security of computer systems, and achievement of program goals.

ACC 596 Research Issues and Problems: Accounting. 1-3 D. Prerequisite: 60 credit hours and permission of the School of Accountancy Director; and undergraduate business majors must be admitted to COBA. Research issues and projects growing from particular needs which may require additional depth or breadth of study. Outline of study must be approved prior to enrolling. May be repeated to a total of 3 hours.

ACC 603 Seminar in Accounting Theory. 3(3-0) F, S. Prerequisite: grade of “C” or better in ACC 302 and in 15 credit hours of accounting courses at the 300-level or higher. Critical evaluation and interpretation of accounting theory. Completion of a significant research project.

ACC 605 Advanced Financial Accounting Problems. 3(3-0) F,S. Prerequisite: grade of “C” or better in ACC 302 and in ACC 504 or concurrent enrollment in ACC 504. Case studies of the application of major authoritative financial accounting pronouncements to integrated financial accounting problems; emphasis on the impact of accounting pronouncements on financial reporting, the changing trend in accounting theory and the possible future development of accounting pronouncements.

ACC 611 Managerial Accounting. 3(3-0) F, S. Prerequisite: grade of “C” or better in ACC 211, or in ACC 206, or in ACC 500. Role of accounting in improving the practice of business management; budgeting, accounting analysis, the behavior of costs, accounting control. This course will not be counted in the 33 hours required for the MAcc degree.

ACC 612 (512) Controllorship and Communication. 3(3-0) F. Prerequisite: grade of “C” or better in ACC 311 or in ACC 611. An in-depth examination of the leadership and communication challenges associated with being a controller and/or professional accountant. The written and oral communication skills required for success as a professional accountant will be developed.

ACC 615 Advanced Cost Accounting. 3(3-0) S. Prerequisite: grade of “C” or better in ACC 311 or in ACC 611. An in-depth study of problems and contemporary issues in cost accounting. An introduction to selected quantitative techniques used by accountants to solve cost accounting problems.

ACC 621 Advanced Tax Accounting. 3(3-0) S. Prerequisite: grade of “C” or better in ACC 321 and in ACC 521. Case study approach to develop tax research, analytical, and communication skills. Incorporated into the case studies are ethical and legal constraints within which tax practitioners are obligated to operate.

ACC 622 Public Service Tax Accounting. 3(2-3) S. Prerequisite: Permission of instructor. Students will learn theoretical foundations in public service tax accounting topics and develop skills, which will apply to practical situations that will help students be better citizens and employees. Students will assist low-income, elderly, and English as Second Language taxpayers in the community in identifying and meeting their tax rights and responsibilities.

ACC 623 Tax Considerations for Decision Makers. 3(3-0) S. Prerequisite: grade of “C” or better in ACC 521. Tax course with emphasis on recognizing and understanding the importance of tax considerations in the process of making decisions in business and personal matters; developing a tax intuition to anticipate and understand the effect of prospective tax law changes; examining U.S. tax policy issues; and motivating student to a lifetime of learning by engaging them in independent study.

ACC 631 Control of Non-Profit Organizations. 3(3-0) D. Prerequisite: grade of “C” or better in ACC 311 or in ACC 611. Case study approach to financial control in non-profit organizations. Special emphasis is on governmental and health-care organizations, although other non-profit organizations are also studied.

ACC 641 Advanced Accounting and Management Information Systems. 3(3-0) F. Prerequisite: grade of “C” or better in ACC 341. Application of the concepts of systems design and implementation. Study of the attributes of accounting information systems and their relationship with management information systems. Functions of accounting information systems including data collection and transmission, internal controls, data organization and storage, processing data, and information retrieval and display. Characteristics and applications of both manual and automated information systems.

ACC 650 (551) Advanced Auditing. 3(3-0) F, S. Prerequisite: grade of “C” or better in ACC 550. External auditing procedures; implementing auditing standards; verifying adherence to generally accepted accounting principles; importance of the auditor’s attest function.

ACC 651 Information Systems Auditing. 3(3-0) S. Prerequisites: grade of “C” or better in ACC 550 or in ACC 555. A study of information systems controls: auditing around, through, and with the computer; auditing advanced computer systems, spreadsheets and other language applications. Hands-on computer auditing projects will be integrated into the course.

ACC 652 Fraud Examination. 3(3-0) D. Prerequisite: Grades of “C” or better in ACC 211, or ACC 206, or ACC 500 and permission of instructor. An in-depth study of the fraud examination process, including fraud prevention, detection, investigation, and management and employee fraud, and the legal aspects of fraud. Case studies are used extensively throughout the course. Offered as an Internet course.

ACC 690 Seminar in Accounting. 3(3-0) D. Prerequisites: 12 graduate credit hours of accounting courses and permission of the Master of Accountancy Program Director. Critical evaluation and interpretation of the current research and professional literature in accounting. Study of ethical and institutional features of the accounting environment. Completion of a significant research project.

ACC 694 Internship: Accounting. 3(3-0) D. Prerequisite: 12 graduate credit hours of accounting courses and permission of the Master of Accountancy Program Director. In consultation with the coordinating professor, the student is engaged in first-hand experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined, and evaluated during the semester.

ACC 696 Independent Study - Accounting. 1-3 D. Prerequisite: Permission of MAcc Program Director. In consultation with coordinating professor, student selects for intensive study a specific area of concern related to the student’s program, with emphasis on research.

ACC 697 (670) Special Topics in Accounting. 1-3 D. Prerequisite: 9 graduate credit hours of accounting courses and permission of the Master of Accountancy Program Director. In-depth study of contemporary topics in accounting. Each offering concerns a single topic. May be repeated with departmental permission to a total of 9 hours.

ACC 699 Thesis. 1-6 D. Prerequisite: permission of the Master of Accountancy Program Director. Independent research and study connected with preparation of thesis.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF COMPUTER INFORMATION SYSTEMS

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GRADUATE FACULTY

Professor: Tonya B. Barrier, Jerry M. Chin, Ronald Dattero, Michael A. Hignite, Richard A. Johnson, Rajeev Kaula, Thomas M. Margavio, David B. Meinert, Heidi R. Perreault, John W. Satzinger, Randall S. Sexton

Associate Professor: Sheryl D. Brahnham, Duane R. Moses

Adjunct Professor: Martin D. Crossland

Emeritus Professor: James T. Brown, E. Reed Doke, Chung S. Kim, Jean C. Swanson

MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

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PROGRAM DESCRIPTION

The Master of Science in Computer Information Systems provides relevant and timely graduate education to information systems professionals. It is intended for experienced professionals who need increased skills in the effective management, development and implementation of information systems in organizations. Building upon work experience, the program uses a combination of intensive on-campus learning sessions and extensive distance-learning assignments to deliver a high-quality graduate learning experience to students. The result is a program which develops the effective organizational, leadership and job-specific skills needed by members of the fast-paced information systems field.

The credit-hour costs for classes taken by students enrolled in the MS in CIS program are assessed at a higher rate than other graduate programs. For the 2008-09 academic year, the fee amount will be \$410 per credit hour.

The MS in CIS program is accredited by AACSB International - The Association to Advance Collegiate Schools of Business.

ENTRANCE REQUIREMENTS

The Master of Science in Computer Information Systems is open to persons with the following qualifications.

1. At least three years of info systems work experience.
2. At least one course from an institution of higher learning in each of the areas of database, systems analysis and design, and programming.
3. A GPA of at least 2.75 for the last 60 hours of academic work. In addition, students must have attained a score of at least 450 on the Graduate Management Admissions Test (GMAT) or a comparable percentage rank score on the Graduate Record Examination (GRE).
4. A background in business administration including exposure to accounting, finance, management, marketing, and economics. These business requirements will be waived if the student has an undergraduate or graduate degree in business administration or courses equivalent to at least nine credits in three different areas of business. The Graduate Director will determine if the student has the necessary background.

Applicants who do not meet the normal admission requirements, but who show an indication of high promise, will be considered by the Program Director for probationary admission on a case-by-case basis.

Program course work is offered in a lock-step sequence in which each cohort (20-25 students) completes the program together. Students may start their program any semester in which a new cohort begins.

DEGREE REQUIREMENTS (minimum 36 hrs)

The Master of Science in Computer Information Systems is a 36 credit-hour program. Course loads are nine hours per semester for four semesters. Students must complete a minimum of ten courses (30 credit hours) in the MS in CIS degree program as part of the residence requirement. Up to 6 semester hours of graduate work can be transferred from another accredited graduate school and applied to the MS in CIS degree requirements. All transfer credit must be approved by the Program Director. Typical course sequence and course loads are as follows:

Semester 1

CIS 632 Information Systems Planning
CIS 634 Staffing The Information Systems Function
CIS 636 Network Planning & Administration

Semester 2

CIS 638 Information System Project Management
CIS 644 Information System Management
CIS 642 Management of End-User Computing

COMPUTER INFORMATION SYSTEMS

Semester 3

CIS 640 Comparative System Development Methodlgy.
CIS 646 Data Modeling & Database Administration
CIS 647 IT Legal Issues

Semester 4

CIS 650 Information System Resource Acquisition
CIS 654 Organizational Transformation
CIS 656 Special Topics in Information Systems

RESEARCH

Research projects with oral or written reports may be required in any graduate CIS course. Significant professional research components are included in many courses.

COMPUTER INFORMATION SYSTEMS COURSES

CIS 500 Information Systems in Business Organization.

3(3-0) F, S. Prerequisite: permission of a director of a COBA graduate program. Comprehensive study of the fundamentals of business information systems. Designed for graduate students who have not had undergraduate information systems courses. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

CIS 510 e-Business Technology Concepts. 3(3-0) F, S. Prerequisite: CIS 201, FGB 510; undergraduate majors must be admitted to COBA. An introduction to e-Business and Internet concepts and technology. The course emphasizes content driven web development using database concepts.

CIS 515 Fourth-Generation Languages. 3(3-0) S. Prerequisite: CIS 321 or CIS 429 or permission; undergraduate majors must be admitted to COBA. An introduction to fourth-generation languages (4GL). A study of the versatility and integrated functions of popular fourth-generation languages including general application development, report generation, database query, screen development, and graphics.

CIS 522 Decision Support Systems Development. 3(3-0) D. Prerequisites: QBA 37 and CIS 323; and undergraduate business majors must be admitted to COBA. A study of Decision Support Systems (DSS), a review of current DSS literature, and the design and development of a DSS with emphasis on the user interface.

CIS 525 Computer Security. 3(3-0) D. Prerequisite: MGT 340 or permission of department head, and undergraduate business majors must be admitted to COBA. This course is primarily, but not exclusively, designed for MBA students and CIS undergraduates. The course is an introduction to the basic issues in computer security. This course is managerial in its approach in that the student is not required to have an extensive background in programming or technical support.

CIS 528 Database Management Systems Implementation. 3(3-0) F, S. Prerequisite: CIS 326; and undergraduate business majors must be admitted to COBA. Application of database management principles to the implementation of a business information system. Emphasis will be on the design, construction, testing, and installation of a comprehensive database system using SQL, fourth-generation languages or other data access tools.

CIS 530 Training for End User Computing. 3(3-0) F. An analysis of the training function and its application to end user computing. Emphasis on selecting appropriate methods and media.

CIS 540 Advanced Network Administration. 3(3-0) F, S.

Prerequisites: CIS 330 or CSC 465, or permission; and undergraduate business majors must be admitted to COBA. Applicant of basic networking concepts to create working operating systems and Internet web servers. Planning and implementing network security schemes. Planning and implementing enterprise networking. Server-based roll-outs and maintenance or applications on multiple workstations.

CIS 550 Advanced Object-Oriented Systems. 3(3-0) F, S.

Prerequisites: CIS 350 and CIS 526; and undergraduate business majors must be admitted to COBA. Application of the concepts of object-oriented systems. Case study approach provides the framework for developing working prototypes of business applications using one or more graphical user interface object-oriented languages.

CIS 591 (521) Information Systems Development. 3(3-0) F, S.

Prerequisites: 90 hours; CIS 323 or CIS 334 or CIS 350 or CIS 375; and CIS 431 and CIS 528; and undergraduate business majors must be admitted to COBA. Independent analysis, design, and development of an information system in a field of the student's choice. With the instructor's approval, the system can be developed in a language and on a machine of the student's choice. These systems can be in-individual or group projects. This course may not be taken pass/not pass.

CIS 596(500) Problems in Business: Computer Information Systems.

1-3, D. Prerequisite: 60 hours or permission; and undergraduate business majors must be admitted to COBA. Technical or professional problems growing from particular needs which may require additional depth or breadth of study. Outline of study must be approved prior to enrolling. May be repeated to a total of 3 hours.

CIS 607 (AOS) Practicum in Computer Information Systems. 1-3, D.

Prerequisite: permission of department head. Work-study program with cooperating employers. Class and/or conference discussion of successes achieved and problems encountered by the student. On-the-job application of techniques, methods, procedures, and principles dealt with in other courses.

CIS 620 Project Management in Information Systems. 3(3-0) D. A study of the concepts, practices, processes, tools, techniques and resources used by information system (IS) project managers. The entire project life cycle will be covered from inception to close-out. The course will closely follow the framework of the Project Management Body of Knowledge (PMBoK). The course will focus on how to manage the scope, schedule, budget and risk of projects, with emphasis on information systems and information technology projects.

CIS 625 Neural Networks. 3(3-0) D. An introduction to the subject to solve business problems using neural network software. In addition, the student will study the theory and framework for the appropriate use of neural networks in regard to solution and data analysis.

CIS 632 Information Systems Planning. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Introduction to fundamental issues of information system (IS) planning. Current theory and specific IS planning practices are studied. Emphasis on strategic implications of information technology, IS planning vis-a-vis strategic planning, development and maintenance of IS plans, analysis of organizational information requirements, and prioritizing IS projects. Implications for business and technology trends and application of planning concepts to IS planning projects are examined.

CIS 634 Staffing the Information Systems Function. 3(3-0) D.

Prerequisite: acceptance in the MS in CIS program. Focus on current and emerging issues of recruitment, selection, training, motivation, retention and evaluation of IS staff. Issues include developing job descriptions, shifting demands for staffing, performance criteria, alternative approaches to training, alternative career tracks, and the role of personality types on performance. Influence of recent trends including downsizing, outsourcing, centralization and decentralization, and end-user computing will be examined. Current theory and specific practices are studied. Practical applications will be stressed.

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CIS 636 Network Planning and Administration. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Computer network planning, including physical layout, resource requirements, and budgeting. Administration of computer networks, including managing user accounts; selecting and loading applications software; managing upgrades and enhancements; monitoring and optimizing system performance; ensuring physical and logical system security.

CIS 638 Information Systems Project Management. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Objectives and techniques of planning, organizing, and managing complex information systems development projects. Includes a study of resources and tools available for scheduling, tracking, and measuring system development productivity.

CIS 640 Comparative Systems Development Methodology. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Study of various systems development methodologies used to analyze, design, and implement information systems; selection criteria for a specific methodology, and how to introduce a new methodology within an existing environment. Specific tools and techniques for systems development and for business process reengineering will be explored and applied.

CIS 642 Management of End User Computing. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Planning, organizing, staffing, control, and support of end-user computing. Various organizational structures used to support end-user computing will be investigated. Methodology for development of end-user computing systems will be identified for several forms and types of projects.

CIS 644 Information Systems Management. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Overview of managerial applications of information technology (IT) to increase effectiveness. Use of IT to support decision making, cooperative work, organizational competitive advantage, and inter-organizational communication. Various planning approaches will illustrate the use of IT in organizations. Case method will be used.

CIS 646 Data Modeling and Database Administration. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Study of data modeling using tools such as Entity-Relationship and Semantic Object Models. Examination of the Database Administrator's responsibilities including monitoring and tuning of the database, establishment of database reliability, and security. A case project will include the development of a data model and a database administration plan for a client/server database system.

CIS 647 IT Legal Issues. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Focus on the legal and ethical environment relevant to advances in technology. Issues include intellectual property, jurisdiction, defamation, invasion of privacy, electronic contracts, computer crime, censorship, unsolicited E-mail, antitrust issues, and encryption. Recent developments, court decisions, federal and state statutes, treaties and international agreements, administrative rulings, and legal literature regarding Internet law, will be explored and explained.

CIS 650 Information Systems Resource Acquisition. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. In-depth study of key factors and issues associated with hardware/software selection, acquisition and implementation. Emphasis on problem definition and analysis, comparative methodologies for evaluation and selection, identifying and qualifying vendors, and developing /evaluating request for proposals (RFPs). Management implications of enterprise-wide software solutions including software distribution, version and release management, and software standards and practices are discussed. Completion of an acquisition project will be included.

CIS 654 Organizational Transformation. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Study of interrelated economic, social, political, and technological forces requiring organizations to transform their systems and processes to survive and succeed. Students will examine a variety of typical transformations from the perspective of a work unit member and a manager of the change process.

CIS 656 Special Topics in Information Systems. 3(3-0) D. Prerequisite: acceptance in the MS in CIS program. Variable content with topics that can change from semester to semester. Topics are identified by title in the schedule of classes. Practical applications will be stressed. The course may be repeated for a total of six hours if topic varies.

CIS 661 Management Information Systems. 3(3-0) S. Prerequisite: CIS 429 or CIS 500 or equivalent. A student cannot receive credit for both CIS 461 and CIS 661. A macro application to the concept, design and implementation of management information systems. This course is designed to be useful to MBA students interested in management information systems development as well as those who plan to be involved in managing MIS projects.

CIS 690 Seminar in Computer Information Systems. 3(3-0) D. Prerequisite: 15 graduate hours in business administration and economics and permission of the Coordinator of Graduate Studies. Critical evaluation and interpretation of research and literature in information systems.

CIS 694 Internship: Computer Information Systems. 3(3-0) F, S. Prerequisite: permission of the director of the appropriate graduate program and department head. In consultation with the coordinating professor, the student is engaged in first-hand experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined and evaluated during the semester.

CIS 696 Independent Study - Computer Information Systems. 1-3, F, S. Prerequisite: permission of advisor. In consultation with the advisor, student selects, for intensive study, a specific area of concern related to the student's program, with emphasis on research.

CIS 697 (AOS) Special Topics. 1-3, D. Prerequisite: permission. Study of topics in Computer Information Systems /Business Education. May be repeated to a total of 6 hours when topic varies.

CIS 699 Thesis. 1-6, D. Prerequisite: permission of instructor. Independent research and study connected with the preparation of a thesis.

BUSINESS EDUCATION COURSES

BSE 503 (403) Teaching of Business. 3(3-0) F. Prerequisite: EDC 350, admitted to teacher education program, ACC 211 or ACC 206, 70 hours, and approved major or minor in business; or permission of the department head. Development of a philosophy for and about business education; study of relevant legislation; study of methods of teaching selected business subjects including use of research-based readings, observation, and microteaching. A grade of "C" or better is required in this course in order to take BSE 493 or BSE 494. This course may not be taken Pass/Not Pass.

BSE 509 (AOS) Business Education Workshop. 1-5, D. Development and promotion of desirable programs in business education. Each workshop emphasizes a single topic. May be repeated to a total of 5 hours when topic varies.

BSE 520 (AOS) Occupational Analysis. (Identical to IDM 520.) 1-2, D. Prerequisite: teacher certification or permission. Analysis and breakdown of broad occupations or specific jobs into basic elements for instructional purposes. May be repeated to a total of 2 hours when topic varies.

BSE 522 (AOS) Philosophy of Vocational Education. (Identical to SEC 522, IDM 522.) 1-3, D. Philosophical foundations of vocational education; philosophies of vocational education in the contemporary school. Meets Missouri Vocational Education certification requirements. May be repeated to a total of 3 hours when topic varies.

BSE 523 (AOS) Guidance for Vocational Development. (Identical with GAC 523 and IDM 523.) 1-3, D. Prerequisite: teacher certification or permission. Materials, procedures, and problems in guidance of individuals in the selection of, preparation for, and advancement in a vocation. May be repeated to a total of 3 credit hours when topic varies.

BSE 524 (624) Implementing Vocational Business Education

Programs- 1-3, D. Problems, procedures; and local, state, and federal relationships in the implementation and administration of vocational business education in the contemporary school.

BSE 526 (AOS) Coordination of Cooperative Education. (Identical to SEC 526 and IDM 526) 1-2, D. Prerequisite: teacher certification or permission of Department Head. Problems and procedures in organizing and operating part-time cooperative and evening occupation programs. Restricted to those who can qualify as coordinators. May be repeated to a total of 2 hours when topic varies.

BSE 528 (AOS) Measurement and Evaluation of Vocational

Education Programs. (Identical to SEC 528 and IDM 528.) 1-3, D.

Prerequisite: teacher certification or permission of Department Head. Assessing specific program needs as determined from occupational surveys and other demographic data; follow-up techniques to evaluate the overall effectiveness of the program on manpower needs in a given labor market area. May be repeated to a total of 3 hours when topic varies.

BSE 540 (AOS) Curriculum Development for Business Education.

3(3-0) S. Major emphasis given to curriculum development in business courses. Selected topics include teaching basic business courses; developing course objectives, content and evaluative strategies; sponsoring youth organizations and selecting equipment.

BSE 596 (AOS) (600) Problems in Business: Administrative Office Systems and Business Education. 1-3, F, S. Technical or professional problems growing from particular needs that may require additional depth or breadth of study. Outline of study must be approved prior to enrolling. May be repeated to a total of 3 hours when topic varies.

BSE 605 (AOS) Curriculum Construction in Business Education.

(Identical to SEC 605) 1-3, D. Objectives and interrelationships of business education courses and programs. Development of curricular materials and evaluative devices. Meets Missouri Vocational Education certification requirements. May be repeated to a total of 3 hours when topic varies.

BSE 610 (AOS) Improvement of Instruction in Business Education.

1-3, D. Current developments and trends in teaching business subjects; new developments in resources, methods, and techniques. May be repeated to a total of 3 hours when topic varies.

BSE 630 (AOS) Research Seminar in Business Education. 3(3-0) D.

Critical interpretation and evaluation of research in business education. Individualized assistance provided in the development of an extensive research paper to satisfy the requirement for Research Option II.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF FINANCE AND GENERAL BUSINESS

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GRADUATE FACULTY

Distinguished Professor: Carol J. Miller

Professor: Wayne L. Anderson, John S. Bowdidge, C.

Edward Chang, Kee S. Kim, Robert W. Owens, Kent P. Ragan

Associate Professor: Susan J. Crain, Walt A. Nelson

Assistant Professor: Stanley A. Leasure, James Philpot, James R. Scott, Hugh D. Witte

Emeritus Professor: Vencil J. Bixler, John K. Litvan, John E. Patton, James B. Pettijohn, George S. Swales, Jr.

FINANCE and GENERAL BUSINESS COURSES

FGB 500 Managerial Finance. 3(3-0) F, S. Prerequisite: ACC 500 and ECO 500, or equivalent, and permission of a director of a COBA Graduate Program. Comprehensive study of the finance function in the business enterprise, including financial analysis-planning-forecasting, capital budgeting, leasing, working capital management, capital structure, dividend policy, and multinational finance. Designed for graduate students who have not had an undergraduate course in financial management in the last five years. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

FGB 510 E-Business and Online Entrepreneurship. 3(3-0) F. Prerequisite: 54 hours or permission of department head; undergraduate business majors must be admitted to COBA. A study of e-business and online entrepreneurship from an applied, best practices point of view. Classroom visits by online entrepreneurs provide unique, real-world insights into the advantages, disadvantages, and challenges of doing business over the Internet.

FGB 581 Professional Financial Planning. 3(3-0) S. Prerequisite: ACC 321 and FGB 381 and FGB 485 and RIL 211 and RIL 231 (or concurrent enrollment); RIL 314 and RIL 538 (or concurrent enrollment); undergraduate business majors must be admitted to COBA. A case-oriented study of comprehensive financial planning for client families. This course integrates prior knowledge of financial planning principles and practice, investments, insurance, law, tax planning, retirement planning, and estate planning. Advanced topics in these subjects are also presented. The financial planning process, standards of professional practice, and planner ethics are emphasized.

FGB 584 International Financial Management. 3(3-0) F, S. Prerequisite: FGB 380 or FGB 500 or equivalent; undergraduate majors must be admitted to COBA. This course is designed to survey how the key concepts of business finance can be applied in the context of a multinational firm. Topics include: the nature and functioning of the foreign exchange market, parity conditions, foreign exchange risk management, and international investment and financing decisions.

FGB 596 Research Issues and Problems: Finance and General Business. 1-3, D. Prerequisite: 60 hours and permission of the department head; undergraduate majors must be admitted to COBA. Research issues and problems growing from special areas of a student's interest which may require additional depth or breadth of study. Student's proposal and outline of study must be approved prior to enrolling. May be repeated to a total of 6 hours.

FGB 599 Independent Study for CFA Level I Exam. 3(3-0) S. Prerequisite: permission of instructor. The professor and student will devise a study plan, based upon the CFA Institute's Common Body of Knowledge, that will best prepare the student to pass the CFA Level I Exam in June of the current year.

FGB 680 (550) Advanced Financial Management. 3(3-0) F, S. Prerequisite: ACC 611 or equivalent and a grade of "B" or better in FGB 500 or equivalent. An advanced study of the theory and practice of corporate financial management, including financial analysis and forecasting, working capital, capital budgeting, cost-of-capital, capital structure, mergers and acquisitions, and valuation. The course utilizes cases to emphasize both theory and technology in supporting sound financial decision-making.

FGB 683 Seminar in Finance. 3(3-0) D. Prerequisites: 15 graduate hours in business administration and economics including FGB 680 and permission of the coordinator of graduate studies. Critical evaluation and interpretation of research and literature in finance.

FGB 684 Management of Financial Institutions. 3(3-0) F. Prerequisite: FGB 380 or FGB 500 or equivalent. A study of the theory and practice of financial management of depository and nondepository institutions with emphasis upon asset and liability management techniques. The use of money and credit market mechanisms to achieve strategic financial objectives is stressed. Management implications of current developments in the interaction between institutions and markets are discussed.

FGB 685 Investment Management. 3(3-0) F, S. Prerequisite: FGB 680. A study of investment theory and practice. Topics include portfolio theory, equilibrium in capital markets, equity and fixed income security analysis, derivatives (options, futures, swaps), portfolio management and strategies.

FGB 687 Derivative Markets. 3(3-0) S. Prerequisite: FGB 680. A study of the fundamentals, pricing, and trading strategies of options and futures contracts. Emphasis is placed on topics such as commodity futures, interest rate futures, stock index futures, foreign exchange futures, and futures options, and how these can be used for hedging and speculative purposes.

FGB 688 Healthcare Financial Management. 3(3-0) F. An introduction to fundamental financial management concepts and skills necessary for managers at a variety of levels in healthcare organizations. The course provides an overview of financial management and how the finance function is organized in healthcare organizations. Topics covered include: tax status, third-party payers payment methodologies, Medicare and Medicaid, cost accounting and analysis, rate setting, working capital, accounts receivable, budgeting, and financial analysis.

FGB 694 Internship: Finance. 3(3-0) F, S. Prerequisite: permission of the director of the appropriate graduate program and department head. In consultation with the coordinating professor, the student is engaged in on-the-job experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined and evaluated during the semester.

FGB 696 Independent Study: Finance. 1-3, F, S. Prerequisite: permission of advisor. In consultation with the advisor, student selects for intensive study a specific area of concern related to the student's program with emphasis on research.

REAL ESTATE, INSURANCE, and LAW COURSES

RIL 500 Legal Environment for Business Managers. 3(3-0) F,SE.

Prerequisite: permission of a director of a COBA Graduate Program. Contemporary legal and ethical issues encountered by business managers will be discussed, including issues related to torts, vicarious liability, products liability issue; formation and enforcement of contracts and sale of goods; regulatory environment affecting employment practices/discrimination, product advertising and environmental responsibility; economic development issues associated with environmental sustainability, property rights, constitutional law and city planning. Agency liabilities and fiduciary responsibilities of agents and managers in business organizations will be examined. An overview of the court system and legal dispute resolution mechanisms will be integrated. This course is primarily intended for MBA students who do not have equivalent undergraduate business law course work, and this course will not be counted in the hours required for a COBA undergraduate or graduate degree.

RIL 531 Labor Law and Employment Discrimination.

3(3-0) F. Prerequisite: RIL 231 or RIL 500 or equivalent; undergraduate majors must be admitted to COBA. Legal, regulatory, and ethical issues related to employer-employee relationship, including employment-at-will doctrine, discrimination, and union contracts.

RIL 533 Legal Environment of Business Organizations for Professionals.

3(3-0) S. Prerequisite: RIL 231 and 90 hours; undergraduate majors must be admitted to COBA. Agency and employment responsibilities and liabilities facing new and traditional forms of business organizations are compared, along with selected tax and security regulation issues. Personal and real property concepts are examined, along with environmental exposure issues. Selected contract and UCC concepts are reviewed. Issue recognition, problem analysis approach and testing mechanisms are especially appropriate for individuals taking the CPA or other professional exams. Students may not receive credit for both RIL 533 and RIL 235.

RIL 537 Environmental Regulation. 3(3-0) SO. Prerequisite:

undergraduate business majors must be admitted to COBA. Laws and government environment regulation of air, water, and soil quality, energy resources, solid and toxic waste disposal, storage tanks, toxic torts, labeling of toxic substances, recycling; ethical, public policy and international implications such regulations pose for business practices, natural resource utilization, health quality, and biodiversity.

RIL 538 Introduction to Estate Planning. 3(3-0) F. Prerequisite: 80 hours or permission of department head; undergraduate majors must be admitted to COBA. Estate planning process; fundamentals of intestate distribution, wills, trusts, gifts, life insurance; taxes incidental to an estate; administration of estates and trusts; analysis and selection of devices for lifetime and testamentary transfers of property.

RIL 539 Legal Regulation of International Commerce. 3(3-0) D.

Prerequisite: RIL 231 or RIL 500 or equivalent; undergraduate majors must be admitted to COBA. Legal and ethical issues associated with doing business in a global economy. Difference in approach to contracting and merchandising; product standards, protection and liability; trade barriers and regulation of business practices.

RIL 630 Seminar: Contemporary Legal Issues. 3(3-0) D.

Prerequisite: RIL 231 or RIL 500 or permission of instructor. In-depth study of selected contemporary legal issues and their impact on the environment of business. Exploration of legal resources relevant to the topics.

RIL 633 Legal Regulation of Competition and Monopoly. 3(3-0) D.

Prerequisites: RIL 231 and RIL 235 or permission of department head. Evolution of legal theory regarding governmental regulation of business. The judicial application of laws relating to anti-trust, price discrimination, entry regulation, rate making.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF INDUSTRIAL MANAGEMENT

Shawn Strong, Department Head

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GRADUATE FACULTY

Associate Professor: R. Neal Callahan, Shawn Strong
Assistant Professor: Richard J. Gebken, II

MASTER OF SCIENCE IN PROJECT MANAGEMENT

R. Neal Callahan, Program Director

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NealCallahan@missouristate.edu

PROGRAM DESCRIPTION

The Master of Science in Project Management degree provides relevant and timely graduate education to project management professionals from all disciplines. The program is intended for students who hold a bachelor's degree in Industrial Management, Liberal Arts, Applied and Natural Sciences, or Engineering and who are in, or aspiring to, project management related positions. The Project Management program equips individuals with the various skills, soft and hard, to manage projects and keep them within budget and on schedule, while meeting specifications and achieving customer satisfaction. Built upon the widely recognized Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK®), the program uses a combination of on-campus and distance learning resources to provide students with the knowledge and expertise to meet the intense global competition demands that new projects and business development require.

ADMISSION REQUIREMENTS

The Master of Science in Project Management is open to persons with the following qualifications:

1. The student must have received a Bachelor's or Master's degree from a regionally accredited college or university.
2. A GPA of at least 2.75 for the last 60 hours of academic work. In addition, students must have attained a score of at least 400 on the Graduate Management Admissions Test (GMAT) or a comparable percentage rank score on the Graduate Record Examination (GRE).

3. A background in project management including industry experience. These requirements will be waived if the student has an undergraduate or graduate degree in business administration, engineering, or similar curricula. The Graduate Director will determine if the student has the necessary background.
4. All of University and Graduate College requirements for admission to a degree program will also apply. Qualified applicants may enter the program at the beginning of any semester. For information on the GMAT or GRE, please contact the Graduate College (836-5335) or the Missouri State University Counseling and Testing Center (836-5116)

Students who do not meet the normal admission requirements, but who possess high promise (usually based upon a successful record of managerial performance at increasing levels of responsibility) will be considered for probationary admission.

ACCELERATED MASTER OF PROJECT MANAGEMENT OPTION

Exceptional undergraduate students may apply for preliminary acceptance into the Master of Science in Project Management degree program their junior year after admission requirements for the accelerated program have been satisfied. If approved, up to 12 hours of 500-level or 600-level IDM courses may be designated as "mixed credit" and counted toward both the undergraduate and graduate degree programs. See the Graduate Catalog or contact the program director for further information and guidelines.

For courses to be designated as Mixed Credit, the graduate advisor, undergraduate department head, and Graduate College dean must approve by signing the Permission for Mixed Credit form. This form must be provided to the Office of the Registrar in Carrington Hall, room 320 no later than the end of the Change of Schedule Period for the semester.

Admission requirements for the Accelerated Masters Option:

1. Junior standing and an overall GPA of 3.00 or better;
2. Acceptance of applicant by Masters of Project Management graduate advisor;
3. A supportive recommendation from the student's undergraduate advisor or undergraduate department head.

COMPUTER APPLICATION COMPETENCY

Students entering the MPM program are expected to be proficient in the use of word processing, database, and spreadsheet software. No course work is required to fulfill this criteria. Knowledge derived from professional or personal experience will qualify. If a student feels that he or she does not have the necessary base of knowledge to fulfill this requirement, there are various resources available on campus, such as self-paced tutorials and hands-on programs that would be helpful to increase computer knowledge and experiences.

DEGREE REQUIREMENTS (minimum of 33 hours)

The project management program requires 18 hours of Core Courses. The Core Courses are comprised of six graduate-level courses which are designed to provide accelerated coverage of the project management body of knowledge.

With Core courses met, the degree Thesis Option requires 33 semester hours of total graduate credit while the Seminar Option requires 36 semester hours of total graduate credit. No more than 50% of the coursework completed for the program may be at the 500-level.

Thesis Option	33 hrs
Core Courses	18 hrs
Free Electives	9 hrs
Research	6 hrs
Total	33 hrs

Seminar Option	36 hrs
Core Courses	18 hrs
Free Electives	15 hrs
Seminar	3 hrs

The requirements are composed of the following:

1. Advisor/Advisory Committee. Initially, each student will be advised by the graduate studies Program Coordinator. As soon as possible, the student will select a graduate faculty member from the Industrial Management Department to serve as their program advisor. Students electing to pursue the thesis option must also select two other faculty members to serve on their graduate advisory committee. The student's program advisor will chair the graduate advisory committee which must minimally consist of two additional faculty members including a faculty member from the student's secondary emphasis area and a faculty member from outside the Industrial Management department. This committee will supervise the remainder of the student's program.

2. Course Requirements

A.	Core Courses	18 hrs
	IDM 601 Project Management	3 hrs
	IDM 610 Project Leadership	3 hrs
	IDM 545 Project Control Systems	3 hrs
	IDM 551 Cost Analysis for Ind. Mgmt	3 hrs
	IDM 640 Tech. Mgmt & Innovation	3 hrs
	IDM 650 Advanced Project Management	3 hrs

All of the Core Courses are now available once each year via the Internet. These online courses do not have a campus component and can be completed entirely from the student's location.

B. Cognate Electives 9-15 hrs

Approved Courses. The approved cognate course listing is available at www.im.missouristate.edu/pm. This list includes both on-campus and online courses. Other courses may be taken in consultation with your advisor. All cognate coursework must be approved by the student's advisor prior to completion of the coursework. Cognate coursework should be selected which supports the degree program and the student's career goals.

2. Research

For both options, the student is required to give a final oral presentation of his/her work.

Thesis Option. **6 hrs**

Completion of a satisfactory thesis in the candidate's discipline is required. The thesis is a complete document that describes the student's work on a research topic. IDM 698 – Research, is completed prior to the semester of graduation and in any semester the student is working on research. A minimum of 3 hours of IDM 698 must be completed. Students must register for IDM 699 in their final semester and may not count more than a total of 6 semester hours, IDM 698 and IDM 699 towards their degree course requirements.

Seminar Option **3 hrs**

Completion of two significant graduate-level research papers based upon seminar work and directed research are required. Seminar students must prepare at least one of these papers as part of the course requirements for IDM 626. No more than 3 semester hours of IDM 626 shall be counted towards the degree requirements.

GPA Requirements

Students must attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

MISSOURI STATE UNIVERSITY

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES: PROJECT MANAGEMENT OPTION

The Department of Industrial Management participates in the Master of Science in Administrative Studies (MSAS) degree which includes the Project Management Option. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus and is administered by a faculty committee and located in the Graduate College. The program offers all core courses and project management option courses online. For more information on the MSAS, see Interdisciplinary Graduate Programs.

Required Courses for Project Management Option:

IDM 601	Project Management	3 hrs
IDM 650	Advanced Project Management	3 hrs

Plus two of the following:

IDM 510	Product Design and Development	3 hrs
IDM 545	Project Control Systems	3 hrs
IDM 551	Cost Analysis for Industrial Management	3 hrs
IDM 610	Project Leadership	3 hrs

Recommended sequence: IDM 601, 2 electives, IDM 650.

PROJECT MANAGEMENT CERTIFICATE PROGRAM

R. Neal Callahan, Program Director

Kemper Hall, Room 104B; Phone (417) 836-5160
NealCallahan@missouristate.edu

PROGRAM DESCRIPTION

The Certificate for Project Management provides a 12 hour graduate-level experience with application in such diverse industries and organizations as defense, construction, pharmaceuticals, chemicals, banking, hospitals, accounting, advertising, law, state and local governments. The certificate is designed to meet the needs of individuals who are established in careers and are seeking professional growth and advancement within their professions. The project management approach adapts special management techniques with the purpose of obtaining better control and use of existing resources.

ENTRANCE CRITERIA

To be considered for the program, a student must apply and be admitted to the Graduate College.

REQUIRED COURSES

IDM 601	Project Management	3 hrs
IDM 650	Advanced Project Management	3 hrs
Plus two of the following:		
IDM 510	Product Design and Development	3 hrs
IDM 545	Project Control Systems	3 hrs
IDM 551	Cost Analysis for Industrial Mgmt.	3 hrs
IDM 610	Project Leadership	3 hrs
Recommended sequence: IDM 601, 2 electives, IDM 650.		

GPA Requirements

Students must attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

TECHNOLOGY MANAGEMENT CERTIFICATE PROGRAM

R. Neal Callahan, Program Director

Kemper Hall, Room 104B; Phone (417) 836-5160
NealCallahan@missouristate.edu

PROGRAM DESCRIPTION

The Certificate for Technology Management provides a 12 hour on-line, graduate-level experience. Technology Management is a broadly defined term covering the management and development of technology-oriented businesses. It is not limited to technological development nor is it clearly demarcated by a specific function in a company. It is rather the concern of several different functions and at different management levels. The general area of interest for the Technology Management certificate/option is the management and development of industrial enterprises based on the application of advanced technology. The traditional academic disciplines of technology, science, engineering and management are integrated through the pursuit of theoretically interesting and practically relevant multi-disciplinary research projects involving industry. The certificate is designed to meet the needs of individuals who are established in careers and are seeking professional growth and advancement within their professions.

ENTRANCE CRITERIA

To be considered for the program, a student must apply and be admitted to the Graduate College.

REQUIRED COURSES 12 hrs

IDM 510	Product Design and Development	3 hrs
IDM 601	Project Management	3 hrs
IDM 640	Management of Innovation and Tech.	3 hrs

Plus one of the following:

IDM 530	Advanced Manufacturing Technology	3 hrs
IDM 550	Statistical QC and Design of Experiments	3 hrs
IDM 551	Cost Analysis for Industrial Management	3 hrs
IDM 692	Graduate Internship	3 hrs
	Approved Technical Elective	3 hrs

Recommended sequence for required courses: IDM 601, IDM 510, elective, IDM 640.

GPA Requirements

Students must attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

INDUSTRIAL MANAGEMENT COURSES

IDM 510 Product Design and Development. 3(3-0). D. Prerequisite: 80 hours or permission of department head; undergraduate majors in the industrial management department must be admitted to a program of study; IDM 259 or IDM 601. An overview of the product development process from concept generation to design in an entrepreneurial environment. The perspectives of marketing, design and manufacturing are blended into a single approach to product development. Provides students with an appreciation for the realities of industrial practice and for the complex and essential roles played by the various members of product development teams.

IDM 530 Advanced Manufacturing Technology. 3(3-0). D. Prerequisite: 80 hours or permission of department head; undergraduate industrial management majors must be admitted to the program. A study of current manufacturing systems including product development and production methods. Emphasis is placed on production planning and processes including computer-aided manufacturing and control, inspection, and quality assurance techniques.

IDM 545 Project Control Systems. 3(3-0) Su. Prerequisite: IDM 359 and admission to an IDM program, or IDM 601, or permission of program coordinator. Advanced application of microcomputers with an emphasis on their use in project control. Topics include project control planning and objectives, change control processes, project documentation and communication, project progress/variance reports, payment requisitions, project closure activities, and project lessons learned systems.

IDM 550 Statistical Quality Control and Design of Experiments. 3(3-0) D. Prerequisite: QBA 237 or equivalent, 80 hours or permission of department head; undergraduate industrial management majors must be admitted to the program. Topics include the practice of statistical techniques widely used in industry to improve quality, reduce costs, and optimize processes. Minimization of variability and basic approaches to statistically designed experiments are emphasized.

IDM 551 Cost Analysis for Project Management. 3(3-0) D. Prerequisite: 80 hours or permission of department head; undergraduate industrial management majors must be admitted to the program. The use of cost analysis as a decision-making tool in the context of project management. Topics include the time value of money, analysis of alternatives, decision-making under risk, estimating, cost accounting, and capital budgeting.

IDM 596 Readings in Industrial Management. 1-3, F, S. Prerequisite: permission of department head. Directed readings for individuals requiring additional depth or breadth of study. Outline of study must be approved prior to enrolling. May be repeated to a total of 6 hours.

IDM 597 Topics in Industrial Management. 1-3 D. A variable content course with topics that depend on faculty and student interests. Consult the semester class schedule for the current offering under this number. May be repeated up to a total of 9 hours when content varies.

IDM 601 (IDM 535) Project Management. 3(3-0) D. This course provides a comprehensive overview of project management. The culture, principles, and basic techniques of project management are addressed using the project lifecycle as the primary organizational guideline. The project management functions of planning, organizing, motivating and controlling with an emphasis on the application of business and technology are explained. Basic tools of project management such as work breakdown structure, scheduling, contracting, earned value analysis, and risk management are explained and demonstrating.

IDM 610 Project Leadership. 3(3-0). D. A practical and relevant course that focuses on the people skills needed to manage a project successfully. Prepares students to handle project problems related to communication, motivation, performance, behavior, and crisis. Students analyze real life scenarios and develop solutions that are supported by the latest research to develop skills necessary for strong, effective project leadership.

IDM 626 Seminar in Project Management. 3(30) D. Prerequisite: 9 graduate hours. Presentation and discussion of professional or technical problems in the organization and management of projects. Students are expected to demonstrate the ability to apply the knowledge and experience gained in their program of study to the critical evaluation and analysis of the theory, research and practices of project management.

IDM 640 Management of Innovation and Technology. 3(3-0). D. Focuses on the strategies management of technology and innovation in organizations. Builds primarily on broad models of technological evolution and organizational change. Students analyze crucial organizational innovation and technology issues and identify concrete managerial actions to address innovation and technology problems and opportunities. May be taught concurrently with IDM 458. Students cannot receive credit for both IDM 458 and IDM 640.

IDM 650 Advanced Project Management. 3(3-0) D. Prerequisite: IDM 601 and one other IDM graduate level course. Builds upon the foundation of prerequisite courses by discussing advanced problems encountered in the discipline of project management in a seminar format. Practical examination of projects using the criteria of project excellence and project management maturity models. Students are expected to demonstrate the ability to apply the knowledge and experience gained in their program of study to the critical evaluation and analysis of the theory, research and practice of project management.

IDM 660 Special Investigations. 1-5 D. Prerequisites: permission of advisor. The student, in consultation with the advisor, selects for in-depth study an area determined by the interest and background of the student. Based on demand and timeliness of the subject, a cluster study group may engage in a joint investigation. May be repeated to a total of 5 hours.

IDM 692 Graduate Internship. 3(3-0) F, S, Su. Prerequisite: permission of advisor. Educational experience in cooperation with student's full-time employer. Written, oral, and classroom assignments related to workplace improvement. May be repeated, but no more than 6 hours may be counted as credit toward a master's degree.

IDM 698 Research. 1-3, F, S, Su. Prerequisite: permission of advisor. Supervised research in technology. May be repeated, but not more than 3 hours may be counted toward a master's degree. Graded pass/not pass only.

IDM 699 Thesis. 1-3, F, S, Su. Prerequisite: permission of advisor. Preparation of a thesis. May be repeated, but no more than 3 hours may be counted as credit toward a master's degree. Graded as pass/not pass only.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF MANAGEMENT

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GRADUATE FACULTY

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Robert O. Lunn, Peter Richardson, Elizabeth J. Rozell,
Steven L. Thomas, Barry L. Wisdom

Associate Professor: Mary K. Coulter, Vinay K. Garg,
Tami Leigh Knotts, Wesley A. Scroggins

Emeritus Professor: Yohannan T. Abraham, Mona J.
Casady, Patricia Feltes, J. Kenneth Horn, Thomas H.
Inman, Arnola C. Ownby, Robert L. Trewatha, Lynn E.
Wasson

MASTER OF HEALTH ADMINISTRATION

Robert O. Lunn, Graduate Director

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PROGRAM DESCRIPTION

The Master of Health Administration (MHA) degree is a College of Business Administration degree that includes a number of interdisciplinary courses contributed by other colleges on campus. The program is designed for students holding undergraduate degrees who wish to further their careers in the administration of health organizations including integrated systems, hospitals, group practices, long-term care facilities, clinics, managed care organizations, and other types of health organizations. The program can be completed in as little as two years. Students with little or no undergraduate work in business are welcome, and will normally require additional time for completion.

The MHA program is accredited by AACSB International - The Association to Advance Collegiate Schools of Business.

ADMISSION REQUIREMENTS

1. The student must have received a Bachelor's or Master's degree from a regionally accredited college or university.
2. The student must have a GPA of at least 2.75 for the last 60 hours of academic work and submit a score on the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE), or equivalent standardized exam.

3. Students who do not meet the admission requirements, but who show indication of high promise will be considered for probationary admission.
4. All other University and Graduate College requirements for admission to a degree program will also apply. Qualified applicants may enter the program at the beginning of any semester. For information on the GMAT or GRE, please contact the Graduate College (836-5335) or the Missouri State University Counseling and Testing Center (836-5116).

Applicants from foreign countries whose native language is not English are required to submit scores on the TOEFL. Normally, TOEFL scores of 550 on the paper-based or a comparable score of 213 on the computer-based are required for admission.

DEGREE REQUIREMENTS

The program requires a minimum **48 hours** of graduate credit plus any necessary prerequisite courses.

Core Requirements

ACC 611	Managerial Accounting*	3 hrs
CIS 661	Management Information Systems	3 hrs
ECO 504	Health Care Economics*	3 hrs
FGB 680	Advanced Financial Management*	3 hrs
MGT 601	Health Services Organization	3 hrs
MGT 662	Problems in Human Resource Management & Industrial Relations	3 hrs
MGT 664	Organizational Behavior	3 hrs
MKT 672	Marketing Management	3 hrs
NUR 600	Epidemiology	3 hrs
PLS 654	Seminar in Health Policy	3 hrs
QBA 665	Quantitative Methods in Business Decision Making*	3 hrs
MGT 667	Organizational Strategy and Policy**	<u>3 hrs</u>
		Core Total: 36 hrs

* Course prerequisites may be required.

** Students typically enroll for MGT 667 in their final semester.

Electives. Two courses (6 credit hours) determined by the student's area of interest and focus and based on advice of the Director of the MHA program must be completed.

Internship. Students must complete MGT 693 Health Administration Internship, a 6-hour internship in a health care organization in which they will complete one or more supervised research studies of major managerial challenges facing the organization, presenting recommendations based on their analyses. This course satisfies the research requirement of the Graduate College.

Comprehensive Examination. A written comprehensive examination must be passed before the degree will be granted. This exam is coincident with the time for the final exam in MGT 667 and will require an integration of all business and health course work completed in the program. MGT 667 generally must be taken in the student's final semester.

ACADEMIC STANDING

A student who fails to attain a 3.00 GPA after completing the approved program may enroll for additional course work not to exceed 6 hours to raise the GPA. The course work will be approved by the Graduate Program Director and the Dean of the College of Business Administration.

The maximum class load for a full-time student is normally 12 hours per semester. An overload is permitted only after students have demonstrated their ability to achieve an outstanding graduate record at this university. Students employed on a full-time job generally should not enroll for more than 6 semester hours. All other University and Graduate College requirements governing grading and attendance will apply.

To enroll in graduate courses in the College of Business Administration, a student must be admitted to a graduate program in the College of Business Administration or have special permission. Students not meeting one of these conditions can be dropped from the course(s) at any time during the session involved.

MANAGEMENT COURSES

MGT 500 Administrative, Organizational, and Operations Concepts for Managers. 3(3-0) F, S. Prerequisite: permission of a director of a COBA graduate program. Comprehensive study of the fundamentals of the management function, organizational behavior and design, and production and operations management. Designed for graduate students who have not had undergraduate courses in management or organizational behavior and in operations management. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

MGT 543 New Venture Management. 3(3-0) S. Prerequisite: MGT 384; and undergraduate business majors must be admitted to COBA. The course provides for extensive research and in-depth analysis in starting a new business venture. Major topics include sources of start-up capital, valuing an ongoing business, and marshaling physical and human assets. Emphasis is placed on student team preparation of a written feasibility study for a hypothetical business start-up.

MGT 546 (346) Direct Compensation System Management. 3(3-0) S. Prerequisite: MGT 345; and undergraduate business majors must be admitted to COBA. Development and management of job-based and individual-based pay systems using job evaluation, skill/competency analysis and certification, wage surveys and related techniques. The development of performance-based pay systems are studied with emphasis on the strategic aspects of pay, internal consistency, external competitiveness, and legal compliance.

MGT 560 History of Management Thought. 3(3-0) D. Prerequisite: MGT 340; and undergraduate business majors must be admitted to COBA. Background and interrelationship of classical, behavioral science, systems and quantitative management schools of thought; works of major contributors to contemporary management concepts, practices, and theory.

MGT 561 Practicum in Small Business Operations. 3-6 D. Prerequisite: permission of department head; and undergraduate business majors must be admitted to COBA. Experience in solving real problems within the actual business environment. Students provide counseling to small business firms. Cases are referred through the Small Business Administration. Course may be repeated to a total of 6 hours.

MGT 565 Advanced OM: Business Process Management. 3(3-0) F. Prerequisite: MGT 364 or MGT 500; and undergraduate business majors must be admitted to COBA. An in-depth analysis of business processes from an operations perspective. Study of specific practices and tools to design, improve, and support these processes in a variety of organizational settings. Use of professional BPM software is emphasized.

MGT 567 Practicum in Operations. 3(3-0) S. Prerequisite: MGT 364 or MGT 500, and one of MGT 367, MGT 368 (or equivalent), MGT 467, MGT 565, or MGT 611; and undergraduate business majors must be admitted to COBA. Real-life experience in applying operational techniques to business and non-profit organizations. Student interests are matched to needs of local organizations to create hands-on projects.

MGT 596 Research Issues and Problems: Management. 1-3 D. Prerequisite: 90 hours and permission of department head; and undergraduate business majors must be admitted to COBA. Research issues and projects growing from particular needs which may require additional depth or breadth of study. Outline of study must be approved prior to enrolling. Under-graduates only may repeat to a total of 6 hours.

MGT 601 Health Services Organization. 3(3-0) F. Introduction to the health services delivery system. Analysis of the organizing, financing, and distribution of health services. Alternate delivery systems such as hospitals, acute care facilities, long-term facilities, prepaid practices, fee-for-services group practices and others are examined. Forces shaping present and future health care delivery are evaluated.

MGT 606 (AOS) Organizational Communication. 3(3-0) F. Prerequisite: MGT 286. Intensive study of communication behavior within various types of business organizations. Provides student opportunities to develop communication skills further and to apply one's capacity to use effective organizational communication concepts through written and oral presentations. Emphasis upon the study of oral communication within business.

MGT 611 Measurement and Management of Quality in Health Care. 3(3-0) D. Prerequisite: MGT 500 and QBA 500 or equivalent. Design, implementation, and management of health quality systems. Major emphasis placed on controlling health care costs through a reduction of waste and defects. Exposure to a variety of quality tools and quantitative techniques aimed at measuring performance and fostering continuous improvements.

MGT 647 (547) International Management. 3(3-0) D. Prerequisite: MGT 500 or its equivalent or permission. A study of management theory and practices as related to international organizations that are transnational in nature. Emphasis is placed on analyzing, understanding, and integrating managerial concepts as they apply to cross-cultural settings. Students are required to complete a research project. Students cannot receive credit for both MGT 447 and MGT 647.

MGT 660 Selected Topics in Management. 3(3-0) D. Prerequisite: check class schedule for prerequisites. Variable topics course in Management. Areas studied will be announced each semester in the class schedule. Course requirements include extensive readings, a paper, and when appropriate, field trips. Maximum credit for course is 3 hours.

MISSOURI STATE UNIVERSITY

MGT 661 Operations Management: Comparative Theory and Practice. 3(3-0) D. Advanced study of the operations function in organizations. Emphasis is placed on operations management, planning and controlling techniques as they apply to all types of domestic and international organizations. Cost-output-profit decisional techniques and productivity issues are studied as they relate to managerial goals, environmental conditions, and economic developments.

MGT 662 Problems in Human Resources Management and Industrial Relations. 3(3-0) D. Prerequisite: MGT 500 or equivalent. Intensive examination of the institutional, legal, and policy considerations of the parties involved in human resources management and labor relations with an emphasis on current issues.

MGT 664 Organizational Behavior. 3(3-0) F, S. Prerequisite: MGT 500 or equivalent. Study of individual and group behavior viewed from a managerial perspective within the organizational setting. Attention is focused on applications by managers of theory and research about the interaction between human beings and the formal organization, with emphasis on individual differences, interpersonal relations, and small-group dynamics.

MGT 665 Organization Structure and Design. 3(3-0) D. An intensive macro approach to the study of the organization with emphasis on the interrelationships of organizational dimensions as they interact to affect organization design. Topics covered include environment, technology, work flows, structure, size, power, objectives, managerial philosophies, and effective-ness.

MGT 667 Organization Strategy and Policy. 3(3-0) F, S. Prerequisite: 18 graduate hours in business administration and economics at the 600 level, including FGB 680 and MKT 672. Integration of the functional areas of business via the strategic planning process. Emphasis is placed upon the formulation, implementation, and control of an organization's mission, objectives, strategies, and policies as determined by external and internal analyses.

MGT 670 Leadership Development. 3(3-0) D. Prerequisite: MGT 664. Comprehensive review of the writings and theories of leadership. Focuses on building skills to inspire and organize people to achieve tangible results. Comprehensive self-assessment, experiential exercises, action learning projects, and individually tailored skill-improvement plans.

MGT 690 Seminar in Management. 3(3-0) D. Prerequisites: 18 graduate hours in business administration and economics. Critical evaluation and analysis of theory, research, and practice in management.

MGT 693 Health Administrative Internship. 6(6-0) D. Prerequisite: permission of MHA Program Director or Department Head. Supervised field work in an approved health care organization. Student will work in a health care setting with an experienced health administrator serving as a preceptor. The preparation of a substantial management research project for the organization will be required which involves analyzing a major management challenge facing the organization and offering specific recommendations. This course satisfies the graduate college research requirement.

MGT 694 Internship: Management. 3(3-0) F, S. Prerequisite: permission of the director of the appropriate graduate program and department head. In consultation with the coordinating professor, the student is engaged in on-the-job experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined and evaluated during the semester.

MGT 696 Independent Study Business Administration. 1-3 F, S. Prerequisite: permission of advisor. In consultation with the advisor, student selects for intensive study a specific area of concern related to the student's program with emphasis on research.

MGT 699 Thesis. 1-6 D. Prerequisite: permission. Independent research and study connected with preparation of thesis.

DEPARTMENT OF MARKETING

Robert H. Luke, Department Head

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GRADUATE FACULTY

Professor: Ronald L. Coulter, Nancy K. Keith, John L. Kent, Jr., Robert H. Luke, R. Steven Parker, Dane K. Peterson, Charles E. Pettijohn, Linda S. Pettijohn, Allen D. Schaefer

Associate Professor: Diana L. Haytko, Charles M. Hermans

Assistant Professor: Christina Simmers, Carlo D. Smith

Emeritus Faculty: Thomas S. Brown

MARKETING COURSES

MKT 500 Marketing Concepts for Managers. 3(3-0) F, S. Prerequisite: permission of a director of a COBA graduate program. Comprehensive study of the fundamentals of marketing. Designed for graduate students who have not had an undergraduate course in marketing. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

MKT 510 e-Marketing. 3(3-0) F, S. Prerequisite: FGB 510 OR MKT 355 or MKT 354. An examination of the concepts, strategies, and applications involved in Electronic Marketing, including use of the web, electronic mail, and other direct response advertising media for conducting e-Business.

MKT 596 Research Issues and Problems: Marketing. 1-3 D. Prerequisite: MKT 360 and permission of department head; and undergraduate business majors must be admitted to COBA. Research issues and projects growing from particular needs which may require additional depth or breadth of study. Outline of study must be approved prior to enrolling. May be repeated to a total of 3 hours.

MKT 630 Logistics and Transportation. 3(3-0) S. Prerequisite: MKT 500 or its equivalent or permission from a director of a COBA Graduate Program. This course introduces students to the concepts and terminology associated with the planning and management of logistics activities. The course investigates introductory decisions in inventory management, warehousing, transportation, customer service, performance measurement, and others.

MKT 640 Supply Chain Models and Systems. 3(3-0) F. Prerequisite: MKT 630. This course addresses concepts, techniques and systems used in supply chain management and decision support. Specific areas include ERP systems, manufacturing planning and management techniques and systems, inventory management, warehouse layout, distribution management, routing and scheduling process analysis, network analysis and the application of simulation and optimization techniques.

MKT 650 Supply Chain Management Seminar. 3(3-0) F. Prerequisite: MKT 630 or FGB 510 or permission from a director of a COBA Graduate Program. This course emphasizes the adoption of a supply chain orientation toward business and the need for more effective inter-firm relationships and operational processes. The course incorporates analyses of comprehensive cases involving strategic and tactical decisions throughout product and service supply chains in a domestic and global environment.

MKT 660 Logistics and Supply Chain Management Strategy. 3(3-0) S. Prerequisite: MKT 640 or MKT 650. This course serves as a capstone experience involving actual company projects, a comprehensive supply chain simulation exercise, and the identification and discussion of current events in logistics and supply chain management. Class sessions are augmented by discussions of current events involving logistics and supply chain management.

MKT 664 International Logistics and Global Supply Chain Management. 3(3-0) S. Prerequisite: MKT 500 or its equivalent or permission from a director of a COBA Graduate program. Theory and practice of Logistics activities in international business with special emphasis on transportation, global sourcing, customs issues, import-export opportunities, customs documentation, the role of government in international transactions, customer service, and global supply chain management. Special emphasis is placed on current events and their effect on the marketing and logistics activities of organizations. Students cannot receive credit for MKT 464 and MKT 664.

MKT 669 Seminar in Marketing. 3(3-0) D. Prerequisites: 15 graduate hours in business administration and economics and permission of the coordinator of graduate studies. Critical evaluation and analysis of theory, research, and practice in marketing.

MKT 670 Seminar in Marketing Research. 3(3-0) D. Prerequisite: 12 graduate hours in business administration and economics including MKT 672. Designed to enable students through first-hand experience to understand the various parts of research papers, methods of gathering data, appropriate tests of information, and interpretation of findings, including implications for further study.

MKT 672 Marketing Management. 3(3-0) F, S. Prerequisite: MKT 500 or its equivalent or permission from a director of a COBA Graduate Program. Theoretical bases of marketing concepts, principles and strategies; development, acceptance, and expected future direction of emerging marketing practices.

MKT 674 International Marketing. 3(3-0) F, S. Prerequisite: MKT 500 or its equivalent or permission from a director of a COBA Graduate Program. Advanced management, theory, and analysis of marketing functions in a multinational context where the parameters differ from those of domestic marketing. Students are required to complete a research project in the course area.

MKT 676 Futuristics: Business and Society. 3(3-0) F. Prerequisite: MKT 500 or its equivalent or permission from a director of a COBA Graduate Program. This course compares and analyzes the diverging views of an "economy of abundance" versus that of an "economy of scarcity." Major emphasis is directed toward predicting future changes in and the impact on the nature of firm, consumer lifestyles, and society in general. Students are required to complete a research project in the course area.

MKT 694 Internship: Marketing. 3(3-0) F, S. Prerequisite: permission of the director of the appropriate graduate program and department head. In consultation with the coordinating professor, the student is engaged in first-hand experience with a business, organization, or other professional entity. A portfolio of assigned work shall be collected, examined and evaluated during the semester.

MKT 696 Independent Study: Marketing. 1-3 F, S. Prerequisite: permission of the department head. In consultation with coordinating professor, student selects a specific area of emphasis (related to the degree program) for a significant, in-depth study, with particular emphasis on research.

MKT 699 Thesis. 1-6 D. Prerequisite: permission of the department head. Independent research and study connected with preparation of thesis.

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QUANTITATIVE AND BUSINESS ANALYSIS COURSES

QBA 500 (600) Statistical Methods in Business Research. 3(3-0) F, S. Prerequisite: permission of a director of a COBA Graduate Program. Comprehensive study of the fundamentals of statistics. Designed for graduate students who have not had an undergraduate statistics course. This course will not be counted in the hours required for a COBA undergraduate or graduate degree.

QBA 547 Nonparametric Statistics for Business Decisions. 3(3-0) F. Prerequisite: QBA 337 or QBA 500; and undergraduate business majors must be admitted to COBA. The use of nonparametric statistics in business research designs, including the one-sample, two-sample, and multi-sample cases. Computer application of nonparametric tests will be used where appropriate.

QBA 637 Research Design and Analysis. 3(3-0) S. Prerequisites: CIS 101 or CSC 101 and either QBA 337 or QBA 500. Advanced statistical methods for conducting research in business and economics. Discussion and application of design procedures, hypotheses formulation, data collection and data analysis. Topics include regression analysis and analysis of variance, multi-variate analysis, experimental design, nonparametric methods, etc. Computer statistical packages will be used extensively.

QBA 665 (CIS) Quantitative Methods in Business Decision Making. 3(3-0) F, S. Prerequisite: QBA 500 or its equivalent or permission of a director of a COBA Graduate Program. A study of quantitative methods used to improve the decision-making process in business. Major topics include constrained optimization models, forecasting models, simulation models, and decision theory.

COLLEGE OF EDUCATION

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Childhood Education and Family Studies

Rebecca A. Swearingen, Acting Department Head
Suzanne M. George, Graduate Director (Early Childhood
and Family Development)
Dale G. Range, Graduate Director (Elementary Ed.)

*Master of Science, Early Childhood and Family
Development*

Master of Science in Education, Elementary Education

Department of Counseling, Leadership, and Special Education

C. Don Keck, Acting Department Head
A. Leslie Anderson, Graduate Director (Community
Agency Counseling)
Paul D. Blisard, Graduate Director (School Counseling)
Gilbert O. Brown, Graduate Director (Student Affairs)
Paris DePaepe, Graduate Director (Special Education)
Gerald H. Moseman, MEd Graduate Director (EAD)
Robert L. Watson, EdS Graduate Director (EAD)
Cynthia MacGregor, EdD Graduate Director (EAD)

Master of Science, Counseling

Master of Science, Student Affairs

*Master of Science in Education, Educational
Administration*

Master of Science in Education, Special Education

Specialist in Education, Educational Administration

Graduate Certificate in Autism Spectrum Disorders

Graduate Certificate in Orientation and Mobility

Cooperative Doctorate in Educational Leadership

*(Cooperative program with University of Missouri –
Columbia)*

Reading, Foundations, and Technology

Fred H. Groves, Department Head
Deanne Camp, Graduate Director (Reading)
Fred Groves, Graduate Director (Instructional Media
Technology)
Emmett Sawyer, Graduate Director (MAT)

Master of Arts in Teaching

*Master of Science in Education, Instructional Media
Technology*

Master of Science in Education, Reading

Graduate Certificate: Instructional Technology Specialist

MISSOURI STATE UNIVERSITY

DEPARTMENT OF CHILDHOOD EDUCATION AND FAMILY STUDIES

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Range

Associate Professor: Mary Beth Mann

Assistant Professor: Joanna J. Cemore, Denise D.
Cunningham, James A. Meyer

Per Course Instructor: Jane F. Pyle

Emeritus Professor: Haldon D. Funk, John F. Newport,
Peggy S. Pearl, J. Rondo Pope, Barbara A. Sperling,
Roger N. Tipling

MASTER OF SCIENCE, EARLY CHILDHOOD AND FAMILY DEVELOPMENT

Suzanne M. George, Graduate Director

621 E Elm Street; Phone (417) 836-5984

SueGeorge@missouristate.edu

PROGRAM ADMISSION REQUIREMENTS

Admission requires the following minimum criteria:

1. A minimum GPA of 3.00 for courses taken in the last 60 hours of course work in the undergraduate program.
2. Student must take the Graduate Records Examination (GRE). A GRE of 475 or higher on the Verbal or Quantitative section, AND a score of not less than 400 on the remaining section.
3. Applicants for whom English is a second language are required to submit scores on the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required for admission.
4. To be considered for admission to this program, a student must apply for both the Early Childhood and Family Development program and the Graduate College (refer to the Graduate College, Admission to Graduate Studies, Admission Requirement).

5. Students must possess a bachelor's degree and must meet the requirements for admission to the graduate school as states under the Admission to Graduate Studies section of the Graduate Catalog.
6. A separate application with the following materials must be submitted to the Early Childhood and Family Development Program.
 - a. A letter of intent containing professional goals, future plans, background information, and professional experiences.
 - b. Submission of two letters of recommendation from professionals familiar with the candidate's academic abilities and potential.
 - c. Completion of any required prerequisite courses or permission from the Director of the Early Childhood and Family Development Program.
7. Students may transfer in no more than 9 credit hours which must be approved by the advisor.

DEGREE REQUIREMENTS

1. Satisfactory completion of a minimum of 32 approved graduate hours with a minimum overall GPA of 3.00.
2. No more than 16 hours of 500-level course work may be applied to the degree program.
3. **Comprehensive Examination.** A comprehensive examination must be passed by the candidate before a degree will be granted.
4. **Research.** Completion of one seminar which shall require an extensive paper or major creative work.
5. **Transfer Credit.** A maximum of 9 credit hours of graduate credit may be accepted toward a master's degree. All transfer credit must be "A" or "B" grade status from a regionally accredited college or university and must be approved by the Department Head or student's advisor.

REQUIRED COURSES

Courses may count only once in meeting the 32 hour program course requirement.

<u>Required Core Courses</u>	15-16 hours
ECE 624 Foundations of Early Childhood Educ..	2 hrs
OR	
CFD 650 Seminar in Child & Family Development	3 hrs
ECE 625 Trends & Issues in Early Childhood Education	3 hrs
ECE 626 Adv. Curriculum in Early Childhood Ed.	3 hrs
SFR 690 Introduction to Educational Research	3 hrs
ECE 671 Proposal Development/Early Childhood & Family Development Seminar	1 hr
ECE 672 Seminar in Early Childhood & Family Development	3 hrs

CHILDHOOD EDUCATION AND FAMILY STUDIES

Elective Courses

16-17 hours

Courses may be selected with the recommendation and approval of student's advisor. These courses include:

ECE 501	Home/School/Community Relationships with Young Children & Their Families	3 hrs
ECE 605	Field Experiences in Early Childhood Education	1-3 hrs
ECE 627	Children & Families in a Diverse Society	3 hrs
ECE 628	The Educational Role of Play	3 hrs
ECE 629	Literacy in Early Childhood	3 hrs
CFD 532	Family Advocacy	3 hrs
CFD 533	Principles of Family Life Education	3 hrs
CFD 562	Prevention of Child Abuse & Neglect	3 hrs
ELE 613	Advanced Theory & Practice in the Teaching of Communication Arts	3 hrs
ELE 620	Advanced Theory & Practice in Student Assessment & Evaluation	3 hrs
RDG 574	Analysis & Correction of Reading Difficulties	3 hrs
RDG 675	The Relationship of Language to Reading & Intellectual Development	3 hrs

MASTER OF SCIENCE IN EDUCATION, ELEMENTARY EDUCATION

Dale G. Range, Graduate Director

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PROGRAM DESCRIPTION

The graduate program in Elementary Education is designed for teachers who desire to develop advanced knowledge and skills related to successful teaching in the elementary school. Within the program there are opportunities for the student to complete the Masters degree either on campus or online. The Teaching and Learning option has a research/practitioner focus specializing in hands-on experiences and is delivered on campus. The Curriculum and Instruction option has a theoretical/research focus emphasizing diverse approaches to instructional practices and is delivered through online coursework. Additionally, there is a special option for post baccalaureate students to apply graduate courses to Missouri certification.

PROGRAM ADMISSION REQUIREMENTS

Admission to the program requires the following minimum criteria:

1. A minimum GPA of 3.00 for courses taken in the last 60 hours of course work in the undergraduate program. Students who do not meet the GPA requirements must take the Graduate Record Examination (GRE). A GRE score of 475 or higher on either the Verbal or Quantitative section, AND a score of not less than 400 on the remaining section with results from the GRE provided prior to the student's registering for more than 9 hours.
2. Applicants for whom English is a second language are required to submit scores on the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required for admission.
3. Students applying for the graduate program in the Teaching Certification Credit Option must complete a transcript analysis with the Teacher Certification and Compliance Office before being admitted.
4. A student who does not meet all the above criteria, but who demonstrates outstanding potential, may be fully admitted by the Director of the Elementary Graduate Program and the Director of the School of Teacher Education on the basis of individual merit and successful completion of the first 9 hours (3.00 GPA or higher).

PROGRAM ADMISSION PROCEDURE

Following admission to graduate study and prior to the completion of 9 graduate hours of master's degree course work at Missouri State University, the student must submit the following to the Director of the Elementary Graduate Program or the Director of the School of Teacher Education to continue in the program:

To be considered for admission to this program, a student must apply to both the Department of Childhood Education and Family Studies and the Graduate College (refer to the Graduate College, Admission to Graduate Studies, Admission Requirements).

1. Students must possess a bachelor's degree and must meet the requirements for admission to graduate school as stated under the Admission to Graduate Study section of the Graduate Catalog.

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2. In addition, the following materials must be submitted to the Department of Childhood Education and Family Studies:
 - a. A letter of intent containing teaching and professional goals, future plans, background information, teaching experiences, and option area (see Course Requirements, No. 3).
 - b. A copy of an appropriate teacher certification or eligibility for teacher certification by a state agency. Application without certification or eligibility may be accepted with permission from the Director of Elementary Graduate Program or the Department Head of Childhood Education and Family Studies.
 - c. Submission of three letters of recommendation from professionals familiar with the candidate's academic abilities and teaching potential.
 - d. Completion of any required prerequisite courses or permission from the Director of the Elementary Graduate Program or the Department Head of Childhood Education and Family Studies.

DEGREE REQUIREMENTS

1. Satisfactory completion of a minimum of 33 approved graduate hours with a minimum overall GPA of 3.00.
2. No more than 16 hours of 500-level course work may be applied to the degree program.
3. **Comprehensive Examination.** A comprehensive examination must be passed by the candidate before a degree will be granted.
4. **Research**
 - Option I:* Completion of one research seminar which shall require an extensive paper or major creative work.
 - Option II:* Completion of a satisfactory thesis in the candidate's discipline. This credit shall be not more than 6 hours of the minimum 33 required for the degree.
5. Transfer credit. A maximum of 30% of the 33 hours of graduate credit may be accepted toward the master's degree. All transfer credit must be "A" or "B" grade status from an accredited college or university and must be approved by the Director of the Elementary Graduate Program or the Department Head of Childhood Education and Family Studies.

COURSE REQUIREMENTS

Courses may count only once in meeting the 33 hour program course requirements.

1. **Required Core Courses** **12 hrs**
 - ELE 611 Cont. Issues in Elem. Curriculum **OR**
 - ECE 625 Trends and Issues in Early Childhood
 - ELE 620 Advanced Theory & Practice in Student Assessment & Evaluation
 - SFR 690 Introduction to Educational Research
 - ELE 672 Seminar in Elementary Education (Research Option I) **OR**
 - EEM 699 Thesis (Research Option II)
2. **Select Option Area.** Course work to be selected in consultation with advisor to bring the total to not less than 33 hours. Student should select from either Teaching and Learning (on campus option) OR Curriculum and Instruction (online option) OR Teaching Certification Credit Option (certification students only).

Teaching and Learning Option (on campus) 21 hrs

A. Teaching Methods (select 4 to total 12 hrs)

- ECE 626 Adv. Curriculum Development for Early Childhood Education Programs
- ELE 610 Elementary School Curriculum
- ELE 613 Adv. Theory & Practice in the Teaching of Communication Arts
- ELE 614 Adv. Theory & Practice in the Teaching of Social Studies
- ELE 615 Adv. Theory & Practice in the Teaching of Mathematics
- ELE 616 Adv. Theory & Practice in the Teaching of Science
- ELE 617 Adv. Theory & Practice in the Teaching of Economics
- ELE 622 Differentiated Instruction for Early Childhood, Elementary & Middle School Classrooms

B. Electives: (select with advisor to total 9 hrs)

- CFD (532, 560, 562)
 - ECE (624, 625, 626, 627)
 - EEM (576, 596, 597, 598, 696)
 - IMT (562, 565)
 - MID (625, 710)
 - PSY (508, 603, 605)
 - RDG (560, 574, 674, 675, 677)
 - SFR (547, 560, 581, 650, 693, 758)
 - SPE (510, 556, 560, 615, 680)
- Other electives may be added at the discretion of the program advisor

CHILDHOOD EDUCATION AND FAMILY STUDIES

Curriculum and Instruction Option (online) 21 hrs

A. Teaching Theory (select 4 to total 12 hrs)

- ELE 610 Elementary School Curriculum
- ELE 621 Standard-based Integrated Curriculum, Learning and Teaching
- ELE 622 Differentiated Inst. for Early Childhood, Elem. & Middle School Classrooms
- RDG 678 Curriculum Design in Reading

B. Electives: (select with advisor to total 9 hrs)

- EEM (576, 696) SPE (615, 680)
- IMT (562, 565) PSY (603)
- RDG (620, 625, 673)

Other electives may be added at the discretion of the program advisor

Teaching Certification Credit Option 21 hrs

The Master of Science in Education, Teaching Certification Credit Option is intended for mid-career change students or individuals beginning a second career. Students must hold a baccalaureate degree from an accredited college or university. The program includes course work that satisfies Missouri Department of Elementary and Secondary Education certification requirements for elementary (grades 1-6) while also working on a master's degree. Students must work closely with the Certification Office in the College of Education and with the Director of the MSED, Elementary Education program. Prerequisite courses at the undergraduate level will be required before certification compliance is met according to Missouri Department of Elementary and Secondary Education and program standards. These undergraduate courses will not count toward the minimum required hours for the master's degree.

A. Teaching Methods (select 4 to total 12 hrs)

- ELE 601 Communication Arts Instruction in the Elementary School
- ELE 602 Social Studies Instruction in the Elem. School
- ELE 603 Mathematics Instruction in the Elem. School
- ELE 604 Science Instruction in the Elementary School

B. Electives: (select with advisor to total 9 hrs)

- ELE (500, 510, 617) SPE (615)
- ECE (501) PSY (603)
- IMT (562) RDG (674, 675)

Other electives may be added at the discretion of the program advisor

CHILD AND FAMILY DEVELOPMENT COURSES

CFD 500 Issues in Child and Family Development. 1-3 D. Prerequisite: senior or graduate standing or permission. Advanced inquiry into specialized areas of study in Child and Family Development. May be repeated to a total of 6 hours when topics change. Variable content course.

CFD 532 Family Advocacy. 3(3-0) D. A study of the advocacy process in both the public and private sectors for directing change to benefit families and children. The course involves field trips to locations where decisions are being made that impact families and children.

CFD 533 Principles of Family Life Education. 4(4-0) D. Prerequisite: Junior/Senior standing. A study of the philosophical and methodological considerations in facilitating family life education programs. Field Experiences are part of this course.

CFD 560 Family Involvement in Early Childhood Programs. 3(2-2) F, S. Prerequisite: CFD 260 or permission of department. A study of family involvement programs including family education, volunteerism, leadership development, and advocacy. Students are involved in practicums working with parents in a variety of community settings. Family Care Safety Registry required.

CFD 562 Prevention of Child Abuse and Neglect. 3(3-0) F. The primary and secondary prevention of physical, emotional, and sexual abuse and neglect of children. Designed for professionals who work with children and families, and are required by law to report suspected incidence of child abuse and neglect.

CFD 563 Administration of Programs for Children and Families. 3(2-2) S. Prerequisite: CFD 360 or permission. Types, purposes and administration of programs for children, youth, and families.

CFD 650 Seminar in Child and Family Development. 3(3-0) S. Prerequisite: graduate standing. Analysis of theories and trends in child and family development.

EARLY CHILDHOOD EDUCATION COURSES

ECE 501 Home/School/Community Relationships with Young Children and Their Families. 3(3-0). D. Prerequisite: elementary undergraduate student must take ELE 500 concurrently. This course offers a transdisciplinary approach designed to enhance the student's understanding of the transactional relationship between the school, child and family. Particular emphasis is placed on family development and dynamics within a pluralistic society including the role that family functioning has on the child's total educational experience.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

ECE 605 Field Experiences in Early Childhood Education. 1-3 D. Students participate in Field Experiences in area schools and other educational settings. This course will provide field experiences with three different age groups (birth-3; 3-5; 5-8). Course is designated for graduate students needing field experiences to meet certification requirements in Early Childhood Education. Students will attend weekly scheduled class discussion sessions on campus in addition to the required field work of 15 clock hours for every credit hour. May be repeated for a maximum of three hours of credit.

ECE 624 Foundations of Early Childhood Education. 2(2-0) D. Course will focus on the historical, psychological, philosophical and social foundations of early childhood education. Theories and research are integrated with practical knowledge. Students will examine philosophy, curriculum, methodology, serves delivery systems and family involvement issues.

ECE 625 Trends and Issues in Early Childhood Education. 3(3-0) F. A study of current trends, issues, and theories related to early childhood education. Emphasis will be given to major developmental theories and research findings related to the education of young children. Included will be the application of theory and research to current practices in Early Childhood Education.

MISSOURI STATE UNIVERSITY

ECE 626 Advanced Curriculum Development for Early Childhood Education Programs. 3(3-0) S. Analysis of programs, methods, materials and activities appropriate for Early Childhood Education programs. Emphasis will be on developing and/or selecting teaching strategies for a variety of programs such as daycare centers, public school kindergartens and primary grades, Head Start, private preschool, etc.

ECE 627 Children and Families in a Diverse Society. 3(3-0) F. Examination of diverse cultures in American society. An analysis of racism, sexism, and other diversity issues within the school community. Discussion of child development within different cultures and identifying changing family and community structures.

ECE 628 The Educational Role of Play. 3(3-0) D. A study of the social, emotional, cognitive, and language development of young children through play. Attention is given to the use of play in the organization and development of the early childhood classroom and curriculum. Current models of early childhood curriculum and their relationship to support play will be explored.

ECE 629 Literacy in Early Childhood. 3(3-0) D. Develops awareness of and support for children's literacy knowledge as it grows and changes in the years from birth through early elementary school. This course emphasizes the supportive nature of the adult's role in young children's literacy learning. Descriptions of relevant, meaningful literacy events and suggestions for classroom or home support will be presented. Current research that has a bearing on methodology will be explored.

ECE 630 Family Literacy. 3(3-0) D. Introduction to the philosophy and theory behind family literacy, as well as discussion on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together (PACT), and parenting will be covered, both in theory and practical application.

ECE 671 Proposal Development/Early Childhood and Family Development Seminar. 1(1-0) F,S. Development of proposal for seminar paper. Proposal must be approved prior to data collection. Human subjects review will also be completed.

ECE 672 Seminar in Early Childhood and Family Development. 3(3-0) F,S. Prerequisite: all required core classes in Masters Degree in Early Childhood and Family Development, and permission of advisor. Guided development of research paper focused on field of Early Childhood and Family Development.

EARLY CHILDHOOD, ELEMENTARY, AND MIDDLE SCHOOL COURSES

EEM 576 (EAS 576) Topical Issues in Education. 1-5 D. Prerequisite: permission may be required (see schedule). To develop further understanding and skills in the improvement of teaching procedures, curriculum, supervision or administration. Each course is concerned with a single topic. Number of class hours determined by semester hours of credit. Variable content course. A maximum of 3 hours may be used on a degree program.

B.E.A.R.S. Seminars. 1(1-0) F. A series of seven (7) seminars with different topics designed to enhance and develop further understanding and skills in the improvement of teaching procedures for beginning educators. Seminars are offered monthly, with the exception of December, beginning in September and ending in April. Participation in at least six (6) of these seminars is required for credit. Participants will receive an "I" grade for the course do to the course extending through the spring semester. Grades will be changed at the end of the spring semester as requirements are met. This course is available to both beginning and veteran educators and satisfies the initial certification requirement of attending a beginning teacher assistance program with a college or university. Variable content course.

EEM 596 Orientation for Intensive Language and Cultural Experience for Educators. 1(1-0) S. Prerequisite: previous foreign language experience, participation in Hispanic Educational Access Initiative, and permission of instructor; students selected by application and interview process. Prepare for international travel and exposure to the people, cultures and primary language of the host country. Students develop an introspective case study proposal to be carried out during and/or after the experience abroad. Field trips outside of class are required.

EEM 597 Intensive Language and Cultural Experience for Educators. 4(3-2) Su. Prerequisite: EEM 596 and permission of instructor. Experience three weeks of exposure to the educational system, culture and language of the host country while reflecting on their own learning. Students will conduct an introspective case study, keep a journal, and create a portfolio.

EEM 598 Post-Travel Seminar for Intensive Language and Cultural Experience for Educators. 1(1-0) F. Prerequisite: EEM 596, EEM 597 and permission of instructor. Post-travel seminar deconstructs experience abroad. Students discuss strategies used as a learner and analyze effective teaching techniques. Participants compare cultural and language differences that teachers need to consider in teaching students in a new language. Introspective case study research and portfolios will be shared.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

EEM 696 (EAS 696) Problems in Education. 1-3 D. Specific problems in education related to needs and interests of the student. May be repeated to a total of 3 hours.

EEM 699 (EAS 699) Thesis. 1-6. Prerequisite: SFR 690. May be repeated to a maximum of 6 hours of credit.

ELEMENTARY EDUCATION COURSES

ELE 500 Current Issues and Applications in Elementary Education. 4-5 F,S. Prerequisite: ELE 425, ELE 429, ELE 434 and ELE 438. Application of current innovations and examination of contemporary issues facing elementary teachers including classroom management, inclusion, English language learners, integrated planning and instruction with art, music, health and physical education. A comprehensive field experience in area school classrooms is required.

ELE 510 The Reflective Practitioner. 2(2-0) F,S. Prerequisite: ELE 425, ELE 429, ELE 434 and ELE 438. This course will introduce students to action research as reflection on their own teaching and learning, and their students' learning and achievement. Must be taken concurrently with ELE 500. Requires an intensive field experience in area elementary school.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

ELE 601 Communication Arts Instruction in the Elementary School. 3(3-0) F,S. Prerequisite: completed undergraduate degree; and ELE 302; and permission of Director of graduate program; and in consultation with Teacher Certification and Compliance Office. Study of the development of language and communication abilities, procedures and instruments for assessing language development, and techniques and materials for promoting development in communication skills for elementary and middle school programs. Critical review of current research-based practices will be required as well as application of those strategies in lesson planning. Course limited to certification students only.

CHILDHOOD EDUCATION AND FAMILY STUDIES

ELE 602 Social Studies Instruction in the Elementary School.

3(3-0) F,S. Prerequisite: completed undergraduate degree; and ELE 302; and permission of Director of graduate program; and in consultation with Teacher Certification and Compliance Office. Current issues and approaches in teaching elementary school social studies to children including exceptional children who are mainstreamed in the regular classroom. Critical review of current research-based practices will be required as well as application of those strategies in lesson planning. Course limited to certification students only.

ELE 603 Mathematics Instruction in the Elementary School.

3(3-0) F,S. Prerequisite: completed undergraduate degree; and ELE 302; and permission of Director of graduate program; and in consultation with Teacher Certification and Compliance Office. Emphasis upon diagnosis of skill level development, teaching basic mathematical skills, and individualizing instruction in mathematics for elementary and middle school programs. Critical review of current research-based practices will be required as well as application of those strategies in lesson planning. Course limited to certification students only.

ELE 604 Science Instruction in the Elementary School.

3(3-0) F,S. Prerequisite: completed undergraduate degree; and ELE 302 and 10 hours of science (one course in biology, one in physical science and one in earth science); and permission of Director of graduate program; and in consultation with Teacher Certification and Compliance Office. Current issues and approaches in teaching elementary school science to children including exceptional children who are mainstreamed in the regular classroom. Critical review of current research-based practices will be required as well as application of those strategies in lesson planning. Course limited to certification students only.

ELE 610 Elementary School Curriculum. 3(3-0) F. The purpose of this course is to analyze the philosophical and theoretical frameworks that guide elementary curriculum for the assumptions that each makes with regard to teaching and learning. Students will be introduced to the development of curriculum and curriculum materials for use in elementary educational settings. Students will examine the social, political and institutional contexts in which curriculum is developed and used, curriculum development methods and process, and various methods for the implementation, evaluation and distribution of curriculum materials.

ELE 611 Contemporary Issues in Elementary Curriculum. 3(3-0) S, Su. Contemporary issues confronting the modern elementary school.

Current problems, innovations, and proposed changes that affect the total elementary school program. Trends and issues that are developing at the national level.

ELE 613 Advanced Theory and Practice in the Teaching of

Communication Arts. 3(3-0) F. Materials, methods, and procedures for effective classroom presentation of communication arts. Selection, organization, and development of content materials; current issues and trends in the field.

ELE 614 Advanced Theory and Practice in the Teaching of Social Studies. 3(3-0) S. Materials, methods, and procedures for effective classroom presentation of social studies. Selection, organization, and development of content materials; current issues and trends in the field.

ELE 615 Advanced Theory and Practice in the Teaching of Mathematics. 3(3-0) S. Materials, methods, and procedures for effective classroom presentation of elementary mathematics. Selection, organization, and development of content materials; current trends and issues in the field.

ELE 616 Advanced Theory and Practice in the Teaching of Science.

3(3-0) F. Materials, methods and procedures for effective classroom presentation of elementary science. Emphasis is placed on teaching science as inquiry and experimentation. Selection, organization and development of content materials; current trends and issues in science education.

ELE 617 Advanced Theory and Practice in the Teaching of Economic Education. 3(3-0) F. Materials, methods, and procedures for effective classroom presentation of economic education. Selection, organization, and development of curriculum materials, current issues and trends in the field of economics. Presents students with a framework for proper scope and sequencing of economics concepts to develop an awareness of appropriate benchmarks for economic education instruction.

ELE 620 Advanced Theory and Practice in Student Assessment and Evaluation. 3(3-0) S. Materials, methods, and procedures for effective assessment and evaluation of students. Planning, selection, construction, use, and analysis of a variety of assessment practices including formal and informal approaches. Applications of knowledge learned throughout the course will help students make judicious and reflective decisions while teaching.

ELE 621 Standards-Based Integrated Curriculum, Learning, and Teaching. 3(3-0) F. Analysis and application of current theories and research on integrated curriculum and learning, performance assessment, and standards-based education. Develop classroom, school-wide and/or district-wide curricula based on state standards. Focus is on deciding what is essential to teach and on improving learners' math and literacy skills across the curriculum.

ELE 622 Differentiated Instruction for Early Childhood, Elementary, and Middle School. 3(3-0) S. Materials, methods, and procedures for effective differentiation of instruction and evaluation of students. Planning selection, construction, use and analysis of a variety of differentiated instructional practices across grade levels and disciplines, paying close attention to elementary and middle school learners. Application of knowledge learned throughout the course will help students make judicious and reflective decisions while teaching.

ELE 672 Seminar in Elementary Education. 3(1-4) F, S. Prerequisites: SFR 690 and ELE 611. Guided development of a research paper or a creative project.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

C. Don Keck, Acting Department Head

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GRADUATE FACULTY

Professor: Christopher J. Craig, Paris A. DePaepe, Jane E.

Doelling, Linda Garrison-Kane, Scott B. Wegner

Associate Professor: William J. Agnew, Angela Leslie

Anderson, Tamara J. Arthaud, Paul D. Blisard, O.

Gilbert Brown, , Jeffrey Cornelius-White, Deborah L.

Cox, Joseph F. Hulgus, Cynthia J. MacGregor, Gerald

H. Moseman, Robert L. Watson

Assistant Professor: Paul M. Ajuwon, Kristi Perryman

Lecturer: Julie Anderson-Ituarte

Adjunct, Per Course Instructor: Don A. Aripoli, Denise

Baumann, Larry R. Beckett, John Black, Calvin L.

Churchwell, Heidi K. Depue, Earle F. Doman, Judy

Doran, Paul Ehesman, Diana Garland, Susan Gettys, N.

Gaye Griffin-Snyder, Donald W. Hamby, Neva Hilton,

Jeffrey D. Lindsey, James C. Matthews, Stacey

McKenzie, Craig Phillips, Bret G. Range, Aundrayah

Shermer, Ken Southard, Jennifer Turner, Vickie L.

Wisdom, Michael A. Wutke

Emeritus Professor: Lonnie J. Barker, Jr., Imon D.

Bartley, O. Leon Bradshaw, Ruth V. Burgess, Harold L.

Chappell, Paul D. Enochs, Fred F. Esser, Shirley J.

Hendricks, Kenneth C. Holloway, C. Don Keck, Robert

L. Musgrave, Billy D. Rippee, Leonila P. Rivera, Hugh

L. Strawn, Gary E. Wilson

COUNSELING PROGRAMS

MASTER OF SCIENCE, COUNSELING

A. Leslie Anderson, Community Agency Counseling Director

Park Central Office Building, Room 132;

Phone (417) 836-6519; LeslieAnderson@missouristate.edu

Paul D. Blisard, School Counseling Director

Park Central Office Building, Room 133;

Phone (417) 836-6518; PaulBlisard@missouristate.edu

PROGRAM DESCRIPTION

The Counseling program grants the Master of Science degree in Counseling with options in elementary school counseling, secondary school counseling and community agency counseling. Students interested in public school settings must either have a valid Missouri teaching certificate, or complete additional teaching course work, to be eligible for state certification as professional school counselors. The elementary (EL) and secondary (SE) school counseling option program requirements fulfill the professional counseling course requirements for permanent school counselor certification in the State of Missouri. The community agency (CA) counseling option requirements fulfill the professional counseling course work requirements for licensure as a Licensed Professional Counselor (LPC) in the State of Missouri (The LPC also requires 3000 hours of additional post-master's supervised experience). Students may elect to complete either the ELE or SEC school counseling program and also qualify for LPC licensure by completing additional electives.

There are ten components of the Counseling Knowledge Base:

1. **Orientation.** Knowledge of personal attributes (self-understanding) and professional identity and issues.
2. **Foundations.** Knowledge of psychological and educational foundations of the profession.
3. **Assessment.** Competence in measuring, assessing, and diagnosing psychological and educational attributes.
4. **Information.** Knowledge about personal-social and educational-career issues, research and resources.
5. **Facilitation.** Competence in interpersonal communication, counseling, educating, and consulting with individuals and groups.
6. **Intervention.** Competencies in the counseling process.
7. **Diversity.** Knowledge about differences in cultures, competence in working with diverse clients.
8. **Management.** Competence in planning, developing and implementing counseling programs.
9. **Technology.** Knowledge of technological resources and competence in their use.
10. **Ethics.** Knowledge, understanding and practice of ethical standards for the profession.

COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

ADMISSION REQUIREMENTS

Admission to the Counseling program is selective. Minimum admission requirements and application materials include the following.

1. Completed Bachelor's degree from an accredited institution.
2. Cumulative undergraduate GPA of 2.75 or higher, or 3.00 for the last 60 hours of course work.
3. Completed Application for Graduate Admission.
4. Completed Counseling Admission Application.
5. Official MAT or GRE test score reports (no cutoff scores).
6. Three letters of reference, on department forms.
7. Two official copies of transcripts showing your bachelor's degree and any course work taken since then (transcripts must include the last 60 hours of credit).

Applications will be reviewed by a committee of faculty, after which a subset of applicants, selected upon the basis of credentials and references, will be invited for an interview on campus, after which applicants will be selected for admission. Applicants will be ranked by the admissions committee within their specified option area. There are two admission reviews annually, one in the Spring for admission in the Fall semester; one in the Fall for admission in the Spring semester. Approximately 30-40 new students will be selected for admission each semester, distributed among the three option areas. Students who do not meet the minimum admission standards may still apply, and if ranked highly, may be admitted conditionally, at the discretion of the department.

Selection for admission is not based solely on academic credentials, but also upon the faculty's assessment of candidates' personal development, interpersonal relationship skills, emotional and psychological maturity, and potential for professional growth and success. These include the following professional dispositions: Open to diversity, non-judgmental, comfortable with ambiguity, open to feedback, open to change, self-aware, and empathetic. Though subjective, the small group interview interactions provide opportunities for this assessment.

Early in the program, and no later than after completing 15 credits, students should submit a completed Program of Study to the department for approval. An advisor will review the student's academic record, performance in the program, and plan of study, and recommend approval of the Program of Study to the Graduate College.

RETENTION REQUIREMENTS

All Counseling students must obtain a 3.00 GPA in all courses required for the Master of Science degree in Counseling. In addition to academic standards, students

are expected to conform to the professional and ethical standards of the profession throughout their programs. Each student's academic and professional performance and progress in the program will be reviewed periodically by the faculty, who will provide feedback to the student. Students whose performance or progress is unsatisfactory may be allowed to continue under a remedial, probationary status, or dismissed from the program. Students may appeal unsatisfactory review outcomes or dismissal through the department, college and university grievance procedure.

To enroll in Practicum courses, students must apply for and receive Departmental approval and permission. Upon completion of prerequisites (COU 605, COU 602 or 603, COU 610/611, and COU 608 or COU 651), students may apply for approval to enroll in Practicum (COU 680 or COU 682 or COU 684). This is a review of progress checkpoint, during which faculty will review each student's performance in prerequisites, and determine his/her readiness to take Practicum. If students are not considered to be ready, faculty will provide specific feedback concerning what is needed to further prepare them. Upon approval, students may enroll in Practicum, by permission only. Students are also required to obtain and maintain their own professional liability insurance while enrolled in Practicum and during Field Experience and/or Internships.

Beginning early in the program, students should start saving all course work products (papers, exams, tapes, transcripts, projects). These will become the basis for the creation of a required Professional Portfolio, to be completed during the COU 665; Research Seminar in Counseling course. The Portfolio is compiled and developed as a web-based e-Portfolio, so saving electronic versions of course products is recommended.

DEGREE REQUIREMENTS

All students are required to complete a 27 hour professional counseling core. Students in each option will complete additional requirements as specified below and may complete additional courses as electives. Students interested in K-12 School Counseling certification should complete the Elementary School Counseling option requirements, and three electives (COU 633, COU 651 and COU 681), which may be completed during or after the masters degree program itself. School Counseling option students who also wish to be eligible for national NBCC counselor certification and Missouri LPC licensure should add COU 685 Internship (3) as an elective to their programs.

MISSOURI STATE UNIVERSITY

Total required hours for each option area are:

Elementary School Counseling	45 hrs
Secondary School Counseling	45 hrs
Community Agency Counseling	48 hrs

Counseling Core

COU 601 Tests & Measures	3 hrs
COU 605 Orientation to Personal/Professional Development	3 hrs
COU 607 Human Development & Personality	3 hrs
COU 610 The Helping Relationship	2 hrs
COU 611 The Helping Relationship Lab	1 hr
COU 614 Diversity & Multicultural Issues in Counseling	3 hrs
COU 652 Career Development	3 hrs
COU 656 Group Counseling	3 hrs
SFR 690 Introduction to Educational Research	3 hrs
COU 665 Research Seminar in Counseling	<u>3 hrs</u>
Total	27 hrs

Elementary School Counseling Option

Core Credit Hours	27 hrs
COU 602 School Counseling Foundations/Ethics	3 hrs
COU 608 Child Counseling Theories & Techniques	3 hrs
COU 633 Couple and Family Counseling	3 hrs
COU 653 Analysis of Childhood Learning and Adjustment	3 hrs
COU 682 Elementary School Counseling Practicum	3 hrs
COU 683 Elementary School Counseling Field Experience	<u>3 hrs</u>
Total	45 hrs

Secondary School Counseling Option

Core Credit Hours	27 hrs
COU 602 School Counseling Foundations/Ethics	3 hrs
COU 624 Appraisal and Clinical Interviewing	3 hrs
COU 633 Couple and Family Counseling	3 hrs
COU 651 Theories & Techniques of Counseling	3 hrs
COU 680 Secondary School Counseling Practicum	3 hrs
COU 681 Secondary School Counseling Field Experience	<u>3 hrs</u>
Total	45 hrs

Community Agency Option

Core Credit Hours	27 hrs
COU 603 Community Agency Counseling Foundations and Ethics	3 hrs
COU 624 Appraisal and Clinical Interviewing	3 hrs
COU 633 Couple and Family Counseling	3 hrs
COU 651 Theories & Techniques of Counseling	3 hrs
COU 684 Community Agency Counseling Practicum	3 hrs
COU 685 Community Agency Counseling Internship	<u>6 hrs</u>
Total	48 hrs

For students interested in school counselor certification who do not have a teaching degree and certificate, additional course work in teaching will be required in the following areas: Psychology of the Exceptional Child, Teaching Methods/Practices, and Classroom Management. These courses are not part of the degree program, but are required for certification in Missouri.

RESEARCH REQUIREMENTS

The research requirement is met through completion of one seminar (during COU 665 Research Seminar in Counseling) which shall require an extensive paper or major creative work.

COMPREHENSIVE REQUIREMENTS

A fourhour, standardized, national Counselor Preparation Comprehensive Examination must be passed before a degree will be granted. Students should have completed the majority of course work, and all courses in 8 content areas specified, prior to taking the exam. The Counseling Program will determine passing scores, based on national and local norms, for each administration. If permission is obtained, students who fail the exam may retake it when next offered. Students failing the comprehensive examination three times may be dismissed from the program, upon a vote of the program faculty.

EDUCATIONAL ADMINISTRATION PROGRAMS

MASTER OF SCIENCE IN EDUCATION, EDUCATIONAL ADMINISTRATION

Gerald Moseman, MEd Graduate Director

Siceluff Hall, Room 196B; Phone (417) 836-5490

GeraldMoseman@missouristate.edu

PROGRAM ADMISSION REQUIREMENTS

Following admission to graduate study and prior to the completion of 9 graduate hours of master's degree course work at Missouri State University, the student must submit the following to the Master's Degree Program Coordinator or Department Head to continue in the program.

1. To be considered for admission to the program, a student must apply to both the program of Educational Administration and the Graduate College (refer to the Graduate College, Admission to Graduate Studies, Admission Requirement).
2. Students must possess a bachelor's degree and must meet the requirements for admission to graduate school as stated under the Admission to Graduate Study section of the Graduate Catalog.
3. A separate application must be submitted with the following materials to the Education Administration program
 - a. A written "Statement of Purpose" containing long-term professional or personal goals including how this degree will contribute to the applicant's long-term goals (minimum of 300 words).
 - b. A copy of appropriate teacher certificate or eligibility for certification by a state agency.
 - c. Submission of three *Applicant Reference Forms*. (Two of the three must be completed by the applicant's current administrators or supervisors).
 - d. Completion of Technology Skills Checklist (see department).
 - e. Access to the internet and an active e-mail address.
4. Upon achieving a 3.50 GPA or higher in the first 12 hours of graduate study, the applicant will gain full acceptance into the program.
5. Applicant's for whom English is a second language are required to submit scores on the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required for admission.

Applicants who are pursuing a master's degree in administration which does not lead to administrative certification may be approved. This program would consist of all stated requirements for the degree.

DEGREE REQUIREMENTS

1. Satisfactory completion of a minimum of 36 approved graduate hours with a minimum overall GPA of 3.00.
2. No more than 16 semester hours of 500-level course work may be applied to the degree program.
3. Two years (minimum) of successful teaching experience.
4. **Research.** Three semester hours toward completion of the Leadership Capstone paper.
5. **Comprehensive Examination.** A three-hour period of time will be scheduled during the last semester of the student's course work. The time and nature of the written examination will be determined by the Advisory Committee.
 1. Students will be required to present an acceptable Leadership Capstone project.
 2. **Transfer Credit.** A maximum of 30% of the total hours may be accepted in as transfer credit toward a master's degree. All transfer credit must be "A" or "B" grade status from a regionally accredited college or university and must be approved by the program coordinator.
 3. Submission of a *Program Portfolio*.

MISSOURI STATE UNIVERSITY

MASTER OF SCIENCE IN EDUCATION, EDUCATIONAL ADMINISTRATION (ELEMENTARY)

PROGRAM DESCRIPTION

Persons completing this option should acquire the necessary competencies to gain initial certification to serve as an elementary principal in Missouri schools. Even though a research component is required, emphasis is on the practical aspects of the elementary principalship.

INTERNSHIP

The intern experience (EAD 660 and EAD 663) is an integral part of this major and should be planned for, with the advisor, in advance of the semester in which the student desires to register for the experience. Application deadlines for EAD 660 and EAD 663 are as follows: fall semester—April 1; spring semester—November 1; summer semester—February 1. Applications are available from, and are to be returned, to the departmental office.

REQUIRED COURSES

EAD 651	Foundations in Educational Leadership	3 hrs
EAD 653	The Elementary School Principal	3 hrs
EAD 657	The Administration Of Instructional Programs	3 hrs
EAD 658	Organizational Management	3 hrs
EAD 666	School Supervision & Performance Enhancements	3 hrs
SFR 690	Introduction to Ed. Research OR	
EAD 695	Action Research in Ed. Leadership	3 hrs
EAD 659	Leadership Capstone	3 hrs
EAD 667	Administration of Special Programs	3 hrs
EAD 664	Human Relations & Collaborative Processes	3 hrs
EAD 665	Legal & Ethical Contexts of Schooling	3 hrs
EAD 660	Internship- On Site	2 hrs
EAD 663	Internship Related Agencies	1 hr
ELE 610	Elementary School Curriculum	<u>3 hrs</u>
		Total 36 hrs

For Middle School Principal's certification endorsement, one must have either elementary or secondary principal's certification and complete MID 710 (The Middle School-Jr. High School) and PSY 605 (Psychology of Adolescence) or the graduate-level equivalency. Additionally, the elementary principal must have earned undergraduate or graduate credit as follows: (1) Reading - two courses and a minimum of five hours with one course to be Teaching Reading in the Content Fields, and (2) Mathematics - one course of at least 2 semester hours in the Methods of Teaching Elementary Mathematics.

MASTER OF SCIENCE IN EDUCATION, EDUCATIONAL ADMINISTRATION (SECONDARY)

PROGRAM DESCRIPTION

Persons completing this option should acquire the necessary competencies to gain initial certification to serve as a secondary principal in Missouri schools. Even though a research component is required, emphasis is on the practical aspects of the secondary principalship.

INTERNSHIP

The intern experience (EAD 660 and EAD 663) is an integral part of this major and should be planned for, with the advisor, in advance of the semester in which the student desires to register for the experience. Application deadlines for EAD 660 and EAD 663 are as follows: fall semester—April 1; spring semester—November 1; summer semester—February 1. Applications are available from, and are to be returned to, the departmental office.

REQUIRED COURSES

EAD 651	Foundations in Educational Leadership	3 hrs
EAD 652	The Secondary School Principal	3 hrs
EAD 657	The Administration Of Instructional Programs	3 hrs
EAD 658	Organizational Management	3 hrs
EAD 666	School Supervision & Performance Enhancements	3 hrs
SFR 690	Introduction to Ed. Research OR	
EAD 695	Action Research in Ed. Leadership	3 hrs
EAD 659	Leadership Capstone	3 hrs
EAD 667	Administration of Special Programs	3 hrs
EAD 664	Human Relations & Collaborative Processes	3 hrs
EAD 665	Legal & Ethical Contexts of Schooling	3 hrs
EAD 660	Internship- On Site	2 hrs
EAD 663	Internship Related Agencies	1 hr
SEC 601	Secondary School Curriculum	<u>3 hrs</u>
		Total 36 hrs

For Middle School Principal's certification endorsement, one must have either elementary or secondary principal's certification and complete MID 710 (The Middle School-Jr. High School) and PSY 605 (Psychology of Adolescence) or the graduate-level equivalency. Additionally, the secondary principal must have earned undergraduate or graduate credit as follows: (1) Reading - two courses and a minimum of five hours with one course to be Teaching Reading in the Content Fields, and (2) Mathematics - one course of at least 2 semester hours in the Methods of Teaching Elementary Mathematics.

MASTER OF SCIENCE, STUDENT AFFAIRS

Gilbert Brown, Program Director

Hill Hall, Room 205; Phone (417) 836-5287

GilbertBrown@missouristate.edu

<http://education.missouristate.edu/edadmin/MSEDSA.htm>

PROGRAM DESCRIPTION

The Student Affairs program has been developed at Missouri State to meet the staffing needs of colleges and universities throughout the nation. Our goal is the development of individuals to successfully enter the field of student affairs administration in higher education. Individuals who participate in this program will have both a theoretical understanding of the history and traditions of higher education, and the practical experience needed to address current issues which face campuses in the 21st Century.

PROGRAM ADMISSION REQUIREMENTS

To be considered for admission to the program, a student must apply to both the Student Affairs program and the Graduate College (refer to the Graduate College, Admission to Graduate Studies, Admission Requirements).

In addition to the Graduate College admission requirements, the Student Affairs program requires the following:

1. A written "Statement of Purpose" containing long-term professional or personal goals, a statement regarding how this degree will contribute to the applicant's long-term goals (minimum of 300 words) and an indication of what has been done to prepare for this profession;
2. Submission of three "Applicant Reference Forms" available online, or from the Departmental office (417-836-5392);
3. Completion of the "Technology Skills Checklist" available online or from the Departmental office.
4. Access to the Internet and an active e-mail address.

Applicants for whom English is a second language are required to submit scores on the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required for admission.

Candidates who meet the Graduate College minimum requirements will be placed in the pool from which applicants will be selected. Prospective students' applications will be reviewed on an ongoing basis. Early submission may enhance an applicant's opportunities to obtain a graduate assistantship position. Credential review will continue until the available spaces are filled.

STANDARDS

The program follows the Council for Advancement of Academic Standards in Higher Education (CAS) and meets the American College Personnel Association (ACPA) Professional Preparation Commission Standards.

DEGREE REQUIREMENTS

1. Satisfactory completion of a minimum of 36 approved graduate hours with a minimum overall GPA of 3.00.
2. No more than 9 semester hours of 500-level course work may be applied to the degree program as approved by advisor.
3. **Portfolio Project.** Successful completion of a portfolio project. The time and nature of the portfolio submission will be determined by the Advisory Committee.
4. **Comprehensive Examination.** Successful completion of comprehensive oral examination. The time and nature of the oral examination will be determined by the Advisory Committee.
5. **Research.** Successful completion of EAD 629, Research in Student Affairs.
6. **Transfer Credit.** A maximum of 30% of the total hours may be accepted in as transfer credit toward a master's degree. All transfer credit must be "A" or "B" grade status from a regionally accredited college or university and must be approved by the program director.

GRADUATE ASSISTANTSHIPS

There is a strong possibility that candidates admitted into the student affairs program by April 1 will be offered employment as a graduate assistant within the Division of Student Affairs. Students admitted by this date with at least a 3.00 GPA will receive priority consideration. Students admitted to the student affairs program should have either a graduate assistantship or a full-time employment position with Missouri State University or a local post-secondary educational institution.

MISSOURI STATE UNIVERSITY

REQUIRED COURSES

EAD 621	Introduction to Student Affairs	3 hrs
EAD 623	Student Development Theory	3 hrs
EAD 626	Higher Education in the United States	3 hrs
EAD 629	Research in Student Affairs	3 hrs
EAD 632	Leadership & Administration in Higher Education	3 hrs
EAD 635	Governance & Finance in Higher Educ.	3 hrs
EAD 638	Legal & Ethical Issues in Stdnt Affairs	3 hrs
EAD 647	Practicum in Student Affairs	3 hrs
EAD 649	Current Issues in Higher Education	3 hrs
Electives		9 hrs

Nine elective hours may be taken in the following areas to best meet the student's career objectives; business administration, education, counseling and/or humanities and public affairs. A student will need a minimum of 36 hours to complete the program. Students are required to complete one (1) semester-long practicum in Student Affairs.

Total 36 hrs

SPECIALIST IN EDUCATION, EDUCATIONAL ADMINISTRATION

Robert Watson, EdS Graduate Director
Siceluff Hall, Room 166D; Phone (417) 836-5177
RobertWatson@missouristate.edu

PROGRAM ADMISSIONS REQUIREMENTS

Following admission to graduate study and prior to the completion of 9 graduate hours of specialist degree course work at Missouri State University, the student must complete the following to continue in the program.

1. To be considered for admission to this program, a student must apply to both the Education Administration program and the Graduate College (refer to the Graduate College, Admission to Graduate Studies, Admission Requirements).
2. Students must possess a master's degree from an accredited institution with an overall GPA of 3.50.
3. Applicants for whom English is a second language are required to submit scores on the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL are required for admission.
4. A separate application must be submitted with the following materials to the Specialist Degree Program coordinator or Department head:
 - a. A personal philosophy statement describing the student's background, work experience, interests, and professional goals.
 - b. A copy of an appropriate teacher certificate or eligibility for certification by a state agency.
 - c. Submission of five *Application Reference Forms*. At least three of these references must be from current administrators or supervisors who know the applicant. Two references must be from present or former professors.
 - d. Completion of *Technology Skills Checklist* (see department).
 - e. Access to the internet and an active e-mail address.
 - f. Submission of professional resume.
 - g. Completion of a structured interview with the Department.
5. Upon achieving a 3.50 GPA or higher in the first 12 hours of graduate study, the applicant will gain full acceptance into the program.

Any course work completed prior to program admittance may be unacceptable for the program.

COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

DEGREE REQUIREMENTS

1. Satisfactory completion of a minimum of 61-64 approved graduate hours with a minimum overall GPA of 3.00.
2. No more than 16 semester hours of 500-level course work may be applied to the degree program.
3. A minimum of two years supervisory and/or teaching experience.
4. **Research.** A minimum of three semester hours field study assignment.
5. **Comprehensive Examination.** A four-hour period of time will be scheduled for all students who have not previously passed a comprehensive examination in educational administration at Missouri State University. In addition, students will be required to present an acceptable oral review of their field study.
6. **Transfer Credit.** A maximum of 12 semester hours of graduate credit beyond the master's degree or a total of 46 hours may be accepted toward the 61-64 hours required for the Specialist in Education Degree. All transfer credit must be "A" or "B" grade status from a regionally accredited college or university and must be approved by the program coordinator.
7. The last 32 hours of course work for the degree must be completed within a period of 8 years. Any credit more than 10 years old may be disallowed.
8. Submission of a *Program Portfolio*.

SPECIALIST IN EDUCATION, EDUCATIONAL ADMINISTRATION (ELEMENTARY PRINCIPAL)

PROGRAM DESCRIPTION

The program fulfills the standards established by the Missouri Department of Elementary and Secondary Education for elementary principals and directors of elementary education. Practical aspects of the principalship are emphasized. A research component is required.

REQUIRED COURSES

Required 600-level courses		30 hrs
EAD 651	Foundations of Educational Leadership	3 hrs
EAD 653	The Elementary School Principal	3 hrs
EAD 657	The Admin. of Instructional Programs	3 hrs
EAD 658	Organizational Management	3 hrs
EAD 660	Internship - On Site	2 hrs
EAD 663	Internship - Related Agencies	1 hrs
EAD 664	Human Relations & Collab. Processes	3 hrs
EAD 665	Legal & Ethical Contexts of Schooling	3 hrs
EAD 666	School Supervision/Perf. Enhancements	3 hrs
EAD 667	Administration of Special Programs	3 hrs
ELE 610	Elementary School Curriculum	3 hrs

Advanced Level Courses (hours must include the following 2 courses and Advisor-approval for remaining 12 hours)		18 hrs
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EAD 761	Human Relations	3 hrs
EAD 763	Curriculum Design & Evaluation	3 hrs

Research Sequence		9 hrs
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SFR 690	Introduction to Educational Research	OR
EAD 695	Action Research in Educ. Leadership	3 hrs
SFR 790	Field Research and Evaluation	OR
EAD 795	Research in Administration Practices	3 hrs
EAD 760	Field Study	3 hrs

Special Topics (EAD 770 or other courses with Advisor approval)		4 hrs
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Total (Minimum) 61 hrs

MISSOURI STATE UNIVERSITY

SPECIALIST IN EDUCATION, EDUCATIONAL ADMINISTRATION (SECONDARY PRINCIPAL)

PROGRAM DESCRIPTION

The program fulfills the standards established by the Missouri Department of Elementary and Secondary Education for secondary principals. Practical aspects of the principalship are emphasized. A research component is required.

REQUIRED COURSES

Required 600-level courses 30 hrs

EAD 651	Foundations of Educational Leadership	3 hrs
EAD 652	The Secondary School Principal	3 hrs
EAD 657	The Admin. of Instructional Programs	3 hrs
EAD 658	Organizational Management	3 hrs
EAD 660	Internship - On Site	2 hrs
EAD 663	Internship - Related Agencies	1 hrs
EAD 664	Human Relations & Collab. Processes	3 hrs
EAD 665	Legal & Ethical Contexts of Schooling	3 hrs
EAD 666	School Supervision/Perf. Enhancements	3 hrs
EAD 667	Administration of Special Programs	3 hrs
SEC 601	Secondary School Curriculum	3 hrs

Advanced Level Courses (hours must include the following 2 courses and advisor approval for the remaining 12 hours) 18 hrs

EAD 761	Human Relations	3 hrs
EAD 763	Curriculum Design & Evaluation	3 hrs

Research Sequence 9 hrs

SFR 690	Introduction to Educational Research	OR
EAD 695	Action Research in Educ. Leadership	3 hrs
SFR 790	Field Research and Evaluation	OR
EAD 795	Research in Administration Practices	3 hrs
EAD 760	Field Study	3 hrs

Special Topics (EAD 770 or other courses with Advisor approval) 4 hrs

Total (Minimum) 61 hrs

SPECIALIST IN EDUCATION, EDUCATIONAL ADMINISTRATION (SUPERINTENDENT)

PROGRAM DESCRIPTION

The program meets the standards for superintendents established by the Missouri Department of Elementary and Secondary Education for schools. Practical aspects of the superintendency are emphasized. A research component is required.

REQUIRED COURSES

Required 600-level courses 30 hrs

EAD 651	Foundations of Educational Leadership	3 hrs
EAD 652	The Secondary School Principal	OR
EAD 653	The Elementary School Principal	3 hrs
EAD 657	The Admin. of Instructional Programs	3 hrs
EAD 658	Organizational Management	3 hrs
EAD 660	Internship - On Site	2 hrs
EAD 663	Internship - Related Agencies	1 hrs
EAD 664	Human Relations & Collaborative Processes	3 hrs
EAD 665	Legal & Ethical Contexts of Schooling	3 hrs
EAD 666	School Supervision & Performance Enhancements	3 hrs
EAD 667	Administration of Special Programs	3 hrs
SEC 601	Secondary School Curriculum	OR
ELE 610	Elementary School Curriculum	3 hrs

Advanced Level Courses (Advisor approval required) 26 hrs

EAD 750	Politics of Education	3 hrs
EAD 758	School Personnel Administration	3 hrs
EAD 762	Superintendency	3 hrs
EAD 763	Curriculum Design and Evaluation	3 hrs
EAD 764	School & Community Relations	3 hrs
EAD 765	School Law	3 hrs
EAD 766	Public School Finance	3 hrs
EAD 767	School Plant Planning & Maintenance	3 hrs
EAD 660	Superintendency Internship	2 hrs

Research Sequence 8-9 hrs

SFR 690	Introduction to Educational Research	OR
EAD 695	Action Research in Educ. Leadership	3 hrs
SFR 790	Field Research and Evaluation	OR
EAD 795	Research in Administration Practices	3 hrs
EAD 760	Field Study	2-3 hrs

Total (Minimum) 64 hrs

**UNIVERSITY OF MISSOURI - COLUMBIA
COOPERATIVE DOCTORATE IN
EDUCATIONAL LEADERSHIP**

Cynthia MacGregor, Graduate Director

Park Central Office Building, Room 120; Phone (417) 836-6046; CMacgregor@missouristate.edu

Missouri State University collaborates in a cooperative program with the University of Missouri-Columbia (UMC) leading to an Ed.D. in Educational Leadership. The degree is conferred by UMC. This is an advanced study in educational leadership for administrators, program leaders and teachers/ researchers desiring a variety of leadership positions in education, government, and industry. This degree program does not provide credentials for certification in K-12 school settings.

The Doctorate in Educational Leadership is a 46 credit-hour program with students moving through the program in a cohort. The two-year cycle of course work (34 hours) begins in the summer of odd-numbered years and continues in sequential semesters. Dissertation research (12 hours) will extend beyond this time frame. The fall and spring semester courses in the program are offered at the Springfield campus and students take 7 hours each summer on the UMC campus.

The deadline for submission of application materials to UMC is December 1st in the even numbered years. For more information, contact the Department of Counseling, Leadership and Special Education at Missouri State University at 417-836-5392. Students may also contact the Department of Educational Leadership and Policy Analysis at UMC (573-882-8221) for application, admission, and program details.

MISSOURI STATE UNIVERSITY

SPECIAL EDUCATION PROGRAMS

MASTER OF SCIENCE IN EDUCATION, SPECIAL EDUCATION

PROGRAM DESCRIPTION

The Master of Science in Education, Special Education may be obtained by following a course of study specific to multiple areas of interest and certification needs with four emphases areas leading to a Master of Science in Education degree. Graduate Certificates in Autism Spectrum Disorders or Orientation and Mobility may be pursued as a component of a degree, or as options for non degree seeking students. The Special Education Program is designed to include a mixture of on-line course delivery options, arranged supervised practica, and on-site methods. All course work in the area of Visual Impairment and some course work required for the Autism Spectrum Disorder Graduate Certificate is available online. Careful attention to advisement will facilitate completion of the majority of course work for the Developmental Disabilities Emphasis over summer semesters, or via online, or supervised clinical experiences. Alternative delivery systems such as intersession and week-end courses may also be offered to support completion of course work. **You must contact your advisor to obtain consent to enroll each semester.**

Submit the required three letters of reference and a letter of intent per the application guidelines to:

Tamara Flores, Departmental Secretary
Counseling, Leadership & Special Education
901 S. National Ave
Springfield MO 65897

NOTE: Dr. Paris DePaepe (417-836-4761) will assist all candidates with global inquiries regarding the Special Education Graduate Program.

Graduate Special Education Faculty:

Dr. Paul Ajuwon
Hill Hall, Room 430, Phone (417) 836-5397
PaulAjuwon@missouristate.edu

Julie Anderson-Ituarte
Hill Hall, Room 442, Phone (417) 836-846
jandersonituarte@missouristate.edu

Dr. Tamara Arthaud
Hill Hall, Room 205C, Phone (417) 836-8708
TamaraArthaud@missouristate.edu

Dr. Paris DePaepe
Hill Hall, Room 214C, Phone (417) 836-4761
parisdepaepe@missouristate.edu

Dr. Jane Doelling
Hill Hall, Room 202J, Phone (417) 836-5834
JaneDoelling@missouristate.edu

Dr. Linda Garrison-Kane
Hill Hall, Room 438; Phone (417) 836-6960
LGKane@missouristate.edu

Additional Graduate Faculty:

Dr. Chris Craig, Associate Provost
Carrington Hall, Room 209, Phone (417) 836-5022
ChrisCraig@missouristate.edu

ADMISSIONS CRITERIA

To be admitted to the Master of Science in Education, Special Education degree program, a candidate must complete the graduate school application form and have transcripts showing all previous course work forwarded to the Graduate College. Prior to full admission, all students must submit a letter of intent and three letters of recommendation, including one from the present employer and one from an individual who can attest to the candidate's academic ability, to the Departmental Secretary of Counseling, Leadership and Special Education. The student must have obtained a GPA of 3.0 (on a 4.0 scale) for the last 60 hours of undergraduate course work. **Applicants to the Master of Science in Education, Special Education, should clearly indicate in their letter of intent the master's emphasis area or certificate program to which they are applying.**

The Special Education Graduate Faculty may elect to admit the student on a conditional basis if the student does not meet the GPA criteria. If granted, the conditional period shall extend through successful completion (no grade below a B) of a minimum of the first nine hours of graduate course work. In addition, a student must be given approval to proceed further into the program. To receive approval to complete course work beyond nine hours, a conditionally admitted student on probation must complete and submit scores from the GRE. Results must be provided prior to the end of the conditional period. In addition, information gleaned from the three letters of recommendation will be used in making decisions concerning full admittance to the program.

All applicants to the Graduate Program will be required to complete a Missouri Highway Patrol background check prior to admission. In addition, students enrolled in

COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

clinical and field experiences must provide proof of a negative TB skin test and proof of professional liability insurance. A TB skin test may be obtained at the University Taylor Health Center and applications for professional liability insurance are available in Hill Hall, Room 200 and must be current within one year of the field or clinical placement. The background check, professional liability insurance, and negative TB skin test will facilitate timely field experience placements necessary for the successful completion of program requirements. Students seeking admission to the Special Education Program should go to the College of Education Office of Student Services (HILL 200) to complete the paper work for the required background check. A student must receive a satisfactory review of this Missouri Highway Patrol report (as well as meeting all other admission requirements) in order to be admitted to the masters program.

The Special Education Program within the College of Education reserves the right to refuse enrollment or program continuation to any student based on the student's ability to successfully complete requires classes and/or to successfully complete any required practica. This refusal will be determined by the judgment of the Special Education graduate faculty and the head of the Department of Counseling, Leadership and Special Education.

All Special Education graduate students are expected to display professional behaviors and dispositions consistent with the International Council for Exceptional Children's Code of Ethics for Educators of Personal with Exceptionalities. Periodic structured assessments of professional behaviors and dispositions will be completed for all graduate students. If a student does not display the required professional behaviors and dispositions as determined by the Special Education graduate faculty and head of the Department of Counseling, Leadership and Special Education, a student may be dismissed from the graduate program.

PREREQUISITE COURSE REQUIREMENTS

Bachelor of Science degree from an accredited University.

PROGRAM REQUIREMENTS

Comprehensive Examination. Degree candidates must pass the comprehensive exam. Students are encouraged to use the computerized option available when taking the exam. Confer with department and/or advisor regarding this option.

Core Requirements 9 hrs

SFR 690*	Introduction to Educational Research	3 hrs
SPE 682*	Advanced Diagnosis & Remediation of Students with Mild to Moderate Disabilities	
OR		
SPE 683*	Advanced Assessment to Support Developmental & Sensory Disabilities	3 hrs
SPE 688	Seminar: Special Education Program	OR
SPE 699	Thesis Option	OR
SPE 687	Advanced Applied Behavioral Analysis and Intervention	3 hrs

* Offered via internet or alternative delivery system based on availability.

Emphasis Area Requirements

Visual Impairment Emphasis

The Visual Impairment (VI) emphasis is designed to provide intensive research based instruction in regard to assessment and programming for individuals identified with low vision or who are blind. Course work will emphasize Braille instruction as well as the use of varied technology options to support individuals with VI across multiple environments. Course work will be offered on-line to support broad delivery and is accredited by the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER). Missouri Department of Elementary and Secondary Education Teacher Certification in Blind and Partially sighted may be obtained upon completion of the VI emphasis. Successful completion of the course work in the area of VI, along with additional course work as outlined, will in part address requirements for National certification and a Missouri State Graduate Certificate in Orientation and Mobility.

SPE 505*	Braille Reading and Writing I	3 hrs
SPE 506*	Principles of Orientation and Mobility	3 hrs
SPE 507*	Introduction to Visual Impairments, Autism & Severe/Multiple Disabilities	3 hrs
SPE 508*	Low Vision, Anatomy, and Physiology of the Eye	3 hrs
SPE 609*	Methods of Teaching Students with Visual Impairments & Multiple Disabilities	3 hrs
to total 33 hours		
SPE 611*	Braille Reading and Writing II	3 hrs
SPE 680*	Contemporary Issues in Special Education	3 hrs
SPE 689	Practicum: The Exceptional Child	3 hrs

NOTE: Additional course work may be required based on the candidate's previous qualifications and previous certifications.

* Offered via internet.

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Special Education Alternative Certification Track Emphasis

The Special Education Alternative Certification Track (SEACT) is designed to facilitate Department of Elementary and Secondary Education Teacher Certification in Mild to Moderate Disabilities while acquiring advanced knowledge and skills in the area. Course work is designed to reflect State and National standards with demonstrated mastery of competencies required through research-based projects and the Professional Education Portfolio. In addition to the Master of Science in Education, successful completion of this emphasis will result in teacher certification in the area of Mild to Moderate Disabilities. Required course work in addition to the core follows.

SPE 615*	Foundations in Special Education	3 hrs
SPE 680*	Contemporary Issues in Special Educ.	3 hrs
SPE 692	Advanced Diagnosis & Remediation of Students with Disabilities Lab	2 hrs
SPE 684	Adv. Procedures in Teaching Students With Mild to Moderate Disabilities	3 hrs
SPE 689	Practicum: The Exceptional Child	3 hrs
PSY 603	Human Growth & Development	3 hrs
SPE 517	Effective Practices in Special Education	5 hrs
SPE 584	Language Dev. of Exceptional Students	3 hrs
SPE 515	Foundations of Behavioral Analysis & Interventions in Applied Settings	OR
PSY 508	Behavior Management & Change	3 hrs
SPE 510*	Physical & Health Needs of Students With Disabilities	3 hrs
SFR 650	Philosophies of Education	3 hrs
to total 43 hours		

* Offered via internet or alternative delivery system based on availability.

Orientation and Mobility Emphasis

Required course work in addition to the core follows.

SPE 505*	Braille Reading & Writing I	3 hrs
SPE 506*	Principles of Orientation & Mobility	3 hrs
SPE 507*	Introduction to Visual Impairments, Autism & Severe/Multiple Disabilities	3 hrs
SPE 508*	Low Vision, Anatomy, and Physiology of the Eye	3 hrs
SPE 612	Instructional Techniques & Strategies of Orientation & Mobility	6 hrs
SPE 614*	Prof. Issues & Assessment Related to Orientation & Mobility w/ Diverse Pop.	3 hrs
SPE 680*	Contemporary Issues in Special Education	3 hrs
SPE 689	Practicum: The Exceptional Child	3 hrs
to total 36 hours		

* Offered via internet or alternative delivery system based on availability.

Developmental Disabilities Emphasis

The Developmental Disabilities (DD) Graduate emphasis is designed to provide candidates with in-depth knowledge and skills to effectively assess and implement research based programs for individuals requiring extensive and pervasive supports and offers course work to enhance expertise in Autism Spectrum Disorders. Missouri Department of Elementary and Secondary Education Teacher Certification in Severely Developmentally Disabled (B-12) and a Missouri State Graduate Certificate in Autism Spectrum Disorders may be obtained through completion of the DD emphasis. Course work specific to certification in Severely Developmentally Disabled is designed to reflect State and National standards with demonstrated master of competencies required through research based projects and the Professional Education Portfolio. The DD emphasis will also support professionals working in agency and clinical settings.

Required courses in addition to the core as follows:

SPE 507*	Introduction to Visual Impairments, Autism & Severe/Multiple Disabilities	3 hrs
SPE 526	Applied Behavioral Analysis for Developmental Disabilities & Autism Spectrum Disorders	3 hrs
SPE 525	Ident., Programming, & Assessment of Individuals w/ Autism Spectrum Disorders	3 hrs
PSY 603	Human Growth & Development	3 hrs
PED 545	Perceptual & Motor Development	3 hrs
SPE 510	Physical & Health Needs of Students with Disabilities	3 hrs
CSD 632**	Speech & Language Assessment & Treatment for Special Populations	3 hrs
CSD 630**	Introduction to Augmentative & Alternative Communication	3 hrs
SPE 523	Curriculum & Methods in Early Childhood Special Ed. (previously SPE 485)	3 hrs
SPE 527	Seminar in Developmental & Sensory Disabilities	3 hrs
SPE 685	Advanced Procedures in Developmental Disabilities	3 hrs
SPE 691	Clinical Practicum for Special Needs Populations	6 hrs
total hours: 48-51 hours		

Students who have not completed an equivalent foundation requirement will also need to take SPE 615, Foundations in Special Education, to be recommended for certification in Severe DD (B-12).

* Offered via internet or alternative delivery system based on availability.

** SPE 584 or an equivalent course in language development for the exceptional child is required prior to enrollment in CSD 630 or CSD 632.

COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

Mild to Moderate Disabilities Emphasis

The Mild to Moderate Disability Track is designed for individuals who have teacher certification in an area of Mild/Moderate Disabilities who wish to enhance their skills through related and advanced course work. In-depth analysis of research-based practices specific to assessment, identification, and programming are stressed. Course work in addition to the core follows.

SPE 680*	Contemp. Issues in Special Education	3 hrs
SPE 684	Adv. Procedures in Teaching Students With Mild to Moderate Disabilities	3 hrs
SPE 692	Adv. Diagnosis & Remediation of Students with Mild to Moderate Disabilities	2 hrs
SPE 689	Practicum: The Exceptional Child	3 hrs
SFR 650	Philosophies of Education	3 hrs
Electives		9 hrs
		to total 32 hours

* Offered via internet or alternative delivery system based on availability.

GRADUATE CERTIFICATE IN ORIENTATION AND MOBILITY

PROGRAM DESCRIPTION

The Graduate Certificate in Orientation and Mobility is available to non-degree seeking individuals or as a component of the Masters degree in Special Education, Visual Impairment emphasis. The Orientation and Mobility (O&M) certificate is designed to meet regional needs and is aligned to the standards set by the Association of Education and Rehabilitation of the Blind and Visually Impaired (AER) and Academy of Certification of Vision Rehabilitation and Education Professionals (ACVREP). Small cohorts of individuals who desire to pursue certification in O&M will be identified based upon geographic need and individual qualifications. The instructor(s) for SPE 612 and SPE 591 will conduct a very intensive course in which participants will spend several hours each day over eight weeks under the blindfold practicing instructional techniques and strategies of O&M. SPE 591 is the internship course and participants must meet rigid standards set by AER and ACVREP. Prerequisites may be required based on transcript analysis.

ENTRANCE CRITERIA

To be considered for the program, a student must apply and be admitted to the Graduate College.

REQUIRED COURSES

SPE 506*	Principles of Orientation & Mobility	3 hrs
SPE 508*	Low Vision, Anatomy & Physiology of the Eye	3 hrs
SPE 612*	Instructional Techniques & Strategies of Orientation & Mobility	6 hrs
SPE 614*	Professional Issues Related to Orientation & Mobility with Diverse Populations	3 hrs
SPE 591	Clinical Practicum in Special Educ.	<u>3 hrs</u>
TOTAL HOURS REQUIRED		18 hrs

*Offered via internet.

GPA Requirements

Attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

GRADUATE CERTIFICATE IN AUTISM SPECTRUM DISORDERS

PROGRAM DESCRIPTION

An 18 credit hour Missouri Sate University Graduate Certificate in Autism Spectrum Disorders (ASD) is available to non-degree seeking individuals or as a component of the Masters degree in Special Education, Developmental Disabilities emphasis. Students pursuing a program of study in other areas of education may also complete these courses as electives or in addition to requirements on the respective program of study. The certificate is also offered to support professionals in the fields of psychology, communication disorders, social work, medicine, and other related specialties. The certificate will not lead to teacher certification in autism; however, it is offered to support educators and other professionals who desire greater expertise in the area of ASD. Emphasis is placed on supporting individuals with challenging behavior through positive behavioral supports and supporting communication, learning and sensory deficits through validated, data-based programming. Required course work for the ASD Graduate Certificate follows.

ENTRANCE CRITERIA

To be considered for the program, a student must apply and be admitted to the Graduate College.

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REQUIRED COURSES

SPE 525 Identification, Programming, & Assessment of Individuals with Autism Spectrum Disorders	3 hrs
SPE 526 Applied Behavioral Analysis for Developmental Disabilities & Autism Spectrum Disorders	3 hrs
SPE 691 Clinical Practicum for Special Needs Populations	6 hrs
CSD 632 Speech & Language Assessment & Treatment for Special Populations	3 hrs
SPE 527 Seminar in Developmental & Sensory Disabilities	<u>3 hrs</u>
TOTAL HOURS REQUIRED	18 hrs

GPA Requirements

Attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

COUNSELING COURSES

COU 600 Problems in Counseling. 1-3 D. Prerequisite: permission of instructor. Individual investigation into a problem or problems of concern to the student and deemed of significance by the instructor. Written report required. May be repeated to 9 credits.

COU 601 Tests and Measurements for Counselors. 3(3-0) D. A comprehensive study of instruments for measuring psychological traits, including group devices suitable for use in elementary and secondary schools, as well as individual instruments for use in both school and agency settings. Basic statistical concepts and common terminology related to measurement are taught as a functional part of the course.

COU 602 School Counseling Foundations and Ethics. 3(3-0) D. Philosophy, organization, and practices of a counseling program in the elementary and secondary school. The school counselor's role as counselor, consultant, and coordinator, professional identity, and legal issues are included. Includes a significant focus on ethical standards and issues.

COU 603 Community Agency Counseling Foundations and Ethics. 3(3-0) D. An introduction and overview of the history, philosophy, and function of the counselor in mental health and other community agency settings. Includes an examination of service population characteristics and treatment needs, intervention modalities and approaches, professional identity, and related topics. A significant focus on ethical standards and issues.

COU 605 Orientation to Personal and Professional Development. 3(3-0) D. This course is an experience in personal and group encountering and sensitivity. Its purpose is to assist students in discovering a more complete awareness, understanding, and acceptance of themselves and others as human beings. Primary emphasis will be upon students exploring self, values, needs, and personal characteristics. Pass/not pass grading only.

COU 607 Human Development and Personality. 3(3-0) D. Study of child, adolescent and adult psychological development theories. Normal adjustment processes, personality structure, and abnormal behavior.

COU 608 Child Counseling Theories and Techniques. 3(3-0) D. Prerequisite: admission to the Counseling elementary counseling option and either COU 602 or COU 605, or permission of the instructor. A consideration of major theories of counseling as they are related to counseling with school-aged children. Emphasis is placed upon the counseling process as it affects the educational, personal, and social adjustment of children.

COU 610 The Helping Relationship- 2(2-0) D. Prerequisite: admission to Counseling program. Must be concurrent with COU 611. Two training components are integrated to provide an intensive pre-practicum experience. The didactic component introduces basic skills of effective interpersonal communication and counseling. Participation in co-requisite laboratory (COU 611) provides supervised practice in the practical application of those skills in simulated counseling interviews.

COU 611 The Helping Relationship Lab- 1(0-3) D. Prerequisite: admission to Counseling program. First enrollment must be concurrent with COU 610. Designed to accompany COU 610, this lab provides an opportunity for graduate student in counseling to practice basic counseling skills in role-played sessions with live observation, videotaped review and supervisory feedback. First enrollment must be concurrent with COU 610. Repeatable to 3 credits. Pass/not pass grading only.

COU 614 Diversity and Multi-cultural Issues in Counseling. 3(3-0) D. Prerequisite: admission to Counseling program, or permission of instructor. An introduction to counseling theories, interventions and issues in working with clients from diverse, minority and ethnic cultures. Values, beliefs and norms of various cultures, including the student's, will be examined as they pertain to the counseling process.

COU 624 Appraisal and Clinical Interviewing. 3(3-0) D. Prerequisite: admission to Counseling program and COU 610 and COU 611, or permission of instructor. Study of and practice in conducting clinical interviews, appraising level of functioning and mental status, and developing diagnoses of psychoemotional disorders. Includes assessment of learning and functioning of children.

COU 633 Couple and Family Counseling. 3(2-2) D. Prerequisite: admission to Counseling program and COU 610 and COU 611, or permission of instructor. An introduction to the major theories of couple and family counseling and their associated interventions. An integrated combination of lecture, discussion, demonstration and role-play lab sessions will be used.

COU 651 Theories and Techniques of Counsel-ing. 3(3-0) D. Prerequisite: admission to Counseling program and COU 605, and either COU 602 or COU 603, or permission of instructor. Examination of various theoretical approaches to counseling; significance of theories in counseling practice. Overview of interventions and techniques associated with each theory. Students make an intensive investigation of a problem to be selected in counseling theory and methods. Report of the investigation required.

COU 652 Career Development. 3(3-0) D. Prerequisite: admission to the Counseling program and COU 610 and COU 611, or permission of instructor. A consideration of the various theories of career development and their implications in counseling for vocational adjustment. A study of the work ethic, the labor force, and the concept of career education. Designed to give students competence in collecting and using occupational and educational information in counseling related to career development and in developing career education programs.

COU 653 Analysis of Childhood Learning and Adjustment. 3(3-0) D. Prerequisite: admission to Counseling program and COU 601, or permission of instructor. Acquaints student with various assessment and diagnostic procedures in evaluation of learning and adjustment problems.

COU 656 Group Counseling. 3(30) D. Prerequisite: admission to the Counseling program or permission of instructor. Acquaints counselors with group counseling theories and technique. Includes an experiential group component.

COU 665 Research Seminar in Counseling. 3(3-0) D. Prerequisite: admission to Counseling program and SFR 690, or permission of instructor. The study, analysis, and discussion of special topics culminating in a substantial written report. Preparation of a Professional Portfolio. Pass/not pass grading only.

COU 680 Secondary School Counseling Practicum. 3(0-6). F.S. Prerequisite: admission to Counseling program and COU 610 and COU 651, each with a grade of B or better, and COU 611, and departmental approval for practicum. Supervised counseling with secondary school-aged students and their families; observation, discussion, and evaluation of the counseling process. Pass/not pass grading only.

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COU 681 Field Experience-Secondary. 3(1-10). F,S. Prerequisite: admission to Counseling program and COU 680 or COU 684, and department permission. Supervised experience in secondary school counseling at an approved school site. Minimum of 150 hours on-site. Students will receive individual supervision on-site, and small-group supervision from the department. Pass/not pass grading only.

COU 682 Elementary School Counseling Practicum. 3(0-6). S. Prerequisite: admission to Counseling program, and COU 610 and COU 608, each with a grade of B or better, and COU 611, and department approval for practicum. Supervised counseling with elementary school-aged children and their parents; observation, discussion, and evaluation of counseling sessions. Pass/not pass grading only.

COU 683 Field Experience-Elementary. 3(1-10). F,S. Prerequisite: admission to Counseling program and COU 682, or department permission. Supervised experience in elementary school counseling at an approved school site. Minimum of 150 hours on-site, and small-group supervision from the department. Pass/not pass grading only.

COU 684 Community Agency Counseling Practicum. 3(0-6). D. Prerequisite: admission to Counseling program and COU 610 and COU 651, each with a grade of B or better, and COU 611, and departmental approval for practicum. Supervised counseling experience of clients from the community; observation, discussion, and evaluation of counseling sessions. Pass/not pass grading only.

COU 685 Community Agency Counseling Internship. 3(3-0). D. Prerequisite: admission to Counseling program and COU 680 or COU 684 and department permission. Supervised experience (individual, family, group) in counseling at an approved community agency site. Minimum of 300 hours on-site. Students will receive individual supervision on-site, and small group supervision from the department. Pass/not pass grading only. May be repeated to 9 credits.

COU 686 School Psychological Examiner Practicum. 3(3-0) D. Prerequisites: COU 601 and COU 653 and PSY 620. This course is a supervised practicum in the administration and interpretation of individual intelligence tests, formal and informal diagnostic procedures and diagnostic interviewing techniques in an educational or clinical setting. Pass/not pass grading only.

COU 690 Counseling Workshop. 1-3. F,S. Improve skills and knowledge of counselors in specific areas. Each workshop considers a single topic in depth. Thirty hours of participation equal 1 semester hour.

COU 695 Topics in Counseling. -1-3, D. Individual or group class designed to address specialized topics of interest to graduate students in counseling. May be repeated to 9 credits.

COU 699 Thesis. 1-6. F,S. Independent research and study connected with preparation of thesis.

EDUCATIONAL ADMINISTRATION COURSES

EAD 621 Introduction to Student Affairs. 3(3-0) F. An introductory course designed for the student pursuing a career in Student Affairs. This course explores the origin, history, philosophy, theory, and practice related to the Student Affairs profession.

EAD 623 Student Development Theory. 3(3-0) F. Introduces the student to student development theories. A basic understanding allows the student to note application of these theories to practice. This will result in Student Affairs professionals who can design approaches that work effectively with students.

EAD 626 Higher Education in the United States. 3(3-0) F. The historical development of American higher education will be presented. Political, social, economic, and intellectual issues will be examined from its inception to the present day for contemporary application. A focus will be on the matrix of trend, topics, and eras. An emphasis is placed on higher education in the post World War II era creating a solid background of higher education in the last 50 years.

EAD 629 Research in Student Affairs. 3(3-0) S. Students will acquire and use research methods skills. These skills will be put to use in preparing a research proposal, reviewing empirically-based journal articles, formulating hypotheses, designing observational studies, and analyzing and interpreting data.

EAD 632 Leadership and Administration in Higher Education.

3(3-0) S. Students will be provided with the opportunity to develop a firm working concept of leadership theories and principles. Upon completion of the course, students should be able to identify and discuss the role of leadership in student affairs, and be able to apply those leadership principles to activities in their job.

EAD 635 Governance and Finance in Higher Education.

3(3-0) S. Exposure of the student to theoretical and applied concepts of governance and finance structures in higher education. Emphasis will be on organizational structures, financial operations, terminology, successful administrative/ management practices, and models prevalent in higher educational settings.

EAD 638 Legal and Ethical Issues in Student Affairs.

3(3-0) F. Introduction to the basic and current legal and ethical concepts that face American colleges and universities today. Topics to be discussed include the basis from which higher education law is formed; current case, state, and regulatory laws; personnel issues; and risk management and liability issues for higher education.

EAD 647 Practicum in Student Affairs. 3(3-0) S. Students will earn academic credit for completion of three practica working in Student Affairs departments. Knowledge accumulated in course work will be applied to the work setting. Experiences are cooperatively planned and guided by university personnel.

EAD 649 Current Issues in Higher Education. 3(3-0) S. Students are introduced to current topics facing Student Affairs on campus, and those facing higher education now and in the future. Topics will vary each semester depending on the campus environment, and issues happening in the world or in the United States.

EAD 651 Foundations of Educational Leadership.

3(3-0) D. An introductory course designed for the student considering a career in educational leadership. Explores the history, basic theories, and major areas of responsibility in school leadership. EAD 651 is the first course to be taken in an administration degree program.

EAD 652 The Secondary School Principal.

3(3-0) D. Prerequisite: EAD 651. An examination of the leadership responsibilities of the secondary school principal. Instructional leadership, decision-making, problem solving, effective schools correlates, the change process, school culture and school improvement concepts will be emphasized.

EAD 653 The Elementary School Principal.

3(3-0) D. Prerequisite: EAD 651. An examination of the leadership responsibilities of the elementary school principal. Instructional leadership, decision-making, problem solving, effective schools correlates, the change process, school culture and school improvement concepts will be emphasized.

EAD 654 State and National School Administration.

2(2-0) D. Role and responsibilities of the local, state, and federal agencies in school administration.

EAD 657 The Administration of Instructional Programs.

3(3-0) D. An analysis of instructional programs and the role of the school administrator in developing learner-centered school cultures and supporting research-based instruction.

EAD 658 Organizational Management. 3(3-0) D. Prerequisite: EAD 651. Emphasis is on the basic administration skills including fiscal management and building utilization as well as the skills and processes needed to collaboratively develop and maintain strategic plans.

EAD 659 Leadership Capstone. 3(3-0) D. Prerequisite: SFR 690 or EAD 695. The culminating course in the EAD Master's degree programs. The course results in the completion of the student's research major project; preparation and presentation of the student's graduation portfolio, and completion of departmental assessments.

EAD 660 Internship - On Site. 2(2-0) D. Prerequisites: EAD 651. Problem-based field experiences encompassing building level, district-level, or other specialized administrative or supervisory positions. Students spend specified periods of time working with experienced administrative or supervisory personnel. May be repeated to a maximum of 10 hours.

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EAD 663 Internship Related Agencies. 1 D. Prerequisites: EAD 651. Problem-based field experiences with various external agencies that relate to the school administrator or supervisor, (i.e., juvenile court, law enforcement, community support services, etc.).

EAD 664 Human Relations and Collaborative Processes. 3(3-0) D. Designed to develop skills in effective interpersonal skills, written and oral communication within a diverse cultural community.

EAD 665 Legal and Ethical Contexts of Schooling. 3(3-0) D. Explores the statutory and regulatory requirements as well as the ethical implications of policy initiatives inherent in the effective operation of a school.

EAD 666 School Supervision and Performance Enhancements. 3(3-0) D. Administrative functions related to human resource management and development as well as enhancing the performance of the instructional personnel (i.e., recruitment, selection, retention, training, supervision, evaluation of staff).

EAD 667 Administration of Special Programs. 3(3-0) D. Designed to provide skills to establish, administer, and supervise special education services and other special programs. Programs in the area of special education, guidance, vocational education, early childhood as well as current state and federal programs affecting education are emphasized.

EAD 695 Action Research in Educational Leadership. 3(3-0) D. Introduction to the research designs and analysis techniques of action research. Student will engage in activities designed to examine current best practices in the school setting through a methodical, research-based orientation with the ultimate goal of assessing the effect of innovative practices on a variety of school variables.

EAD 741 Advanced Issues in School Improvements. 3(3-0) D. Designed as an advanced-level course for the study of barriers to learning, strategies to reduce or eliminate those barriers, stakeholder involvements, advanced strategic planning techniques and program development, in accordance with the goals and outcomes of the I.S.L.L.C. standards and the EAD Knowledge Base. The major focus of this course is to provide the skills and knowledge appropriate to assist the student in developing artifacts necessary for completion of his/her professional portfolio. This portfolio is needed for the renewal of the initial administrator certificate in the state of Missouri and other I.S.L.L.C. member states. The course provides an opportunity for students to identify significant barrier to learning within an educational setting, analyze the conditions of the educational setting and take specific steps to eliminate the barriers and support student success.

EAD 742 Modern Trends in Educational Administration. 3(3-0) D. Designed as an advanced-level course for the study of the larger contexts of education. Students will study state, multi-state and national trends/issues, analyze their effect upon local school programming and student learning, identify appropriate outside agencies for initiating collaborative relationships as well as identify adaptive leadership behaviors to response to various trends/issues. The major focus is to provide the skills and knowledge appropriate to assist the student in developing artifacts necessary for completion of his/her professional portfolio. This portfolio is needed for the renewal of the initial administrator certificate in the state of Missouri and other I.S.L.L.C. member states. These goals and outcomes are based upon I.S.L.L.C. standards as well as the EAD Knowledge Base.

EAD 743 School and Community Partnerships. 3(3-0) D. Designed as an advanced-level course for the study of establishing, nurturing and sustaining effective school-community partnership programs. Students will be exposed to content and will generate material that demonstrate the ability to develop partnerships with business, higher education and other community groups which supplements the learning environment and supports the overall mission of the school as outlined by goals and objectives of the I.S.L.L.C. standards as well as the EAD Knowledge Base. The major focus of this course is to provide the skills and knowledge appropriate to assist the student in developing artifacts necessary for completion of his/her professional portfolio. This portfolio is needed for the renewal of the initial administrator certificate in the state of Missouri and other I.S.L.L.C. member states. The course provides a broad overview of the essential elements of educational partnership programs while working with social agencies and elementary grant writing.

EAD 744 Leadership in Professional Development. 3(3-0) D. Designed as an advanced-level course for the study of enhancing professional performance through effective staff development and performance enhancement efforts. Students will demonstrate the ability to collaborate professionally with staff to enhance performance and promote successful teaching and learning in accordance with the goals and outcomes of the I.S.L.L.C. standards and the EAD Knowledge Base. The course provides a broad overview of advanced elements of supervision including development efforts. The major focus of this course is to provide the skills and knowledge appropriate to assist the student in developing artifacts necessary for completion of his/her professional portfolio. This portfolio is needed for the renewal of the initial administrator certificate in the state of Missouri and other I.S.L.L.C. member states.

EAD 750 Politics of Education. 3(3-0) D. Overview of origins, nature and impact of political forces surrounding and influencing schools. Students will study the increasingly complex political web of American education, as well as research the continuing debate dealing with local control versus the expanding role of state and federal government. This course will help the student analyze the various core constituencies of school politics, analyze the issues/demands made in the school community, and study the intervening variables associated with school issues, as well as the decisions which must be made by school policy makers.

EAD 758 School Personnel. 3(3-0) D. Prerequisite: 15 graduate hours. The planning processes and procedures required in implementing policies and practices of effective school personnel administration. This shall include both instructional and non-instructional personnel.

EAD 760 Field Study. 1-4. Course involves the completion of field projects conducted in cooperation with a public school district or appropriate agency. Requires a formal investigation and survey of a recognized problem within a selected institution. The nature of the investigation may also be an in-depth independent research relevant to current practice in any facet of the educational process. The subject for investigation is selected by the student with approval of the advisory committee. An oral review of the project will be presented to a selected faculty committee. May be repeated to a total of 6 hrs. A maximum of 3 hrs may be counted toward degree.

EAD 761 (661) Human Relations. 3(3-0) D. Prerequisites: EAD 651 or permission. Designed to upgrade educational leaders in human relations skills. Major focus will be on effective group processing and dynamics, understanding learning styles and cultural diversity issues, and facilitating skills for school improvement.

EAD 762 The Superintendency. 3(3-0) D. Prerequisite: 15 graduate hours. Analysis and discussion relating to current problems of school management involving decision making, data processing, operations, research, work and wages, unions and management, and purchasing.

EAD 763 Curriculum Design and Evaluation. 3(3-0) D. Prerequisite: 15 graduate hours. A course designed to investigate and analyze current and innovative instructional programs. Special emphasis is given to national reports on educational practices and the development of a model school of the future.

EAD 764 School and Community Relations. 3(3-0) D. Prerequisite: 15 graduate hours. An examination of the various strategies involved in establishing effective internal and external communications. The responsibilities of boards of education, administrative officials, staff personnel, students, and the community will be emphasized.

EAD 765 School Law. 3(3-0) D. Prerequisite: 15 graduate hours. Constitutional, statutory, and case law that relates to all staff personnel, students, school districts, and other allied governmental units is investigated, analyzed, and discussed. Special emphasis is given to the study of contracts, dismissals, tenure, retirement, pupil injuries, liability of school personnel, school district and board members' legal rights and responsibilities.

EAD 766 Public School Finance. 3(3-0) D. Prerequisite: 15 graduate hours. A study of school budgeting procedures, revenue and expenditure accounting, problems related to local, state, and federal financing of public school operations. The Missouri Uniform Accounting System for Public Schools is utilized in the development of a major school finance project.

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EAD 767 School Plant Planning and Maintenance. 3(3-0) D.

Prerequisite: 15 graduate hours. Designed to familiarize students with the development of master plans and educational specifications for a school facility. Attention is given to site and building evaluations, bond issues, remodeling, energy conservation, contractor and architectural responsibilities, equipping and maintaining plants, and barrier-free facilities.

EAD 770 Specialized Topics in Educational Leadership. 1-3.

Designed to upgrade the school administrator or supervisor's knowledge and skills in specialized areas of current interest and need. Topics will vary. May be repeated to a maximum of 6 hours.

EAD 795 Research in Administrative Practice. 3(3-0) D. Enrollment in EAD 795 requires 1 credit hour concurrent enrollment in EAD 760.

The study of research in the field of educational administration. The course integrates research skills and professional administrative practices. Students interpret, evaluate and apply research skills enabling them to design a Field Study proposal which is required for the Specialist in Educational Administration.

All the following courses are only open to students who are admitted to the Cooperative Doctorate program with University of Missouri - Columbia.

EAD 801 Leadership Theory and Practice. 4(4-0) FO.

Advanced study of leadership theories, concepts, and inquiry as applies to educational organizations. The course will explore leadership theories, power and authority in organizations, leader effectiveness, and organizational reform. Emphasis will be placed on understanding leadership in organizations through application and extension of leadership theories in practice.

EAD 802 Quantitative Methods in Educational Research I. 3(3-0) D.

Requires concurrent enrollment in EAD 803. This course focuses on types of regression analysis and includes the following topics: simple linear regression, multiple regression, and semi-partial correlation, regression with categorical variables, categorical and continuous variables within the same model, Multilevel analysis (Hierarchical linear modeling), and structural equations. The emphasis in this class is on conceptual and practical understanding, rather than on computation. Goals are for the students to: (a) understand the basic assumptions and models underlying regression analysis, (b) use a statistical analysis package to conduct regression analysis, (c) read and interpret the output from a statistical analysis package, and (d) use this output to write a results sections.

EAD 803 Leadership Inquiry II. 1(1-0) SE. Requires concurrent enrollment in EAD 802. This course is part of the statewide collaborative doctoral program. It is intended to be the application component of the Advanced Quantitative Analysis and Application course (EAD 802). This course will emphasize a wide range of instructional methodologies, cooperative activities, problem-based learning and practical application of quantitative techniques, including computer application. The students will be able to design, conduct, and report research to address problems of practice using quantitative action research methodologies. A collaborative field study project is required.

EAD 804 Content and Context of Learning. 3(3-0). Students will develop the knowledge and skills for examining, designing, and implementing school and classroom conditions that support quality learning experiences for all students. This course theme is about learning, and those issues that enhance and detract from quality learning for all. Throughout the course, participants and instructors will model optimum learning conditions and strategies. Students will be asked to demonstrate a thorough understanding of those conditions and competencies through study, critique, development, and implementation of authentic learning experiences for their colleagues. Resources to support the learning experiences will include audio-visual materials, readings, Internet, and simulations. Authentic assessment will be used to determine each student's level of competence in the course content.

EAD 805 Leadership Inquiry III. 1(1-0). This one-hour doctoral level seminar will focus on understanding key concepts and methodologies of team based management and group dynamics, as well as the critical skills essential in successful implementation of collaborative team building within organizations. Through the exploration and development of the underlying principles of these concepts, course participants will examine a leadership/communication within a K-16 organization and with members of that organization, they will design a collaborative problem-solving team to address a problem of practice.

EAD 806 Leadership Inquiry IV. 1(1-0) D. This seminar focuses on understanding policies related to doctoral dissertation research as set by the University of Missouri - Columbia Graduate School. In addition, the seminar will explore the use of multiple search sources for information, human subjects review requirements, and research ethics. The course will also examine the exploration and design of leadership research focused on addressing problems of practice.

EAD 807 Program Planning and Evaluation. 3(3-0) D. This course will explore the theory and practice of evaluation of educational programs including evaluation models, research methods and design strategies to measure program outcomes, especially student and school performance. In addition, skills in evaluating educational personnel and effective schools will be discussed.

SPECIAL EDUCATION COURSES

The following courses do not require admission to the Teacher Education program.

SPE 502 Early Intervention for Young Children with Autism.

1(1-0) D. Prerequisite: SPE 500 or permission of the Director. This course constitutes the second and last segment of the *Missouri Autism Institute* for educators who are, or will be, working with young children birth to age six who experience symptoms of autism.

SPE 504 In-District Autism Consultant Training. 1(1-0) D.

Prerequisite: SPE 500, current Missouri teaching certificate, or the permission of the department head. Students will study advanced educational techniques of autism in general and educational methodologies specifically used with children with autism. Instruction will be provided in consultation and collaboration techniques. Students will demonstrate competence in educational report writing and in-service instruction. Personal professional development plans will be developed by each student, as well as a rating of personal competence. Students will be provided with resources for further study.

SPE 505 Braille Reading and Writing I. 3(3-0) F. Prerequisite: permission from department head. This on-line course has been designed to enable teachers of children and youth with visual impairments to develop basic competencies in reading and writing literacy Braille, prepare correctly formatted Braille material, and have an awareness and basic understanding of the Nemeth codes for math and science for students grades K-12. Students will employ the use of the Perkins Braille Writer, slate and stylus, Perky Duck, and Duxbury translation software to produce high quality Braille material. Successful completion of this course should be regarded as only one step in a series of courses leading to certification in teaching students with visual impairments. An approved certification process must be completed in order to acquire basic and necessary competencies for work with children and youth with visual impairments. Finally, the course has been designed to help teachers develop an appreciation for the Braille system and the application of this system to all aspects of life for individuals with visual impairments. Instructor and/or site based facilitators will provide monthly face to face instruction to students whenever possible. Students must complete SPE 505 and SPE 611 to achieve mastery of literary Braille code. Note: Midterm and final examination will be proctored.

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SPE 506 Principles of Orientation and Mobility. 3(3-0) Su.

Prerequisite: permission of department head. Note: Midterm and final examinations will be proctored. This course focuses on the history, philosophy, and ethics of orientation and mobility. Participants will also consider various consumer driven approaches in orientation and mobility. The course will give the teacher of the visually impaired the ability to perform and monitor basic techniques of orientation and mobility as used by students who are blind, visually impaired, or multi-handicapped. Students will be required to create a video record of their blindfold and other sensory experiences to illustrate their skill development.

SPE 507 Introduction to Visual Impairments, Autism and Severe/ Multiple Disabilities. 3(3-0) F. Prerequisite: permission of department head. An introduction to educational programs and services for students with visual impairments, autism, deaf-blindness and multiple disabilities. This course will provide teachers, paraprofessionals, social workers, psychologists, etc. with a foundation in the historical perspectives, developmental characteristics, psychosocial aspects, and legislation related to severe and multiple disabilities. An emphasis will be placed on the psychosocial effects of visual impairments, autism, deaf-blindness and multiple disabilities on the developmental of the individual and on adaptations that enhance functioning.

SPE 508 Low Vision Anatomy and Physiology of the Eye. 3(3-0) Su. Prerequisite: permission from department head. This on-line course will introduce teachers, rehabilitation specialists and others to practical applications of low vision techniques. The students will use low vision simulators to perceive, integrate and react to different environmental stimuli. Sections of the course will involve clinical low vision examinations. Analysis and application of the fundamental principles and theory of sensory information acquisition by the visually impaired or blind as it applies to the classroom teacher will be stressed. Also, the course will address a full array of eye diseases and conditions and the educational implications. Note: Midterm and final examination will be proctored.

All the following courses require admission to the Teacher Education Program.

SPE 510 Physical and Health Needs of Students with Disabilities. 3(3-0) F. Prerequisite: SPE 345 and SPE 346 and admitted to the Teacher Education Program or permission of department head. Focuses on the role of the special educator in management of health related issues such as monitoring medication and providing services to individuals with specialized self care needs and those with chronic illness. Emphasis will be placed on collaboration with related services staff and medical personnel as well as the integration of the student with healthcare needs into school and community settings.

SPE 515 Foundations of Applied Behavior Analysis and Intervention for Teachers in Applied Settings. 3(3-0) D. Prerequisite: admission to the Special Education program or permission by the special education coordinator. Focuses on the foundational principles of applied behavior analysis. Emphasis will be placed on the development of positive behavior support plans that proactively assist students with challenging behavior in applied and/or school settings.

SPE 516 Application of Applied Behavior Analysis and Intervention for Teachers in Applied Settings. 3(2-2) D. Prerequisite: SPE 515. Focuses on the application of applied behavior analysis principles within school-based settings. Students will complete functional analysis/assessment on children and youth with disabilities and employ science-based instructional strategies in school settings.

SPE 517 Effective Practices in Special Education. 5(5-0) D. Prerequisite: SPE 310, SPE 340, SPE 615 or the equivalent. Empirically based teaching practices with emphasis on reading and mathematics foundations to support special needs learners. Students will also gain knowledge of varied theoretical perspectives and instructional approaches including validated behavioral and cognitive based methods that support diverse learners. The content of the course will also include activities to support determination of present level of performance and placement in special and general education curricula per IDEA and other Federal mandates.

SPE 519 Methods of Teaching Students with Learning and Behavioral Disorders. 4(4-0) D. Prerequisite: SPE 320, SPE 345, SPE 346 and SPE 515, concurrent enrollment in SPE 520 and admitted to Teacher Education program. Focuses on the application of theoretical perspectives and research-based methods of teaching students with learning disabilities or emotional and behavioral disturbances.

Evaluation procedures appropriate to analysis of academic achievement, social behavior, monitoring achievement, and behavioral change will be emphasized along with educational programming that promoted increasing achievement levels, improved social development and inclusion.

SPE 520 Practicum: Teaching Individuals with Learning and Behavioral Disorders. 2(0-4) D. Prerequisite: concurrent enrollment in SPE 519 and admitted to Teacher Education program. Students will apply skills from introductory and specialized courses in settings with students with learning disabilities and behavioral disorders. Students will be involved in individual and small group instruction, review diagnostic data, develop and implement educational programs, as well as meet with the university supervisor and other practicum students to reflect on experiences.

SPE 521 Methods of Teaching Individuals with Developmental Disabilities and Other Health Impairments. 4(4-0) D. Prerequisite: SPE 345, SPE 346, and SPE 515 or concurrent enrollment in SPE 515; and concurrent enrollment in SPE 522; and admitted to Teacher Education program. Stresses application of theoretical perspectives and research-based methods for individuals with developmental disabilities (i.e., mental retardation, autism, Asperger syndrome, cerebral palsy) who may have associated orthopedic and health impairments (e.g., ADHD and epilepsy). Students will conduct an analysis of assessment data, apply data in the development of diagnostic conclusions and corresponding educational plans. Emphasis will be placed on evaluation, accommodations, and programming for integration in school, community, and vocational settings.

SPE 522 Practicum-Instruction of Students with Developmental Disabilities and Other Health Impairments. 2(0-4) D. Prerequisite: concurrent enrollment in SPE 521 and admitted to Teacher Education program. Students will apply skills from introductory and specialized courses in setting with students with developmental disabilities (i.e., mental retardation, autism, Asperger syndrome, cerebral palsy) and orthopedic and health impairments (e.g., ADHD and epilepsy). Students will be involved in individual and small group instruction, develop and implement educational programs, as well as meet with the university supervisor and other practicum students to reflect on experiences.

SPE 523 Curriculum and Methods in Early Childhood Special Education. 4(3-2) D. Prerequisite: permission of area advisor in special education or early childhood. Focuses on major aspects in early childhood special education including legislation, litigation, and current issues in the field. Each area of development of young children with disabilities will be a part of the course with particular emphasis on adaptation of materials and curricula to meet the needs of these children. There will also be a focus on families and issues surrounding assessment and eligibility for special education programs. Reflection on current practices and services for young children with disabilities will be included. Thirty clock hours of field experience will be required.

SPE 525 Introduction to Teaching and Assessing Students with Autism Spectrum Disorders. 3(3-0) D. Prerequisite: permission from academic advisor or special education program coordinator. Supports individuals across various disciplines who wish to gain knowledge of identification, assessment, and programming for individuals on the Autism Spectrum. Conditions associated with ASD will be examined along with etiology, prevalence, and assessment issues. Students will apply knowledge through review of, and practice with, various norm referenced and informal instruments and rating scales specific to ASD. Emphasis will be also placed on validated programming for ASD.

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SPE 526 Applied Behavioral Analysis for Developmental Disabilities and Autism Spectrum Disorders. 3(2-2) D. Prerequisite: SPE 515 and SPE 516 or PSY 508 or permission of instructor. The evolution of science-based practices for students with developmental disabilities and autism spectrum disorders are still emerging within the field of education. The purpose of this course is to train teachers and/or care providers to identify science-based practices within applied behavior analysis and apply these principles to students with developmental disabilities and autism spectrum disorders within applied settings. This course will focus on the use of operant behavioral techniques with an emphasis on functional analysis and functional communication training. Students will conduct clinical and school-based assessments and interventions with school age children diagnosed with developmental disabilities and autism spectrum disorders.

SPE 527 Seminar in Developmental and Sensory Disabilities. 3(2-2) D. Prerequisite: SPE 507 or SPE 525 or equivalent. Designed to provide practitioners with the knowledge and skills to implement research based practices for individuals with developmental disabilities including autism spectrum disorders (ASD). The course will also address issues specific to sensory integration, visual impairments, and significant cognitive delays. Students will examine in-depth approaches and models validated to support present level of performance needs for individuals with a variety of developmental and sensory requirements. Students will complete lecture hours where theoretical perspectives and the detailed components of various treatments are examined. In a corresponding field component, students will implement an applied project that will address the sensory, communication, learning, and social needs of a client who has been identified with multiple developmental delays. Measurement of outcomes specific to treatment plans will be a significant component of the applied activities.

SPE 550 (350) Career/Vocational Education and Transition. 3(3-0) F, S. Prerequisite: admission to the Teacher Education program. Legislation and process pertaining to transition services for individuals with disabilities will be emphasized. Students will explore vocational service delivery options and the role of the multi-disciplinary team in the development and implementation of appropriate life skill programming across the age span.

SPE 556 Topical Issues in Special Education. (1-5) D. Prerequisite: permission may be required (see Class Directory). To develop understanding and skills in relevant areas of special education. Each offering concerns a single topic. Number of class hours determined by semester hours of credit. Variable content course. May be repeated to a maximum of 5 hours when topics change.

SPE 560 (360) Working with Families of Exceptional Individuals. 3(3-0) F, S. Prerequisite: admission to Teacher Education program. The relationship between families of children with special needs and various agencies is a central theme of this course. Techniques for working with a variety of families will be explored along with the impact of many ecological factors on families of students with disabilities.

SPE 581 (484) Methods of Teaching Individuals with Behavior Disorders/Emotional Disturbances. 3(3-0) F, S. Prerequisite: SPE 488 and concurrent enrollment in SPE 491. This course will focus on application of theoretical perspectives and research-based methods of teaching students with emotional and behavioral disturbances. Evaluation procedures appropriate to analysis of social behavior and monitoring behavioral change will be emphasized along with educational programming that promotes social development and inclusion.

SPE 582 (482) (585) Methods of Teaching Individuals with Learning Disabilities. 3(3-0) F, S. Prerequisite: SPE 345 and SPE 346 and SPE 488 and concurrent enrollment in SPE 492. Students will apply theoretical perspectives and research-based methods in the development of diagnostic reports and educational plans for students with learning disabilities. Emphasis will be placed on the educator as a collaborator and advocate for provision of services in integrated settings; and on the educator as a specialist in evaluation, curricular accommodation and modification.

SPE 583 (483) (586) Methods of Teaching Individuals with Mental Retardation/Developmental Disabilities. 3(3-0) F, S. Prerequisite: SPE 345 and SPE 346 and SPE 488 and concurrent enrollment in SPE 493. The course will stress application of theoretical perspectives and research-based methods for individuals with mental retardation and developmental disabilities. Students will conduct an analysis of assessment data, apply data in the development of diagnostic conclusions and corresponding educational plans. Emphasis will be placed on evaluation and programming for integration in school, community, and vocational settings.

SPE 584 Language Development of Exceptional Students. 3(3-0) F, S. Prerequisites: SPE 345 and SPE 346. Language development and intervention for exceptional individuals. Language assessment and curriculum development for individuals with disabilities, as well as for individuals who are culturally and ethnically diverse, will be addressed.

SPE 587 Introduction to the Education of Students with Behavior Disorders. 3(3-0) F. Prerequisites: SPE 310 and SPE 515. Students will acquire knowledge of identification, classification, diagnostic, and educational planning procedures based on the predominant conceptual models. Required for certification as teacher of students with behavior disorders.

SPE 590 Approaches in Mainstreaming Exceptional Students. 3(3-0) D. Prerequisite: SPE 310 or 340. Application of methods for modifying instructional materials and curriculum to help special education and regular classroom teachers meet the demands of mainstreaming.

SPE 591 Clinical Practicum in Special Education. 1-3, D. Prerequisite: completion of SPE 491 and SPE 492 and SPE 493, or previous certification; and permission of instructor. This course is open to professionals with teaching certification or students pursuing a minor requiring credit hours in addition to SPE 491, 492 or 493. Students will collect data, develop and implement individual educational programs, and submit an extensive written report. Assignments will be based on area of certification need. In addition, this course is utilized for credit hours toward an Internship in Orientation and Mobility and Internship in Visual Impairment. See instructor for prerequisite specific requirements.

SPE 609 Methods of Teaching Students with Visual Impairments and Multiple Disabilities. 3(3-0) S. Prerequisite: permission of department head. This on-line course is one of six courses offered to provide prospective teachers of children and youth with visual impairments (including those with multiple disabilities) competency-based training for work with this population in K-12 schools. This course provides students with the pedagogical preparation to effectively teach Braille reading and writing, organize activities to promote literacy development, utilize assistive technologies (including voice output and other computer-based applications), teach compensatory skills and strategies for mathematics, development of listening skills, as well as other instructional adaptations for the curricular areas of language arts, science, and social studies. In addition, the course focuses on the teaching of social skills needed for success in education and employment. Participants will demonstrate the ability to assess, adapt, evaluate and teach academic subjects and specialized curricula for students with visual impairments, including those with multiple disabilities. Note: Midterm and final examinations will be proctored.

SPE 610 Problems in Special Education. (1-3). Prerequisite: permission of the department head. Major issues in the field of special education designed to meet individual student needs. May be repeated to a total of 3 hours.

SPE 611 Braille Reading and Writing II. 3(3-0) S. Prerequisite: SPE 505 or permission of department head. This advanced on-line course in Braille reading and writing will focus on competencies in reading and writing literary Braille and the Nemeth Codes for science and mathematics. Participants will also demonstrate the ability to teach basic assistive devices, and to provide instruction in tactile graphics. An introduction to the transcription in Braille code for music and foreign languages will also be presented. Instruction and/or site based facilitators will provide monthly face to face instruction to students whenever possible. Note: Midterm and final examination will be proctored.

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SPE 612 Instructional Techniques and Strategies of Orientation and Mobility. 6(6-0) Su. Prerequisite: SPE 506 and SPE 508. Provides participants with the techniques and strategies used by individuals who are blind or visually impaired for independent orientation and mobility. Participants will apply the strategies of orientation and mobility while using blindfolds and low vision simulators. The application of skills will be completed in indoor environments as well as residential, business, rural and commercial areas.

SPE 614 Professional Issues and Assessment in Orientation and Mobility with Diverse Populations. 3(3-0) F. Prerequisite: SPE 505, SPE 506, SPE 508 and SPE 612. This on-line course will provide participants with the overall philosophy of orientation and mobility including: the Code of Ethics and Certification standards. Current literature and issues pertinent to the profession of orientation and mobility will be discussed. This will include issues impacting programming with students with multiple disabilities, the development and administration of an effective orientation and mobility instructional program, assessment procedures and research approaches. Note: Midterm and final examination will be proctored.

SPE 615 Foundations in Special Education. 3(3-0) F, S, Su. Prerequisite: permission from academic advisor or department head. Focuses on legislation and litigation in the area of education and special education and will include an overview of categorical disabilities including identification, etiology, and prevalence. The integration of individuals with disabilities across educational and community settings will be stressed along with an overview of programming validated to support specialized populations including those with disabilities and cultural and linguistic differences. In addition, the course will focus on strategies to support individuals identified as gifted as well as individuals identified at risk for school failure.

All the following courses require admission to the graduate program for special education.

SPE 679 Application of Technology in Special Education. 3(3-0) Su. Prerequisite: admission to the graduate program for Special Education or permission of the department head. This course is designed to provide teachers with an in-depth treatment of the research, theory and application of computers and related technologies in the instruction of children and adults with learning, behavior, sensory, motor and communication disabilities. Students will incorporate the principles of reflective practice as it pertains to the assessment, selection of devices, and evaluation of assistive technologies for individuals with disabilities. The General Learning Outcomes 5, 9, and 10 presented in the Conceptual Framework of the Professional Education Unit (PEU) are the overarching tenets that guided the development and ongoing revisions to this course. Students acquire competencies related to the use of assistive devices and emerging technologies through participation in a 60 hour comprehensive field-based experience in conjunction with schools and other agencies that serve individuals with disabilities.

SPE 680 Contemporary Issues in Special Education. 3(3-0) D. Prerequisite: admission to the graduate program for Special Education or permission of the department head. Analysis of trends, issues, and research in special education. Impact of local, state, and federal legislation on public school special programs for exceptional children. Litigation concerning exceptional children will be discussed.

SPE 681 Educational Consultation. 3(2-2) F. Prerequisite: admission to the graduate program for Special Education or permission of the department head. The course seeks to develop students' skills in collaboration consultation. Emphasis will be placed on the development of innovative service delivery options, personnel training, and development of communication skills. Students will apply theory to practice in a field experience.

SPE 682 Advanced Diagnosis and Remediation of Students with Mild to Moderate Disabilities. 3(1-4) D. Prerequisites: SPE 345 and SPE 346 or equivalent. Students will observe and participate in a variety of assessment and multi-disciplinary team activities. Development of leadership skills will be stressed through participation in clinical field experiences involving standardized and performance evaluation of students with learning disabilities, analysis and synthesis of assessment data in clinical staffing, and development of educational programs. Students enrolled in this course should have prior knowledge of assessment including administration, scoring, and interpretation.

SPE 683 Advanced Assessments to Support Individuals with Developmental and Sensory Disabilities. 3(1-4) D. Prerequisite: admission to the graduate program in Special Education. Students will observe and participate in a variety of assessment and multi-disciplinary team activities. Development of leadership skills will be stressed through participation in field experiences involving norm referenced and curriculum-based evaluation of individual students with various sensory and developmental disabilities. Analysis and synthesis of assessment data in clinical staffings, and development of individual educational plans will be required. Students enrolled in this course should have prior knowledge of assessment including administration, scoring, and interpretation.

SPE 684 Advanced Procedures in Teaching Students with Mild to Moderate Disabilities. 3(2-2) Sp. Prerequisite: SPE 345 and SPE 346 and SPE 488 and SPE 680; and SPE 682 or concurrent enrollment; and a minimum of two Special Education methods courses (SPE 581, SPE 582, SPE 583) prior to enrollment and admission to the graduate program for Special Education. The primary purpose of the course is to provide students with the knowledge and skills necessary for development and application of curricula appropriate to the needs of individuals with mild to moderate disabilities. Emphasis will be placed on the philosophical basis of curricula as well as principles of curricula design. Students will apply knowledge and skills in 60 hours of required field experiences.

SPE 685 Advanced Procedures in Developmental Disabilities. 3(2-2) D. Prerequisite: admission to the graduate program for Special Education and SPE 683. The primary purpose of the course is to provide students with the knowledge and skills necessary for development and application of curricula appropriate to the needs of individuals with mental retardation and other developmental disabilities. Emphasis will be placed on the philosophical basis of curricula as well as principles of curricular design. Students will apply knowledge and skills in field experiences.

SPE 687 Advanced Behavioral Analysis and Intervention. 3(3-0) F. Prerequisite: SPE 515, SPE 516, SPE 680 and SPE 682 and SPE 683 and SPE 684 and SPE 685 and admission to the graduate program for Special Education. The goal of applied behavior analysis is to seek understanding and improvement of human behavior. The goals of this class are to prepare graduate students to be contributing professionals in the area of applied behavior analysis; specifically, to become reflective behaviorists. Students will learn to identify, measure, and record the occurrence and non-occurrence of behavior. Students will be expected to implement applied behavioral strategies and learn how to evaluate the success of single-subject studies as part of a 60 hour field experience.

SPE 688 Research Seminar in Special Education. 3(3-0) F, S. Prerequisite: SPE 680 and SPE 682 and SPE 683 and SPE 684 and SPE 685 and SPE 687 and SFR 690 and admission to the graduate program for Special Education. An in-depth study of a chosen topic in special education, leading to the guided development and completion of an extensive research paper or major creative work. Graduate students are expected to complete a minimum of 60 hours of field experience associated with the seminar project.

COUNSELING, LEADERSHIP, AND SPECIAL EDUCATION

SPE 689 Practicum: The Exceptional Child. 3(0-6) Su.

Prerequisite: SPE 680 and SPE 682 and SPE 683 and SPE 684 and SPE 685 and SPE 687 and admission to the graduate program in Special Education. Student observes, teaches, and/or participates in professional activities in Special Education under the direction of a cooperating supervisor and University supervisor. Students will work with individuals or groups demonstrating effective teaching and behavior management techniques, as well as expertise in instructional planning and evaluation.

SPE 690 Educational Workshop. 1-5. Workshop to upgrade understanding and skills concerned with the improvement of elementary or secondary teaching procedures, curriculum, supervision, administration, or guidance. Each workshop will be concerned with a single topic. Number of class hours determined by length of workshop. May be repeated to a maximum of 5 hours credit. Thirty clock hours equal 1 semester hour.

SPE 691 Clinical Practicum for Special Needs Populations.

6 (0-12). D. Prerequisite: permission from special education program coordinator required; SPE 625, SPE 683, SPE 685. This course will involve experience in a supervised, clinical setting with individuals diagnosed with various disabilities. Emphasis will be placed on developmental disabilities and challenging behaviors. Students will conduct assessment specific to their credentials and training to include learning assessment, autism specific instruments, and data across domains to develop research based programs. Students will participate in a multidisciplinary assessment model to include families and professionals from a variety of disciplines. Preparation and submission of reports that are research based, and that are of a high professional quality will be required course outcome.

SPE 692 Advanced Diagnosis and Remediation of Students with

Disabilities Lab. 2(0-4) S. Prerequisite: SPE 345 and SPE 346 or equivalent; and concurrent enrollment with SPE 682 or SPE 683 and admission to the graduate program for Special Education. Students will conduct standardized and informal assessments in the field as part of a 60-hour practicum/lab experience and develop a comprehensive case history. Emphasis will be placed on development of validated educational programs.

SPE 699 Thesis. 1-6. Prerequisite: SFR 690 and SPE 679 and SPE 680 and SPE 682 and SPE 683 and SPE 684 and SPE 685 and SPE 687 and SPE 689 and admission to the graduate program for Special Education. Independent research and study connected with preparation of thesis. May be repeated to a maximum of 6 hours.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF READING, FOUNDATIONS, AND TECHNOLOGY

Fred H. Groves, Department Head

Hill Hall, Room 207D; Phone (417) 836-6769

Fax (417) 836-6252

GRADUATE FACULTY

Professor: Donna A. Beardsley, J. Deanne Camp, Fred H. Groves, David L. Hough, Beth Hurst, Steven P. Jones, Deborah Pulliam

Associate Professor: David R. Goodwin, Sarah Nixon, Cathy Pearman, Eric C. Sheffield, Rebecca Swearingen

Assistant Professor: Ching-Wen Chang, Barbara J. Michels, Emmett E. Sawyer

Emeritus Professor: L. Dale Allee, Stefan J. Broidy, N. June Brown, John Wordy Buckner, Genevieve R. Cramer

MASTER OF ARTS IN TEACHING

Emmett Sawyer, Director

Hill Hall, Room 207C; Phone (417) 836-3170

Emmett.Sawyer@missouristate.edu

PROGRAM DESCRIPTION

The Master of Arts in Teaching (MAT) program is intended for mid-career change students or individuals beginning a second career following retirement. One of the admission qualifying factors is that a student must hold at least a baccalaureate degree from an accredited college/university. The MAT is a combined masters and certification program that has been approved by the Missouri Department of Elementary and Secondary Education (DESE) and is fully accredited by NCATE. The program provides students the opportunity to earn teacher certification in one of 20 areas of secondary education while also completing a master's degree. The MAT involves extensive site-based clinical experience. Each student's program of study is individualized based on their strengths, life experiences and area of need identified in the PRAXIS II.

The MAT program offered by Missouri State University is offered from both the Springfield campus and the MSU Joplin Graduate Center on the campus of Missouri Southern State University. The Joplin-based program has been developed through an MSU-MSSU partnership. Students completing the program through the Joplin Graduate Center will receive a diploma issued by Missouri State University signifying completion of the cooperative program with MSSU.

ENTRANCE REQUIREMENTS

1. Applicants must meet minimum Graduate College requirements for admission.
2. Applicants must hold at least a bachelor's degree in, or related to, the area of certification desired. Students must take, before entering the program, the relevant PRAXIS II specialty area test.
3. Applicants must complete the certification analysis request packet obtained from the Coordinator of Certification/Compliance, Hill Hall 203, (417) 836-8772.
4. Admission to the MAT includes academic department review.
5. Applicants may sit for an admission interview with the MAT Admission's Committee.
6. Priority deadline is February 15 for all required documentation to be received in the MAT office.

DEGREE REQUIREMENTS (minimum of 40 hrs)

Suggested Schedule

Summer Semester

SFR 691 Educational Workshop 9 hrs

Fall Semester

SEC 683 Internship in Teaching I 3 hrs
PSY 603 Human Growth and Development **OR**
PSY 605 Adolescent Psychology 3 hrs
SPE 615 Foundations in Special Education 3 hrs

Spring Semester

SEC 684 Internship in Teaching II 10 hours

Summer Semester

SEC 685 Internship in Teaching III 1 hr
IMT 562 Selection & Utilization of
Instructional
Technology 3 hrs
RDG 677 Reading in the Content Field 3 hrs

Fall Semester

SFR 690 Introduction to Educational Research **OR**
SFR 693 Qualitative Research Methods 3 hrs

Spring Semester

EDC 686 Seminar in Education 2 hrs

RESEARCH REQUIREMENTS

Students will design, carry out, and present an oral defense of an action research project. The project will be developed under the supervision of University faculty advisors.

READING, FOUNDATIONS, AND TECHNOLOGY

COMPREHENSIVE EXAMINATIONS

A comprehensive examination must be passed by the candidate before a degree will be granted.

GRADUATION REQUIREMENTS

In addition to requirements established by the Graduate College, students must have a cumulative 3.00 GPA on work attempted in the program. MAT candidates will be expected to complete a professional portfolio that demonstrates performances aligned to institutional, state and national standards prior to graduation.

ADVISEMENT

Advisement will be facilitated by the MAT Director in cooperation with graduate-level faculty both in a discipline area and from administration within the College of Education.

CERTIFICATION REQUIREMENT

Students must pass the relative Praxis II specialty area test in order to be recommended for certification.

MASTER OF SCIENCE IN EDUCATION, INSTRUCTIONAL MEDIA TECHNOLOGY

Fred H. Groves, Graduate Director

Hill Hall, Room 207 D; Phone (417) 836-6769

FredGroves@missouristate.edu

PROGRAM DESCRIPTION

This Interdisciplinary program is designed to accommodate individuals with various areas of professional interest in the field of instructional technology and instructional design. Options include: (1) Instructional technologists who are interested in being building level technology specialists or system wide technology coordinators, (2) School library media specialists who may be working toward state certification, (3) Classroom teachers who wish to improve their teaching skills with instructional design and technology, and (4) Non-certificated professionals who may come from higher education, medical or professional fields other than K-12 schools.

PROGRAM ADMISSION REQUIREMENTS

To be admitted to the degree program, the student must complete a Missouri State University Graduate Application and have all college transcripts forwarded to the Graduate College. The applicant should specify that the special area of interest be Instructional Media Technology. The student must meet Graduate College admission requirements.

SUBMISSION OF ADVISOR-APPROVED PROGRAM OF STUDY

Once a major advisor has been assigned and consultation has occurred, an Advisor-approved Program of Study must be filed with the Graduate College. This must be filed prior to the completion of 14 hours of graduate work. The degree seeking candidate will also be required to prepare a written autobiography for the major advisor and indicate reasons for pursuing the program and desired professional goals.

REQUIRED COURSES

General Requirements	6 hrs
SFR 690 Introduction to Educational Research	3 hrs
SFR 650 Philosophies of Education	3 hrs
Research Requirements	3-6 hrs
IMT 677 Instructional Technology Special Research Project OR	3 hrs
IMT 698 Instructional Technology Seminar OR	3 hrs
IMT 699 Instructional Technology Thesis	3-6 hrs

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Required Instructional Technology Courses 12 hrs

The degree program requires four core Instructional Technology courses. These courses provide a foundation of competencies considered valuable for all areas of professional interest in the instructional technology field.

IMT 565 Selection & Utilization of Instructional Technology	3 hrs
IMT 663 Administration of Instructional Technology.	3 hrs
IMT 664 Instructional Design	3 hrs
IMT 665 Educational Media Production	3 hrs

Electives 9-12 hrs

TOTAL HOURS REQUIRED 33 Hours

Suggested Electives

Applicable technology courses in the College of Education.

IMT 562 Educational Applications of Computers in the Classroom	3 hrs
IMT 563 Technology Admin & Management	2 hrs
IMT 597 Topical Issues in Instructional Tech	1-5 hrs
IMT 667 Instructional Technology Practicum	2 hrs
IMT 697 Problems in Technology	1-3 hrs
RDG 620 Use of Multi-Media Resources in Reading	3 hrs
SPE 679 Application of Technology in Special Education	3 hrs

The degree is considered interdisciplinary in design. Therefore, students will be permitted to take related instructional design and technology courses as electives from various departments throughout the university including, but not limited to, the departments of Computer Science; Library Science; Computer Information Systems; Technology; Art and Design; Communication; and Media, Journalism and Film; in addition to those in the College of Education. Students must take a minimum of 9 hours of electives, and with advisor permission, may take up to 12 hours from the following courses.

Other Electives

IMT 562, 563, 597, 667, 697; LIS 500, 502, 504, 506, 508, 510, 512, 514, 524, 528, 532, 540, 596, 597, 599; CSC 500, 505, 510; SPE 679; MED 597, ELE 611; MID 710; EAD 666, 667; RDG 620; SEC 601.

Other electives may be added at the discretion of the program advisor.

The student and advisor will work cooperatively to determine the remaining program design to fit the desired, professionally required, or recommended courses for a specific area of concentration. An additional advisor to the graduate student's committee may serve as a specialty advisor regarding a specific area of professional interest.

Students working toward the Missouri State University Technology Specialist Certificate or the School Library Media Specialist State Certification will need to follow a more structured set of course requirements and electives to efficiently complete the certification process as well as complete the Instructional Media Technology Degree.

Comprehensive Examination

A comprehensive examination must be passed by the candidate before a degree will be granted. The major advisor is primarily responsible for working with faculty members to develop and evaluate the comprehensive examination.

**MASTER OF SCIENCE IN EDUCATION,
READING**

Deanne Camp, Graduate Director

Hill Hall, Room 102; Phone (417) 836-6983

DeanneCamp@missouristate.edu

PROGRAM DESCRIPTION

The purpose of the degree is to furnish students with the necessary knowledge and skills to be competent teachers of reading from preschool through college. Also, persons completing the program will be qualified to supervise reading programs and may qualify as reading clinicians with additional required courses. A research component is required.

ENTRANCE REQUIREMENTS

Admission decisions and assignment of an advisor will not be made until all required materials are submitted. A student may take up to nine hours as a non-degree seeking student before being accepted into the program.

1. To be considered for admission to the program, a student must first apply to the Graduate College.
2. The requirements and application form for the Graduate College can be found at the back of the Graduate Catalog or online. In addition to the application form and application fee, official transcripts must be submitted to the Graduate College.
3. The following materials must be submitted to the Director of the reading program before the application will be considered:
 - a. a letter of intent, which includes the candidate's teaching and professional goals, future plans, background and teaching experience; and
 - b. three letters of recommendation from professionals familiar with the candidate's academic abilities and teaching potential.
4. Admission to the program requires the following minimum criteria:
 - a. appropriate teacher certificate or eligibility for certification by a state or national board; and
 - b. a minimum GPA of 3.00 for courses taken in undergraduate area of study. Students who do not meet the GPA requirement must take the Graduate Record Examination (GRE) and normally will be expected to receive a score of 500 or above on the verbal section, AND not less than 400 on the quantitative section. Results from the GRE must be provided prior to the students registering for more than nine hours.

A student who does not meet all the above criteria, but who demonstrates outstanding potential, may be fully admitted by the Director and Graduate Admissions Committee on the basis of individual merit and successful completion of the first nine hours (3.00 GPA or higher).

SUBMISSION OF ADVISOR-APPROVED PROGRAM OF STUDY

The advisor and student will plan cooperatively a program designed to meet the student's needs. A student may elect to meet requirements, with additional required courses, for State Special Reading Teacher certification.

REQUIRED COURSES

SFR 690	Intro. to Educational Research	3 hrs
RDG 560	Diversity Issues in Communication Arts and the Content Area	2 hrs
RDG 574	Analysis and Correction of Reading Difficulties	3 hrs
RDG 610	Problems in Reading Education	1 hr
RDG 625	Issues & Trends in Literacy Education	3 hrs
RDG 670	Assessment Procedures for the Reading Specialist OR	
RDG 673	Psychology of Reading	3 hrs
	(Students wanting Special Reading Teacher Certification take RDG 670. Students not wanting Certification take online RDG 673).	
RDG 675*	The Relationship of Language to Reading & Intellectual Development	3 hrs
RDG 674	Assessment & Instruction of Less-Skilled Readers OR	6 hrs
RDG 671	Assessment of Reading Problems	3 hrs
RDG 672	Instruction of Reading Problems	3 hrs
	(Students wanting Special Reading Teacher Certification take RDG 671 and RDG 672. Students not wanting Certification take RDG 674).	
RDG 677	Reading in the Content Fields	3 hrs
RDG 678	Curriculum Design in Reading	3 hrs
RDG 679**	Research Seminar in Reading	<u>3 hrs</u>
	Total: 33 hrs	

* Recommended initial course for Master of Science in Education, Reading.

** This requirement waived if candidate elects Research Option 1, a thesis.

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RESEARCH (3-6 hours)

Option I: Completion of a satisfactory thesis in the candidate's discipline. This credit shall be no more than 6 hours of the minimum 33 required for the degree.

Option II: Completion of one seminar, RDG 679, which shall require an extensive paper.

COMPREHENSIVE EXAMINATIONS

A comprehensive examination must be passed by the candidate before a degree will be granted. A description of the content and format of this examination is available from the Director of the graduate reading program.

MISSOURI CERTIFICATION STANDARDS FOR SPECIAL READING TEACHERS K-12

A valid Missouri teacher's certificate and two years of classroom teaching experience are required. Certification requirements may be met by courses of at least 2 semester hours unless otherwise specified.

For a listing of courses needed for a Special Reading Certification, please contact the Reading, Foundations and Technology Department at (417) 836-6769 or the Teacher Certification Office at (417) 836-8772.

INSTRUCTIONAL TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM

PROGRAM DESCRIPTION

The Certificate for Instructional Technology Specialist provides a 15 hour graduate-level experience for school administrators, teachers and staff working at the school building level. The program provides for the acquisition of knowledge and skills necessary for supporting teachers and students. The certificate is interdisciplinary in nature and provides competencies in 3 core areas of Administration and Management, Technology Infrastructure, and Technology Integration in the teaching process. **This certificate is a Missouri State University Certificate and does not meet Missouri State Certification requirements for teaching.**

ENTRANCE CRITERIA

To be considered for the program, a student must apply and be admitted to the Graduate College.

REQUIRED COURSES

Core I - Administration and Management

IMT 663 Administration of Instructional Tech. 3 hrs

Core II - Technology Infrastructure

CSC 500 Hardware, Software, & Troubleshooting
Of Personal Computers 3 hrs

Core III - Technology Integration

IMT 664 Instructional Design 3 hrs

IMT 667 Instructional Technology Practicum 2 hrs

Electives - two of three courses

IMT 563 Tech. Administration & Management 2 hrs

CSC 505 Web-Based Resources in Educational
Settings 2 hrs

CSC 510 Networking & Telecommunications in
Educational Settings 2 hrs

TOTAL HOURS REQUIRED 15 hrs

GPA Requirements

Attain a grade point average of at least 3.00 on all graduate course work at Missouri State University.

EDUCATION COURSES

EDC 686 Research Seminar in Education. 1-3. F.S. Prerequisite: SFR 690. An in-depth study of chosen topic in K-12 education leading to the guided development and completion of an extensive research paper or major creative work.

INSTRUCTIONAL MEDIA TECHNOLOGY COURSES

IMT 562 (462) Educational Applications of Computers for Teaching. 3(2-2) D. Using microcomputers in educational settings. Includes the investigation of software in desktop publishing, record management and multimedia applications. Special emphasis will be given to selection of appropriate programs for specific classroom utilization as well as computer interfaced peripheral devices.

IMT 563 Technology Administration and Management. 2(2-0) D. Designed to improve technology specialists, technology coordinators, library media specialists, school administrators and educators with a working knowledge of the administrative processes and concerns of operating a media/technology support facility. The primary focus will be toward leadership, strategic planning, change management and writing technology plans. Course content is primarily structured for educational institutions, but could be utilized for instructional and training systems in many types of industrial, religious, medical, and corporate organizations that teach and train.

IMT 565 Selection and Utilization of Instructional Technology. 3(3-0) D. Targets principles of attention, perception, and retention regarding selection and implementation of instructional strategies. Students apply instructional design principles and learning theories to develop professional products; develop and implement evaluation strategies for hypermedia materials; combine electronic and non-electronic media; use telecommunications tools for production purposes; and integrate a variety of instructional media tools.

IMT 597 Topical Issues in Instructional Technology. 1-5 D. Prerequisite: permission of the Director is required. A variable credit course with amount of credit based on the extent of the work required. May be repeated up to a maximum of 5 hours. Special topics related to the field of Instructional Technology to broaden the scope of study.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

IMT 663 Administration of Instructional Technology. 3(3-0) D. Emphasis is placed on management skills including budgeting; facility design; policies and procedures; selection and utilization; evaluation; assessment, and other topics related to coordinating an instructional technology program at a building, district, institutional or organizational level.

IMT 664 Instructional Design. 3(3-0) D. Emphasis on the analysis and development of instruction for large group, small group, and individual student instruction. The utilization of systems approaches and packaged instructional forms will be stressed. The course will integrate systems approaches with learning theory involving instructional media technology.

IMT 665 Educational Media Production. 3(2-2) F. Prerequisite: IMT 565. Principles and techniques of designing and producing advanced forms of media software materials in video, audio, and photography formats. Emphasis will be placed on multimedia which includes computer-generated graphics interfaced with video and audio editing, and other technology systems.

IMT 667 Instructional Technology Practicum. 2(0-4) D. This is a field-experience-based course that requires the student to spend a minimum of 60 hours in a working environment where educational media technology services and programs are being used or developed. The Practicum may include school media services, university programs, development centers in industry, government or medical programs, educational TV studios, computer facilities or other special programs.

IMT 677 Instructional Technology Special Research Project. 3 D. Prerequisite: SFT 690. An extensive multimedia production project which results in a functional product with extensive written documentation to support its use as a research or instructional tool which could provide results for extended research and publication.

IMT 697 Problems in Instructional Technology. 1-3 D. Research in or in-depth examination of issues and problems in the field of Instructional Technology. Courses may be repeated up to a maximum of 5 hours when topic varies.

IMT 698 Research Seminar in Instructional Technology. 3 (3-0) D. Prerequisite: SFR 690. An extensive research paper focused on the field of Instructional Design and Technology.

IMT 699 Instructional Technology Thesis. 3-6 D. Prerequisite: SFR 690. Independent research and study connected with preparation of a thesis on the field of Instructional Technology. The paper will consist of original or creative research accountable to committee review and defense. May be repeated for a maximum of six hours credit.

MIDDLE SCHOOL COURSES

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

MID 625 Advanced Theory and Practice in the Teaching of Early Adolescents. 3(3-0) S. Materials, methods, and procedures for designing developmentally appropriate learning experiences for early adolescents; current trends and issues in the field.

MID 710 The Middle School The Junior High School. 3(3-0) F. An examination of educational programs most appropriate for students in late childhood and early adolescence with emphasis upon the philosophy, curriculum, instruction, and organization of middle schools and junior high schools.

READING COURSES

RDG 556 Topical Issues in Reading. 1-5, D. Prerequisite: permission may be required (see Class Schedule). To develop understanding and skills in relevant areas of reading education. Variable content. Credit hours may vary depending on topic. Course may be repeated to a total of 5 hours if topic is different. A maximum of 3 hours may be used on a degree program.

RDG 560 Diversity in Literacy and Content Area Instruction. 2(2-0) S. Designed for pre-service and practicing elementary, middle, and high school teachers working on undergraduate degrees in elementary education or secondary education; as well as graduate degrees in reading, elementary, MAT, or other MS or MEd graduate degrees. Students will expand their knowledge of racial, cultural, ethnic, linguistic, and socio-economic diversity; and learn strategies to implement diversity issues into their literacy instruction and/or content area lessons. Students will be introduced to different aspects of diversity through a wide variety of course readings, multi-cultural literature, videos, guest speakers, multicultural interviews, and community field trips.

RDG 574 Analysis and Correction of Reading Difficulties. 3(3-0) F,S. Prerequisite: RDG 318 or RDG 420 and RDG 421 or equivalent. Techniques of analysis and correction of reading difficulties for elementary, secondary, special education, and reading teachers. Trends in dealing with diagnostic procedures, instructional techniques, special materials, and evaluative devices. Students concentrate study within their level of training.

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RDG 578 Classroom Management for Effective Reading Instruction. 3(3-0) D. Prerequisite: instructor recommendation and demonstrated proficiency in reading education; and admitted to Teacher Education program. Students will acquire knowledge of, and demonstrate competence with (1) techniques for matching students with materials, (2) providing activities for individual, small group, and whole group instruction, and (3) organizing independent and small-group activities as a technique for aiding individualization of instruction.

RDG 599 Literacy Project. 1-3, D. This course is designed to provide students an opportunity to informally assess and tutor adults or children exhibiting literacy difficulties. Students are expected to have an increased awareness and understanding pertaining to literacy and to recognize the importance of improving the educational process of adults and children. This course may not be substituted for any required reading course. Number of class hours determined by semester hours of credit. May be repeated to a total of 3 hours.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

RDG 610 Problems in Reading Education. (1-3) D. Prerequisite: permission of the Director. In consultation with the advisor, major issues in the field of reading education are selected for investigation through independent study. Number of hours of involvement determined by semester hours of credit. May be repeated to a total of 3 hours.

RDG 620 Use of Multi-Media Resources in Reading. 3(3-0) D. Criteria, methods and tools for selection and effective utilization of books, magazines, recordings, films, computer software, television programs, and other materials enhancing and encouraging reading competency; production of materials utilizing various media. Students concentrate study within their level of training (elementary or secondary).

RDG 625 Issues and Trends in Literacy Education. 3(3-0) D. Provides intensive study of significant issues and trends in literacy education. Emphasis on locating and analyzing current issues and trends and encouraging teachers and administrators to apply the information to research-based best practices in the classroom. This course is online and asynchronous.

RDG 670 Assessment Procedures for the Reading for the Reading Specialist. 3(3-0) S. Prerequisite: RDG 574. Designed especially for the special reading teacher or clinician who needs an advanced course for the remedial reader. Psycho-educational testing techniques, multisensory teaching techniques, report writing, resource personnel, and clinic operations will form the basis for this course.

RDG 671 Assessment of Reading Problems. 3(1-4) Su. Prerequisite: RDG 670 and concurrently enrollment in RDG 672. Supervised individual practice diagnosing reading problems. Teacher works with either elementary, secondary, or adult pupils. Includes 4 hours of Practicum.

RDG 672 Instruction of Reading Problems. 3(1-4) Su. Prerequisite: RDG 670 and concurrently enrollment in RDG 671. Supervised individual practice with remedial procedures for reading problems. Teacher works with either elementary, secondary, or adult pupils. Includes 4 hours of Practicum.

RDG 673 Psychology of Reading. 3(3-0) D. Practical contemporary learning theories and principles that are basic to learning to read. Focus on evidence-based research supporting learner-centered classrooms and issues of cognitive and metacognitive development, the affective and motivational dimensions of instruction, the developmental and social aspects of learning, and individual differences in learning associated with cultural and social backgrounds.

RDG 674 Assessment and Instruction of Less Skilled Readers. 3(2-2) or 6(2-8) F, S. Prerequisite: RDG 318 or RDG 420 and RDG 421 or equivalent. A graduate-level introductory teaching of reading course. Supervised small group practicum in a clinical setting assessing and instructing students who are experiencing difficulty learning to read. Planned with and directed by a graduate faculty member. Less intensive and more generalized clinical experience for those not intending to pursue special reading teacher certification. May not be substituted for any course required for special reading certification (RDG 574, 670, 671, or 672.) Reading majors must enroll for 6 credit hours, other majors may enroll for 3 credit hours.

RDG 675 The Relationship of Language to Reading and Intellectual Development. 3(3-0) F,S,Su. Utilizing elements of language and intellectual development that provide the basis for the development of appropriate reading skills. Helping teachers gain skill in using teaching strategies that help children develop language and intellectual competencies. To be taken during the first semester of the graduate reading program.

RDG 677 Reading in the Content Fields. 3(3-0) F,S,Su. Teaching subject matter in content areas in ways for utilizing and further developing fundamental reading; effective reading skills, vocabulary development in specific areas, study skills, utilization of cognitive processes.

RDG 678 (676) Curriculum Design in Reading. 3(3-0) F, S. Prerequisite (applies to graduate reading program students only): RDG 675 and RDG 677. Students will research and read literature to prepare for establishing a total school reading curriculum. This capstone course is usually taken during the semester students take comprehensive exams.

RDG 679 Research Seminar in Reading. 3(3-0) F, S. Prerequisites: SFR 690 and RDG 675 or RDG 677. An in-depth study of a topic in reading, leading to the guided development and completion of an extensive research paper.

RDG 699 Thesis. 1-6 D. Prerequisite: SFR 690 and RDG 675 and RDG 677. Independent research and study connected with preparation of thesis. May be repeated to a maximum of 6 hours credit.

SECONDARY EDUCATION COURSES

SEC 522 Philosophy of Vocational Education. (Identical to BSE 522 and TEC 522.) 1-3 D. Philosophical foundations of vocational education; philosophies of vocational education in contemporary schools. Meets Missouri Vocational Education certification requirements. Repeatable to a maximum of 3 hours.

SEC 526 Coordination of Cooperative Education. (Identical to BSE 526 and TEC 526). 1-2 D. Prerequisite: teacher certification or permission of the Director. Problems and procedures in organizing and operating part-time cooperative and evening occupation programs. Restricted to those who can qualify as coordinators. May be repeated to a maximum of 2 credit hours.

SEC 527 Teaching Adults in Vocational Education. (Identical to AGR 508 and TEC 527). 3(3-0) D. Prerequisite: Teacher certification or permission of the Director. Rise of adult education movement; learning - abilities, educational interests and vocational needs of adults; problems & procedures in organizing and operating adult education programs; relationship of adult education to public school education.

SEC 528 Measurement and Evaluation of Vocational Education Programs. (Identical to BSE 528 and TEC 528.) 1-3 D. Prerequisite: Teacher certification or permission. Assessing specific program needs as determined from occupational surveys and other demographic data; follow-up techniques to evaluate the overall effectiveness of the program on manpower needs in a given labor market area. May be repeated to 3 credit hours with departmental permission.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

SEC 601 Secondary School Curriculum. 3(3-0) D. Foundation course in the development and organization of the secondary school curriculum.

SEC 603 Seminar in Current Trends in Teaching English. 2(2-0) D. Prerequisite: ENG 405. For experienced teachers of English in grades 9-12; research and recent developments in teaching of literature and composition.

SEC 604 Seminar in Current Trends in Teaching of Social Studies. 2(2-0) D. Prerequisite: HST 418. For experienced teachers of social studies in grades 9-12; research and recent developments in the teaching of the various areas of social studies.

SEC 605 Curriculum Construction in Business Education. (Identical to BSE 605). 1-3 D. Objectives and interrelationships of business education courses and programs. Development of curricular materials and evaluative devices. Meets Missouri Vocational Education certification requirement. May be repeated to a maximum of 3 credit hours.

SEC 606 Seminar in Current Trends in the Teaching of Business Education. 2(2-0) D. Prerequisite: BSE 403. For experienced teachers of business education in grades 9-12; research and recent developments in the teaching of business education.

SEC 607 Seminar in Current Trends in Teaching of Mathematics. 2(2-0) D. Prerequisite: MTH 409. For experienced teachers of mathematics in grades 9-12; research in recent trends and developments in teaching of mathematics.

SEC 608 Seminar in Current Trends in the Teaching of Biology. 2(2-0) D. Prerequisite: SEC 414. Methods of teaching biology; emphasizing modern techniques and developments in both the biological science curriculum and instructional procedures relating to that curriculum.

SEC 683 Internship in Teaching I. 3(1-4) D. A site-based clinical experience. Students will observe the operations of a school, serve as teacher aids and administrative aides in the school; and work closely with school and community service organizations. Students will also attend an ongoing seminar.

SEC 684 Internship in Teaching II. 10(2-16) D. Prerequisite: SEC 683 and acceptance into the Master of Arts in Teaching degree. A semester-based supervised teaching experience. Students teach full time, under the supervision of a cooperating teacher and a University supervisor. Students also attend an ongoing seminar and design a research project required for graduation.

SEC 685 Internship in Teaching III. 1 D. Prerequisite: SEC 683 and SEC 684. Students will complete an action research project and a professional preparation portfolio. Students will also attend an ongoing seminar, and are required to sit for an oral defense of both the research project and the portfolio.

SECONDARY EDUCATION, FOUNDATIONS, AND EDUCATIONAL RESEARCH COURSES

SFR 521 Techniques for Teaching Adults. 3(3-0) D. Prerequisite: admitted to Teacher Education program; or permission of the department head. A survey of the principles, objectives, and trends in instructional techniques for adult education.

SFR 547 Guidance and Interpersonal Relationships in the Classroom. 2(2-0) D. Prerequisites: admitted to the Teacher Education program; or valid teaching certificate; or permission of the department head. Appropriate classroom communication and interpersonal skills. Emphasis on the relationship between self-concept development and achievement in a diverse student population.

SFR 576 Topical Issues in Education. 1-5 D. Prerequisite: permission may be required (see schedule). To develop further understanding and skills in the improvement of secondary teaching procedures, curriculum, supervision, or administration. Each course is concerned with a single topic. Number of class hours determined by semester hours of credit. Variable content course. A maximum of 3 hours may be used on a degree program.

SFR 581 Law and the Classroom Teacher. 2(2-0) D. Prerequisites: admitted to the Teacher Education program; or valid teaching certificate; or permission of the department head. Rights and responsibilities of classroom teachers as determined by the legal structure created by state and federal constitutions, legislative actions, and judicial decisions. Implications of legal foundations for teachers relative to ethics, relationships with students, colleagues, minority groups, professional organizations, and others.

SFR 583 Contemporary Issues in Education. 2(2-0) D. Prerequisites: admission to the Teacher Education Program, or valid teacher certification, or permission of department head. In-depth analysis of selected issues currently generating great interest and controversy in American education. Attention to the effects of the issues on the teaching profession, curriculum, instruction, and school personnel.

SFR 595 Applications of Educational Measurement. 2(2-0) D. Prerequisites: admitted to the Teacher Education program; valid teaching certificate; or permission of the department head. Using the results of testing in schools. The role, advantages, and limitations of evaluative instruments and techniques in educational decision making.

All the following courses require admission to the graduate program and/or permission from a graduate faculty advisor.

SFR 609 Individualizing Instruction. 3(3-0) D. Training in various procedures for individualizing instruction at all grade levels.

SFR 611 Principles and Organization of Student Activities. 2(2-0) D. Acquaints teachers and administrators with problems and procedures involved in the organization and supervision of student activities.

SFR 623 Organization and Administration of Adult Education. 3(3-0) D. Theory and practice relating to the organization, administration, and supervision of adult education. Emphasis will be placed upon adult education programs in the public school and the Junior/Community College.

SFR 624 Organization and Administration of Vocational Education. (Identical to BSE 624 and TEC 624.) 1-3 D. Problems, procedures, and local, state, and federal relationships in organization and administration of vocational education in the contemporary school. May be repeated to a maximum of 3 credit hours.

SFR 630 Curriculum Construction in the School. 2(2-0) D. Prerequisite: ELE 611 or SEC 601. Traditional, humanistic, and behavioristic approaches to curriculum development in the school.

SFR 650 Philosophies of Education. 3(3-0) F, S, Su. Philosophical problems of education; philosophical systems in America; and their effect upon educational practice.

SFR 653 Comparative Educational Systems. 2(2-0) D. Comparative analysis of major ideas and institutions of selected international systems of education. Comparisons between international systems of education and systems dominant in America.

SFR 690 Introduction to Educational Research. 3(3-0) F, S, Su. Research methods used in education; problems of interpretation and application; basic form and structure in research.

SFR 691 Educational Workshops. 1-9 D. Workshops to upgrade understandings and skills concerned with the improvement of secondary teaching procedures, curriculum, supervision, administration or guidance. Each workshop will be concerned with a single topic. Number of class hours determined by length of workshop. May be repeated to a maximum of 5 hours. Thirty clock hours equal one semester hours.

SFR 692 Supervision of Student Teachers. 2(2-0) D. Prerequisite: valid elementary or secondary teaching certificate. For public school teachers cooperating in college student-teaching programs; organizing and directing work of the student-teaching programs; organizing and directing work of the student-teacher.

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SFR 693 Qualitative Research Methods. 3(3-0) D. Prerequisite: SFR 690 or permission of instructor. This course focuses on qualitative methods in the social sciences and specifically in educational research, including educational action research. Depending on prior research work, students will plan, implement, or further a qualitative or action research study. Students will learn first hand about collecting and analyzing qualitative data, developing theories, and writing up the results. Students will also explore the role of educational action research in professional development, in improving classroom practices, and in developing school policy.

SFR 694 Research Practicum. 1-3, D. Prerequisite: SFT 690. Conducting research projects with schools and other educational agencies. Students will be engaged in articulating research problems, reviewing literature, collecting and analyzing data, and presenting results.

SFR 696 Problems in Education. 1-3 D. Prerequisite: permission of the Director. Specific problems in education related to needs and interests of the student. May be repeated to a total of 3 hours.

SFR 699 Thesis. 1-6 D. Prerequisite: SFR 690. May be repeated to a maximum of 6 hours of credit.

SFR 758 Current Issues Affecting Education. 1-3 D. This multi-disciplinary mini-course is composed of selected topics of current interest to all school personnel. Opportunities are provided for objective examination of highly volatile controversies surrounding education. May be repeated for a total of 6 hours of credit.

SFR 790 Field Research and Evaluation. 3(3-0). Prerequisite: SFT 690 or permission of the Director. Specifically designed to give each student the prerequisite skills and competencies necessary for completion of field study research project(s) as well as preparation for conducting on-the-job institutional research.

COLLEGE OF HEALTH AND HUMAN SERVICES

Helen C. Reid, Acting Dean
Professional Building, Room 110
Phone (417) 836-4176
Fax (417) 836-6905

To be named, Associate Dean
Professional Building, Room 110
Phone (417) 836-4176
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Department of Biomedical Sciences

Colette M. Witkowski, Acting Department Head
Christopher Field, Graduate Director (Cell and Molecular Biology)
Benjamin Timson, Graduate Director (Nurse Anesthesia)

Master of Science, Cell and Molecular Biology
(includes accelerated master's opportunity)
Master of Science, Nurse Anesthesia

Department of Communication Sciences and Disorders

Neil DiSarno, Department Head
Neil DiSarno, Graduate Director

Doctor of Audiology (AuD)
Master of Science, Communication Sciences and Disorders

Department of Health, Physical Education and Recreation

Sarah G. McCallister, Department Head & Graduate Coordinator (MS)
Gerald Masterson, Graduate Coordinator (Certificate)
David T. Oatman, Graduate Coordinator (MSEd)

Master of Science, Health Promotion and Wellness Management
Master of Science, Administrative Studies – Sports Management Option
Master of Science in Education, Secondary Education
Graduate Certificate in Sports Management

Department of Nursing

Kathryn L. Hope, Department Head
Susan Sims-Giddens, MSN Nurse Educator Program Director
Susan Berg, MSN Family Nurse Practitioner Program Director
Dalen M. Duitsman, Graduate Director (MPH)

Master of Science in Nursing (includes accelerated master's opportunity)
Master of Public Health
Graduate Certificate: Post-Master's Nurse Educator
Graduate Certificate: Post-Master's Family Nurse Practitioner

Department of Physical Therapy

Akinniran Oladehin, Department Head
Scott W. Wallentine, Admissions Coordinator

Doctor of Physical Therapy

Department of Physician Assistant Studies

Steven T. Dodge, Department Head and Director

Master of Science, Physician Assistant Studies

Department of Psychology

Robert G. Jones, Department Head
David Lutz, Graduate Program Director (Clinical Track)
Wayne Mitchell, Graduate Program Director (Experimental Track)
Carol Shoptaugh, Graduate Program Director (I/O Track)

Master of Science, Psychology
Master of Science in Education, Secondary Education

School of Social Work

Susan C. Dollar, Director
Darryl Haslam, MSW Coordinator, Springfield
A. Renee White, MSW Coordinator, Joplin Program

Master of Social Work

MISSOURI STATE UNIVERSITY

DEPARTMENT OF BIOMEDICAL SCIENCES

Colette M. Witkowski, Acting Department Head

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GRADUATE FACULTY

Professor: Michael M. Craig, Harold B. Falls, Jr.,
Christopher C. Field, Benjamin F. Timson

Associate Professor: Richard C. Garrad, Colette M.
Witkowski

Assistant Professor: Scott D. Zimmerman

Assistant Program Director, Nurse Anesthesia: Bradley
A. Korman

Clinical Coordinator, Nurse Anesthesia: Kathleen D.
Fisher

Emeritus Professor: Albert R. Gordon, Joanne M.
Gordon, Harley E. Mortensen

Adjunct Faculty: Jack M. Bagby, Bradley A.
Bowenschulte, Jennifer D. Crites, David M. Delahay,
Steven A. Ellis, John W. Esther, Glenn A. Fromme,
Charles Halter, J. Scott Harris, Alexander R. Hover,
Gregory F. Janeczko, Creig M. Lobdell, Richard H.
Maughon, Stephen J. Neu, John M. Schneider, Wade M.
Shipman, Diana J. Spade, Dawn Webster-Zablocki, Jay
Woodring, Joseph Yassa, Alan Zablocki

MASTER OF SCIENCE IN CELL AND MOLECULAR BIOLOGY

Christopher Field, Director of Graduate Studies

Professional Building, Room 352
Phone (417) 836-5478; ChrisField@missouristate.edu

PROGRAM DESCRIPTION

The graduate program in Cell and Molecular Biology is designed for students preparing for entry into doctorate or health professional programs, or for expanding career opportunities in the biotechnology, biopharmaceutical, health science research, bioinformatics, and genomics sectors. The program offers opportunities for science graduates with biological or biochemical preparation to increase knowledge in the molecular biosciences and provides initial or additional experiences using the biotechnologies emerging from the rapidly-growing disciplines in cell and molecular biology. The development of laboratory research skills occurs in a laboratory-focused curriculum that has a health and human emphasis.

PROGRAM OBJECTIVES

1. To educate students at the graduate level in modern concepts and methodologies of cell and molecular biology.
2. To build upon the student's foundation of knowledge in cell and molecular biology through enhanced exposure to course, laboratory, and research opportunities.
3. To enhance the student's ability to carry out independent research in cell and molecular biology.

ACCELERATED MASTER'S DEGREE OPTION

Majors in cell and molecular biology may be accepted into the Master of Science in Cell and Molecular Biology program after admission requirements for the accelerated master's option are met. Once accepted for early admission, up to 12 credit hours of approved 500 and 600-level coursework may be counted toward both the Bachelor of Science and the Master of Science degree programs. Other required 500-level courses in the master's program that are taken by the undergraduate student, but not included in the accelerated option, may be waived on the master's degree program by the student's graduate advisor if the required courses were taken less than four years previously and the student earned at least a grade of B or better in those courses. Additional graduate coursework to replace waived courses may be needed to meet the 32 hours degree requirement. Accelerated option students must enroll in BMS 630 each semester.

The accelerated option allows cell and molecular biology majors who are interested in biomedical research to complete the requirements for the Master of Science degree in two semesters and a summer rather than the typical four semesters and a summer. Contact the program direction in the Department of Biomedical Sciences for information and guidelines.

Before enrolling in each course to be counted as both undergraduate and graduate credit, an undergraduate student must be accepted into the accelerated program and complete a mixed credit form. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

Admission Requirements for the Accelerated Master's Option

1. Junior standing and an overall GPA of 3.40 or better.
2. Completion of BMS 110, 231, 321; CHM 160, 170, 175, 310 with a GPA of 3.40 or better.
3. Undergraduate/graduate laboratory research experience is strongly recommended before and after acceptance.
4. Preliminary acceptance into the laboratory of a graduate faculty member who agrees to serve as the student's graduate research mentor.
5. Acceptance of the applicant by the graduate faculty in cell and molecular biology under the accelerated master's option.

ENTRANCE REQUIREMENTS

Admission to the program requires a strong science and mathematics background identical to that required of a student completing the undergraduate program in cell and molecular biology. In addition, admission to the program requires evidence that the applicant will be able to successfully complete a rigorous graduate program in the sciences at a high level of performance. Entrance into the program requires completion of the following.

1. Two semesters of organic chemistry.
2. Two semesters of physics.
3. A course in calculus.
4. A bachelor's degree from a Missouri State University recognized accredited college or university and a grade point average (GPA) of at least 3.00 on a 4.00 scale, overall, or for the last 60 hours. Students with a GPA of between 2.75 and 3.00 may be admitted conditionally by completing a minimum of 9 hours of specified graduate courses in the program and earning a GPA of at least 3.25 in these courses.
5. Graduate Record Examination (GRE) scores must be submitted no later than the end of the first semester. GRE scores must not be older than four years before the semester in which the student matriculates.
6. By the end of the first semester, thesis option candidates must be accepted for research by a member of the graduate faculty who becomes the student's advisor. Non-thesis option candidates are advised by the program director in consultation with the graduate faculty, one of whom may guide the student in the non-thesis project.

DEGREE REQUIREMENTS

The program requires completion of a minimum of 32 semester hours and includes the following.

1. **Core Courses.** This requirement is met by completing:

BMS 521	Molecular Cell Biology	4 hrs
BMS 525	Molecular Biology	4 hrs
BMS 558	Recombinant DNA Technology	3 hrs
2. **Orientation.** The candidate must enroll in BMS 601, Research in the Biomedical Sciences (3 hrs).
3. **Bioinformatics.** The candidate must enroll in BMS 593, Bioinformatics and Biomedical Resources (2 hrs).
4. **Statistics.** The candidate must enroll in an approved introductory statistics course at the graduate level if a course in statistics is not a part of their previous academic record.
5. **Electives.** Other remedial or elective courses will be selected by the advisor in consultation with the student. Up to nine hours of appropriate course work, excluding research and thesis, may be selected from outside the Department of Biomedical Sciences.
6. **Research.** All candidates (thesis and non-thesis options) must satisfactorily complete a research requirement of at least 3 hours by enrolling in BMS 698. Thesis option candidates may apply an additional 3 hours of BMS 698 and a maximum of 6 hours of BMS 699 toward the 600-level requirement for the degree. Non-thesis option candidates may not apply more than 4 hours of BMS 698 and may not apply BMS 699 toward the degree.
7. **600-level courses.** At least 16 hours of course work must be 600 level or above. A maximum of 6 hours in BMS 698, Research and 6 hours in BMS 699, Thesis may be counted toward the degree. In addition, candidates will be required to enroll for a minimum of two semesters in the journal topics course, BMS 630, Current Literature Topics. Full-time students will be required to register for BMS 630 every semester.
8. **Comprehensive Examination.** The candidate must pass a written exam taken in the third semester of graduate study and an oral examination administered by the departmental cell and molecular biology graduate faculty.

MISSOURI STATE UNIVERSITY

MASTER OF SCIENCE IN NURSE ANESTHESIA

Benjamin Timson, Didactic Director of the Nurse Anesthesia Program

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Brad Korman, Clinical Director of the Nurse Anesthesia Program

St. John's School of Nurse Anesthesia at Missouri State
University; Phone (417) 820-6890
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PROGRAM DESCRIPTION

St. John's School of Nurse Anesthesia at Missouri State University provides the scientific foundation and clinical training that prepares practitioners as certified registered nurse anesthetists (CRNA).

PROGRAM ACCREDITATION

St. John's School of Nurse Anesthesia at Missouri State University is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, the official accrediting agency for nurse anesthetists. They may be contacted at 222 South Prospect Avenue, Park Ridge IL 60068; Ph: 847-692-7050.

ENTRANCE REQUIREMENTS

All applicants must meet the following requirements:

1. A bachelor's degree in an area of life sciences, nursing, or chemistry from an accredited institution in the U.S. or equivalent training in a foreign university.
2. Undergraduate work must include inorganic chemistry (4 hrs), organic chemistry (4 hrs), microbiology, human anatomy, human physiology; and genetics (strongly recommended).
3. A minimum GPA of 3.00 on a 4.00 scale for the last 60 hours of undergraduate course work.
4. Submission of official Graduate Record Examination (GRE) scores taken no earlier than three years prior to application.
5. Current licensure as a registered nurse in the U.S.
6. A minimum of one year experience in an acute care setting is required; preferences may be given to applicants with more experience. Contact the clinical program director regarding questions about appropriate nursing experience.

7. BLS, ACLS, PALS certification are required.
8. A personal interview with a screening committee.
9. The application deadline for the fall and spring semesters are January 1 and August 1 respectively. Interviews are scheduled within three months after the application deadline.
10. Students admitted into the program will be required to undergo a criminal background check before matriculation.
11. A one-time \$500 equipment/meeting fee is required to be paid to the St. John's School of Nurse Anesthesia upon admission to the program.

DEGREE REQUIREMENTS

1. Students accepted into the program but who have not previously completed clinical training through an accredited clinical program in nurse anesthesia are required to complete at least 56 credit hours, at least 45 of which must be in residence. Students who have completed clinical training in nurse anesthesia and who have passed the national certification examination for nurse anesthesia (CRNAs) but who have not completed an appropriate master's degree must complete at least 33 credit hours, at least 24 of which must be in residence.

2. Core Course Requirements

BMS 600	Intro. to Grad. Studies in BMS	3 hrs
BMS 520	Medical Cell Biology OR	3 hrs
BMS 521	Molecular Cell Biology	4 hrs
BMS 565	Human Cardiopulmonary Physiology	3 hrs
BMS 569	Neurobiology	3 hrs
BMS 561	Medical and Pathologic Physiology	4 hrs
BMS 627	Human Gross Anatomy	2 hrs
PAS 681	Advanced Pharmacotherapeutics	3 hrs
BIO 550	Biometry OR	3 hrs
MTH 545	Applied Statistics OR	3 hrs
PSY 611	Intro Statistics for Educ. & Psych.	<u>3 hrs</u>

Total 24-25 hrs

3. **Clinical Core**

A clinical component is required. This requirement may be met either by having passed the national certification examination for nurse anesthesia or by enrolling in the following courses.

ANE 500	Clinical Conference I	1 hr
ANE 505	Orient & Intro to Clinical Anesthesia	1 hr
ANE 510	Physics & Chemistry of Anesthesia	1 hr
ANE 530	Application of Anatomy & Physiology to Anesthesia I	1 hr
ANE 540	Application of Anatomy & Physiology to Anesthesia II	1 hr
ANE 560	Introduction to Clinical Anesthesia I	2 hrs
ANE 600	Clinical Conference II	1 hr
ANE 601	Clinical Conference III	1 hr
ANE 602	Clinical Conference IV	1 hr
ANE 605	Principles of Clinical Anesthesia I	2 hrs
ANE 610	Pharmacology of Anesthesia I	1 hr
ANE 625	Spec. Consideration of Anesth. Care I	2 hrs
ANE 630	Pharmacology of Anesthesia II	1 hr
ANE 635	Principles of Anesthesia II	2 hrs
ANE 640	Pharmacology of Anesthesia III	1 hr
ANE 655	Spec. Consider. of Anesth. Care II	2 hrs
ANE 660	Pharmacology of Anesthesia IV	<u>1 hr</u>

Total 22 hrs

4. **Research Requirement.** The candidate must elect the non-thesis project option or the thesis option and complete 4-6 hours.

Non-thesis Project option. The candidate must complete one seminar by enrolling in BMS 697 Non-thesis Project (2 hrs) and a research involvement by enrolling in BMS 698 Research (2 hrs). A formal presentation of the project is required.

Thesis option. A minimum of 4 hrs is required in BMS 698/699. A maximum of 6 hrs in BMS 698 Research will count toward the degree. A maximum of 6 hrs of BMS 699 will count toward the degree. A formal presentation of the thesis is required.

5. **Clinical Practicum 6 hrs**
At least 6 hours of clinical practicum, ANE 618, are required.

6. **Students who are already a CRNA:** A certified registered nurse anesthetist (CRNA) may enter the program and must complete the core course requirements, the research requirements, and electives chosen in consultation with the student's committee to total at least 33 hours. CRNA students must provide a clinical transcript from their former anesthesia program. Students must complete all cases/procedures that allow them to fulfill the minimum clinical requirements currently set forth by the Council on Accreditation.

7. **Additional requirements or limitations.**

- a. The candidate must maintain a minimum GPA of 3.00 in all course work taken for the degree.
- b. All requirements must be satisfied within eight years.
- c. No more than 9 hrs of graduate credit taken from another institution will apply toward the degree.
- d. All course work must be approved by the didactic program director or the head of the Department of Biomedical Sciences.
- e. The candidate must pass oral and written comprehensive examinations.

BIOMEDICAL SCIENCE COURSES

BMS 500 Special Topics in Biomedical Sciences II. 1-4 D.

Prerequisite: permission of department head. Selected advanced topics vary from semester to semester. Course may be repeated for a maximum of 8 credit hours provided topics are different.

BMS 514 Scanning Electron Microscopy. 2(1-2) F. Prerequisite: 60 hours or permission of instructor. Introduction to microsurface analysis using scanning electron microscopy and X-ray microanalysis. Theoretical considerations and laboratory procedures involve both techniques, but the major emphasis will be on generation of secondary electron images. Some attention is devoted to backscattered electron imaging, X-ray mapping, stereo pair imaging, and related image processing techniques.

BMS 516 Transmission Electron Microscopy. 4 (4-2) S. Prerequisite: 20 hours in BMS or BIO. Demonstration of basic transmission electron microscopy techniques and microscope use. Emphasis is on ultrathin sectioning techniques; additional techniques include support film preparation, negative staining, immunogold localization procedures, and digital processing of photographic prints and negatives.

BMS 520 Medical Cell Biology. 3(3-0) F, S. Prerequisite: admission to the MS in Nurse Anesthesia program or permission of instructor. Focus on the molecular aspects of cell biology for students in the Nurse Anesthesia program. Content identical to the lecture part of BMS 521. Students may not receive credit for both BMS 520 and 521.

BMS 521 Molecular Cell Biology. 4(3-3) F, S. Prerequisite: "C" grade or better in BMS 321; or permission of instructor. Origins, structure, and function of cells and basic life processes from a molecular perspective. Major topics focus on the energy, chemical, and information exchanges within and among cells and their environment. Students may not receive credit for both BMS 520 and 521.

BMS 524 Virology. 3(2-2) S. Prerequisites: "C" grade or better in BIO 310 or BMS 521. The molecular biology and pathogenicity of animal viruses; basic techniques of tissue culture and virology will be performed in the laboratory.

BMS 525 (358) Molecular Biology. 4(3-3) F, S. Prerequisite: "C" grade or better in BMS 521. In-depth examination of nucleic acid structure, function, regulation, repair, and mutagenesis; principles of genetic engineering. Laboratory provides experience in the techniques used to isolate, separate, quantitate, characterize and modify nucleic acids. The course also includes an introduction to the GenBank and EMBL nucleic acid and protein sequence databases.

BMS 528 Molecular Mechanisms of Bacterial Pathogenesis. 2(2-0) S. Prerequisite: BMS 525 or permission of instructor. An in-depth study of the methods of genetic control and production of pathogenic factors employed by disease causing bacteria. The course will use both reference material and primary literature to illustrate the topics under discussion.

BMS 529 (519) Molecular Genetics. 3(2-2) F. Prerequisite: "C" grade or better in BMS 525. Recent advances in the molecular aspects of genetics; mammalian DNA will be characterized and manipulated using modern molecular techniques.

MISSOURI STATE UNIVERSITY

BMS 530 Cell Biology of Cancer. 2(2-0) S. Prerequisite: "C" grade or better in BMS 321 or BIO 310 or BIO 320. Discussion of the initiation, cellular and genetic events which lead to cancer, as well as its prevention, treatment, and personal consequences. An extensive paper and presentation are required.

BMS 535 Signal Transduction. 2(2-0) D. Prerequisite: BMS 521 or permission of instructor. This course will examine the molecular mechanisms of various ligand/receptor interactions. The dynamics involved in ligand/receptor binding will be studied and examples of receptor-mediated signal transduction will be introduced. Signaling pathways within the cell will be discussed. Primary literature and reference materials will be utilized to illustrate specific examples under discourse.

BMS 540 Biotechnology. 2(2-0) S. Prerequisite: "C" grade or better in BMS 321. The applications of the methodologies of cell and molecular biology in the rapidly-evolving biotechnology and biopharmaceutical industries with an emphasis on the major sectors involving human therapeutics, human diagnostics, and genomics. Cell and molecular biology technologies adapted to mass production techniques to produce the products of biotechnology are surveyed. Typical pathways of product development from original basic research, product inception, clinical trials, regulatory approval, and commercialization are covered. Students will examine the current programs of the research and development of selected biotechnology and big pharmaceutical corporations.

BMS 558 Recombinant DNA Techniques. 3(1-4) F, S. Prerequisites: "C" grade or better in BMS 525. Basic principles and techniques of gene cloning using major types of cloning vectors.

BMS 561 Medical and Pathological Physiology. 4(4-0) F, S. Prerequisites: BMS 308. A study of physiological dysfunction in human disease with consideration of disease etiology, diagnosis, clinical interpretation, and treatment. Designed for students and professionals in the health sciences.

BMS 562 Medical and Pathological Physiology Laboratory. 1(0-2) F, S. Prerequisites: BMS 561 or concurrent enrollment in BMS 561. Experience using laboratory techniques and case studies to enhance knowledge of pathophysiology

BMS 563 Advanced Work Physiology. 3(3-0) S. Prerequisites: "C" grade or better in BMS 567 or PED 362, or permission of instructor. Review of cellular metabolism, energy transfer, and oxygen transport during work; excitation-contraction coupling in skeletal muscle; physiological mechanisms of fatigue; neuro-endocrine regulation of metabolism and other responses to work; and environmental factors in work performance. Emphasis on molecular and cellular mechanisms and contemporary research.

BMS 564 Molecular Endocrinology and Reproductive Physiology. 3(3-0) D. Prerequisites: BMS 308; and either BMS 321 or CHM 350. A detailed examination of the physiological, cellular and molecular aspects of human reproduction with particular emphasis on the endocrine aspects of reproduction.

BMS 565 Human Cardiopulmonary Physiology. 3(3-0) F, S. Prerequisites: BMS 308; and either BMS 321 or CHM 350. A cellular and molecular study of human cardiovascular and respiratory physiology and related human disease. Emphasis on the molecular mechanisms for normal and abnormal functions of the blood vessels, the heart, the respiratory tract, and the lung. Current research topics/results will be introduced and discussed.

BMS 567 Physiology of Exercise Metabolism. 4(3-2) F, S. Prerequisites: "C" grade or better in BMS 240 and "C" grade or better in BMS 308. Introduction to the study of human metabolic and work physiology. Digestion, absorption, and metabolism of biologically important nutrients as they affect cellular energy transfer; mechanisms of energy transfer in cells during various forms of work; oxygen transport and utilization at the cellular and systemic level; factors modifying the efficiency of human work performance. This course may not be taken Pass/Not pass.

BMS 568 Physiology of the Human Gastrointestinal and Urinary Systems. 3(3-0) D. Prerequisites: BMS 308; and either BMS 321 or CHM 350. Structure and function of the gastrointestinal and urinary systems including pathophysiology of common clinical conditions.

BMS 569 Neurobiology. 3(3-0) S. Prerequisites: "C" grade or better in BMS 308. Study of the human nervous system including anatomy and principles of function.

BMS 570 Principles of Pharmacology. 3(3-0) F, S. Prerequisite: BMS 308. Principles of pharmacology, including pharmacokinetics and pharmacodynamics of major drug classifications, and the application of pharmacology to the biomedical sciences.

BMS 582 (382) Embryology. 4(2-4) S. Prerequisite: BMS 110 or BIO 121; and either BMS 307 or BIO 380. A study of anatomical changes during early animal development with emphasis on vertebrates. Lecture emphasis on the cellular and subcellular mechanisms that may explain normal development, especially with regard to fertilization and morphogenesis. Laboratory emphasis on the normal development of live and preserved vertebrate embryos. Meets the embryology requirements for students in pre-professional medical, dental, and allied health curricula as well as any student requiring a background in embryology.

BMS 584 Molecular Mechanisms in Animal Development. 3(30) S. Prerequisite: BMS 521 or BIO 320. An overview of the relationship between the anatomy of developing embryos and fundamental molecular mechanisms that generate this morph-ology, with an emphasis on vertebrates. Some invertebrate systems will be presented. Selected topics will include cell signaling during fertilization, gene activity in early development, cytoskeleton dynamics during morphogenesis, cell-cell adhesion, master pattern genes, and regulated cell death.

BMS 585 Histology. 4(2-4) F. Prerequisites: BMS 307 or BIO 380. Microscopic structure of cells, tissues, and organ systems, with special emphasis on human tissues. Extensive laboratory experience with interpretation of structures in stained tissues mounted on microslides. Recommended for students in medical, dental, optometric, and other pre-professional curricula, medical technology, cell and molecular biology, and zoology.

BMS 593 Bioinformatics and Biomedical Resources. 2(2-0) F, S. Use of biomedical source materials and methods of data access, selection, organization, and evaluation.

BMS 600 Introduction to Graduate Studies in the Biomedical Sciences. 3(3-0) F, S. Study of the researcher role, the research process, and research ethics relating to the biomedical sciences.

BMS 601 Research in the Biomedical Sciences. 3(3-0) F, S. Prerequisite: statistics or concurrent enrollment. Focus on research skills, scientific writing, and professional development.

BMS 607 Medical Human Anatomy (Identical to PTE 607). 6(3-10) F. Prerequisite: admission to the MPT program or permission of department head. This course offers an in-depth coverage of basic, applied, and clinical aspects of gross anatomy. Students observe, discuss, teach learn, and dissect all body systems in detail. This course incorporates traditional didactic lectures, discussions, laboratory dissection, students teaching students in laboratory teaching sessions, and assignments that rely on critical thinking. Students make oral presentations and use the library and other sources of information (such as the Internet and computer laboratory) to learn and teach applied gross anatomy. May be taught concurrently with PTE 607.

BMS 611 Microbial Genetics. 2(1-2) S. Prerequisite: BIO 321 or BIO 310. Course is designed to investigate various aspects of microbial genetics using advanced laboratory techniques. Experiments may include DNA and plasmid isolation, transduction and conjugation of bacteria.

BMS 617 Medical Human Anatomy and Radiology. (Identical to PAS 617). 6(3-11) S. Prerequisite: admission to the MS in PAS or permission of department head. Regional study of the human body. Course will include lecture and laboratory activities including cadaver dissection, study of anatomic models, computer images, X-ray, CAT scan, and MRI and ultrasound imaging.

BMS 626 Advanced Topics in Cell and Molecular Biology. 1-4 F, S. Focused or detailed consideration of advanced or timely topics in cell and molecular biology. May involve group discussion from another institution or represent individual study. Credit for BMS 626 may be given for electronic and distance learning courses available via the Internet with the approval of the cell and molecular biology faculty who will determine the credit hours and topic title. Variable content. May be repeated up to 6 hours when topic varies.

BMS 627 Human Gross Anatomy. 2(1-3) F. Prerequisite: Admission to the M.S. in Nurse Anesthesia program or permission of instructor. In-depth study of the gross anatomy of the human body in areas of interest relating to administration of anesthesia.

BMS 630 Current Literature Topics. 1(1-0) F, S. A weekly forum of faculty and graduate students to discuss reports in the current literature from cell, molecular, and developmental biology. Participants are assigned to report on developments in their specialty, or area of interest, and provide background for understanding the basis and significance of the report to others in the group. Required each regular semester for full-time students.

BMS 632 Clinical Preventive Medicine. 3(3-0) S. Prerequisite: permission of department head. Introduction to clinical preventive medicine. A review of current scientific evidence regarding effective screening tests and interventions to improve health status.

BMS 652 Medical Physiology. 3(3-0) S. Prerequisite: admission to the MS in PAS or admission to the MPT program or permission of department head. The study of biological function of the human organism. Emphasis will be placed on mechanisms and regulation using examples focusing on the field of medicine. Topics covered will include general cell function, neural, endocrine, cardiovascular, respiratory, gastrointestinal and renal physiology and regulation of acid-base balance. The course stresses the interrelated functions of the body systems in homeostasis and builds on this knowledge to introduce how disease alters the homeostatic controls.

BMS 684 Developmental Genetics. 2(2-0) D. Prerequisite: BMS 525. A study of developmental gene families, their expressions as related to the normal and abnormal development of form and structure, and their intrinsic and extrinsic regulation in various animal model systems, including humans. Specific gene-programmed and gene-regulated mechanisms such as those regulating pattern formation, triggering cell differentiation, initiating regeneration (as it applies to specific tissues and organs), controlling apoptosis, and determining rates of cellular and organismal aging are included.

BMS 685 Histology and Tissue Biology. (Identical with PTE 685). 2(1-2) S. Prerequisite: admission to the MPT program or admission to the MS in Nurse Anesthesia program. This course emphasizes the structure and basic function of all the major tissues and cell types in the human body. It includes normal cell and tissue morphology and the adaptations that occur as a result of various stimuli both normal and abnormal.

BMS 697 Non-thesis Project. 2 F, S. Prerequisites: permission of instructor. In-depth study in an area of interest, culminating in a presentation of an extensive scholarly paper. Graded Pass/Not pass only.

BMS 698 Research. 1-6 F, S. Prerequisites: permission of instructor. Application of the research process in the supervised study of a selected problem. May be repeated for a maximum of 6 hours. Graded Pass/Not pass only.

BMS 699 Thesis. 1-6 F, S. Prerequisites: permission of instructor. Demonstration of the capacity for research and independent thought culminating in a thesis. May be repeated for a maximum of 6 hours. Graded Pass/Not pass only.

NURSE ANESTHESIA COURSES

ANE 500 Clinical Conference I. 1(1-0) F, S. Review of significant cases involving complex anesthesia consideration.

ANE 505 Orientation to Clinical Anesthesia. 1(1-0) F, S. Prerequisite: permission of program director. Introduction to anesthesia equipment, monitoring equipment, positioning, intravenous considerations, records, departmental management, ethics, departmental organization and function, legal and professional aspects.

ANE 510 Physics and Chemistry of Anesthesia. 1(1-0) F, S. A presentation of the principles and laws of physics and chemistry applicable to the field of anesthesia.

ANE 530 Application of Anatomy and Physiology to Anesthesia I. 1(1-0) F, S. An in-depth analysis of structure and function of the cardiac, respiratory, endocrine, lymphatic and circulatory systems emphasizing the relationships to anesthesia management.

ANE 540 Application of Anatomy and Physiology to Anesthesia II. 1(1-0) F, S. An in-depth analysis of the special relationships between anesthesiology and the endocrine, hepatic, renal, neurologic, autonomic, and central nervous system.

ANE 560 Introduction to Clinical Anesthesia. 2(2-0) F, S. Preoperative evaluation of patients, airway management, inhalation techniques, and common complications of induction and emergence.

ANE 600 Clinical Conference II. 1(1-0) F, S. Prerequisite: ANE 500. A review of significant cases involving complex anesthesia considerations.

ANE 601 Clinical Conferences III. 1(1-0) F, S. Prerequisite: ANN 600. Continuing review of significant cases involving complex anesthesia considerations.

ANE 602 Clinical Conference IV. 1(1-0) F, S. Prerequisite: ANE 601. Continuing review of significant cases involving complex anesthesia considerations.

ANE 605 Principles of Clinical Anesthesia I. 2(2-0) F. Prerequisite: ANE 560. A study of the requirements for specialized anesthesia care; regional anesthesia, chronic pain, cardiac and vascular anesthesia.

ANE 610 Pharmacology of Anesthesia I. 1(1-0) F. Prerequisite: ANE 505. An introductory course in pharmacology that summarizes basic pharmacologic concepts related to anesthesia.

ANE 618 Clinical Practicum. 1-4 F, S, Su. Prerequisites: permission of instructor. Clinical experience in the anesthesiology department at St. John's Regional Health Center. Course may be repeated to a total of 26 hours. Specialty content may be included as part of the practicum experience. Section 4 taken in the fourth clinical semester includes specialty content related to professional/legal aspects of nurse anesthesia and cardiovascular anesthesia. This course will be graded as pass/not pass.

ANE 625 Special Considerations of Anesthesia Care I. 2(2-0) F. Prerequisite: ANE 560. A review of subjects essential to the practice of anesthesia; emphasis on pediatrics, neonatal, critical care anesthesia, trauma and burns, organ transplants and organ retrieval, and obesity and GI disorders.

ANE 630 Pharmacology of Anesthesia II. 1(1-0) F. Prerequisite: ANE 505. An in-depth review of all drugs commonly used to provide the state of anesthesia.

ANE 635 Principles of Clinical Anesthesia II. 2(2-0) S. Prerequisite: ANE 560. Continuation of specialized care; anesthesia delivery systems, pre-operative evaluation, monitoring, professional liability, rare and coexisting diseases, hemotherapy and hemostasis, post-anesthesia recovery, minimally invasive procedures, orthopedic, geriatric, and outpatient anesthesia.

ANE 640 Pharmacology of Anesthesia III. 1(1-0) S. Prerequisite: ANE 560. Review of the effects of drugs required by medical patients whose drugs must continue intraoperatively.

ANE 655 Special Consideration of Anesthesia Care II. 2(2-0) S. Prerequisite: ANE 560. A review of the anesthetic implications for airway management, respiratory physiology and function, thoracic surgery, neuro surgery, patients with liver and kidney disease, acid-base disturbances, and patients undergoing urologic, ophthalmic, and otolaryngologic surgery.

ANE 660 Pharmacology of Anesthesia IV. 1(1-0) S. Prerequisite: ANE 560. A continuation of the review of the effects of drugs required by patients with pre-existing medical conditions and their continuation during the perioperative period.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Neil DiSarno, Department Head

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CommunicationSciencesandDisorders@missouristate.edu

GRADUATE FACULTY

Professor: Neil J. DiSarno, Julie J. Masterson, Ronald W. Netsell, Lisa A. Proctor

Associate Professor: Klaas Bakker, Thomas C. Franklin, Wafaa Kaf

Assistant Professor: Jason L. Box, Clifford A. Franklin

Clinical Director: Jill Oswalt

Clinical Faculty: Elisabeth C. Bell, Deborah Cron, Karen Engler, Jennifer L. Franklin, Tara L. Holland-Oetting, Jaime R. Lanois, Patricia Pike

Emeritus Professor: Herbert J. Arkebauer, Harold W. Meyers, Jr.

NOTE: Admission Requirements, Application Requirements/Deadlines, and Retention Requirements apply to all graduate programs in the Communication Sciences and Disorders Department.

DOCTOR OF AUDIOLOGY (Au.D.)

PROGRAM DESCRIPTION

The Au.D. program in the Department of Communication Sciences and Disorders is a full-time doctoral program requiring a minimum of 105 credit hours over approximately four (4) years consisting of both academic course work and clinical practicum.

The Au.D. program is designed to prepare professionals to enter the workplace with a high level of skills and knowledge through intensive academic and clinical experiences. The program is designed to prepare a person for a career in the hospitals, private practice settings, industrial settings, medical offices, clinical settings and rehabilitation centers. The program is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

PROGRAM REQUIREMENTS

A minimum of 105 semester hours shall be completed, including the following:

1. Academic course work requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC-A).
2. Clinical practicum requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC-A).
3. Completion of a Doctoral Project or Thesis.
4. Comprehensive Examinations
5. Clinical Externship

ADDITIONAL PROGRAM REQUIREMENTS

Students must pay for and pass both a background/crime records check and drug test prior to their first clinical placement. The CSD Background Check and Drug Testing Policy and Procedure document is available in the CSD Department Office (Professional Building, room 237).

Students graduating in 2008 or after will be required to provide their Praxis examination scores to the department prior to graduation.

PROGRAM ACCREDITATION

The Au.D. program is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association.

COMMUNICATION SCIENCES AND DISORDERS

MASTER OF SCIENCE, COMMUNICATION SCIENCES AND DISORDERS

PROGRAM DESCRIPTION

The masters program in Communication Sciences and Disorders offers two areas of concentration: education of the deaf and hard of hearing and speech-language pathology. The curriculum focuses on the academic, clinical, and research foundations for a career in communication disorders. The program is designed to prepare students to make intelligent decisions and take appropriate, thoughtful action. The program is organized to encourage student to use critical thinking and problem-solving to identify and meet the communication needs of individuals and families.

The program is designed to prepare a person for a career in the public schools, special schools, special school districts; or in clinical settings such as hospitals, guidance centers, rehabilitation centers, nursing homes; or in industry; or in private practice; or others. The person majoring in this area may also prepare for entry into a Ph.D. program.

PROGRAM REQUIREMENTS

Non-Thesis Option: A minimum of 44 semester hours in Education of the Deaf and Hard of Hearing or a minimum of 53 semester hours in Speech-Language Pathology shall be completed, including the following:

1. Graduate course work to meet academic requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC); or the Council on Education of the Deaf (CED).
2. Clinical practicum requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association (CCC); or the Council on Education of the Deaf (CED).
3. Completion and approval of CSD portfolio (Education of the Deaf and Hard of Hearing only).
4. Completion of a master's project.
5. Comprehensive Examinations.

Completion of course work for speech-language pathology requires two academic years (fall, spring) and one summer; enrollment in two summer sessions is encouraged. Students eligible for student teaching (CSD 696) will be placed in approved sites and in locations to be determined by the CSD faculty.

Thesis Option: Requirements included in items 1, 2 and 3 above shall pertain. Completion of the Master's Thesis and oral defense shall replace items 4 and 5 listed above.

ADDITIONAL PROGRAM REQUIREMENTS

Students must pay for and pass both a background/crime records check and drug test prior to their first clinical placement. The CSD Background Check and Drug Testing Policy and Procedure document is available in the CSD Department Office (Professional Building, room 237).

Students graduating in 2008 or after will be required to provide their Praxis examination scores to the department prior to graduation.

Certification Requirements – Deaf and Hard of Hearing Emphasis

Contact your advisor or the Department Head for the requirements and coursework necessary to meet state and national certification requirements. Students pursuing certification in Education of the Deaf and Hearing Impaired will be required to complete additional education coursework through the College of Education and are required to collect and assemble materials for completion of a professional portfolio.

In order to be recommended for state certification, each student must:

- A. Successfully complete all Practicum requirements with a grade of "B" or better
- B. Successfully complete the graduate degree in Communication Sciences and Disorders (Education of Deaf and Hard of Hearing concentration).
- C. Successfully complete the state approved exit assessment.
- D. Complete all state certification requirements in effect at the time a recommendation is made.

PROGRAM ACCREDITATION

The program concentration in the Education of the Deaf and Hard of Hearing has been approved by the Council on Education of the Deaf (CED). The program concentration in Speech-Language Pathology is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association.

MISSOURI STATE UNIVERSITY

ADMISSION REQUIREMENTS

Completed application must be received by February 1 to be considered for the fall semester.

Full admission to the program shall be based on the following components and Application Requirements/Deadlines:

1. The student must possess an undergraduate degree in Communication Sciences and Disorders (CSD), or an undergraduate degree and required pre-professional CSD course work.
2. The student must have a cumulative GPA of 3.00 or better (4.00 scale) and a 3.00 or better average in the undergraduate major.
3. Graduate Record Examination General Test scores (verbal, quantitative, analytical).
4. A completed Missouri State University Application for Graduate Admission.
5. **AND** the following components must be received in the Communication Sciences and Disorders Department:
 - a. Letter of application.
 - b. Three letters of recommendation from individuals able to speak of the applicant's academic and practicum achievements.
 - c. Graduate Assistantship application if applicant wishes to be considered for this award.
6. The student must meet all other University and Graduate College requirements for admission to graduate study.

The number of students who can enter the program each year is limited. Admission to the program is competitive. Applicants will be notified by mail once their application is complete. Graduate Record Examination: Applicants for admission must submit satisfactory scores on the GRE General Test. A combined total of Verbal plus Quantitative scores of 1000 or higher is desirable. GRE total scores less than 800 generally are not adequate for admission. Probationary admission to the program may be granted to an applicant with a GPA below 3.00.

RETENTION REQUIREMENTS

1. To remain in the program, a student must maintain a GPA of 3.00.
2. No course with a grade below a "C" may be applied to a graduate degree.
3. Any grade below a "C" in any given course, didactic or clinical, is not acceptable and may be grounds for dismissal from the CSD program.
4. The accumulation of more than 9 hours of "C" or below in academic and/or practicum courses will result in dismissal from the program.

5. Students must progress satisfactorily through the levels of clinical practicum as defined in the Clinic Handbook (<http://clinic.missouristate.edu/handbook.htm>).
6. Clinical hours from clinical classes where a grade of "C" or less was earned will not be counted toward required clinical experiences.
7. While grades are important, the student's continuation in the CSD Program is based on the *composite picture* of the ability of the student to perform satisfactorily in the clinical phase of training as well as the academic components.

The CSD Department reserves the rights to refuse enrollment or program continuation to any student. This refusal will be determined by the judgment of the CSD Graduate Faculty and CSD Department Head based upon the student's ability to successfully complete clinical practicum assignments or to assume patient care responsibilities and/or function as a clinician/teacher. Additionally, if a student has failed to demonstrate an attitude of professionalism as judged by the CSD Graduate Faculty and CSD Department Head, a student may be dismissed from the program.

According to the Missouri State University Code of Student Rights and Responsibilities <http://www.missouristate.edu/judicial/12331.htm>, The Codes of Ethics of American Speech, Language, and Hearing Association, Council for Exceptional Children (CEC), and requirements of the Communication Sciences and Disorders Department, academic integrity and honesty are the foundation of the University community. Students are expected to practice academic and clinical integrity in all assigned work. Students are also expected to be honest in all interactions with other students, faculty, and staff, and be professional in attitude, actions and attire.

The University, and this the CSD department, has the inherent right to promulgate appropriate rules and regulations for the orderly conduct of University business and the protection of the health and safety of the University community. Students are expected to comply with all published and stated rules and regulations. If a student accused of violating any code (theft, academic dishonesty, possession of drugs, etc.) they will be subject to warnings, loss of privileges, probation, suspension, and/or dismissal.

The *Essential Functions* of speech-language pathologists, audiologists, and/or educators of the deaf and/or hard of hearing establishes the expectations and requisite abilities considered necessary for these professionals (refer to the CSD website). It is recognized that degrees of ability vary widely among individuals. Admission candidates who feel they may not be able to acquire the essential functions set

forth are encouraged to contact the Department of Communication Sciences and Disorders. Any admission candidate who may require academic accommodations to fulfill the essential functions due to a disability are encouraged to contact the Office of Disability Support Services, Office of Student Life and Development, at 417-836-4192 (voice) or 417-836-6792 (TTY). The CSD Department at Missouri State University seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions.

The Department is committed to enabling students by any reasonable means or accommodations to complete the course of study leading to the Master of Science in Communication Sciences and Disorders.

COMMUNICATION SCIENCES AND DISORDERS COURSES

CSD 522 Neural Bases of Human Communication. 3(30) F.

Prerequisite: permission. Study of the nervous system and its role in normal and abnormal speech and language processing.

CSD 562 (CMD) Psycho-Social Implications of Being Deaf or Hard of Hearing. 3(30) S. Prerequisite: permission. Characteristics and

problems of persons who are D/HH as they affect interaction with general society. Emphasis on interpersonal relationships through the lifespan.

CSD 572 Aural Rehabilitation. 3(3-0) S. Prerequisite: CSD 360.

Principles of habilitation/ rehabilitation of communication disorders related to hearing impairment.

CSD 580 Technical Solutions in Communication Disorders. 3(30) F,

S. Review and demonstration of current hard- and software systems for the evaluation, treatment, and research of communication disorders.

CSD 600 Research Methods in Communication Disorders. 3(30) F.

Prerequisite: permission of advisor. Nature of qualitative and quantitative research methodology, experimental design, scientific writing, and the exploration of efficacy and effectiveness in evidence-based practice. Examination of research literature through critical reviews of articles. The design of research pertaining to speech, language and hearing functions, and the analysis of data.

CSD 601 Research: Deaf and Hard of Hearing. 1(10) Su.

Prerequisite: permission of instructor. Foundation for research study in the education of individuals who are deaf and hard of hearing. Emphasis will be placed on evaluation of research and professional writing as it pertains to education of individuals who are deaf and hard of hearing.

CSD 610 Developmental Psycholinguistics. 3(30) F. Prerequisite:

permission. Presentation of current theories associated with psycholinguistic development. Focus will be on auditory perception, individual differences, cognitive hypotheses, and stage transition.

CSD 612 Child Languages I. 3(30) F. Prerequisite: permission of

advisor. Issues related to the area of language development and disorders in preschool-age children will be presented. The course will focus on best practices for the assessment and treatment of preschool-age children with language disorders.

CSD 613 Child Language II. 3(30) S. Prerequisite: permission of

advisor. Current issues within the area of language development and disorders in school-age children and adolescents will be discussed. Methods for critically evaluating research and applying this research to clinical practice with children and adolescents with language disorders will be covered. Focus of course is on optimal methods for assessment and treatment of language disorders in children and adolescents.

CSD 614 Language Disorders: Rehabilitation. 3(30) D.

Prerequisites: permission. Diagnostic and therapeutic strategies for language disorders in adults associated with auditory discrimination, perception, short- and long-term memory, semantic and syntactical concept formation, and retrieval of auditory information.

CSD 615 Infants and Toddlers: Communication Assessment and

Treatment. 2(20) Su. Prerequisite: permission. Issues regarding communication assessment and intervention for infants and toddlers will be discussed. Course content will include a study of at-risk factors and established risks for developmental disabilities. Service delivery models for the assessment and treatment of communication disorders for infants and toddlers will be presented. Play-based assessment and intervention strategies will be included in course content.

CSD 616 Craniofacial Anomalies. 3(30) F. Prerequisite: permission.

The study of communication and associated problems related to congenital and acquired craniofacial anomalies. Emphasis on interdisciplinary procedures relative to amelioration of communication deficits manifested in this anomaly.

CSD 618 Fluency Disorders. 2(2-0) F, Su. Prerequisite: permission of

advisor. Theoretical, clinical, and experimental approaches to the study and treatment of fluency disorders.

CSD 620 Voice Disorders. 2(20) F, Su. Study of the human voice and

its disorders. Emphasis on (1) evaluation and treatment of neurogenic, psychogenic, and idiopathic voice disorders, and (2) respiratory, laryngeal and velopharyngeal dysfunction.

CSD 624 Aphasia. 3(3-0) F, S. Prerequisite: permission of advisor.

Emphasis on language impairment as a result of brain dysfunction. A theoretical and clinical analysis of the neurolinguistic basis for describing, diagnosing, remediating, and/or providing means for alternative communication for individuals who suffer from aphasia.

CSD 625 Motor Speech Disorders. 3(30) F, S. Prerequisites:

permission. Study of neurogenic speech disorders. Emphasis on the evaluation and treatment of 1) the dysarthria and dyspraxia, and 2) underlying neurologic and vocal tract dysfunction.

CSD 626 Diagnostics: Speech and Language Assessment. 3(2-1) D.

Prerequisite: permission. Principles and procedures for tests of language and speech dysfunctions. Interpretation of diagnosis findings leading to clinical decision-making, rehabilitative planning, and reporting. Students obtain clinical experience in diagnostic procedures at the University Speech-Language-Hearing Clinic.

CSD 628 Advanced Study of Phonological (Sound System) Disorders

in Children. 3(30) F. Prerequisite: permission of advisor. Discussion of processes involved in phonological production and how breakdowns in these processes, including hearing loss or deafness, lead to specific problems. Methods for critically evaluating research and applying this research to the study of phonological disorders will be covered. Focus of course is on optimal methods for assessment and treatment of phonological disorders in children.

CSD 629 Cognitively-Based Communication Disorders. 3(30) S.

Prerequisite: permission of advisor. Exploration of the pathophysiology, nature, appraisal, prevention and management of a variety of neurogenic communication disorders, excluding the aphasias, that affect human cognition. These disorders include right hemisphere syndrome, and traumatic brain injury, in both children and adults, and the demetias.

CSD 630 Introduction to Augmentative and Alternative

Communication. 2(20) S, Su. Prerequisite: permission of advisor or instructor. This is will cover the basic components of AAC, as well as assessment and intervention strategies. In addition, the operation, evaluation, and application of the technology associated with AAC will be presented. AAC assessment and intervention will be discussed in regards to the following populations: children and adults with developmental disabilities and individuals with acquired disabilities.

CSD 632 Speech and Language Assessment and Treatment for

Special Populations. 3(30) F, D. Prerequisite: permission of advisor. Information on the speech and language disabilities associated with children with special needs will be addressed. Target populations will include children with cognitive disabilities, dual sensory disabilities, autism spectrum disorders, behavioral disabilities and/or physical disabilities and children who are deaf and hard of hearing. Communication development and prevention, assessment, and intervention for each of these populations will be addressed.

CSD 640 Dysphagia. 3(30) F. Prerequisite: permission. Comprehensive

study of normal and disordered swallowing. Special emphasis will be placed on the evaluation and treatment of disordered swallowing processes.

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CSD 642 Speech-Language Services in Medical Settings. 2(20) Su, D. Prerequisite: permission. This course is designed to provide a guide to the concepts, policies, and procedures encountered in the medical setting. It is hoped that at the end of this course, students will feel more comfortable entering the medical setting in various practicum settings that are required in our graduate program.

CSD 649 (570) Basic Audiometry. 3(30) F. Prerequisite: CSD 360 and CSD 370 or permission of instructor. This course describes aspects of basic diagnostic testing in clinical audiology. Students learn about basic diagnostic test procedures including air-conduction and bone-conduction threshold testing, speech audiometric test procedures and clinical masking procedures.

CSD 650 Pediatric Audiology. 3(3-0) S. Prerequisite: permission of instructor. Overview of auditory development. Presentation of auditory disorders, audiological assessment, and treatment needs specific to infants and children. Emphasis on parent-child interaction and family dynamics in habilitating hearing-impaired children. Relevant calibration and instrumentation issues.

CSD 652 Advanced Hearing Science. 3(3-0) F. Prerequisite: permission. Acoustics and physical measures involving the properties of sound as well as psychoacoustics and sound perception will be covered.

CSD 658 Assessment: Deaf and Hard of Hearing I. 2(20) F, S, Su. Prerequisite: permission of instructor. Methods and techniques for working with families as well as in the educational environment of infants and children who are deaf or hard-of-hearing from birth through the beginning elementary school years. Emphasis on methods and procedures for assessment.

CSD 659 Early Intervention: Deaf and Hard of Hearing. 2(20) F. Prerequisite: permission of instructor. Methods and techniques for working with families as well as in the educational environment of infants, toddlers and young children who are deaf or hard of hearing from birth to the beginning elementary school years. Emphasis on methods and procedures for intervention.

CSD 660 Language Development: Deaf and Hard of Hearing I. 3(30) F. Prerequisite: permission of instructor. Theories and research into language development in individuals with hearing and those with losses of hearing are explored with implications for assessment and intervention. Problems and issues related to language development are presented for reflection and discussion.

CSD 661 Language Development: Deaf and Hard of Hearing II. 3(30) S. Prerequisite: CSD 660 or the equivalent. Methods, strategies, and techniques of language development that may be applied in assessing and instructing students with hearing losses.

CSD 662 Speech Development: Deaf and Hard of Hearing I. 3(3-0) F. Prerequisite: CSD 660, permission. Theories of speech development as they apply to persons who are deaf and hard-of-hearing. Techniques for analyzing speech will be stressed. Two semester sequence, CSD 663 to follow.

CSD 663 Speech Development: Deaf and Hard of Hearing II. 3(3-0) S. Prerequisite: CSD 662, permission. Application of information learned in CSD 662 is emphasized. Students collaborate with Speech-Language Pathology students assigned to clients who are D/HH. Assessment, planning, intervention, and record keeping are the focus of course activity. Regular interaction with family members of clients is also incorporated into the course schedule.

CSD 664 Instructional Strategies: Deaf and Hard of Hearing. 3(30) F. Prerequisites: permission of instructor. Formal and informal assessment, the concept of curriculum, instructional placement and programming for students who are deaf or hard-of-hearing from the upper elementary through the secondary school levels. Developments of instructional strategies with an emphasis on individualized instruction.

CSD 665 Reading: Deaf and Hard of Hearing. 3(3-0) S. Prerequisite: permission. Theories of reading with an emphasis on adaptations for assessment and intervention for students who are deaf or hard-of-hearing. Introduction to available resources.

CSD 666 Counseling: Deaf and Hard of Hearing. 3(3-0) Su. Prerequisite: permission of instructor. Theoretical bases of counseling and the role of the educator in the counseling process. Emphasis on the counseling process as it affects the educational, personal, social, and familial adjustment of individuals who are deaf or hard-of-hearing.

CSD 667 Amplification Systems in the Educational Setting. 3(30) F. Prerequisite: permission of instructor. The different types of amplification and assistive listening devices used in classrooms will be discussed in detail. Students will be able to discuss issues on acoustics and amplification devices in educational settings. They will learn vocabulary need for communication with other professionals, and they will obtain hands-on experience with hearing aides and assistive devices found in classrooms.

CSD 668 Amplification Systems I. 3(22) S. Prerequisite: CSD 572 and permission. Current concepts in amplification and assistive listening devices. Evaluation, selection, and fitting of prosthetic devices for the hearing impaired. Relevant calibration and instrumentation issues.

CSD 670 Clinical Audiology II. 4(3-2) S. Prerequisite: CSD 570 and permission. Theory and practice of electrophysiological testing for the auditory and vestibular systems. Relevant calibration and instrumentation issues.

CSD 672 Advanced Amplifications Systems. 3(30) F. Prerequisite: CSD 650 and permission. Coverage of recent developments in remediation of communication disorders related to hearing loss in adults and children.

CSD 674 Clinical Audiology III. 3(3-0) D. Prerequisite: CSD 670 and permission. Discussion of recent advances in audiology and hearing science research which have potential clinical application.

CSD 675 Medical Audiology. 3(3-0) Su. Prerequisite: CSD 670 (or concurrent enrollment) and permission of instructor. Detailed analysis of the etiology and assessment of common pathologies of the auditory system. Emphasis on interpretation process for audiological test battery. Medical intervention and audiologic test battery interpretation discussed.

CSD 676 Hearing Conservation and Instrumentation. 3(22) D. Prerequisite: CSD 570 and permission. Theory and practice of noise assessment, including the physiological effects of noise, and the development of hearing conservation measures. Includes the use of instrumentation for in-depth sound analysis as well as calibration in relation to accepted standards, and use of various types of instrumentation. Bioelectrical hazards, physical characteristics and measurements of acoustic electric and other non-acoustic stimuli-determination of calibration well also be covered.

CSD 682 Acoustic Phonetics. 3(2-2) D. Prerequisite: permission. Investigation of the acoustic characteristics of normal and pathological speech and voice production.

CSD 683 Physiological Phonetics. 3(22) D. Prerequisites: permission. Analysis of the physiological features underlying voice, speech, and language processes. Theories on encoding and encoding control mechanisms.

CSD 684 Non-thesis Project. 1-2, F, S, Su. Prerequisite: permission. In-depth study in an area of communication science and disorders, culminating in a presentation of an extensive scholarly paper. Must be repeated for a minimum of 3 credit hours; may be repeated to a maximum of 6 hours.

CSD 688 Professional Issues I: Education Settings. 3(3-0) F. Prerequisite: permission of advisor. This class will be taught in conjunction with students' school practicum experiences and will focus on professional issues in school settings. Topics will include overview of service delivery systems, business aspects of service delivery, scope of practice, quality assurance/ assessment, legal and ethical responsibilities, professional organizations, and career development issues.

CSD 689 Professional Issues. 3(3-0) S. Prerequisite: permission of advisor. This functionally-oriented course is designed to complement students' concurrent clinical externships in educational and healthcare settings. Issues include, but are not limited to, in-depth discussion and analysis of relevant local, state and national policies and procedures for ethical and effective evidence-based service delivery; models of collaborative team assessment and treatment applicable to a variety of speech-language pathology settings; professional organizations; and recognition of potential external influences that may impact treatment objectives and length of intervention.

COMMUNICATION SCIENCES AND DISORDERS

CSD 690 Workshop in Communication Disorders. 1-6 D. A concentration of work to improve the skill and knowledge in specific areas. Each workshop will be concerned with a single topic. Number of class hours determined by length of workshop. Thirty clock hours equal one semester hour. May be repeated to a maximum of 6 hours.

CSD 691 Professional Issues in Speech-Language Pathology. 3(3-0) S. Prerequisite: permission of advisor. Functionally-oriented course designed to complement students' concurrent clinical externships in educational and healthcare settings. Issues include, but are not limited to, in-depth discussion and analysis of relevant local, state, and national policies and procedures for ethical and effective evidence-based service delivery; models of collaborative team assessment and treatment applicable to a variety of practice settings; and recognition of potential external influences that may impact treatment objectives and length of intervention.

CSD 692 Independent Study. 1-3. Prerequisite: permission of advisor. May be taken to a maximum of 4 hours. Study may be a reading project or a practical application of theories.

CSD 694 Orientation to Clinic: Speech-Language Pathology. 1(1-0) F, S, Su. Prerequisite: permission of advisor. Preparation for practicum work in speech pathology. Clinic procedures, observation guidelines, documentation requirements, shadowing of practicing clinician, development of integration of knowledge and skills in speech pathology.

CSD 695 (CMD) Advanced Clinical Practice. 1-6 F, S, Su.

Prerequisite: permission of advisor. Training in audiology, speech and language disorders, and education of the deaf and hard of hearing in clinical, hospital, school, and /or other settings. May be repeated.

CSD 696 Supervised Teaching. 3-6 D. Prerequisite: permission. The assumption of teaching responsibilities at an approved practicum site under the direction of a University CED certified supervisor and practicum site instructor. Students enrolled in this course may be required to have a physical examination, including a TB test before placement in the practicum setting.

CSD 697 Speech-Language Pathology Externship. 1-4 F, S, Su. Prerequisite: permission of advisor. Professionally supervised practice in speech-language assessment and intervention in clinical, hospital, school, and/or other settings. Students enrolled in this class may be required to have a TB test, immunizations, and malpractice insurance. May be repeated.

CSD 699 Master's Thesis. 1-6. Thesis research and writing.

CSD 700 Research Methods in Audiology. 3(3-0). S. This course will outline the research process in audiology beginning from proposing a research question to drawing and disseminating conclusions. Special emphasis will be placed on conducting clinical research and evaluating published research findings in audiology.

CSD 721 Sign Language I. 3(3-0). S. Prerequisite: permission. Gain beginner level skill in sign language and finger-spelling through Manually Coded English. Develop a general knowledge base including the history of sign language and the spectrum of sign options available. May be taught concurrently with CSD 321. Students cannot receive credit for both CSD 321 and CSD 721. Students will be required to complete a project in an area related to their professional course of study.

CSD 722 Sign Language II. 3(3-0). S. Prerequisite: CSD 721, permission. Emphasis on the expansion of Manually Coded English sign language skills through the use of conversation and the increased development of vocabulary. May be taught concurrently with CSD 322. Students cannot receive credit for both CSD 322 and CSD 722. Students will be required to complete a project in an area related to their professional course of study.

CSD 730 Introduction to American Sign Language (ASL). 3(30) F. Prerequisite: permission of instructor. A beginning-level course in American Sign Language. Students will gain information about the history and structure of this unique visual/gestural system of communication, its vocabulary and syntax, and practical experience in its use, both expressively and receptively. May be taught concurrently with CSD 330. Students cannot receive credit for both CSD 330 and CSD 730. Students in this course will be required to complete additional assignments compared to those students in CSD 330.

CSD 734 Diagnostic Audiology I. 3(3-0). F. A comprehensive study of a variety of site of lesion tests. The course will cover acoustic immittance and reflectance measures including tympanometry and acoustic reflex measures for detection of middle ear disorders and site of lesions in the auditory pathway. Other site of lesion tests include threshold and suprathreshold tone decay, loudness recruitment, loudness balance, Short Increment Sensitivity Index, Bekesy rests and brief tone audiometry. Tests for detection of nonorganic hearing loss will also be discussed.

CSD 740 Speech Pathology for the Audiologist. 3(3-0). D.

Prerequisite: permission. In-depth discussion of normal and disordered speech and language development, with emphasis on hearing loss and its effects on speech and language. Central auditory processing disorders, adult communication disorders, and proper evaluation and referral processes for speech and language also discussed.

CSD 745 Central Auditory Disorders. 3(3-0) F. Prerequisite: CSD 570, CSD 652 and permission of advisor. This course describes various aspects of central auditory processing and disorders. Students learn about the underlying processes of auditory processing in the central nervous system. They are provided with a review of several evaluation and remediation approaches used in the management of individuals with central auditory disorders.

CSD 770 Educational Audiology. 3(3-0) D. Prerequisite: permission of advisor. This course includes information and strategies students need to work in today's inclusive school environment, functioning as a part of a collaborative team, helping develop IFSPs, IEPs and ITPs, supervising audiological screening, and conservation programs. It will preparing students to perform the various roles of the educational audiologist: clinician, community liaison service coordinator, supervisor and advocate. Issues that affect learners with hearing impairment across the life span (infant, toddlers, elementary and high schools students, and college and adult learners) and various regulations related to the delivery of effective educational services (e.g. ADA, IDEA) will be discussed. This course will also include information on the evaluation of, and referral process for speech and language disorders related to hearing loss.

CSD 835 Diagnostic Audiogy II. 3(3-0). F. In the first part of the course, the different types of otoacoustic emissions will be discussed in detail. Students will learn to record, analyze and interpret otoacoustic emissions. They will learn screening and diagnostic applications of otoacoustic emissions in a variety of auditory pathologies. In the second part of the course, research methodology will be applied to demonstrate efficacy in clinical service diagnostic test will be discussed.

CSD 842 Vestibular Assessment and Rehabilitation. 4(4-0). S.

Prerequisite: permission. An examination of the physiological aspects of the vestibular system, chemical effects on the vestibular system, medical and chemical treatment methods, balance system assessment, and assessment of the efficacy of intervention.

CSD 844 Electrophysiology. 4(4-0). S. Prerequisite: permission. A look at various techniques and theories behind electrodiagnostic testing procedures. Advanced study of auditory evoked responses applied in Audiology. Anatomy, neuroanatomy, and physiology of the pertinent sections of the auditory system (peripheral and central) will be covered.

CSD 846 Instrumentation and Calibration. 3(2-2). D. Prerequisite: CSD 570 and permission. Detailed investigation into instrumentation and calibration and its importance in the field of Audiology. Emphasis on bioelectrical hazards, physical characteristics and measurement of acoustic, electric, and other non-acoustic stimuli- determination of calibration in relation to accepted standards, and use of various types of instrumentation according to manufacturer's specifications and recommendations.

CSD 848 Cochlear Implants and Other Assistive Listening Devices. 3(2-2). D. Prerequisite: permission. This course provides an investigation into the various types of cochlear implants and an understanding of the anatomical and psychological aspects, including controversies surrounding implantation of children. Emphasis will include intervention and therapy techniques for children and adults with cochlear implants and other alternative listening devices.

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CSD 872 Aural Rehabilitation II. 3(2-2). D. Prerequisite: CSD 572 and permission. Detailed investigation into clinical assessment, treatment techniques, and evaluation of aural rehabilitation. Emphasis on aural rehabilitation in children and adults with cochlear implants. Also emphasizes use of assistive auditory devices in other members of the Deaf and Hard of Hearing populations.

CSD 878 Professional Issues and Practice Management. 4(4-0). D. Prerequisite: permission of instructor. Investigation into the current professional issues and ethics in the field of Audiology, as well as legal aspects of audiology practice management. Emphasis is placed on private and clinical practice. Laws, ethics, current issues, regulations, policies, management practices, and record maintenance will also be covered.

CSD 880 Grand Rounds in Audiology. 3(3-0) F. S. Prerequisite: permission. Describes in-depth aspects of audiological evaluation, diagnosis and management of routine and complex cases. This course will review cases in which behavioral, electrophysiologic, central, and vestibular testing are necessary to allow differential diagnosis. Each case study will involve the progression of the disorder and audiological/medical manifestations that occur during this period. Discussion involving strategies for (re)habilitation, remediation, and management of each auditory disorder will be examined. The latter may include amplification, central auditory processing, counseling and tinnitus managements. Case presentations will be obtained from audiology, otology, and neurology journals, text and personal cases. In addition, with respect to aural (re)habilitation, presentations will be made on current trends in amplification management regarding manufactures' products and their applicability to specific cases.

CSD 884 Doctoral Project. 1-6, F, S, Su. Prerequisite: permission of instructor. In-depth study in an area of Audiology, culminating in a presentation of an extensive scholarly paper. Must be repeated for a minimum of 6 credit hours.

CSD 896 Audiology Externship. 1-9 F, S, Su.. Prerequisite: permission. Professionally supervised practice in auditory assessment and intervention in clinical, hospital, school, and/or other settings. Students enrolled in this class may be required to have a TB test, immunization, and malpractice insurance. May be repeated.

CSD 899 Doctoral Thesis. 1-6 F, S, Su. Prerequisite: permission of instructor. In-depth research in an area of Audiology, culminating in a presentation and defense of the thesis. Must be repeated for a minimum of 6 credit hours.

**DEPARTMENT OF HEALTH,
PHYSICAL EDUCATION, AND
RECREATION**

Sarah McCallister, Department Head

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HeathPEandRecreation@missouristate.edu

GRADUATE FACULTY

Professor: Thomas H. Burnett, Barbara A. Bushman,
Steve F. Illum, Gerald Masterson, Sarah G. McCallister,
David T. Oatman, Rhonda R. Ridinger, Daniel J.
Wilson, Rebecca Woodard

Associate Professor: Thomas S. Altena, John H.
Downing, Tillman D. Williams

Assistant Professor:

Emeritus Professor: A. Duane Addleman, Nancy L.
Curry, Michael G. McCarty, Perry F. Miller, George E.
Simpson, Peggy J. Thomas, Alex D. Trombetta

**MASTER OF SCIENCE, HEALTH
PROMOTION AND WELLNESS
MANAGEMENT**

Sarah McCallister, Department Head

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PROGRAM DESCRIPTION

The Master of Science in Health Promotion and Wellness Management is a 36-hour interdisciplinary program. It is designed to provide preparation for students from diverse backgrounds in health, human services, and business.

The curriculum integrates managerial skills with scientific and clinical knowledge of preventive medicine, behavioral psychology, health care economics, public health, contemporary health issues, and organizational theory. The result is a competency-based, multi-disciplinary academic preparation for professionals dedicated to assuming leadership and managerial positions within the health and wellness industry. Students are prepared for careers as managers and program development specialists/educators of health and wellness programs in hospital or corporate-based wellness settings, health maintenance organizations, governmental agencies, educational institutions, private fitness clubs, sports medicine facilities, and volunteer agencies.

Curricular activities are complemented by research opportunities in the well-equipped exercise science laboratory. Diverse practical experience opportunities are provided in conjunction with the campus wellness initiative directed by the Health Education Coordinator in Taylor Health Center and with the expanding clinical and community facilities in the Springfield metropolitan area.

ENTRANCE REQUIREMENTS

1. Completion of a baccalaureate degree from a regionally accredited college or university.
2. Cumulative GPA of 2.80 on a 4.00 scale in undergraduate work.
3. Submission of Graduate Record Examination (GRE) scores from the General Examination.
4. Prerequisite courses: 12 hours. Students entering the program should have an undergraduate course in statistics, exercise physiology, introductory psychology, and microeconomics. A student who does not meet these criteria, but who demonstrates outstanding potential, may be considered on the basis of individual merit and accepted on a probationary status.

DEGREE REQUIREMENTS (minimum of 36 hours)

1. Required Core

MGT 500	Administrative, Organizational, & Operations Concepts for Managers	3 hrs
ECO 504/HCM 504	Health Care Economics OR	
PLS 654	Seminar in Health Policy	3 hrs
HLH 600	Research Methods in Health, Physical Education & Recreation	3 hrs
HLH 650	Programming Approaches in Wellness/Health Promotion	3 hrs
HLH 652	Health Risk Identification & Mgmt.	3 hrs
PBH 656	Introduction to Public Health	3 hrs
HLH 660	Health Promotion Planning	3 hrs
COM 636	Concepts & Analysis of Communication in Organizations OR	
MGT 664	Organizational Behavior OR	
PSY 618	Organizational Psychology	<u>3 hrs</u>
	TOTAL	24 hrs

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2. Internship

HLH 691 Wellness Internship **1-6 hrs**

Supervised work in an approved health promotion/health care setting. As a culminating experience, the internship is crucial to the Program. Students must complete a minimum of 400-600 clinical hours.

The intern experience (HLH 691) is an integral part of this major and should be planned (in consultation with the advisor) in advance of the semester in which the student desires to register for the experience.

Application deadlines for HLH 691 are as follows:
Fall - MARCH 1; Spring - SEPTEMBER 1; Summer - JANUARY 1. Applications are available from, and are to be returned to, the graduate coordinator.

3. Research

PED 699 Thesis **OR** 6 hrs

PED 695 Research Project 3 hrs

PLUS Completion of 600-level 3 hr course selected with Advisor 3 hrs

4. Comprehensive Examination. A written comprehensive examination must be passed by the candidate before a degree will be granted.

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES: SPORTS MANAGEMENT OPTION

The Department of Health, Physical Education and Recreation participates in the Master of Science, Administrative Studies (MSAS) degree. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus. The program, which includes a significant online component, is administered by a faculty committee and located in the Graduate College.

Sports Management Option:

The Sports Management Option is a 15 hour option that includes three 3 credit hour courses and one six hour field experience course. PED 633 covers the research requirement for the MSAS program.

Required Courses (6 hours)

PED 639 Principles of Sports Management 3 hrs

PED 680 Legal Aspects in Sports, Physical Educ., Recreation & Wellness Prog. 3 hrs

PED 633 Current Problems in Sports Admin. 3 hrs

PED 698 Field Experience in Sports Management 6 hrs

SPORTS MANAGEMENT CERTIFICATE

Gerald Masterson, Certificate Advisor

MacDonald Arena, Room 22; Phone 836-5251

JerryMasterson@missouristate.edu

PROGRAM DESCRIPTION

The Sports Management Certificate Program is an 18 hours program, that includes four 3-credit hour courses and one six-hour field experience course. It is designed to provide for preparation for management positions in professional, collegiate, and international sports, as well as, campus and community wellness/sports programs.

ADMISSION REQUIREMENTS

1. Admission to the Graduate College at Missouri State University.
2. Baccalaureate degree from an accredited college or university.
3. Cumulative GPA of 2.80 on a 4.00 scale in undergraduate work.
4. Combined minimum score on the GRE verbal and quantitative of 1000.

CERTIFICATE REQUIREMENTS

- 1. Required courses 12 hrs**
PED 639 Principles of Sports Management 3 hrs
PED 680 Legal Aspects in Sports, PE, Rec/Well 3 hrs
PED 633 Current Problems in Sports Admin. 3 hrs
ACC 500 (600) Financial Accounting for Mgrs. 3 hrs
(Note: Students with significant academic experience, such as a major or a minor in accounting, should substitute PED 500 Seminar in Physical Education)
- 2. PED 698 Field Experience 6 hrs**
The field experience is the culminating activity for all students in the certificate program. It should be planned (in consultation with the sports management advisor) in advance of the semester in which the student desires to register for the experience. Before the experience can begin, the student must complete the application process and the 12 credit hours required in the certificate program.
- 3. Requirements for completion of certificate**
 - a. Completion of required courses.
 - b. Completion of the field experience.
 - c. Maintain a GPA of 3.00
 - d. A written comprehensive examination must be passed before a certificate will be granted.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION – PHYSICAL EDUCATION AREA OF EMPHASIS

Contact Dr. David Oatman and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

David T. Oatman, Coordinator

McDonald Arena, Room 211; Phone 836-4850
DavidOatman@missouristate.edu

PHYSICAL EDUCATION REQUIREMENTS

PED 605 Applied Statistics in Hlth, P.E, & Rec. 3 hrs
Additional courses numbered 600 or above
offered by the HPER Department
(excluding PED 695 or 699) 12 hrs
15 hrs

HEALTH COURSES

HLH 600 Research Methods in Health, Physical Education, and Recreation. 3(3-0) S. Nature of research methodology, experimental design and scientific writing. Opportunity to explore research literature and to conduct research.

HLH 650 Programming Approaches in Wellness/Health Promotion. 3(3-0) Su. Organizational and administrative approaches utilized in the conduct of wellness/health promotion programs will be studied. Emphasis is placed upon the selection, development, promotion, conduct, and evaluation of the various component of wellness/health promotion programs.

HLH 652 Health Risk Identification and Management. 3(3-0) S. Procedures and instrumentation utilized in the identification and assessment of risk factors associated with cardiovascular and other major lifestyle-generated diseases and conditions will be studied. Emphasis placed upon the utilization of risk factor data in the conduct of a wellness/health promotion program.

HLH 660 Health Promotion Planning. 3(3-0) S. Culminating class in the MS in Health Promotion and Wellness Management degree program. This course will focus on the development of health promotion in the workplace. Topics discussed will include effects of health promotion, the compression of morbidity, developing awareness strategies, health assessments, theories of health behavior (self-efficacy, social learning theory, health belief model, theory of planned behavior, stages of change theory), and evaluating existing workplace health promotion programs (physical activity in the workplace, worksite nutrition programs, worksite weight management, tobacco control and cessation, and stress management). The current professional literature related to health promotion will also be reviewed.

HLH 670 Seminar in Health Promotion and Wellness Management. 3(30) S. Prerequisites: HLH 600 or permission of instructor. Review of the professional literature relating to current issues in health promotion and wellness. Topics researched and discussed include health care ethics, diversity, cultural aspects, long-range planning, public relations, legal considerations and grant writing. Includes guided development and completion of an extensive research paper.

HLH 691 Wellness Internship. 1-6, S, Su. Prerequisite: permission of health internship coordinator. Supervised field experience in a health promotion or health care setting. Directly involves the student in the application of organizational skills and wellness manager skills. Student must complete a minimum number of clinical hours.

PHYSICAL EDUCATION COURSES

PED 500 Seminar in Physical Education. 1-3 D. Prerequisite: 60 credit hours and permission of department head. Directed reading and special investigation of selected subjects in physical education, health, and safety; research projects under faculty supervision. Variable content course. May be repeated for 9 hours of credit.

PED 545 Perceptual and Motor Development. 3(22) F, S. Prerequisite: PSY 380 or PSY 385 or PSY 390 and 90 credit hours or permission of instructor. Perceptual and motor development from prenatal life to adolescence; relationships of growth factors that influence motor abilities; difficulties that may arise when the normal course of development is interrupted. Includes a laboratory and a practicum experience.

PED 567 Physical and Leisure Activities for the Aging Adult. 3(3-0) S. Prerequisite: PED 250 or BMS 307; and PED 252 or BMS 308; or permission of instructor. The effects of aging and common degenerative diseases of the aged on physical performance and leisure. Included are units on assessment of physical working capacity, flexibility, body composition, strength maintenance. Also, units on selection of recreational and performance activities commensurate with functioning capacity.

PED 569 Health Appraisal and Exercise Testing Techniques. 4(3-2) F. Prerequisite: PED 360 and PED 362. Introduction to appropriate health appraisal and exercise tests for the purpose of exercise programming and prescription.

PED 575 Measurement and Evaluation Applied to Physical Education. 3(30) F, S. Prerequisite: 90 credit hours. The use of authentic and traditional assessment techniques in assessing student performance and informing curricular change. Includes basic statistics, use of statistical software packages, evaluation of test validity and bias, and written test construction.

PED 605 Applied Statistics in Health, Physical Education, and Recreation. 3(30) Su. Prerequisite: HLH 600 or SFR 690 or permission of instructor. Application of descriptive and inferential statistics to research problems in Health, Physical Education, and Recreation.

PED 633 Current Problems in Sports Administration. 3(3-0) F, S. Identification, analysis and evaluation of current problems, research and trends in sports administration.

PED 635 Administration of School Physical Education and Athletic Programs. 3(30) D. Financial and legal aspects, personnel management, program development, public relations, and evaluation as they apply to physical education and athletics.

PED 637 Curriculum Designs in Physical Education. 3(3-0) F, S. A comprehensive inquiry of the principles underlying the curriculum of physical education in grades K-12. An in-depth analysis will be given to the problems in development and evaluation of physical education curriculum.

PED 639 Principles of Sports Management. 3(3-0) F. Introductions to theories and principles of sports management as applied to all segments of the sports industry from high school, collegiate, professional and international sports, to health, fitness, and recreational settings.

PED 655 Fitness as Preventive Medicine. 3(30) D. Prerequisite: PED 362 or permission of instructor. Development and implementation of scientifically-based fitness programs as vehicles of preventative medicine.

PED 659 Contemporary Health Problems. 3(3-0) D. In-depth consideration of relevant pertinent health issues, trends, controversy, and current research in Health Education.

PED 660 Applied Biomechanics of Human Movement. 3(22) D. Prerequisite: PED 360 or equivalent. Biomechanical principles applied to the analysis of human motion and performance. Techniques of cinematography and other methods of analysis will be used.

PED 662 Applied Exercise Physiology. 3(2-2). Prerequisite: PED 362 or equivalent. A study of the mechanisms underlying the body's physiological responses and adaptations to exercise and training. Application is made to health-related concerns, environmental stress, exercise practices, and the aging process.

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PED 680 Legal Aspects in Sports, Physical Education, and Wellness Programs. 3(30) F. The legal aspects in sports, physical education, recreation, and wellness programs as related to personnel, facilities, participants, spectators, and contracts. Includes a review of legal concepts, necessary for in-depth study of the law as it relates to sports or other programmed activity.

PED 681 Contemporary Issues in Physical Education. 3(30) F, S. Exploration of basic issues and trends in physical education using a philosophical approach to contemporary American education. Individual problem solving will assist the student in identifying, analyzing and evaluating recent developments and basic issues in physical education and sport.

PED 695 Research Project. 3(30) D. Prerequisite: HLH 600 or SFR 690, a statistics course, and permission of graduate coordinator. Original research supervised by the departmental staff. Designed to enable students through first-hand experience to understand the various parts of research papers, methods of gathering data, appropriate statistical tests, interpretation of findings and implications for further study.

PED 697 Graduate Seminar. 1-3 D. Prerequisite: 12 hours of graduate credit or permission of instructor. Selected topics in health, physical education, and recreation. Topics may vary from semester to semester; announced in advance. May be repeated for credit when topic varies. A total of 6 hours may be applied to a degree program.

PED 698 Field Experience in Sports Management. 6, D. Prerequisite: completion of the application process for the field experience and 12 credits in the certificate program. The field experience is the culminating experience for all students in the certificate program. The field experience provides students the opportunity to become directly involved in the application of organizations and sports management skills in sport related venues. Possible sites include: professional or club sports teams, university athletic departments, sports sales, sports agencies, professional and university sports facilities. Selection is dependent on the students' background and career expectations. All required courses must be completed in order to be eligible. The field experience can be completed during the fall, spring, or summer and requires at least 400 hours. All field experiences must be approved by the internship coordinator.

PED 699 Thesis. 1-6 D. Prerequisite: HLH 600 or SFR 690, a statistics course, and permission of graduate coordinator. Independent research and study connected with the preparation of a thesis.

DEPARTMENT OF NURSING

Kathryn L. Hope, Department Head

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GRADUATE FACULTY

Professor: Dalen M. Duitsman

Associate Professor: Kathryn L. Hope, Susan S. Sims-Giddens, Rose Utley

Instructor: Susan Berg, Elizabeth M. Fahey, Caroline A. Helton, Patricia Webb

Clinical Faculty: Debra L. Savinske

MASTER OF SCIENCE IN NURSING

Susan Berg, Family Nurse Practitioner Program Director
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Susan Sims-Giddens, Nurse Educator Program Director
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PROGRAM DESCRIPTION

The Master of Science in Nursing degree is designed to prepare nurses to function in advanced nursing roles within an evolving health care delivery system. Students may choose as an emphasis area in one of two role specializations; nurse educator or family nurse practitioner.

ADMISSION REQUIREMENTS

Nurse Educator Specialization:

Acceptance into the MSN program with nurse educator specialization is ongoing and applications will be taken until the class is filled.

Family Nurse Practitioner Specialization:

Completed applications will be reviewed beginning February 1 for the summer admission of the same year, and will continue until the class is filled.

To be considered for admission to the MSN program, a prospective student must apply to both the Department of Nursing graduate program and the Graduate College. See admission processes and requirements in Graduate College section of this catalog.

FULL ADMISSION TO THE MSN PROGRAM

1. Full admission to the MSN will be based on:
 - a. acceptance into the Graduate College at Missouri State University;
 - b. submission of an application to the graduate program in nursing;
 - c. If the student's cumulative GPA is less than 3.00 on a 4.00 scale, submission of Graduate Record Examination (GRE) combined test scores for verbal, quantitative, and writing sections, with a section score of at least 400 on verbal and 400 on the quantitative. The analytical section of the GRE will be evaluated on an individual basis.
 - d. completion of a baccalaureate degree with a major in nursing from a program accredited by a certified accreditation agency;
 - e. satisfactory completion of undergraduate courses in statistics, nursing research, and health assessment with a grade of C or higher;
 - f. a cumulative GPA of 3.00 on a 4.00 scale in the last 60 hours of college course work attempted;
 - g. licensure as a registered nurse (RN) in good standing and eligible for licensure in Missouri;
 - h. a one-page essay that addresses the applicant's professional career goals and how the MSN program will help accomplish these goals;
 - i. evidence of immunization or vaccination for vaccine-preventable diseases;
 - j. provide documentation of negative tuberculosis status or evidence of appropriate follow-up;
 - k. provide evidence of current health and nursing liability insurance;
 - l. graduate courses in statistics, advanced human pathophysiology (for FNP students only), and nursing informatics as prerequisites.
 - m. Current infant, child and adult CPR certification.
 - n. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.

* Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.
2. Applicants who: (a) have a bachelor's degree in nursing from a non-accredited program, (b) have a bachelor's degree in nursing from a foreign country, or (c) lack the introductory statistics, nursing research, and health assessment courses will be considered on an individual basis.

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3. Applicants who are RNs and have a non-nursing degree or a degree without upper division nursing courses will be evaluated on an individual basis prior to applying to the MSN program.

Students with complete application materials for full admission will be reviewed by a departmental selection committee. Selection of students for the MSN program is on a competitive basis. To be considered for admission to the Nurse Educator Specialization, students are required to have a formal interview.

Because of resource constraints, only a limited number of students will be admitted to the Family Nurse Practitioner (FNP) specialization. To be considered for admission to the FNP Specialization, students are required to (1) meet all requirements for full admission to the MSN program, (2) complete a separate FNP application, (3) have a formal interview, and (4) write an essay at time of interview.

ADDITIONAL REQUIREMENTS OF THE PROGRAM

Students will be required to initiate and pay for any additional security checks and drug screenings required for clinical agencies.

PROBATIONAL ADMISSION TO THE PROGRAM

1. Probational admission may be granted to the applicant with a GPA below 3.00, or academic deficiencies.
2. During the probationary period, the student shall receive no course grade lower than a B for the first nine hours of graduate course work attempted.

RETENTION REQUIREMENTS

1. After admission into the MSN program, the students must achieve the following for retention in the program:
 - a. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C". Receive a "pass" in all clinical evaluations.
 - b. No more than one course may be repeated.
 - c. Nurse Educator students must complete all requirements for the degree by their 5th academic year after admission into the MSN program.
 - d. FNP students must complete all requirements for the program by the 3rd year after admission into the FNP role specialization.
 - e. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of professional nurses in advanced nursing roles.

- f. Demonstrate acceptable professional progression in application of skills and knowledge in the area of role specialization.
 - g. Receive satisfactory final clinical evaluations.
 - h. Maintain current infant, child, and adult CPR certification, immunizations, negative tuberculosis status or evidence of appropriate follow-up, and nursing liability and health insurance.
 - i. Students working on thesis or non-thesis project must remain enrolled in NUR 699 or NUR 697 until the thesis or non-thesis project is completed.
 - j. Students must maintain an active RN license, in good standing, in the state or states in which the student does clinical or practicum experiences.
2. Students who fail to meet the retention criteria may:
 - a. be placed on academic or clinical probation in the MSN program, or
 - b. be dismissed from the program, based on the judgment of the majority of the Admission, Promotion, and Graduation Committee of the Department of Nursing.

Students on academic probation must achieve a grade of "B" or higher on all remaining course work attempted. Students on clinical probation must receive a "pass" in all remaining nursing clinical courses. Students who fail to meet the probationary criteria or are dismissed from the program are not eligible for readmission into the MSN program.

Students should refer to the MSN Student Handbook for additional information on the policies and procedures of the Department of Nursing.

DEGREE REQUIREMENTS (Minimum of 36 or 42 hours)

1. **Academic Advisor.** After admission to the graduate program, the student will be assigned an academic advisor who will supervise the student's graduate program and chair the candidate's graduate committee.
2. **Core Courses** (Required for all specializations)

NUR 601	Nursing Science	3 hrs
NUR 607	Adv. Health Assessment & Health Promotion Throughout the Life Span	5 hrs
NUR 672	Advanced Research Methods in Nrsng.	3 hrs
NUR 688	Health Policies and Issues	3 hrs
NUR 697	Non-thesis Project	OR 3 hrs
NUR 699	Thesis	<u>6 hrs</u>
Total		17 or 20 hrs

3. Role Specialization: Nurse Educator

Core Course Requirements	17 or 20 hrs
NUR 600 Epidemiology	3 hrs
NUR 620 Integrated Healthcare Concepts	3 hrs
NUR 621 Integrated Healthcare Practicum	1 hr
NUR 680 Teaching/Learning for Healthcare Education	3 hrs
NUR 681 Nursing Education Practicum	2 hrs
NUR 682 Curriculum Design & Program Development	3 hrs
NUR 683 Nursing Education Practicum II	2 hrs
NUR 686 Issues in Healthcare Education	<u>2 hrs</u>
Total	36 or 39 hrs

Students should contact the Department of Nursing for information on optional clinical focus requirements.

4. Role Specialization: Family Nurse Practitioner

Core Course Requirements	17 or 20 hrs
NUR 611 Advanced Roles/Leadership in Nurs.	2 hrs
NUR 615 Primary Care of the Adult	6 hrs
NUR 625 Primary Care of Women	4 hrs
NUR 628 Primary Care of Children/Adolescent	4 hrs
NUR 661 Advanced Pharmacotherapeutics	3 hrs
NUR 665 App. of Advanced Pathophysiology	1 hr
NUR 690 Nurse Practitioner Adv. Practicum	<u>5 hrs</u>
Total	42 or 45 hrs

5. Research Requirement. Completion of a thesis or a non-thesis approved by the advisor or Thesis committee.

Non-thesis Project Option. Three credit hours in NUR 697 Non-thesis Project will count toward a degree. A formal oral presentation of the project is required. The seminar paper must be approved by the student's Advisor and the Dean of the Graduate College before the degree is granted.

Thesis Option. Six credit hours in NUR 699 Thesis will count toward the degree. A formal oral presentation and defense of the thesis is required. The thesis must be approved by the student's Advisory Committee and the Dean of the Graduate College before the degree is granted.

6. Research Experience. (Maximum of 6 hours) NUR 698 Research (1-6 hrs) will **not** count toward the degree requirements.**7. Comprehensive Examination.** A comprehensive examination administered during the student's final semester of course work must be passed by the candidate before a degree will be granted.**ACCELERATED RN TO MASTERS IN NURSING OPTION****ENTRANCE REQUIREMENTS**

Students must apply to the Accelerated RN to MSN Option when they first apply for admission to the BSN completion program and prior to enrolling in nursing or supporting courses required in the BSN. Students may not enter the RN-MSN option after they begin taking courses for the BSN completion program. Upon acceptance to this option, qualified students will be granted 30 hours of undergraduate credit from previous associate or diploma nursing courses. After successful completion of BSN requirements, all students in this option will receive the BSN and may be granted full admission to the Graduate College.

Admission requirements include:

1. Junior standing (pending acceptance of 30 hours of basic nursing credit)
2. Current licensure as a registered nurse in the State of Missouri or in the state where they practice;
3. Meet all admission requirements for the BSN completion program
4. A pre-admission interview
5. Submission of Graduate Record Examination (GRE) combined test scores for verbal, quantitative, and writing sections, with a section score of at least 400 on verbal and 400 on quantitative. The analytical writing section of the GRE will be evaluated on an individual basis.
6. 2 letters of recommendation (faculty or employer preferred)
7. A written statement of goals
8. The equivalent of at least one (1) year of full-time experience in direct patient care as a registered nurse
9. An overall GPA of 3.25 or higher
10. Current infant, child and adult CPR certification.

ADDITIONAL REQUIREMENTS OF THE PROGRAM

1. Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.
2. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.
3. Students who fail these checks or procedures will be subject to further review by a Department of Nursing Graduate Faculty Committee. This may result in dismissal from the RN-MSN program.

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MIXED CREDIT COURSE OPTIONS

The accelerated RN to master's option allows several courses to be taken to meet both undergraduate (RN) and graduate (master's) degree requirements. Up to 4 of the following graduate courses may be taken while finishing the BSN program.

Graduate Statistics (600-level or higher)	3 hrs
NUR 515 Healthcare Informatics	3 hrs
NUR 607 Adv. Health Assessment/Health Promo.	5 hrs
NUR 665 Applic. of Adv. Human Pathophysiology	1 hr

Before enrolling in a course to be counted toward both undergraduate and graduate credit and to count the course toward the masters degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate advisor, Department Head of Nursing, and the Dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the semester.

RETENTION AND PROGRESSION

In order to remain in the accelerated master's program and progress to the MSN program, students must:

1. Maintain an overall GPA of 3.25 or higher;
2. Earn a grade of "B" or higher in all undergraduate nursing courses attempted;
3. Earn a grade of "B" or higher in all graduate courses attempted.

Students not meeting the criteria for progression in the RN-MSN option may complete the requirements for the BSN degree, but will be removed from the accelerated option. In the final year of the BSN program, the student must make application to the family nurse practitioner or nurse educator specialization. Acceptance into the RN-MSN option does not guarantee admission to the FNP specialization.

MASTER OF PUBLIC HEALTH

Dalen M. Duitsman, Director

Professional Bldg, Room 317; Phone 836-5550
DalenDuitsman@missouristate.edu

PROGRAM DESCRIPTION

Public Health is a discipline that monitors and diagnoses the health concerns of entire communities and promotes healthy practices and behaviors to assure that populations stay healthy. Thus, the field of public health plays a pivotal role in preventing illness and promoting the health of our nation.

The Master of Public Health (MPH) degree is a 48-hour interdisciplinary program, and for students with certain backgrounds, a 37 hour Professional Option is available. The program's mission is to educate students in the theoretical, scientific, and practical aspects of public health. Students gain knowledge in each of the five areas basic to public health: biostatistics, epidemiology, environmental health sciences, health services administration, and the social and behavioral sciences. Concentrations are available in Environmental Health, Epidemiology, Family Health, Gerontology, Health Services Administration, and Public Policy.

Students are prepared to assess community health needs, plan effective health education and health intervention programs, implement and evaluate educational experiences, serve as resource people in health education, and conduct public health research.

Graduates of this program will enter public health service as practitioners, administrators, researchers, educators, and consultants in a wide variety of public health settings. Most will be employed in local, state, and national public health agencies, volunteer and private agencies, health maintenance organizations, medical facilities, governmental agencies, business and industrial settings, and educational institutions.

ENTRANCE REQUIREMENTS

1. Application deadline for the fall semester is February 1st. Applications deadline for the spring semester is July 1st.
2. Completion of a baccalaureate degree from a regionally accredited college or university.
3. Submission of Graduate Record Examination (GRE) scores. The general test scores for verbal, quantitative, and analytical measures will be reviewed. Consideration may also be given to an applicant with a low GRE score if a strong grade point average has been earned or if other evidence of adequate academic potential can be presented.

4. An undergraduate GPA of not less than 3.00 on a 4.00 scale. Consideration may also be given to an applicant whose GPA falls below the minimum if a strong GRE score has been earned or if other evidence of adequate academic potential can be presented.
5. A minimum of one year of voluntary or salaried post-baccalaureate work experience in one or more health or social service settings is highly desirable.
6. Three letters of recommendation and a personal statement of professional goals must be included with the letter of application. Send materials to: Dr. Dalen Duitsman, Department of Nursing (MPH Recommendation), Missouri State University, 901 S National Ave, Springfield MO 65897.
7. Applicants who have taken all or part of their undergraduate education in a country where English is not the native language are required to submit minimum scores of 550 on the paper-based, or a comparable score of 213 on the computer-based test, on the Test of English as a Foreign Language (TOEFL).

PREREQUISITE COURSES

Applicants with deficiencies in academic background will be notified of specific courses to be taken as prerequisites or co-requisites to degree work. Such work cannot be counted toward the hours required for completion of the degree, but is required to be completed before the degree is granted.

DEGREE REQUIREMENTS

(48 hours standard program; 37 hours Professional Option)

1. Required Core standard program

MGT 601	Health Services Organization	3 hrs
MTH 545	Applied Statistics	3 hrs
HLH 600	Research Methods in Health, Physical Education & Recreation	3 hrs
PBH 620	Epidemiology	3 hrs
PBH 645	Environmental Health	3 hrs
HLH 650	Programming Approaches in Wellness/Health Promotion	3 hrs
PBH 656	Introduction to Public Health OR	
PBH 658	Contemporary Issues in Public Health	3 hrs
PBH 675	Principles & Skills of Public Health Administration	3 hrs
PBH 698	Public Health Field Experience	1-6 hrs
PLS 653	Management Tech & Org Behavior	3 hrs
PSY 502	Learning Theories	3 hrs
PSY 508	Behavior Management & Change	3 hrs
TOTAL		34-39 hrs

2. Concentrations

Students may obtain a concentration by selecting three courses from one of the areas of concentration areas listed below. Concentrations are designed to allow students to tailor their program to satisfy individual interests and needs. All students must select a concentration.

* Select three courses from the concentration area

EPIDEMIOLOGY*

- BIO 508 Environmental Microbiology
- BIO 520 Pathogenic Microbiology
- BMS 632 Clinical Preventive Medicine
- HLH 652 Health Risk Identification and Management
- PBH 678 Chronic Disease Epidemiology
- PBH 685 Seminar in Public Health
- PBH 690 Independent Study in Public Health
- MTH 547 Applied Regression Analysis
- MTH 548 Applied Time Series Analysis
- PSY 527 Multivariate Statistical Methods for the Behavioral Sciences

ENVIRONMENTAL HEALTH*

- BIO 508 Environmental Microbiology
- PBH 672 Hazardous/Toxic Materials Management
- PBH 685 Seminar in Public Health
- PBH 690 Independent Study in Public Health
- HST 515 American Environmental History
- PLS 555 Public Policy for a Global Environment
- RIL 537 Environmental Regulation
- RPL 650 Environmental Assessment
- RPL 651 Issues & Problems in Land Resource Planning & Management

FAMILY HEALTH*

- CFD 532 Family Advocacy
- CFD 560 Parent Involvement in Child Development Programs
- CFD 562 Prevention of Child Abuse & Neglect
- CFD 563 Administration of Programs for Children and Families
- COM 506 Family Communication
- PBH 685 Seminar in Public Health
- PBH 690 Independent Study in Public Health
- SWK 597 Special Topics
- SWK 641 Family Health & Domestic Violence
- SWK 642 Family Health and Substance Abuse

GERONTOLOGY*

- GER 597 Special Topics in Gerontology
- PBH 685 Seminar in Public Health
- PBH 690 Independent Study in Public Health
- NUR 501 Gerontological Health Care
- PSY 565 Psychological Effects of Dementia
- PSY 607 Psychology of the Adult

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HEALTH SERVICES ADMINISTRATION*

ACC 500	Financial Accounting Concepts for Managers
COM 511	Communication, Community and Conflict
COM 512	Communication & Diversity in the Workplace
COU 675	Community Agency Program Management
ECO 504	Health Care Economics
PBH 685	Seminar in Public Health
PBH 690	Independent Study in Public Health
MGT 500	Administrative, Organization, & Operations Concepts for Managers
MGT 564	Service Managers
MGT 661	Operations Management: Comparative Theory and Practice
MGT 662	Problems in Human Resources Management & Industrial Relations
PHI 513	Health Care Ethics
PLS 652	Public Personnel Management
PLS 655	Seminar in Public Management
PLS 658	Seminar in Health Care Organizations
PLS 659	Seminar in Administrative Management & Organizational Theory
PLS 660	Management of Intergovernmental Relations
SWK 643	Management & Program Development in Human Service

PUBLIC POLICY*

PBH 685	Seminar in Public Health
PBH 690	Independent Study in Public Health
NUR 688	Health Policies and Issues
PLN 505	Social Planning
PLS 555	Public Policy for Global Environment
PLS 612 (512)	Seminar in American Politics
PLS 654	Seminar in Health Policy
PLS 660	Management of Intergovernmental Relations
PLS 662	Public Policy & Program Evaluation
PLS 663	The Policy Process
RIL 537	Environmental Regulation
RPL 651	Issues /Problems in Land Resource Plan/ Mgt
SOC 505	Population Analysis
SWK 660	Family Health Policy

INDIVIDUALIZED CONCENTRATION

Students can tailor their concentration area if they desire a specific concentration that is not included in the established concentration areas listed above. A minimum of 9 credits must be selected with the consent of the program advisor in order for this option to be valid.

3. Required Core Professional Option

Individuals who have earned a doctorate in a health-related field or have a minimum of three years of documented public health experience are eligible for the Professional Option. Applicants who are using public health experience as their justification for acceptance into the Professional Option must have their public health experience documented in their three letters of recommendation as well as their personal letter of application. The public health experience will be reviewed to determine whether the experience is acceptable. Applicants with a doctoral degree in a health related field must be able to show proof of their degree.

The Professional Option is a 37 credit hour program. The credit differential is in the core requirements. However, each student will still be required to declare a concentration area. Requirements for acceptance into the MPH degree program are the same for all MPH candidates. The core requirements for the Professional Option are listed below:

MGT 601	Health Services Organization	3 hrs
MTH 545	Applied Statistics	3 hrs
HLH 600	Research Methods in Health, Physical Education, and Recreation	3 hrs
PBH 620	Epidemiology	3 hrs
PBH 645	Environmental Health	3 hrs
PBH 675	Principles and Skills of Public Health Administration	3 hrs
PBH 688	Public Health Practicum	1 hr
PLS 653	Management Techniques and Organiz. Behavior	3 hrs
PSY 502	Learning Theories	3 hrs
PSY 508	Behavior Management and Change	3 hrs
	TOTAL	28 hrs

4. Field Experience

Supervised work in an approved public health setting. The Field Experience is the culminating experience for the Master of Public Health Program. Students must complete a minimum of 400 field experience hours.

5. Comprehensive Examination

A written comprehensive examination must be passed by the candidate before a degree will be granted. Comprehensive examinations will be administered during each semester and each summer session at a time and place to be designated by the Graduate Coordinator. A student may repeat the comprehensive examination upon the recommendation of his advisor and the department chairperson, and with the approval of the Graduate Dean.

To be eligible to take the comprehensive examination, a student must have an approved Advisory-approved Program of Study on file in the Graduate College and must have at least a 3.00 GPA. Comprehensive Examination application forms are available in the Graduate College (Carrington Hall, Room 306) or on-line at <http://graduate.missouristate.edu/forms.htm> and should be returned to the Graduate Advisor in the department of Health, Physical Education and Recreation.

POST-MASTER'S FAMILY NURSE PRACTITIONER CERTIFICATE PROGRAM

The Post-master's FNP Certificate Program is a series of courses totaling a minimum of 27 credit hours and 624 clinical hours. Completion of the certificate program will prepare students to take the national family nurse practitioner certification exam(s).

ADMISSION REQUIREMENTS

1. Admission to the Graduate College at Missouri State University.
2. Master's Degree in Nursing from an accredited nursing graduate program, that includes, at a minimum, graduate courses in nursing theory and research.
3. Graduate GPA of 3.00 or higher.
4. Licensure as a registered nurse (RN) in good standing, and eligible for licensure in the State of Missouri.
5. Evidence of current liability insurance as an advanced practice nursing student.
6. Evidence of current health insurance.
7. Evidence of immunization or vaccination for vaccine-preventable diseases.
8. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
9. A graduate course in advanced pharmacology taken within 3 years. Students who do not have a graduate course in advanced pharmacology may take NUR 661 Advanced Pharmacology in their first semester of the certificate program to satisfy this requirement.
10. A course in pathophysiology.
11. A graduate course that covers content in health policy and issues with a grade of "B" or higher. Students who do not meet this requirement will be required to enroll in NUR 688, Health Policy/Issues.
12. Interview with a departmental selection committee.
13. Current infant, child and adult CPR certification.

14. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.

* Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.

Because of resource constraints, only a limited number of students will be admitted to the Post-master's Family Nurse Practitioner Certificate Program. **Complete applications are reviewed beginning February 15 of each year for admission the following fall semester.** Admission is on a space available basis.

ADDITIONAL REQUIREMENTS OF THE PROGRAM

Students will be required to initiate and pay for any additional security checks and drug screenings required for clinical agencies.

RETENTION REQUIREMENTS

After admission into the Post-Master's Family Nurse Practitioner Certificate Program, the students must achieve the following for retention in the program:

1. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C". Receive a "pass" in all clinical evaluations.
2. No more than one course may be repeated.
3. Complete all requirements within two years after admission into the FNP role specialization.
4. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of professional nurses in advanced nursing roles.
5. Demonstrate acceptable professional progression in application of skills and knowledge in the area of role specialization.
6. Receive satisfactory final clinical evaluations.
7. Maintain current infant, child, and adult CPR certification, immunizations, negative tuberculosis status or evidence of appropriate follow-up, and nursing liability insurance.
8. Students must maintain an active RN license, in good standing, in the state or states in which the student does clinical or practicum experiences.

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REQUIRED COURSES (27 hrs)

NUR 607	Advanced Health Assessment & Health Promotion*	5 hrs
NUR 611	Adv. Roles & Leadership in Nursing	2 hrs
NUR 615	Primary Care of the Adult	6 hrs
NUR 625	Primary Care of Women	4 hrs
NUR 628	Primary Care of Children/Adolescents	4 hrs
NUR 665	Applications of Adv. Pathophysiology	1 hr
NUR 690	Family Nurse Practitioner Adv. Practicum	5 hrs

*this course may be transferred in if taken within 3 years.

POST-MASTER'S NURSE EDUCATOR CERTIFICATE PROGRAM

In addition to the Master of Science in Nursing degree described previously, the Department offers a Post-master's Nurse Educator Certificate Program for nurses who have a Master's Degree in Nursing in another specialty. The Certificate Program consists of five courses, totaling a minimum of 12 credit hours and 192 clinical hours that can be completed in 2 semesters.

ADMISSION REQUIREMENTS

1. Admission to the Graduate College at Missouri State University.
2. Master's Degree in Nursing from an accredited nursing graduate program, that includes, at a minimum, graduate courses in nursing theory and research.
3. Completion of a graduate clinical course with a grade of "B" or higher. Students with no graduate clinical courses may satisfy this requirement by enrolling in NUR 620 and NUR 621 during their Certificate Program.
4. Completion of a graduate health assessment course with a grade of "B" or higher. Students with no graduate health assessment course may satisfy this requirement by enrolling in NUR 607.
5. Graduate GPA of 3.00 or higher.
6. Licensure as a registered nurse (RN) in good standing, and eligible for licensure in the State of Missouri.
7. Evidence of current liability insurance.
8. Evidence of current health insurance.
9. Admission interview
10. Evidence of immunization or vaccination for vaccine-preventable diseases.
11. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
12. Current infant, child and adult CPR certification.

13. Submit drug screening test and a criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as a registered nurse.

* Students who fail these checks or procedures will be subject to further review by the Department of Nursing Graduate Admission, Promotion and Graduation. This may result in dismissal from the MSN program.

Because of course constraints, only a limited number of students will be admitted to the Post-master's Nurse Educator Certificate Program. Complete applications are reviewed on an ongoing basis. Admission is on a space available basis. Students may pursue either part-time or full-time study; however, all course work in the Post-Master's Nurse Educator Certificate Program must be completed within 5 years.

ADDITIONAL REQUIREMENTS OF THE PROGRAM

Students will be required to initiate and pay for any security checks and drug screenings required for clinical agencies.

RETENTION REQUIREMENTS

1. After admission into the Post-Master's Family Nurse Educator Certificate Program, the students must achieve the following for retention in the program:
 - a. Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C". Receive a "pass" in all clinical evaluations.
 - b. No more than one course may be repeated.
 - c. Complete all requirements within five years after admission into the nurse educator role specialization.
 - d. Demonstrate acceptable levels of maturity and integrity, as well as behaviors and attitudes normally expected of professional nurses in advanced nursing roles.
 - e. Demonstrate acceptable professional progression in application of skills and knowledge in the area of role specialization.
 - f. Receive satisfactory final clinical evaluations.
 - g. Maintain current infant, child, and adult CPR certification, immunizations, negative tuberculosis status or evidence of appropriate follow-up, and nursing liability insurance.
 - h. Students must maintain an active RN license, in good standing, in the state or states in which the student does clinical or practicum experiences.

REQUIRED COURSES (12 hours)

NUR 680 Teaching/Learning for Healthcare Ed.	3 hrs
NUR 681 Nursing Education Practicum	2 hrs
NUR 682 Curriculum Design & Program Develop.	3 hrs
NUR 683 Nursing Education Practicum II	2 hrs
NUR 686 Issues in Healthcare Education	2 hrs

HEALTH CARE MANAGEMENT COURSES

HCM 504 Health Care Economics. 3(30) F. (Jointly listed as ECO 504). Prerequisite: ECO 165 or AGB 144. A basic study of the major economic issues facing the health care industry. Emphasis will be placed on the major elements of economic theory from a microeconomic perspective and how these theories are applied in the area of health care. May not be taken by students with credit in ECO 504.

NURSING COURSES

NUR 500 The Professional Role: Case Management. 3(30) F, S. Prerequisite: Junior standing and permission of instructor. This course is designed to aid the student in understanding and knowing how to work within the changing health care system. The course will examine the complex factors that impact health care and its clients through a case management perspective. Models within this perspective will be explored. This course has a community experience component.

NUR 501 Gerontological Health Care. 3(30) F, S. Prerequisite: Junior standing and permission of instructor. This course will address health issues of older adults, including the normal biological and psychosocial aging process, common health problems, and access to and use of health services. It includes international models of aging and geriatric care. The focus is on healthy aging and adaptation to chronic health conditions. This course has a service learning experience.

NUR 502 Rural Health. 3(30) F, S. (Identical with SKW 502). Prerequisite: Junior standing and permission of instructor. This course offers a study of health care delivery in rural communities. It includes theoretical foundations, cultural considerations, and specific characteristics of rural environments and people. Local and international perspectives will be explored. This course has a service learning experience.

NUR 503 Transcultural Healthcare. 3(3-0) S. Prerequisite: permission of instructor. Exploration of health beliefs, values, and practices of other cultures. This is a short-term study away course and counts as an elective toward the BSN degree.

NUR 515 Healthcare Informatics. 3(30) F, S, Su. Integration of health, computer, and information sciences in managing information to support healthcare and research. Development of skills in managing information and using information systems relevant to healthcare.

NUR 565 (465) Advanced Human Pathophysiology. 3(30) F, S. Prerequisites: introductory biology course and physiology course or concurrent enrollment. Exploration of pathophysiology with focus on health care problems relevant to nursing.

NUR 596 Independent Study in Nursing. 1-6 F, S, Su. Prerequisite: permission of instructor. Special topics for individual students may be offered as specific topics of interest or as needs arise which are not covered by courses or content in the program. May be repeated for credit for a maximum of 6 credit hours as topics change.

NUR 597 Special Topics in Nursing. 1-3 F, S, Su. Prerequisites: permission of instructor. Special topics for groups of students may be offered as specific topics of interest or as needs arise which are not covered by courses or content in the program. May be repeated for credit for a maximum of 6 credit hours as topics change.

NUR 600 Epidemiology. 3(30) F. (Identical to PBH 620). This course is an introduction to the epidemiological methods and procedures utilized in the study of the origin, distribution, and control of disease. It will include the study of infectious and non-infectious disease etiology, including vector control, host defenses and resistance, and investigation of disease outbreaks. Students will learn to use basic epidemiological concepts and methods for program planning, evaluation, and research. Basic statistical measures used in the analysis of clinical and epidemiologic evaluations, including measures of disease frequency and measures of absolute and relative effects, will be covered. Students may not receive credit for both PBH 620 and NUR 600.

NUR 601 Nursing Science. 3(3-0) F. Prerequisites: NUR 515 or concurrent enrollment and departmental permission. This course is designed to address how nursing science has evolved and the state of the art of nursing science. Emphasis will be placed on analysis and critique of existing nursing models and theories.

NUR 607 Advanced Health Assessment And Health Promotion. 5(3-6) F, Su. Prerequisites: departmental permission. Exploration of advanced health assessment and health promotion strategies. Includes clinical and laboratory experiences of not less than 96 hrs.

NUR 611 Advanced Roles and Leadership in Nursing. 2(2-0) F. Prerequisite: departmental permission. Examination of advanced nursing roles with emphasis on role theory, leadership, and advanced competencies.

NUR 615 Primary Care of the Adult. 6(46) S. Prerequisites: admission to the family nurse practitioner track; NUR 607, NUR 611, NUR 661; NUR 665 or concurrent enrollment; or departmental permission. Emphasis on primary, secondary and tertiary prevention, as well as on diagnosis and management of health problems. Includes clinical experiences of not less than 96 hours.

NUR 620 Integrative Healthcare Concepts. 3(3-0) D. Exploration of integrated health care concepts and interventions used to promote health and well being of individuals, families and groups. Emphasis is placed on analysis and evaluation of theories and research which underlie patient education, family assessment and intervention, and selected non-invasive therapies. NUR 620 and NUR 420 may be taught concurrently. Students cannot receive credit for both NUR 420 and NUR 620.

NUR 621 Integrated Healthcare Practicum. 1(0-3) D. Prerequisite: Concurrent enrollment with NUR 620. Application of integrative health care concepts and interventions used to promote health and well being of individuals, families and groups in a clinical experience of a minimum of 48 hours.

NUR 625 Primary Care of Women. 4(2-6) F. Prerequisite: admission to the family nurse practitioner track, NUR 607, NUR 661 or concurrent enrollment, and departmental permission. Development of the family nurse practitioner's knowledge and skills with emphasis on women's health. Includes clinical experiences of not less than 96 hours.

NUR 628 Primary Care of Children and Adolescents. 4 (2-6) S, Su. Prerequisite: admission to the family nurse practitioner track, NUR 607, NUR 661 or concurrent enrollment, and departmental permission. Content and practicum in primary care of children and adolescents.

Includes clinical experiences of not less than 96 hours.

NUR 661 Advanced Pharmacotherapeutics. 3(3-0) F. (Identical to PAS 681). Prerequisite: completion of PAS 680, or RN or permission. In-depth analysis of pharmacotherapeutics and the application of drugs for the diagnosis, prevention and treatment of disease. Emphasis will be placed on the rational use of drugs in the care and treatment of pediatric, adult and geriatric patients in primary care settings. Will include discussion of treatment guidelines, indications, contraindications, prescription writing, drug law, drug information resources and case studies. Students cannot receive credit for both PAS 681 and NUR 681.

NUR 665 Applications of Advanced Pathophysiology. 1(0-2) F, S. Prerequisite: NUR 565 or concurrent enrollment, or department permission. Clinical application of advanced pathophysiology for advanced nursing roles.

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NUR 672 Advanced Research Methods in Nursing. 3(3-0) S.

Prerequisite: admission to the graduate program in nursing; graduate statistics, and NUR 601. Critical analysis of the research role, the research process, and research ethics within a nursing framework. Application of learned principles will result in the development of a research proposal.

NUR 680 Teaching/Learning for Health Care Educators. 3(3-0) F, S.

Prerequisite: admission to the graduate program in nursing or departmental permission. Designed to examine works of major learning theorists and to investigate research related to teaching methods and learning. Identification of teaching/learning strategies used in health care education and practice.

NUR 681 Nursing Education Practicum I. 2(0-6) F. Prerequisite:

admission to the graduate nursing program, NUR 680 or concurrent enrollment. Clinical experience in a nurse educator role in a basic nursing education program. Application of educational theories and principles in a clinical teaching setting. Includes clinical experiences of not less than 96 hours.

NUR 682 Curriculum Design and Program Development. 3(3-0) F, S.

Prerequisite: NUR 680 or departmental permission. Basic components and processes of curriculum development. Various perspectives of curriculum design will be discussed. Curriculums for formal educational programs, staff development, and continuing education will be compared.

NUR 683 Nursing Education Practicum II. 2(0-6) F, S. Prerequisite:

NUR 682 or concurrent enrollment, or departmental permission. Clinical experience in a nurse educator role in a health care or community setting with emphasis on application of educational theories and principles. Includes clinical experiences of not less than 96 hours.

NUR 686 Issues in Healthcare Education. 2(2-0) D. Prerequisite:

departmental permission. Exploration of current issues in academic and healthcare education. Issues occurring in the university, community college, acute care, and community education settings will be included.

NUR 688 Health Policies and Issues. 3(3-0) F, S. Prerequisite: NUR

672, or departmental permission. Exploration of current issues in health care, such as access to health care, reimbursement, health care reform, case management, and health policy development. Health care trends related to special populations and ethical issues will be emphasized.

NUR 690 Family Nurse Practitioner Advanced Practicum. 5 (0-15) F,

S, Su. Prerequisite: NUR 672 and all family nurse practitioner role specialization courses, or departmental permission. Development of the role of a family nurse practitioner in a supervised setting. Includes clinical experiences not less than 240 hours.

NUR 697 Non-thesis Project. 1-3 F, S, Su. Prerequisite: NUR 672 or

concurrent enrollment and permission of project advisor. Active participation in the ongoing research and/or nursing evaluation activities of nursing faculty. Culminates in a presentation of an extensive scholarly paper. Must repeat for a minimum of 3 credit hours.

NUR 698 Research. 1-6 F, S. Prerequisite: permission of research advisor. Application of the research process in the supervised study of a selected problem. May be repeated for a maximum of 6 hours.

NUR 699 Thesis. 1-6 F, S, Su. Prerequisite: NUR 672 or concurrent

enrollment and permission of research advisor. Demonstration of the capacity for research and independent thought culminating in a thesis. Must repeat for a minimum of 6 credit hours.

PUBLIC HEALTH COURSES

PBH 620 (HLH) Epidemiology. (Identical to NUR 600). 3(3-0) F,S.

An introduction to the epidemiological methods and procedures utilized in the study of the origin, distribution, and control of disease. It will include the study of infectious and non-infectious disease etiology, including vector control, host defenses and resistance, and investigation of disease outbreak. Students will learn to use basic epidemiological concepts and methods for program planning, evaluation, and research. Basic statistical measures used in the analysis of clinical and epidemiologic evaluations, including measures of disease frequency and measures of absolute and relative effects, will be covered. Students may not receive credit for HLH 620 and NUR 600.

PBH 645 (HLH) Environmental Health. 3(3-0) F,S. This course will investigate and examine the relationships of environmental health problems to human health. Students will survey the major environmental issues facing developed and developing countries. Topics include water supply, air and noise pollution, sewage treatment and waste disposal, pest and pesticides, toxic waste, energy alternatives, food and drug quality assurance, population control, and environmental disease control.

PBH 656 (HLH) Introduction to Public Health. 3(30) F,S. This course will provide a general introduction to Public Health. It will discuss the history of Public Health; international, federal, state, and local agencies; voluntary health agencies; professional health organizations; the legislative process as it relates to Public Health, environmental health, health promotion, basic Public Health statistics and an introduction to Epidemiology.

PBH 658 (HLH) Contemporary Issues in Public Health. 3(3-0) F. In-depth consideration of pertinent issues, trends, controversy, and current research in Public Health.

PBH 672 (HLH) Toxicology and Hazardous Materials. 3(3-0) F. A study of toxic substances and their effects in the environment on din living organisms. This course also includes a study of safety methods for identifying, monitoring, handling, processing, containing, storing, and disposing hazardous and toxic substances in the environment and workplace. Students are encouraged to have had courses in physiology, biochemistry and/or pharmacology.

PBH 675 (HLH) Principles and Skills of Public Health

Administration. 3(3-0) S. This course is designed to provide a comprehensive overview of the administrative, managerial and organizational practices of health professionals in a variety of settings. Opportunities for the development and application of administrative competencies in health education/health care settings will be provided.

PBH 678 (HLH) Chronic Disease Epidemiology. 3(3-0) S. This course examines problems and methods used in studying chronic diseases.

Focus will be on the collection and interpretation of chronic disease data, and application of epidemiological and statistical principles pertaining to cancer, cardiovascular diseases, cerebrovascular diseases, chronic lung diseases, diabetes, musculoskeletal diseases, neurologic disorders and other chronic diseases.

PBH 685 (HLH) Seminar in Public Health. 1-3 D. Prerequisite: permission of Graduate Coordinator. Variable topics course. The study, analysis, and discussion of timely issues in public health. May be repeated for credit if topic is different.

PBH 688 (HLH) Public Health Practicum. 1 D. The Public Health Practicum is required of all students enrolled in the Professional Option of the MPH program. It will involve developing, implementing and establishing a public health intervention that includes, reflects, and integrates public health principles, theory and practice as identified in the Master's in Public Health curriculum. All required courses must be completed in order to be eligible. Project selection must be approved by the course instructor.

PBH 690 (HLH) Independent Study in Public Health. 1-3 D.

Prerequisite: permission of instructor and department head. The Independent Study in Public Health is a carefully planned experience which allows the advanced student to investigate a clearly defined problem that will enhance their academic preparation. May be repeated for credit.

PBH 698 (HLH) Public Health Field Experience. 1-6, D. Prerequisite: completion of 36 credit hours in the degree program. The final culminating experience for all students is the field experience. The required field experience provides experience in program development, community relations, public education, and research. Possible sites include: official health agencies, voluntary health agencies, or community social agencies. Selection is dependent on the students' backgrounds and career expectations. Students may choose to spend their entire time in one agency, or, for shorter periods, in 2 or more agencies. All required courses must be completed in order to be eligible. The field experience can be done during the fall, spring, or summer and can be no less than 400 hours. All field experiences must be approved by the internship coordinator to ensure the site acceptability.

DEPARTMENT OF PHYSICAL THERAPY

Akinniran Oladehin, Department Head

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GRADUATE FACULTY

Professor: Akinniran Oladehin
Associate Professor: Sean C. Newton, Barbara Susan Robinson, Scott W. Wallentine
Assistant Professor: Patricia A. Cahoj, Jeanne L. Cook, James M. Hackney
Adjunct Clinical Faculty: Richard Maas, Rebecca McNight, Terry Winkler

DOCTOR OF PHYSICAL THERAPY

Scott W. Wallentine, Admissions Coordinator
 Physical Therapy Bldg, Room 204
 Phone (417) 836-4514; SWallentine@missouristate.edu

PROGRAM DESCRIPTION

The curriculum in Physical Therapy focuses on the academic and clinical foundations necessary for a career in physical therapy. Program graduates are prepared to examine patients with impairments, functional limitations, and disabilities (or other health-related conditions) in order to determine a diagnosis and prognosis relevant to physical therapy. They will be able to design, implement, and modify therapeutic interventions to produce changes in their patients' conditions. Graduates will be prepared to offer a variety of additional services including: (1) prevention, wellness and health promotion; (2) consultation with patients, clients, and other health care professionals; (3) screening to identify individuals at risk, or in need of, physical therapy; (4) educating patients, the general public, local, state, and federal health agencies, and other health care professionals; (5) clinical and basic science research; and (6) administration including direction and supervision of support personnel.

The DPT prepares graduates to practice in a variety of settings such as hospitals, homes, private physical therapy practices, skilled nursing facilities, schools, corporate and industrial health centers, athletic training facilities, fitness centers, sports injury treatment centers, and education or research centers.

PROGRAM ACCREDITATION

Missouri State University's Physical Therapy Graduate Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

ADMISSION REQUIREMENTS

Minimum Requirements

1. A baccalaureate degree from an accredited college or university. The undergraduate major may be in any field, but students must have completed the prerequisites (or their equivalents) listed below under "prerequisite courses".
2. A minimum overall GPA of 3.00 on a 4.00 scale.
3. Submission of general Graduate Record Examination (GRE) scores (no minimum score but scores among students are compared).
4. A letter of application that represents an accurate autobiographical sketch that is no longer than three pages.
5. A letter of recommendation from the "Pre-professional Advisor" at institution where majority of science courses were taken.
6. Completion of all other requirements for admission to graduate study at Missouri State University.
7. Ability to meet the technical standards of the program in order to successfully undertake the course of study (available upon request from the program).
8. A complete application packet (including application form with the letter, transcript(s), and GRE scores) must be received by November 15. Classes begin in August of each year.

PREREQUISITE COURSES

Below is the minimum number of required hours listed by discipline. The course numbers after each discipline indicate those courses offered at Missouri State University that fulfill that prerequisite. Students must complete the courses listed below, or their equivalents, in order to satisfy the prerequisite. If you have questions regarding the prerequisites, contact the department at 417-836-6179. Courses listed below are offered at Missouri State University.

English: 6 hrs. English (Comp I and II)
Mathematics: 3 hrs. Must include one course in college algebra (MTH 135) or higher
Statistics: 3 hrs. MTH 340 or MTH 545 or ECO 308 or QBA 237 or PSY 200 or SOC 302 or BIO 550
College Physics: 8 hrs. PHY 123 and PHY 124
Chemistry: 8 hrs. CHM 160, CHM 170 or CHM 200
Psychology: 6 hrs. One course should cover basic psychology, one should include abnormal psychology, PSY 121, PSY 304
General Biology: 8 hrs. BIO 121 and 122 or BMS 110 and 230
Human or Vertebrate Anatomy: 4 hrs. BMS 307
Human or Vertebrate Physiology: 4 hrs. BMS 308

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RECOMMENDED, BUT NOT REQUIRED, COURSES (examples given)

Spanish: SPN 101
Computer Applications for business: CIS 201
Personal Financial Planning: FGB 381
Management: MGT 286
Introduction to Biochemistry: CHM 350
Interpersonal Communications: COM 205
Behavior Management and Change: PSY 508
Cellular Biology: BIO 320
Biomedical Sci: BMS 240, 260, 363, 563, 450, 467, 585
Communication Sciences and Disorders: CSD 201
Philosophy: PHI 105, 343, 513
Psychology of Childhood: PSY 331
Human Growth and Development: PSY 603
Social Work: SWK 212

REQUIRED OBSERVATION EXPERIENCE

Verifiable observation experience in at least two (2) different areas of physical therapy specialties.

INTERVIEW

Admission into the Physical Therapy program is highly competitive and the number of students who can be admitted each year is limited. Therefore, completion of all prerequisites and other requirements does not assure acceptance into the program. Competitive applicants will be invited for an interview as part of the admission process.

PHYSICAL THERAPY PROGRAM

The Physical Therapy program enforces high academic standards and ethical behaviors. To remain in the program, students must earn a "C" or better in all academic courses or a pass when pass/not pass grading is used. A student who earns a "D" or "F" in any academic course in the curriculum, or receives more than 9 semester hours of "C" will be dismissed from the program. A student who earns a failing mark in a clinical internship must repeat the internship or complete a remedial project that satisfies his or her clinical supervisor and/or the program's Director of Clinical Education and the Department Head.

The curriculum is designed sequentially so that courses must be taken in the order and at the time scheduled for each admitted class (cohort group). Any exceptions to the cohort progression requirement must stem from unavoidable and extreme personal circumstances, and must be approved by the Program Director.

HEALTH ISSUES

Physical Therapy students will be required to complete a physical examination including a TB skin test or chest X-ray. In addition, rubella, Hepatitis B, and other vaccinations are required. Physical therapy students must have the capacity for performance of the technical functions and tasks required of a physical therapist.

The American Physical Therapy Association has a Professional Code of Ethical Conduct. All physical therapy students will adhere to this Code and respect the rights and dignity of all individuals.

There are additional policies and procedures for physical therapy students that are explained in our *Handbook for Physical Therapy Students* at Missouri State University. Each student gets this handbook during orientation for first year students.

Some academic programs in the health related areas will require students to pass a background security check and a drug screening. These programmatic screening policies are a result of health organizations' requirements for placement at their clinical sites. Students will be financially responsible for the background security check, drug screening, and housing/transportation costs during clinical internships. Please see academic program requirements, applications materials and admission standards for specific detailed information. Students who do not pass the appropriate screenings may not be able to complete the program or practice professionally.

DEGREE REQUIREMENTS

133 hrs

1. Students must successfully complete the 133 hours of the physical therapy curriculum. These courses are listed below. The courses must be taken in the order and at the time scheduled for each admitted class (cohort group).
2. **Research.** Students must complete and present a graduate level research paper, which is part of the requirement in PTE 780.
3. **Comprehensive Examination.** Students must pass a comprehensive examination, which is implemented in the curriculum as computer competency testing.

COURSE ROTATION SCHEDULE

Fall, Semester 1

PTE 607	Medical Human Anatomy	6 hrs
PTE 610	Introduction to Physical Therapy	3 hrs
PTE 611	Professional Issues I	2 hrs
PTE 612	Biomechanics and Kinesiology	5 hrs
PTE 613	Human Development & the Life Cycle	1 hr
PTE 614	Imaging Analysis in Physical Therapy Practice	2 hrs

Spring, Semester 2

PTE 620	Neuroanatomy- Neuroscience	4 hrs
PTE 621	Professional Issues II	2 hrs
PTE 622	Physical Agents & Mech. Modalities	2 hrs
PTE 623	Patient Management: Musculoskeletal I	4 hrs
BMS 652	Medical Physiology	3 hrs
PTE 685	Histology & Tissue Biology	2 hrs

Summer, Semester 3

PTE 630	Motor Control/Motor Learning	3 hrs
PTE 631	Pathophysiology/Differential Diagnosis I	3 hrs
PTE 632	Electrotherapeutic Modalities & Clinical Electrophysiology	2 hrs
PTE 633	Patient Management: Musculoskeletal II	4 hrs
PTE 637	Clinical Internship I	4 hrs

Fall, Semester 4

PTE 641	Pathophysiology/Differential Diagnosis II	3 hrs
PTE 643	Patient Management: Neurological I	4 hrs
PTE 647	Clinical Internship II	6 hrs
PTE 650	Research & Outcome Analysis	2 hrs
PTE 662	Medical Pharmacology	2 hrs
PTE 664	Patient Management: Exercise Physiology, Nutrition, and Wellness	3 hrs

Spring, Semester 5

PTE 640	Research Methods & Design	2 hrs
PTE 644	Patient Management: Cardiovascular & Pulmonary Problems	3 hrs
PTE 653	Patient Management: Neurological II	4 hrs
PTE 656	Patient Management: Integumentary	1 hr
PTE 657	Clinical Internship III	6 hrs
Electives		1-2 hrs

Summer, Semester 6

PTE 660	Management of Research Projects	2 hrs
PTE 661	Cont. Issues in Prof. Practice	2 hrs
PTE 665	The Physical Therapist as Educator	1 hr
PTE 667	Health Care Systems and the Physical Therapist	1 hr
Electives		1-2 hrs

Fall, Semester 7

PTE 771	PT Management & Administration	3 hrs
PTE 772	Orthotics, Prosthetics, & Assistive Tech	3 hrs
PTE 773	Patient Management: Advanced Differential Diagnosis	4 hrs
PTE 777	Clinical Internship IV	8 hrs
Electives		1-2 hrs

Spring, Semester 8

PTE 780	Research & Outcome Analysis: Completion & Presentation	2 hrs
PTE 783	Patient Management: Critical Integration and Analysis II	1 hr
PTE 787	Clinical Internship V	8 hrs
PTE 788	Clinical Internship VI	6 hrs

PHYSICAL THERAPY COURSES

PTE 607 Medical Human Anatomy. (Identical with BMS 607). 6(310) F. Prerequisite: admission to the PT program or permission. This course offers an in-depth coverage of basic, applied, and clinical aspects of gross anatomy. Students observe, discuss, teach, learn, and dissect all body systems in detail. This course incorporates traditional didactic lectures, discussions, laboratory dissection, students teaching students in laboratory teaching sessions, and assignments that rely on critical thinking. Students make oral presentations and use the library and other sources of information (such as the Internet and our computer laboratory) to learn and teach applied gross anatomy.

PTE 610 Introduction to Physical Therapy. 3(2-4) F. Prerequisite: admission to the PT program. This course is closely integrated with *Professional Issues I*. It provides an overview of physical therapy, including the history of physical therapy and the APTA, and the physical therapist's professional responsibilities. This information is combined with the acquisition of skills and knowledge necessary to be successful in managing patients. The topics that are discussed in *Professional Issues I*, e.g., *Standards of Practice for Physical Therapy*, *Guidelines for Physical Therapy Documentation*, and *Guidelines for Professional Conduct* are "transformed" into practical skills that are necessary to professionally interact with patients. Hence this course combines these concepts with the skills necessary to provide patient care. These skills include the assessment of vital signs basic measurement techniques, examination of the body, ensuring patient safety, infection control, using proper body mechanics, using appropriate transfers, gait training, basic documentation, and patient and family education.

PTE 611 Professional Issues I. 2(13) F. Prerequisite: admission to the PT program. This course provides an overview of physical therapy and the physical therapist's professional responsibilities. Information regarding the *Standards of Practice for Physical Therapy*, the *Guidelines for Physical Therapy Documentation*, and the *Guide for Professional Conduct* are essential components of this course. This course focuses on the psychological and social aspects of communication in health care and providing care and services to patients. This includes patient's rights, the psychological impact of illness, social considerations such as gender, race, culture and ethnicity. These concepts are integrated using case studies of various patient-therapist situations. Students begin to develop an individual Clinical Internship Plan with specific goals and objectives and select a clinical site for Clinical Internship I & II.

PTE 612 Biomechanics and Kinesiology. 5(4-3) F. Prerequisite: admission to the PT program. This course provides the basis for understanding human movement. This encompasses functional anatomy, forces applied to, and by, the body, and the mechanics of human movement, including its quantitative assessment. Angular and linear kinetics and kinematics are studied and applied to patient management. Interactions among the skeletal, muscular, and neural systems of the body are emphasized as they relate to understanding normal and abnormal human movement.

PTE 613 Human Development and the Life Cycle. 1(10) F. Prerequisite: admission to the PT program or permission. This course describes major features of embryology, maturation of the fetus, changes that occur during pregnancy, childbirth, the neonatal period, childhood, adolescence, adulthood and aging. The course stresses an integrated approach to understanding all of these periods of life as a cycle of events, each with its unique challenges to the health care professional.

PTE 614 Imaging Analysis in Physical Therapy Practice. 2(2-1) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course emphasizes the analysis and interpretation of diagnostic images of patients with a variety of impairments or dysfunctions of the musculoskeletal, cardiopulmonary, nervous, and circulatory systems as they apply to contemporary physical therapy practice. Various imaging techniques will be incorporated into case studies which will be used to emphasize incorporation of image findings into the process of patient management.

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PTE 620 Neuroanatomy - Neuroscience. 4(3-1) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course describes the gross anatomy and applied function of the central and peripheral nervous system. Normal anatomy and function is compared and contrasted with abnormal anatomy and function due to disease or injury.

PTE 621 Professional Issues II. 2(0-4) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on employment settings, legal issues regarding Physical Therapist Assistants, the structure of the American Physical Therapy Association, regulations, policies, practice acts, federal legislation, and direct access to patients. Additionally, this course focuses on the legal aspects of professional life including basic elements of contract law, criminal law, educational law, employment law, insurance law, and business law. Students continue to develop an individual Clinical Internship Plan with specific goals, objectives and select clinical sites for Clinical Internship III & IV.

PTE 622 Physical Agents and Mechanical Modalities. 2(2-2) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course describes thermal modalities (diathermy, therapeutic heat and cold, therapeutic ultrasound, low-power lasers, ultraviolet therapy) and mechanical modalities (spinal traction, intermittent compression devices, continuous passive movement devices, therapeutic soft tissue mobilization, and massage). The underlying scientific principles and clinical uses of physical agents and mechanical modalities are described.

PTE 623 Patient Management: Musculoskeletal I. 4(2-6) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course emphasizes the management of patients suffering from musculo-skeletal dysfunctions of the appendicular skeleton. Case studies are used to emphasize the process of patient management, i.e., examination, assessment, diagnosis, prognosis, treatment, analysis of functional outcomes, and re-assessment. The joints of the limbs are the central themes around which the cases are built. General and specific examination and treatment techniques are included, stressing the integration of knowledge and skills. Treatment techniques include (but are not limited to) the use of soft tissue mobilization, myofascial release, therapeutic exercise, and basic joint mobilization.

PTE 630 Motor Control/Motor Learning. 3(22) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course builds on, and extends, the information covered in Neuroanatomy-Neuroscience I. It focuses on motor control systems and on the structure and function of the major components of the brain. The content is presented so that neurological lesions are understood based on an understanding of anatomical location and function. Case studies are used to introduce clinical reasoning based on fundamental knowledge in neuroanatomy and neuroscience.

PTE 631 Pathophysiology/Differential Diagnosis I 3(22) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course covers pathological conditions and their implications for Physical Therapists. All major systems of the body are studied. The pathophysiological portion of the course integrates the know-ledge acquired in physiology with abnormal physiology caused by pathology. Case studies are used to integrate concepts in patient management related to pathology and pathophysiology.

PTE 632 Electrotherapeutic Modalities and Clinical Electrophysiology. 2(2-5) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course describes electrotherapeutic modalities and clinical electrophysiologic testing. In addition, the underlying scientific principles, and clinical uses and application of electrotherapeutic modalities and clinical electrophysiologic testing are incorporated. Major topics in this course include: electrical stimulation of muscle, electrical stimulation to control posture and movement (FES/NMES), electrical stimulation to control pain, electrical stimulation to promote tissue healing, iontophoresis, electroneuromyography, EMG, NCV and biofeedback.

PTE 633 Patient Management: Musculoskeletal II. 4(3-6) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course builds on the knowledge and skills acquired in *Patient Management: Musculoskeletal I*. It focuses on management of the axial skeleton and all of the joints associated therewith. Sophisticated examination and manual mobilization techniques are covered in detail.

PTE 637 Clinical Internship I. 4 Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Provides an introduction to the clinical education component of the MPT curriculum, as well as a four week, full-time clinical internship. Learning styles will be discussed, as well as how clinically-based learning may differ from classroom or laboratory experiences. Students will continue to develop their clinical internship plan and specific goals and objectives for this Internship. Students will complete a case study or present an "in-service" while on the four-week internship, write a short, reflective paper, and meet the requirements established by the Program and the clinical facility.

PTE 640 Research Methods and Design. 2(12) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course examines the importance of research, the methods used to conduct research of various types, and the models that are available for designing appropriate research projects. Quantitative and qualitative research is covered in detail, as well as the use of functional outcome measurements to improve patient care and document treatment efficiency and effectiveness.

PTE 641 Pathophysiology/Differential Diagnosis II. 3(23) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on internal medicine from the perspective of implications for physical therapists. A significant component of the course will focus on signs and symptoms, disease recognition, associated surgical procedures, and on the affects of disease with regard to producing functional limitations and disabilities. This course covers muscular, skeletal, neurological, cardiovascular, pulmonary, hematologic, gastrointestinal, renal, urological, hepatic, and endocrine diseases. Case studies are incorporated to emphasize patient management. Common medical instrumentation used in skilled patient management, the basic medical procedures associated with this instrumentation, and the application of this information to patient management in physical therapy is integrated where appropriate.

PTE 643 Patient Management: Neurological I. 4(26) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Course covers neurological disabilities that primarily affect infants, children, and adolescents. Case studies and laboratory experiences are used to emphasize the process of patient management, i.e., examination, assessment, diagnosis, prognosis, treatment, analysis of functional outcomes, and re-assessment. General and specific examination and treatment techniques are included stressing the integration of know-ledge and skills. Treatment approaches include theoretical models, and task-oriented models. Therapeutic exercise, modalities, and other treatment skills are presented and included in case studies. Functional outcome measures are incorporated, as well as patient management in the home.

PTE 644 Patient Management: Cardiovascular and Pulmonary Problems. 3(23) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course presents an overview of cardiac, vascular, and pulmonary physical therapy. It integrates foundational information such as anatomy, physiology, exercise physiology, embryology, histology, pharmacology, pathology, and patho-physiology into a meaningful basis on which patient management strategies are based. This course introduces the student to cardiovascular and pulmonary assessments, interventions, and outcome analyses. The course includes information specific to pediatric, adolescent, adult, and geriatric patients.

PTE 647 Clinical Internship II. 6 F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course provides for continuing development of clinical skills in the form of a four-week, full-time clinical internship. Students will continue to develop their clinical internship plan and specific goals and objectives for Clinical Internship II. Students will complete a case study or present an “in-service” while on the four-week internship write a short, reflective paper, and meet the requirements established by the program and the clinical facility.

PTE 650 Research and Outcome Analysis. 2(2-0) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on the management of data generated by research and outcome analyses. It will fully integrate the use of statistical methods, understanding the results of applying these methods, and making inferences or conclusions based upon the data analysis. It also addresses the larger scope of disseminating this information, professional responsibility to the public to generate meaningful data, and methods of critically analyzing results and conclusions drawn by others. In the latter portion of the course, students identify their research interests, choose or are assigned a research advisor and write a research project proposal.

PTE 653 Patient Management: Neurological II. 4(33) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course covers neurological disabilities across the life span, but emphasizes adult neurological disabilities. Case studies and laboratory experiences are used to emphasize the process of patient management, i.e., examination, assessment, diagnosis, prognosis, treatment, analysis of functional outcomes, and re-assessment. General and specific examination and treatment techniques are included stressing the integration of knowledge and skills. Treatment approaches include theoretical models, and task-oriented models. Therapeutic exercise, modalities, and other treatment methods are presented and included in case studies. The use of functional outcome measures is discussed as well as the management of patient in the home.

PTE 654 Patient Management: Special Considerations Across the Life Span. 2(13) D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on pediatric and geriatric physical therapy and on the unique considerations that arise in these patients. The processes involved in development are compared and contrasted with the degenerative processes that occur during aging. The specific assessment and treatment methods unique to each population are studied. Additional correlations are presented in cognitive abilities, communication, dependence on others, etc. Family-centered interventions and family education in the home are compared and contrasted in both populations.

PTE 656 Patient Management: Integumentary. 1(1-0) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. The course builds on the basic information provided in *Histology and Tissue Biology*, and is correlated with information provided in *Pathophysiology/ Differential Diagnosis I, Neuroanatomy-Neuroscience, Physical Agents, Mechanical Modalities, and Electrotherapeutic Modalities and Clinical Electrophysiology*. Specific topics that are discussed include (but are not limited to) the prevention of skin disorders, management of burns and other open wounds, and the use of specific modalities to facilitate wound repair.

PTE 657 Clinical Internship III. 6 S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course provides for clinical practice of developing skills in the form of a six week, full-time clinical internship. Students will continue to develop their clinical internship plan and specific goals and objectives for Clinical Internship III. Students will complete a “case study” or present an “in-service” while on the six-week internship, write a short, reflective paper, and meet the requirements established by the Program and the clinical facility.

PTE 660 Management of Research Projects. 2(13) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course builds upon all prior research courses in the curriculum and focuses on each student’s project. Students secure Institutional Review Board approval, begin their research project, and move quickly into data collection and analysis. Important issues in research are reinforced. Students work closely with their advisor(s) during this course.

PTE 661 Contemporary Issues in Professional Practice: 2(13) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on some of the more specialized areas of physical therapy. This includes diseases, conditions, or practice areas such as women’s health, osteoporosis, pelvic floor dysfunction, pregnancy, sports medicine, chronic pain, management of persons with AIDS and HIV infection, lymphedema, selected problems in human behavior, ergonomics, and industrial health and physical therapy. Alternative and holistic therapies are discussed, as well as their relationship and integration with patient rehabilitation.

PTE 662 Medical Pharmacology. 2(13) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on medical pharmacology, particularly those aspects that significantly impact the practice of Physical Therapy. Specific topics include drugs that affect the autonomic nervous system, the cardio-vascular system, the central nervous system, and the endocrine system. In addition, anti-inflammatory, antiviral, antibacterial, and chemotherapeutic drugs are discussed. Case studies augment clinical information and emphasize patient management.

PTE 664 Patient Management: Exercise Physiology, Nutrition, and Wellness. 3(23) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course describes the effects of physical activity on human performance across the life span. The effects of exercise (or lack thereof) are considered for each system in the body. Strategies for improving physical performance in a variety of settings are considered, as well as fundamental principles of good health in relation to exercise.

PTE 665 The Physical Therapist as Educator. 1(1-0) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course focuses on educational theories and methodology relevant to the physical therapist in a variety of physical therapy settings. These topics are discussed in the context of promoting optimal health, preventing injury and illness, and promoting wellness.

Upon completion of this course, the student will be able to utilize educational concepts and theories in the design, implementation, and evaluation of learning experiences used in the education of the community, industry, patients, families, students, colleagues, and self.

PTE 667 Health Care Systems and the Physical Therapist. 1(1-0) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course is an introduction to the various health care delivery systems in the United States, and provides a synopsis of health care systems found in countries other than the United States.

This course allows students to explore the provision of physical therapy services within the constraints of the existing health care systems, and to identify community needs, and resources.

PTE 685 Histology and Tissue Biology (identical with BMS 685). 2 (12) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Course emphasizes the structure and basic function of all the major tissues and cell types in the human body. Includes normal cell and tissue morphology and the adaptations that occur as a result of various stimuli both normal and abnormal.

PTE 700 Advanced Topics in Geriatrics. 1-2 D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Students gain insight into physical therapy related to the elderly population, their special needs and physiological changes, living environments, resources, etc. For an additional credit hour of this course, students are encouraged to develop further knowledge, skills, etc. with the elderly population. Based upon student interest and instructor approval, students may pursue additional in-depth study in areas such as (but not limited to): education, skill development, service-learning, investigation, psychomotor skills, psychosocial issues, healthcare system, reimbursement, etc. related to geriatrics.

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PTE 701 Vestibular Rehabilitation. 1-2 D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course describes the anatomy and physiology of the vestibular system and an overview of various pathologies associated with patient complaints of vertigo, dizziness, and balance disorders. Principles of examination, evaluation, assessment, and rehabilitation of the patient with impairment of the vestibular system and/or impaired balance are described and performed.

PTE 702 Advanced Regional Anatomy I. 1-2 D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein including PTE 607, PTE 613 and PTE 685 and/or permission. This course offers an in-depth coverage of basic, applied, and clinical aspects of gross anatomy. The student selects from the following regions that include head and neck, upper extremity, trunk or lower extremity. Students observe, discuss, teach, learn and dissect selected body systems in detail. This course may incorporate traditional didactic lectures, problem based discussions, laboratory dissection with assignments that rely on critical thinking. Students relate anatomical structure to functional relations and correlate structure with clinical assessment and treatments. Students make oral presentations and use the library and other sources of information (such as the Internet and our computer laboratory) to learn.

PTE 703 Advanced Topics in Musculoskeletal Physical Therapy. 1-2 D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course emphasized the management of patients suffering from musculoskeletal dysfunction focusing on differential diagnosis and advanced manual examination and treatment techniques. Case studies are used to emphasize the process of patient management, i.e., examination, assessment, diagnosis, prognosis, treatment, analysis of functional outcomes, and re-assessment. Students will choose to focus on pt management of musculoskeletal dysfunction relating to any one of the following regions during their course of study: the upper extremity, the pelvis and lower extremity, or, the spine and sacroiliac joint. Specific, focuses examination and treatment techniques are included stressing the integration of knowledge, skills and evidence based practice. Treatment techniques include the use of advanced methods of soft tissue mobilization, neural flossing, myofascial release, prescription and dosage of therapeutic exercise, and joint mobilization.

PTE 704 Advanced Topics in Pediatrics. 1-2 D. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course is designed to allow a student to select a focus area to develop either their knowledge (cognitive), performance (psychomotor) or behavior and communication (affective skills at an advanced level in the area of physical therapy for children. Selection of a primary area does not restrict complementing that area with a second or third area. Focus on knowledge (cognitive) acquisition, implies that student will develop advanced knowledge about one or more health conditions. Health conditions will generally fall in one of the four Practice Patterns (Musculoskeletal, Cardiopulmonary, Neuromuscular, or Integumentary) as defined by the *Guide to Physical Therapy Practice*. Focus on performance (psychomotor) implies the student will develop advanced clinical skills via working with one or more clients and families in a supervised arrangement. Clinical performance will include patient documentation and didactic evidence of acting as a “scientific practitioner”. Focus on behavior and communication (affective) implies the student will explore intrinsic or extrinsic factors, (e.g. intrinsic psycho-social factors or extrinsic family, community or other environmental factors), which prevent or facilitate achievement of a positive outcome for the client and family. This will be accomplished through library of field work. The course will involve readings and projects individually contracted between the faculty and the student.

PTE 771 Physical Therapy Management and Administration. 3(22) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course covers theory and practical applications in managing yourself, other people, groups of people, subdivisions of organizations, and businesses. Within this framework, administration is discussed and examined as it pertains to a variety of settings in physical therapy. Health care economics is covered, as well as the economics of starting and managing a business in physical therapy. Marketing is discussed from several perspectives.

PTE 772 Orthotics, Prosthetics, and Assistive Technologies. 3(23) Su. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Covers limb amputations, orthotic and prosthetic devices, and splints. The use of orthoses, prostheses, and splints is fully integrated into principles of patient management. Advanced wheelchair prescriptions are discussed, as well as advanced technologies (computer technologies, etc.) that are useful in rehabilitation including occupational and industrial therapies and devices.

PTE 773 Patient Management: Advanced Differential Diagnosis. 4(26) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. Focuses on managing patients using a “life-long” conceptual basis. It stresses the importance of being proactive in resolving complex issues, particularly those that impact patients for a lifetime. Critical thinking is an integral part of this course. Cost effectiveness, efficiency, long-term planning, and using the best adaptive equipment for the long-term are emphasized. The elements of patient/client management as described in *The Guide to Physical Therapist Practice* are used to guide the clinical decision making process. Integral to this course will be the use of case-based learning modules.

PTE 777 Clinical Internship IV. 8 F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course provides a continued clinical practice of skills in the form of an eight-week, full-time clinical internship. Students will continue to develop their global clinical internship plan, while writing specific goals and objectives for Clinical Internship IV. Students will complete a case study or present an “in-service” while on the eight-week internship, write a short, reflective paper, and meet the requirements established by the Program and the clinical facility. Graded Pass/Not pass only.

PTE 780 Research and Outcome Analysis: Completion and Presentations. 2(04) F. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course is the culmination of the student’s research work during the physical therapy program. Each student will present a research project to the faculty and peers for evaluation. The student’s advisor and/or advisory committee will evaluate the student’s research or outcome analysis paper. The paper must be written using the guidelines for publication described in the *Physical Therapy Journal*. The paper’s quality must be similar to those that are published in the *Physical Therapy Journal*.

PTE 783 Patient Management: Critical Integration and Analysis. 1(1-0) S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course follows PTE 773 that stressed the use of case-based learning modules. This course focuses on managing patients using a “life-long” conceptual basis. It stresses the importance of being proactive in resolving complex issues, particularly those that impact patients for a lifetime. Critical thinking is an integral part of this course. Cost effectiveness, efficiency, long-term planning, and using the best adaptive equipment for the long-term are emphasized. The elements of patient/client management as described in *The Guide to Physical Therapist Practice* are used to guide the clinical decision-making process. The course will culminate with student teaching seminars that students have prepared while on Clinical Internship IV and V. These seminars are complex case-studies presented to student peers and faculty.

PTE 787 Clinical Internship V. 8 S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course provides clinical practice in the form of an eight-week, full-time clinical internship. Students will continue to develop their global clinical internship plan, while writing specific goals and objectives for both Clinical Internship V and VI. Students will complete a case study or present an “in-service” while on the eight-week internship, write a short, reflective paper, and meet the requirements established by the Program and the clinical faculty.

PTE 788 Clinical Internship VI. 6 S. Prerequisite: enrollment in the PT program and successful completion of all prior course work therein. This course provides clinical practice in the form of an six-week, full-time clinical internship. Students must meet the requirements established by the program and the clinical faculty. After completion of Clinical Internship VI and upon their return to campus, student will enter a period of in-depth self-analysis and reflection concerning Clinical Internship VI and the entire clinical experience.

DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

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Instructor: Nancy M. Dion

Adjunct Faculty: Brian C. Aston, Brent A. Bartgis, Traci Bilyeu-Reinbold, Samuel A. Crow, II, John C. Davis, Jeffrey S. Del Vechhio, Amanda J. Dinsmore, Jose M. Dominquez, Ambur Economu, Evan E. Fusco, Sharon Giboney, Christine H. Gosch, Bernard A. Griesemer, Doyle B. Hill, Thomas A. Hopkins, Roger E. Huckfeldt, Timothy L. Jones, Janet Jordan, Mary Beth Kurz, Gregogry J. Kutter, Stephanie M. Lewis, Thomas C. Lewis, John James Lorette, Jr., Brian L. Mahaffey, Ted McMurry, Fred G. McQueary, J. Randolph Mullins, Mark D. Newport, Michael S. North, Angela S. Oloman, Megan E. Riley, John J. Schmid, Charles W. Sheppard, J. Barry D. Spoon, Robert W. Steele, Daryl T. Steen, Christopher Stein, Martin S. Tyson, Edward G. Wieggers, Alice T. Williams, Andy J. Wright

MASTER OF SCIENCE, PHYSICIAN ASSISTANT STUDIES

Roberto Canales, Associate Program Director and Admissions Coordinator

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PROFESSIONAL DESCRIPTION

Physician assistants are health professionals prepared to practice medicine with physician supervision. Physician assistants are qualified by graduation from an accredited physician assistant educational program and/or by certification by the National Commission on the Certification of Physician Assistants. Within the physician/PA relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services. The clinical role of physician assistants includes primary and specialty care in medical and surgical practice settings in rural and urban areas. Physician assistant practice is centered on patient care and may include educational, research and administrative roles.

PROGRAM DESCRIPTION

The Master of Science in Physician Assistant Studies is a graduate, entry-level, professional study designed to prepare highly competent practitioners to practice primary care medicine in the context of team-delivered care in a rapidly evolving health care arena. The program is 24 months (six semesters) duration and is divided into didactic (12 months) and clinical phases (12 months). Enrollment is on a continuous, full-time basis only. The curriculum is based on the *Accreditation Standards for Physician Assistant Education* and incorporates the principles of scientific inquiry, self-directed study, critical analysis, and problem solving. Due to the rigorous nature of the curriculum, students should not expect to be employed during their enrollment.

PROGRAM ACCREDITATION

The Missouri State University Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Accreditation is a process of external peer review to assure standards of excellence and quality are met and maintained. Graduation from an accredited PA program is a requirement to practice as a PA in the United States and to sit for the National Commission on Certification of Physician Assistants (NCCPA) certifying examination.

ADMISSION REQUIREMENTS

1. Possess baccalaureate degree from a regionally accredited institution in the United States prior to entering the program.
2. Applicants must have an overall grade point average (GPA) of at least 2.75 (as determined by CASPA) on a 4.00 scale, or 2.75 on a 4.00 scale for the last 60 hours of course work is required.
3. Complete all pre-professional prerequisite courses by the end of the fall semester before the program begins (*pre-professional* prerequisite courses listed below). All prerequisite courses must be completed at a regionally accredited institution
4. Complete the Graduate Record Examination General Test within the past 5 years.
5. Meet all requirements for admission to graduate study at Missouri State University. Graduate College admission and degree requirements are detailed under the Graduate College policies in this catalog.
6. Present evidence of completion of the Basic Life Support for Health Professionals course approved by the American Heart Association. The certificate must be valid for one year after the beginning of the program.

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7. Meet technical standards of the program in order to successfully undertake the course of study. These standards are available upon request from the program. Matriculating students must also demonstrate evidence of good physical health and have up-to-date immunizations (MMR, tetanus, and a complete Hepatitis B series, including a titer demonstrating immunity), and a PPD (Plus chest x-ray for PPD+ individuals).
8. The Missouri State University Physician Assistant Program participates in the Central Application Service for Physician Assistants (CASPA). Applications will be available after May 1 for individuals interested in applying for the class beginning in January. Apply online at <http://www.caspaonline.org>. The deadline for applications to CASPA is August 1. The CASPA web site provides additional information about the initial application requirements and fees.
9. Competitive applicants will be invited to interview with members of the program's admission committee.
10. Applicants who are *accepted* to the program will be required to submit an application to the Graduate College and pay the \$30.00 application fee.
11. Matriculated students must enroll on a full-time basis and progress through the program with their class.
12. All students are required to carry professional liability insurance throughout the program. This insurance is available through the American Academy of Physician Assistants.
13. All students must also carry health (including hospitalization) insurance throughout the entire program. A comprehensive student group health and accident insurance policy is available through Missouri State University.
14. Students will be required to initiate and pay for any security checks and drug screening required by clinical agencies, for application to take the Physician Assistant National Certifying Exam (PANCE), and when applying for professional licensure.
15. Apply for criminal record check and receive response that the applicant has not been convicted of any crime pursuant to Section 660.317 RSMo or other disqualifications that would prohibit licensure as a physician assistant.

SELECTION FACTORS

Admission into the Physician Assistant Studies Program is highly competitive. A maximum of twenty-four students will be selected to enroll in the program each January. While applicants must complete all prerequisite requirements to be considered for a position in the class, completion of all admission requirements does not assure acceptance into the program. In making class selections, the admissions committee will consider the following characteristics of competitive applicants:

- academic potential to successfully complete the program
- understanding and commitment to the role of the physician assistant
- personal maturity
- motivation
- interpersonal skills
- quality and duration of health care experience
- capacity for performance of the technical functions and
- tasks required of the physician assistant

PREPROFESSIONAL PREREQUISITE COURSES

Minimum Semester Hours **

- 1. Life sciences** **12 hrs minimum**
 - a. Must include 2 courses (8 semester hours total) in anatomy and physiology at the pre-med level or for science majors including lab.
 - b. Must include a course in microbiology (3 semester hours minimum), preferably including a lab component.
 - c. Other appropriate courses may include cell biology, cell physiology, embryology, endocrinology, genetics, histology, virology, immunology, molecular biology, neurobiology, bacteriology, and epidemiology.
- 2. Chemistry** **12 hrs minimum**
 - a. Must include the complete sequence (2-3 semesters) of general chemistry at the pre-med level or for science majors including lab.
 - b. A course in organic chemistry or biochemistry is also required (a survey course is acceptable).
- 3. Statistics** **3 hrs**

4. Social Science 6 hrs minimum

- a. Must include a course in general or introductory psychology
- b. Additional courses may include: developmental psychology, abnormal psychology, sociology, health care ethics, or death and dying, etc.

- ** Contact department for additional information.
- ** A grade of “C” or higher must be earned in each of the courses. A minimum GPA of 2.75 (as calculated by CASPA) is required).
- ** CLEP examination or advanced placement credit may not be used to meet any of the above requirements, unless a comparable number of credits in advanced courses in the discipline have been completed.
- ** Due to the rapid evolution of the basic sciences, preference may be given to applicants who have completed their pre-professional prerequisite courses during five years prior to applying to the program, particularly those with strong science work.
- ** Additional chemistry, biology and social science courses (listed above) beyond the minimum will strengthen the application.

**RECOMMENDED PREREQUISITES/
PROFICIENCIES**

- 1. Candidate for admission to the PA program should “shadow” a practicing PA for at least 28 hours.
- 2. Completion of the recommended 2000 hours of direct patient care experience.
- 3. A course in medical terminology is strongly recommended for applicants who are not health professionals or for any applicant not confident of their ability in this area. Self-study courses are appropriate.
- 4. Proficiency in basic computer skills (word-processing, spreadsheets, databases, Internet searches, E-mail) is expected of all entering students as the curriculum will incorporate the use of computer technology. Additionally, all students in the program will be expected to have computer access to the Internet available at home.

RETENTION DURING THE PROGRAM

The PA program holds high academic and ethical standards. A student must attain a grade point average of at least 3.00 on all graduate work. A grade of “C” or above (or “pass” for courses graded “pass/not pass”) represents acceptable professional work for the PA program, however a student earning more than nine semester hours of “C” or lower becomes ineligible for graduate study. No course with a grade below “C” may be applied toward a graduate degree. Any grade below a “C” in any given course, didactic or clinical, is not acceptable and may be grounds for dismissal from the PA program for academic reasons, subject to faculty discretion. If a student earning a grade below a “C” is retained in the program, the student will be required to

complete remedial work prescribed by the faculty; this may result in the students delayed graduation. Students must also meet any requirements for individual clinical preceptorship sites.

Admission to the PA program and acceptable grades represent the minimum criteria necessary for successful completion of the PA program. The PA program faculty constitutes the Promotions Committee which meets at the end of the didactic year to determine if students will be advanced to the clinical phase of training. While grades are important, the decision to promote a student is based on the composite picture of the ability of the student to perform satisfactorily in the clinical phase of training. If a student has failed to demonstrate an attitude of professionalism (as detailed in the didactic year policy manual) or if the committee does not believe that student is prepared to assume patient care responsibilities, a student may be dismissed from the program. Similarly, at the end of the clinical year, the Promotions Committee will make a determination about a student’s readiness to graduate based on academic performance and professional growth and development.

DEGREE REQUIREMENTS

All students must complete the required 83 semester hours of the curriculum (42 didactic and 41 clinical) in the prescribed sequence for each admitted class (cohort). Any exceptions to the cohort progression must stem from unavoidable and extreme personal circumstances, and must be approved by the program director.

1. Academic Advisor - Upon matriculation, each student will be assigned to a departmental academic advisor, who along with the program’s didactic and clinical coordinators, will supervise a student’s progression through the program.

2. Didactic year courses:

Spring - 15 credit hours

PAS 617	Med. Human Anatomy & Radiology	6 hrs
BMS 652	Medical Physiology	3 hrs
PAS 653	Molecular Pathophysiology	1 hr
PAS 665	Clinical Assessment I	3 hrs
PAS 669	Behavioral Medicine	1 hr
PAS 675	Principles of Clinical Problem Solving	1 hr

Summer - 10 credit hours

PAS 685	Clinical Medicine I	4 hrs
PAS 680	Pharmacotherapeutics I	1 hr
PAS 666	Clinical Assessment II	3 hrs
PAS 670	Professional Issues Seminar	1 hr
PAS 683	Clinical Practicum	1 hr

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Fall - 17 credit hours

PAS 686	Clinical Medicine II	6 hrs
PAS 681	Advanced Pharmacotherapeutics	3 hrs
PAS 687	Lab. Medicine & Clinical Procedures	1 hr
PAS 688	EKG & ACLS	2 hrs
PAS 676	Clinical Problem Solving Seminar	1 hr
PAS 677	Intro to Rsrch & Clinic. Epidemiology	3 hrs
PAS 684	Clinical Practicum II	1 hr

- 3. Clinical year courses.** The clinical year consists of 8 six-week clinical preceptorship experiences (PAS 690) for 4-5 credit hours. Students are required to complete the following required clinical preceptorships:

Family practice-primary care*	12 weeks
General surgery	6 weeks
Internal Medicine	6 weeks
Emergency Medicine	6 weeks
Obstetrics and Gynecology/Women's Health	6 weeks
Pediatrics	6 weeks
Elective	6 weeks

* Consists of 2 separate 6-week preceptorships that will likely be at different sites to insure a variety of clinical experiences.

In addition, students are required to document patient learning experiences in the field of Psychiatry/ Behavioral Medicine that occur during other preceptorships.

Note: All students must complete at least one primary care preceptorship (family practice, internal medicine, or pediatrics) in a rural setting. Students may be required to relocate for some preceptorship rotations. Normally, the travel, housing, and other expenses incurred in relocation are at the student's expense. Additionally, students will register for PAS 697 Clinical Practice Issues Seminar (1 hour) each semester throughout the clinical year for a total of three credits.

- 4. Clinical year research requirement.** All students will register for PAS 698 Clinical Research Project (2 hours) during the final semester of their clinical year. This project will consist of an in-depth study of a clinical problem of interest, which culminates in a scholarly paper and formal presentation.

PHYSICIAN ASSISTANT STUDIES COURSES

PAS 617 Medical Human Anatomy and Radiology. 6(311) S. (Identical to BMS 617). Prerequisite: admission to the MS in PAS or permission. Regional study of the human body. Course will include lecture and laboratory activities including cadaver dissection, study of anatomic models, computer images, X-ray, CAT scan, and MRI and ultrasound imaging.

PAS 653 Molecular Pathophysiology. 1(02) S. Prerequisite: admission to the MS in PAS. Introduction to the genetic, immunologic and microbiologic mechanisms of health and disease.

PAS 665 Clinical Assessment I. 3(22) S. Prerequisite: admission to the MS in PAS. The first of a 2-semester course sequence. Introduction to effective communication and interviewing skills, techniques of physical examination utilizing a systematic anatomical approach and the recording and presentation of clinical information. Format will include lecture, hands-on laboratory exercises, small group presentations, limited patient contact and written and practical examinations.

PAS 666 Clinical Assessment II. 3(22) Su. Prerequisite: admission to the MS in PAS. A continuation of Clinical Assessment I. Emphasis will be on continued development of interviewing and physical examination skills, recognizing and interpreting abnormal physical findings, developing problem lists and differential diagnoses, and refining the recording and presenting of patient evaluation data. In addition, students will learn advanced assessment techniques and perform written and practical skills examinations that incorporate the objective structured clinical exam (OSCE).

PAS 669 Behavioral Medicine. 1(02) S. Prerequisite: admission to the MS in PAS. A biopsychosocial systems approach to the individual, family and community within the health care delivery system that includes issues germane to public health and rural medicine. A variety of topics such as growth and development, human sexuality, health promotion and disease prevention, health education, patient compliance, cultural diversity, substance abuse, family violence, child abuse and rural health issues are examined.

PAS 670 Professional Issues Seminar. 1(02) Su. Prerequisite: admission to the MS in PAS. Seminar format for discussion of professional and legal issues relevant to the physician assistant profession. Includes topics such as the history of the profession, health care systems, professional organizations, national certification, Missouri licensure, prescriptive privileges, and clinical ethics.

PAS 675 Principles of Clinical Problem Solving. 1(02) S. Prerequisite: admission to the MS in PAS or permission. Introduction to critical thinking skills and problem solving techniques. Incorporates problem based learning format where small groups of students under the supervision of a group leader explore the various facets of "real-life" clinical case scenarios.

PAS 676 Clinical Problem Solving Seminar. 1(02) F. Prerequisite: admission to the MS in PAS. Advanced exercises in clinical problem solving. Commonly presenting clinical problems are utilized as a means to refine students' ability to choose appropriate steps to determine a definitive diagnosis/outcome.

PAS 677 Introduction to Research and Clinical Epidemiology. 3(30) F. Prerequisite: admission to the MS in PAS. Foundations of quantitative and qualitative research methodology related to the study of disease in populations. Includes issues related to study design, data collection, and methods of statistical analysis with a focus on application of these principles in the clinical setting. Will serve as the foundation for development of the clinical year research project.

PAS 680 Pharmacotherapeutics I. 1(10) Su. Prerequisite: admission to the MS in PAS. The first in a two-course sequence to introduce the principle of pharmacology and pharmacotherapeutics for the diagnosis, prevention and treatment of disease. Emphasis will be placed on the pharmacological, pharmacokinetics and pharmacodynamic properties of drugs and drug classes used in medical practice.

PAS 681 Advanced Pharmacotherapeutics. 3(30) F. (Identical to NUR 661). Prerequisite: completion of PAS 680, or RN or permission. In-depth analysis of pharmacotherapeutics and the application of drugs for the diagnosis, prevention and treatment of disease. Emphasis will be placed on the rational use of drugs in the care and treatment of pediatric, adult and geriatric patients in primary care settings. Will include discussion of treatment guidelines, indications, contraindications, prescription writing, drug law, drug information resources and case studies. Students cannot receive credit for both PAS 681 and NUR 681.

PAS 683 Clinical Practicum I. 1(04) Su. Prerequisite: admission to the MS in PAS and successful completion of didactic course work. A two-week clinical experience with a minimum of 64 hours patient care under the supervision of a physician preceptor. Emphasis will be on refining interviewing, physical examination, recording and written/oral presentation skills.

PAS 684 Clinical Practicum II. 1(04) F. Prerequisite: admission to the MS in PAS. Clinical practicum for students to gain additional experiences in evaluating medical patients. Students will be under the supervision of a physician preceptor one afternoon per week (for a minimum of 32 hours during the semester) to further refine their interview and physical exam skills, including formulation of a differential diagnosis and patient management plans and presentation skills. Didactic classroom experience will also be required.

PAS 685 Clinical Medicine I. 4(42) Su. Prerequisite: admission to the MS in PAS. The first in a two-semester course sequence. Introduction to clinical medicine through an organs systems approach that examines the pertinent anatomy, pathophysiology, diagnosis, treatment, follow-up, patient education, and prevention strategies for the various disease entities. Emphasis will be on problems frequently encountered in primary care settings. Includes lecture and discussion.

PAS 686 Clinical Medicine II. 6(62) F. Prerequisite: admission to the MS in PAS. A continuation of *Clinical Medicine I* that emphasizes the organs systems approach to examine the pertinent anatomy, pathophysiology, diagnosis, treatment, follow-up, patient education, and prevention strategies for the various disease entities. Emphasis will be on problems frequently encountered in primary care settings. Includes lecture and discussion.

PAS 687 Laboratory Medicine and Clinical Procedures. 1(03) F. Prerequisite: admission to the MS in PAS. "Hands-on" laboratory format class that introduces the student to skills needed to perform diagnostic and therapeutic procedures such as performing/interpreting basic laboratory tests, phlebotomy, casting and splinting, knot tying, suturing, intravenous line insertion, aseptic technique, catheterization, and other clinical skills.

PAS 688 EKG and ACLS. 2(04) F. Prerequisite: admission to the MS in PAS. A study of the principles and practical applications of electrocardiography for the physician assistant, followed by an Advanced Cardiac Life Support course. Lecture, lab, interactive CD, and "mock code" skills training.

PAS 690 Clinical Preceptorship. 4-5(040) S, Su, F. Prerequisite: admission to the MS in PAS and promotion from the didactic year. Consists of a six-week structured clinical experience under the supervision of a qualified preceptor that will introduce the student to the evaluation, diagnosis, treatment, monitoring, patient education, and referral of patients for the various clinical presentations within a specific discipline. The emphasis will be on problems encountered in primary care settings. Specific cognitive, skill, and attitudinal objectives are defined for each core clinical area including family practice/primary care, general surgery, psychiatry/behavioral medicine, internal medicine, emergency medicine, women's health, and pediatrics. May be repeated.

PAS 697 Clinical Practice Issues Seminar. 1(02) S, Su, F. Prerequisite: clinical year standing in the MS in PAS. Provides a forum for topics germane to the clinical practice setting and transition to professional practice. Topics of interest will cover areas such as managed health care, ethical decision-making, pharmacological management, resume preparation, job negotiation skills, the national certification examination, etc. May be repeated for a maximum of 3 hours. Graded pass/not pass.

PAS 698 Clinical Research Project. 2(02) F. Prerequisite: clinical year standing in the MS in PAS. In-depth study of a clinical problem of interest that culminates in a scholarly paper and formal presentation.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGY

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Assistant Professor: Ann D. Branstetter, Steve C. Capps, William P. Deal, Barbara S. Turpin

Lecturer: David F. Mrad

Emeritus Professor: Chris T. Bersted, Sylvia T. Buse, Paul J. Companik, James O. Davis, Franklin L. Hyde, J. Jeff Maloney, Frederick R. Maxwell, Jr., B. Richard Quinn, David W. Stockburger, Clifford I. Whipple

MASTER OF SCIENCE, PSYCHOLOGY

David Lutz, Program Director (Clinical Track)

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This program is designed to educate qualified students in sub-disciplines of psychology and includes extensive and necessary research training and internships.

The Industrial and Organizational program received full membership/certification from the Council of Applied Master's Programs in Psychology (CAMPP) in April 2005. Full membership indicates that the program complies with the general standards for education and training for applied master's programs.

ENTRANCE REQUIREMENTS

Acceptances will begin on March 1, but applications will be taken until June 1.

1. To be considered for admission to the program, a student must apply to both the Department of Psychology's graduate program and the Graduate College.
2. The Graduate College application and application fee, as well as the following materials, must be submitted to the Graduate College:
 - a. transcripts from all undergraduate and graduate institutions that the student has attended; and
 - b. GRE scores for both the general examination and the Advanced GRE (or Subject Test) in Psychology.
3. A separate application must be submitted with the following materials to the Graduate Admissions Committee of the Psychology Department before the application will be considered:
 - a. a formal application, including a statement of career goals and detailing experience in the community, research, or other relevant non-classroom activities; and
 - b. at least three (3) letters of recommendation (including at least two (2) from college-level teachers who are well acquainted with the student's academic achievements).
 - c. although not required, it is helpful if a copy of the student's GRE report and transcript (unofficial) are included with the materials sent to the Psychology Department. Unofficial materials sent to Psychology are not in place of those required by the Graduate College.
4. Admission to the program requires the following minimum criteria:
 - a. completion of a baccalaureate degree from a regionally accredited college or university;
 - b. cumulative GPA of 3.00 on a 4.00 scale in undergraduate and graduate work and 3.25 in the major field;
 - c. a 3.25 GPA in at least twenty (20) semester hrs or thirty (30) quarter hours of Psychology courses including courses in both statistics and research methods;
 - d. a combined score on the GRE (Quantitative plus Verbal) of at least 1000 with not less than 470 on either section;
 - e. a score on the Advanced GRE in Psychology of at least 550.

A student who does not meet all the above criteria, but who demonstrates outstanding potential, may be considered on the basis of individual merit by the Graduate Admissions Committee and accepted on probationary status.

ADDITIONAL PROGRAM REQUIREMENTS

Some academic programs in the health related areas will require students to pass a background security check and a drug screening. These programmatic screening policies are a result of health organizations’ requirements for placement at their clinical sites. Students will be financially responsible for the background security check and drug screening. Please see each academic program requirements, applications materials and admission standards for specific detailed information. Students who do not pass the appropriate screenings may not be able to complete the program or practice professionally.

PROGRAM DESCRIPTION

The M.S. Psychology degree program consists of three tracks: clinical, industrial/organizational, and experimental.

Clinical Track

The specific purpose of the clinical track is to develop in students the ability to make basic diagnostic decisions, administer psychological tests, and perform basic counseling. Graduates would be qualified to enter a variety of positions that require basic clinical skills but which do not require a licensed psychologist. Objectives of the clinical psychology Track include:

1. the development of skills in the administration of psychological tests, including intelligence and personality tests;
2. the development of basic skills in the diagnosis of psychological disorders;
3. the development of a knowledge of counseling theories and a practical understanding of the application of these theories;
4. the development of good communication skills, especially interviewing and report writing;
5. the skills and background in psychology to continue growth as a professional scientist/ practitioner.

Graduates of the clinical track will have completed all the *educational* requirements necessary for licensure as a professional counselor in the State of Missouri. In order to sit for licensure, students must complete an additional 3000 hour clinical experience (beyond the educational requirements) after graduation. Graduates of the clinical track are also well prepared to pursue doctoral studies in clinical psychology or a closely related field.

Industrial/Organizational (I/O) Track

Adopting a scientist-practitioner model, the Industrial/Organizational (I/O) track is designed to develop research skills and general knowledge of I/O content areas. The focus of the track is on the application of psychological research methods and principles in a variety of settings, including business, industry, government, and non-profit organizations. Students can select either an internship or thesis option. Objectives of the I/O track include:

1. development of research and statistical skills for job analysis, performance assessment, measurement of individual differences, program development and evaluation;
2. development of a knowledge base concerning important contextual influences on behavior, including social influences, work motivation, job design, organizational theory and training and development;
3. development of an understanding of the philosophical, ethical, and legal constraints on the practice of applied psychology;
4. development of communication and interpersonal competence necessary for successful functioning in organizations.

Experimental Track

The experimental track is designed to prepare students for doctoral studies. That is, it is for those students who wish to primarily pursue an academic/research career (to teach at the university level and to conduct basic or applied research in an effort to advance the science of behavior). Objectives of the experimental track include:

1. development of skills needed to design, conduct, analyze, and report research;
2. acquisition of a broad background in psychology (theory and measurement) as well as specialized knowledge in an area of interest, such as learning, memory, and cognition; attention and perception; physiological; development; ethological or quantitative psychology.

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DEGREE REQUIREMENTS

The program has been designed as a full-time, two-year (four semester) course of study. **The total number of credits required for graduation is 47 semester hours.** Because most required courses will not be offered nights or weekends, and the Practicum, Internship, Directed Research, and Thesis require time blocks available during the day, a student will be unable to complete all of the degree requirements on a part-time basis. The student must maintain a cumulative GPA of 3.25 or better, show satisfactory progress toward completion of degree requirements, and correct any unsatisfactory performances. If deficiencies are not removed during the succeeding semester, the student may be terminated from the program.

Students are expected to conform to the Ethical Principles and Code of Conduct of the American Psychological Association. All students will be evaluated periodically on performance in course work, development of research skills, and professional development. Performance of assistantship duties will also be evaluated if applicable.

The purpose of these periodic evaluations is to determine if the student's continuation in the program is warranted. Evaluation procedures are available in the departmental office.

1. Core requirements (Required for all tracks)

PSY 645 Stat. & Res. Design	3 hrs
PSY 650 Advanced Survey of Psychology	3 hrs
PSY 652 Research Methods	3 hrs
PSY 661 Ethical and Professional Issues	3 hrs
PSY 680 Social Psychology	3 hrs
PSY 696 Practicum	<u>6 hrs</u>
Total	21 hrs

2. Industrial/Organizational Track Requirements

Required Core Courses – see above	21 hrs
Required I/O Courses – see below	21 hrs
PSY 616 Personnel Psychology	3 hrs
PSY 618 Organizational Psychology	3 hrs
PSY 698/699 Intern/Thesis	6 hrs

Plus at least three (3) courses from the following list:

PSY 653 Program Evaluation	3 hrs
PSY 671 Occupational Health Psychology	3 hrs
PSY 672 Performance Assessment	3 hrs
PSY 673 Human Factors	3 hrs
PSY 674 Training and Development	3 hrs
PSY 676 Personnel Selection	3 hrs
PSY 678 Group Processes	3 hrs
PSY 679 Topics in I/O Psychology	3-9 hrs

Electives **minimum of 5 hrs**

Graduate courses chosen from the offerings of Psychology, Management, Communications and Mass Media, and other departments must be approved by the student's committee.

3. Clinical Track Course Requirements

Required Core Courses – see above	21 hrs
Required Clinical Courses – see below	18 hrs
PSY 620 Individualized Intelligence Test	3 hrs
PSY 660 Clinical Com Skills	3 hrs
PSY 665 Tech. of Indiv. Psychotherapy	3 hrs
PSY 664 Group Psychotherapy	3 hrs
PSY 666 Psychopathology	3 hrs
PSY 698 Internship OR	
PSY 699 Thesis	3 hrs

Electives **8 hrs**

Depending upon the student's career objectives, courses will be selected from the following: PSY 508 Behavior Modification & Change; PSY 640 Psych. Assessment; PSY 642 Practicum in Psych. Assessment; PSY 601 Symposium in Psych.; and COU 652 Career Development.

4. Experimental Track Course Requirements

Required Core Courses – see above	21 hrs
Required Experim. Track Courses – see below	18 hrs
PSY 699 Thesis	(6 hrs)

Plus 4 courses selected from the following: (12 hrs)

PSY 506 Perception	3 hrs
PSY 508 Behavior Management & Change	3 hrs
PSY 512 Personality Theory & Systems	3 hrs
PSY 519 Cognitive Development	3 hrs
PSY 521 Physiological Psychology	3 hrs
PSY 525 Motivation & Emotion	3 hrs
PSY 529 Psych. Tests & Measurements	3 hrs
PSY 534 Psychology of Infancy	3 hrs
PSY 601 Symposium in Psychology	3 hrs
PSY 603 Human Growth & Development	3 hrs
PSY 608 Learning, Memory & Cognition	3 hrs
PSY 651 Seminar in Methods of Research	3 hrs

Electives **8 hrs**

Under direction of the student's committee, 500- and 600-level courses from psychology and other departments may be used to complete the electives.

5. Comprehensive Examination. A written comprehensive examination must be passed by the candidate before a degree will be granted.

6. Description of culminating experiences.

Culminating experiences are crucial to the MS in Psychology program because these experiences are typically a major consideration in employment and in opportunities for doctoral study. Students must complete six hours of either PSY 698 (Internship) or PSY 699 (Thesis), or three hours for the Clinical track, before they earn their degrees.

Internships will be congruent with program goals and will be conducted in sites appropriate to the career goals of each student. For each credit hour, students must serve 60 hours at the internship agency. Evaluation of student performance will come from two sources: first, supervisors and caseworkers at the agency, and second, university faculty including the Graduate Program Coordinator and the director of the internship. Besides providing extensive, supervised fieldwork, the internship will allow students to integrate theoretical and research knowledge with specific aspects of the applied experience.

The primary purpose of the thesis is to allow the student to establish and demonstrate research competency. In the pursuit of this goal, students will learn the following:

1. How to identify an original and significant research problem;
2. How to conduct comprehensive background literature searches on the topic;
3. How to collect, analyze, and interpret data; and
4. How to communicate research results in a scientifically lucid fashion.

The written thesis followed by an oral defense will serve this function.

**MASTER OF SCIENCE IN EDUCATION,
SECONDARY EDUCATION: SOCIAL
SCIENCE AREA OF EMPHASIS**

Contact Dr. Jamaine Abidogun and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE SOCIAL SCIENCE REQUIREMENTS

A minimum of 24 undergraduate hours in Social Sciences.

SOCIAL SCIENCE REQUIREMENTS

A minimum of 15 hours from Economics, Geography, History, Political Science, Psychology, & Sociology.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	<u>6 hrs</u>
Total	15 hrs

PSYCHOLOGY COURSES

PSY 502 (402) Learning Theories. 3(3-0) F, S. Prerequisites: PSY 121 and 3 additional hours of psychology. An introduction to contemporary theories about learning and behavior, emphasizing the experimental basis of these phenomena.

PSY 505 Forensic Child Psychology. 3(3-0) D. Prerequisites: PSY 121. Explores the basics of forensic psychology with emphasis on factors that affect children, how these factors are assessed and how communities intervene to reduce both child crime and child victimization. The class will involve text analysis as well as analysis of primary source readings.

PSY 506 Perception. 3(3-0) F. Prerequisites: PSY 121 or 125, plus 3 additional hours of psychology. Nature of perception, concept formation, and role of language.

PSY 508 Behavior Management and Change. 3(3-0) F, S. Prerequisite: PSY 121 or 125. To investigate methods and theory for affecting desirable behavior change in schools, homes, and personal lives.

PSY 512 Personality Theory and Systems. 3(3-0) S. Prerequisites: PSY 121 or 125 and 304. Current theories of personality, research background, and historical development.

PSY 519 Cognitive Development. 3(3-0) F. Prerequisites: PSY 121 or 125, 331, and 3 additional hours of psychology. Study of cognitive development in children and adolescents. Topics to be included: perception, memory, visual imagery, problem solving, language development, cognitive style, social learning theory, information processing theory, and Piaget's theory. Applications in education, child rearing, and behavior management.

PSY 521 Physiological Psychology. 3(3-0) D. Prerequisites: PSY 121 or 125 and 3 additional hours of psychology. Physiological correlates underlying behavior, including sensory and response mechanisms and central nervous system.

PSY 525 Motivation and Emotions. 3(3-0) D. Prerequisites: PSY 121 or 125 and 3 additional hours of psychology. Psychological and physiological motives, needs, drives, and instinctual mechanism; emotional effects of these upon the organism.

PSY 527 Multivariate Statistical Methods for the Behavioral Sciences. 3(30) S. Prerequisite: Introductory Statistics (PSY 200, 611; ECO 308; QBA 237, MTH 340; SOC 302 or equivalent). A review of introductory statistics and investigation of research methods in behavioral sciences that require multivariate statistical models. This course takes an applied, orientation and emphasizes the use of statistical packages. Topics include: linear models, principal components analysis, discriminate analysis, multiple regression analysis, multiple regression with categorical variables, and multi-factor ANOVA.

PSY 529 Psychological Tests and Measurements. 3(30) F, S. Prerequisites: PSY 121 and PSY 200 or equivalent. Theory and techniques underlying measurement of human traits and abilities. Critical analysis of intellectual, achievement, interest, and personality tests including their development, application, and potential abuses.

PSY 533 Psychological Issues in Religion. 3(3-0) F. Prerequisites: PSY 121 and REL 100. Comprehensive overview of historical background, research methods, and contemporary issues involving behavior and religious beliefs. Psychological research in the areas of religious development and cognition will be included.

PSY 534 Psychology of Infancy. 3(3-0) S. Prerequisites: PSY 121 or 125 and PSY 331. Theory and research on the maturation and cognition of the human infant in the first two years, from a developmental psychometric perspective. General principles of the mental and motor assessment of the infant and interpretation will be emphasized through class demonstrations so that the student may understand the use of these procedures in interpreting development and research.

PSY 535 Discipline and Social Behavior in the Classroom. 3(3-0) D. Prerequisites: PSY 121 and PSY 360, 380, 385, or 390, or permission. Provides a psychological perspective of individual and social factors necessary to develop an effective eclectic approach to discipline and an understanding of social behavior in the classroom. Includes an emphasis on personal, social, and motivational development.

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PSY 550 Psychological Testing and Remedial Reading. 3(22) F, S. Prerequisite: permission of department head. Techniques and skills in utilizing psychological tests as they pertain to diagnosing reading disabilities and prediction of success in remedial programs. Students receive supervised practice in administration.

PSY 555 Developing Sport Team Leaders. 1(1-0) D. This e-course delivers leadership, team processes, and motivation principles to help coaches develop the leadership skills of sport team athletes. This course aligns sport program goals with educational goals by utilizing athletic settings to promote skills that student-athletes can apply on sport teams and in other group settings. Coaches will learn how to set specific leadership goals with team leader-athletes and will learn concrete and constructive ways to mentor leader-athletes. Coaches will use course principles to construct a plan for developing sport team leaders and for making "team leadership" a core team value.

PSY 556 Developing Sport Team Leaders Practicum. 2(2-0) D. Prerequisites: PSY 555 or concurrent enrollment in PSY 555 and PSY 556; and permission of instructor. Provides a 2-credit option for students to document the application of a leadership development plan on a sport team. This course reinforces the value of leadership and leadership development on teams with the broader values of educational institutions. Students taking PSY 556 must provide evidence that they have permission to implement a leadership development program on an organized sport team prior to enrolling in the class (hours the students spend with the team must exceed 90 hours).

PSY 565 Psychological Effects of Dementia. 4(2-3) F, S. Prerequisites: PSY 121, 365, or permission of Department Head. Description of dementias, with particular reference to Alzheimer's Disease and with emphasis on behavioral consequences for both patient and caregiver. Directed practicum.

PSY 597 Specialized Topics in Psychology. 3(3-0) D. Prerequisite: 9 hours of psychology or graduate status. Specialized investigation into selected topics in psychology. Graduate students will be required to complete an extra project to be determined by the instructor. May be repeated to a maximum of 9 hours if topic is different. Variable content course.

PSY 600 Problems in Psychology. 1-3 D. Prerequisite: permission of instructor. Individual investigation into a problem or problems of concern to the student and deemed of significance by the instructor. Written report required.

PSY 601 Symposium in Psychology. 1-3 F, S. Prerequisite: permission of instructor. Specific topics selected to introduce graduate students to research and theory. May be repeated for a maximum of 6 hours.

PSY 603 Human Growth and Development. 3(3-0) D. Depth investigation of growth and development during elementary school years. Experimental evidence and clinical evaluations used to supplement consideration of major theories of development.

PSY 605 Psychology of Adolescence. 3(3-0) D. Depth investigation of growth and development during the adolescent period. Experimental evidence and clinical evaluation used to supplement consideration of major theories of adolescence.

PSY 607 Psychology of the Adult. 3(3-0). Development of intellectual functions, personality, and social psychological processes across the adult life span will be emphasized. Normal as well as abnormal phenomena unique to young, middle-aged, and elderly adults will also be considered.

PSY 608 Learning, Memory, and Cognition. 3(3-0) F. Prerequisites: Graduate student status. Provides in-depth analyses of historical and current theories and associated research in higher mental cognitive processing. Primary emphasis is on normal human adult functioning, although associated topics such as cognitive development, learning dysfunctions and skill enhancement will be considered.

PSY 609 Psychological Evaluation of Pre-School Children. 3(3-0) D. Prerequisites: PSY 529 or COU 601, PSY 620, or permission of instructor. Program involving both theory and practice in psychological evaluation of pre-school children.

PSY 610 Psychology of Education. 3(3-0) F, S. Orientation to the use of psychology in education.

PSY 611 Introductory Statistics for Education and Psychology.

3(3-0) F, S. Statistical techniques used in education and psychology; overview of scaling techniques, sampling, descriptive techniques, inferential techniques (to include t and x²), and reliability and validity.

PSY 616 (540) Personnel Psychology. 3(3-0) D. Prerequisites: graduate standing or permission. A survey of the psychological principles, theory, and research related to personnel practices in organizations. Topics include job analysis, performance appraisal and criterion development, individual differences measurement, personnel selection, and reliability, validity, and utility analysis.

PSY 618 (515) Organizational Psychology. 3(3-0) D. Prerequisite: graduate standing or permission. A survey of the psychological principles, theory, and research related to behavior in organizations. Topics include work motivation, job satisfaction and performance, leadership and group processes, organizational design and development.

PSY 620 Individual Intelligence Testing. 3(2-2) F, S. Prerequisite: PSY 529 or COU 601. Analysis of Wechsler individual tests of intelligence for children and adults. Students receive supervised practice in administration, scoring, and interpretation of individual tests.

PSY 621 Individual Intelligence Testing II. 3(2-2). Prerequisites: PSY 529 or COU 601. Analysis of individual tests of intelligence; Stanford-Binet Fourth Edition and Kaufman Assessment Battery for Children. Students will receive supervised practice in administration, scoring, and interpretation.

PSY 630 Projective Techniques. 3(3-0) D. Prerequisites: PSY 529 or COU 601 and PSY 620. Introduction to theory of basic underlying projective methods.

PSY 640 Psychological Assessment. 3(3-0) F. Prerequisite: Graduate status in Psychology. Students of clinical psychology will be introduced to the process of psychological diagnosis. They will be expected to master the administration, scoring, and interpretation of individual instruments and become acquainted with the foundations and theory and research on which they rest. Also, the course will emphasize the differential applicability of tests and assessment techniques to a wide range of referral problems and the principles of clinical inference that may be used to interpret, integrate, and communicate diagnostic findings.

PSY 642 Practicum in Psychological Assessment. 3(1-4) D.

Prerequisites: PSY 640, PSY 650 and permission of the instructor.

Supervised experience in assessment, diagnoses and report-writing with clients at a community mental health facility. Site arrangements must be made by the Practicum Coordinator during the preceding semester. Consists of a one-hour seminar on campus and four hours at the practicum site each week. May be repeated and a minimum grade of B must be maintained.

PSY 645 Statistics and Research Design. 3(3-0). Prerequisites: Introductory Statistics (PSY 200, PSY 611, ECO 308, CIS 237, MTH 340, SOC 302, or equivalent). Use of the Analysis of Variance (ANOVA) Models and Multivariate Analysis in the design and analysis of psychological experiments.

PSY 650 Advanced Survey of Psychology. 3(3-0), F. Reinforce breadth of knowledge of psychology in the areas of biological bases of behavior, sensation and perception, memory, cognition, motivation, developmental and social psychology.

PSY 651 Seminar in Methods of Research. 3(3-0) D. Prerequisites: PSY 610 and 611. Investigation of research methods employed in education and psychology.

PSY 652 Research Methods. 3(3-0) S. Provides an understanding of the research methods employed in experimental and applied settings. Includes ethical considerations.

PSY 653 Program Evaluation. 3(3-0). Prerequisites: Statistics and Research Design (PSY 651 or equivalent). The application of research methods to the evaluation of programs and planned change interventions in organizations.

PSY 659 Teaching of Psychology. 1(1-0) F, S. Prerequisites: acceptance into the graduate program. Must be taken prior to or concurrent with first teaching of any regular or laboratory section of any course. Preparation for teaching college courses, includes development of personal philosophies of teaching; suggestions for active student learning; maintaining student motivation; preparing assignments, projects, in-class presentations, and exams; grading; and classroom management. Designed to help graduate students prepare for their first independent college teaching experiences.

PSY 660 Clinical Communication Skills. 3(3-0) F. Prerequisites: admission to Psychology MS program or permission. Introduction to the nature of the helping process with emphasis on strategies of behavior change, interpersonal communication, and development of basic helping skills.

PSY 661 Ethical and Professional Issues. 3(3-0) F. Prerequisites: admission to Psychology MS program or permission of instructor. An exploration of ethical issues, including values, professional responsibilities, and professional ethics codes. Issues are explored both from ethical and legal perspectives. Current professional issues, such as changing modes of assessment and intervention, are examined.

PSY 664 Group Psychotherapy. 3(3-0). Prerequisite: Graduate standing and permission of the instructor. An extensive analysis of the factors contributing to the development and maintenance of therapeutic groups in a variety of settings. The prevention and education uses of small groups and small group processes will be included.

PSY 665 Techniques of Individual Psychotherapy. 3(3-0) S. Prerequisite: Graduate status in Psychology. In-depth investigation of major strategies of psychotherapy and their efficacy. Emphasis on theoretical bases and critical analysis of comparative research.

PSY 666 Psychopathology. 3(3-0). Prerequisite: Graduate standing or permission of the instructor. Focus is on the differential diagnosis of behavior disorders, the appropriate use of the multi-axial approach of DSM-IV, and current research.

PSY 667 Behavior Disorders of Childhood. 3(30). Prerequisite: PSY 666 or permission of instructor. Course focuses on assessment and treatment of common childhood behavior disorders. The course emphasizes 1) the study of biological, behavioral, cognitive, and systemic variables in the development of childhood behavior disorders; 2) training in multiaxial diagnostic assessment; and 3) interventions.

PSY 668 Personality and Social Development. 3(3-0). Prerequisite: Graduate standing. A survey of the major theoretical and practical issues in the study of social development and personality. The course will focus on application of personality to universal human concerns.

PSY 671 Occupational Health Psychology. 3(3-0) S. Prerequisite: PSY 618 or permission of the instructor. An in-depth consideration of the psychological principles, theory, research, applications and problems associated with occupational stress, safety and health. Topics include the personal, organizational, work related, and social antecedents to stress, as well as the short-term and long-term responses to stress.

PSY 672 Performance Assessment. 3(3-0) D. Prerequisite: PSY 616 and 645 or permission. An in-depth consideration of theory, research, applications and problems of performance assessment in organizations. Topics include criterion development and validation, models of effectiveness, performance appraisal, methods and sources of evaluation, performance feedback, team performance measurement, and biases in assessment.

PSY 673 Human Factors. 3(3-0) S. Prerequisites: PSY 651. Provides an introduction to human factors engineering (ergonomics) primarily in the workplace. Involves emphasis on analyzing job requirements, human capabilities, human-machine interactions, and safety.

PSY 674 Training and Development. 3(3-0) D. Prerequisite: PSY 616 and 618, or permission of instructor. An in-depth consideration of theory, research, applications, and problems in the design, conduct and evaluation of training programs in organizational settings. Topics include needs assessment, theories of learning and motivation, transfer of training, and evaluation of training processes and outcomes.

PSY 676 Personnel Selection, Placement and Classification. 3(3-0) D. Prerequisite: PSY 616 and 645, or permission of instructor. In-depth consideration of the theory, research, applications, and problems in matching of individual needs, preferences, skills and abilities with the needs and preferences of organizations. Topics include job analysis, theories of human performance, test development and use, alternative selection techniques, EEO law, criterion development, and validation of selection decisions.

PSY 678 Group Processes. 3(3-0) D. Prerequisite: PSY 618 or permission. An in-depth consideration of the theory, research, applications, and problems in group processes in organizations. Topics include models and typologies of group performance, group decision making, group social influence and ecology, leadership, and team staffing and development.

PSY 679 (615) Topics in Industrial/Organizational Psychology. 3(3-0) D. Prerequisites: PSY 616 and 618 or permission. Advanced study of selected topics in I/O psychology. Course requirements include extensive readings and a paper. May be repeated for different topics for a maximum of 9 hours.

PSY 680 Social Psychology. 3(3-0) S. Advanced study of interactions and social cognition, including attitude change, person perception, and group dynamics.

PSY 696 Practicum. 1-6, F, S. Prerequisites: acceptance into the graduate program and permission of the department head. Offers an opportunity for the graduate student to gain additional training through field experiences in research, clinical or organizational settings. Such experiences need not be confined to the campus. Section titles will vary. Variable content course. May be repeated for a maximum of six hours.

PSY 697 Directed Research. 1-6, F, S. Prerequisites: acceptance into the graduate program and permission of the Department Head. Offers an opportunity for the graduate student to gain additional training through guided research. Such research need not be confined to the campus. May be repeated for a maximum of six hours.

PSY 698 Internship. 1-6, F, S. Prerequisites: PSY 696 and permission. Supervised fieldwork in a professional psychology setting. Includes a seminar paper as a requirement.

PSY 699 Thesis. 1-6 D. Prerequisite: permission of Coordinator of Psychology Graduate Program. Independent research and study leading to the completion of the thesis.

GERONTOLOGY COURSES

GER 597 Special Topics in Gerontology. 1-3 D. Prerequisite: completion of 90 hours and 12 hours of Gerontology or permission of instructor. In-depth inquiry into selected interdisciplinary topics of contemporary interest in gerontology. May be repeated to a total of 6 hours when topic changes. Variable content course.

MISSOURI STATE UNIVERSITY

SCHOOL OF SOCIAL WORK

Susan C. Dollar, Director

Professional Building, Room 200

Phone (417) 836-6967; Fax (417) 836-7688

<http://www.missouristate.edu/swk/>

SusanDollar@missouristate.edu

GRADUATE FACULTY

Professors: Joan C. McClennen, Gregory J. Skibinski

Associate Professors: Susan C. Dollar, Mary Ann Jennings, Anne B. Summers

Assistant Professors: Darryl R. Haslam, Frank G. Kauffman

Clinical Instructor: A. Renee White

Per-Course Instructors: Angela Conover, Scott Dunn, Kimberly I. Fielding, Roy Crocker, Barbara Hicks, Thressa Key, Marlin Martin, Beverly A. Long, Cynthia Lungstrum, Allison O'Dell, Tressa Moyle, John Steinberg, Ben Spurlock, Lisa A. Street, Stephanie Thesis, Dwayne R. Walker,

Cynthia Weaver, Joan Wilson, James B. Wirth

Emeritus Professor: John T. Pardeck, Lola Butler

MASTER OF SOCIAL WORK (MSW)

MSW Coordinator, Springfield

Darryl R. Haslam, 209 Professional Building
417-836-4259; DHaslam@missouristate.edu

MSW Coordinator, Joplin

A. Renee White; 417-625-3188;
ReneeWhite@missouristate.edu

PROGRAM DESCRIPTION

The MSW program (fully accredited by the Council on Social Work Education) prepares students for advanced social work practice in an area of family health concentration. The student acquires the professional foundation of social work knowledge, values, and skills directed toward an area of concentration, which is family health. Goals of the MSW program include the following.

1. Provide foundation curriculum built upon the liberal arts that emphasizes a generalist perspective in family health and practice with individuals, families, groups, organizations and communities.
2. Prepare graduates committed to appreciating and accepting diversity among various groups of people.
3. Provide the social work profession with graduates who are able to skillfully respond to social problems, social change initiatives and differing service delivery systems that affect family health.

4. Infuse and affirm the values, ethics purpose and goals of the social work profession throughout the educational curriculum.
5. To prepare advanced social work practitioners who understand and accept the responsibility to become and remain proficient in professional practice through lifelong acquisition of knowledge and skills.

The School of Social Work offers the MSW program in two formats: the advanced standing and the regular programs. Both the advanced standing and the regular programs are offered in full- and part-time sequences. The first alternative, the advanced standing program is designed for students who have a baccalaureate degree in social work from a Council on Social Work Education accredited program and who meet the other advanced standing program admission requirements. The advanced standing program can be completed with 37 credit hours (full-time in three semesters or part-time in five semesters). The PT and FT Advanced standing students begin their studies during the summer semester.

The second alternative is designed for students who do not have a baccalaureate degree in social work from a program accredited by the Council on Social Work Education, or who do not meet the other admission requirements for the advanced standing program. The regular program requires 62 credit hours to earn the MSW degree. The student can complete the program in two years (full-time program) or four years (part-time). Students accepted for admission into the regular MSW program will begin their studies in the fall semester.

The School of Social Work offers Full-time and Part-time Advanced Standing and Regular Programs on both campus sites: Joplin and Springfield.

MASTER OF SOCIAL WORK ADMISSION OBJECTIVES

Admission to the Master of Social Work program is competitive. All students meeting the minimum standards will be considered for admission. However, merely meeting these standards does not guarantee admission. Only those students showing the greatest promise for a career in social work will be admitted to the program.

The MSW program is committed to providing equal educational opportunities to all students regardless of their economic or social status, race, color, gender, sexual orientation, political orientation, disability, age, veterans' status, or marital or parental status. In addition to this commitment, the admissions process will take into account previous employment or significant volunteer experience in the human services, the student's statement of purpose, letters of reference, and other information relevant to the admission decision.

The MSW program has three levels of admission.

- 1. Full Admission:** Full admission to the School of Social Work MSW program may be granted to a person who meets all criteria and has completed all admission activities.
- 2. Conditional Admission:** The School of Social Work MSW program may admit students on the condition that they complete some activity of the application process prior to semester of enrollment in the MSW program (e.g., that they successfully complete a pre-requisite course prior to enrollment). Upon completion of this activity, the student is considered a full Admission to the program. Absent the completion of these activities, the student will not be fully admitted to the program.

If the student does not meet the criteria for continuation, the student will be dismissed from the program.

A semester is defined as the summer, fall, or spring in which the student is taking six or more credit hours. All credits accumulated by the end of the semester will be used to determine the student's ability to continue the program.

APPLICATION DEADLINES FOR 2008

Applications are accepted after September 1st each year for the following academic year. The priority deadline for receipt of all application materials is February 15th. Due to the limited enrollment for the MSW program (both Advanced Standing and the Regular program), students who apply after the February 15th deadline are not guaranteed admission even if they meet all program admission requirements.

ADMISSION REQUIREMENTS FOR THE REGULAR MSW PROGRAM

Applicants must meet the following requirements to be considered for admission to the full-time or part-time program:

1. Students must have earned a bachelor's degree from a college or university accredited by a regional agency recognized by the Commission on Recognition of Postsecondary Accreditation.
2. Students must have earned an overall GPA of at least 2.75 on a 4.00 scale for all undergraduate course work, or have earned a 3.25 GPA on a 4.00 scale in the last 60 hours of undergraduate course work, or have earned a 3.00 GPA on a 4.00 scale for all graduate course work (9 credits minimum) with no graduate grade of "C" or below.
3. Students must submit official Graduate Record Examination (GRE) scores.

4. Applicants must complete a written personal statement acceptable to the Graduate Admissions Committee.
5. Applicants must submit three letters of reference that indicate the applicant is likely to be successful in graduate study in social work.
6. A personal interview may be required.
7. A liberal arts perspective with a minimum grade of "C" in courses from at least 5 of the following 6 areas:
 - a) economics, mathematics, statistics
 - b) government, political science, history
 - c) sociology or anthropology
 - d) psychology
 - e) biology, geology, physics, chemistry, geography, chemistry
 - f) philosophy, literature or the arts

Applicants must complete all steps in the MSW application - - go to www.missouristate.edu/swk to complete an online application.

ADMISSION REQUIREMENTS FOR THE ADVANCED STANDING PROGRAM

Admission to the Advanced Standing program may be provided to students who meet the regular program admission requirements and who also meet the following requirements:

1. Have earned a bachelor's degree in social work from an undergraduate program accredited by the Council on Social Work Education.
2. Have no more than one grade of "C" or below in professional social work courses.

Applicants must complete all steps in the MSW application - - go to <http://www.missouristate.edu/swk/10584.htm> to complete an online application.

ACADEMIC STANDARDS

Students are expected to meet graduate school requirements for good academic standing of a 3.0 GPA for all graduate course work transferred in or earned at Missouri State University. Students will be dismissed from the program for any of the following academic reasons:

1. Two grades of "C" in any social work courses
2. A grade of "no pass" or "C" in any field practicum (i.e., SWK 635 and SWK 680).
3. A grade below "C" in any social work course

RESEARCH REQUIREMENT

A research requirement must be completed.

MISSOURI STATE UNIVERSITY

COMPREHENSIVE EXAMINATION

A comprehensive examination administered in the final semester of the MSW program must be passed by the candidate before a degree will be granted.

DEGREE REQUIREMENTS FOR REGULAR MSW PROGRAM

The Regular MSW program requires a minimum of 62 hours of graduate credit plus any prerequisite courses. The courses and sequence in which courses should be taken are listed as follows for both full-time and part-time options.

The courses and sequence in which courses should be taken are listed as follows for both full-time and part-time options. First year, Foundation Courses (SWK 605, 610, 615, 620, 625, 626, 630, 635, 640) should be completed before enrolling in the second year. Concentration Courses (SWK 650, 654, 655, 656, 660, 680, 685, 697)

SCHEDULE AND REQUIRED COURSES FOR FULL-TIME REGULAR MSW PROGRAM:

Fall, Semester 1

SWK 605 Human Behavior & Social Environ.	3 hrs
SWK 610 Social Work Practice I	3 hrs
SWK 615 Social Welfare Policy & Services	3 hrs
SWK 625 Social Work Practice II	3 hrs
SWK 630 Human Diversity & Societal Systems	3 hrs

Spring, Semester 2

SWK 620 Introduction to Social Work Research	3 hrs
SWK 626 Social Work Practice III	3 hrs
SWK 635 Field Instruction I (300-450 hours)	6-9 hrs
SWK 640 Practicum Seminar I	1 hrs

Summer Semester 3

SWK 635 Field Instruction I (0-150 hours)	0-3 hrs
SWK 650 Human Behavior & Family Systems (or in semester 4)	3 hrs

Fall, Semester 4

SWK 650 Human Behavior & Family Systems (or in semester 3)	3 hrs
SWK 654 Perspectives in Individual & Family Health Assessment	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs
SWK 660 Family Health Policy	3 hrs
SWK 697 Research Project in Family Health Services	3 hrs

Spring, Semester 5

SWK 656 Family Health Social Work Practice II	3 hrs
SWK 680 Field Instruction II (350-525 hours)	6-9 hrs
SWK 685 Practicum Seminar II	1 hrs
Social Work Electives (e.g., 502, 597, 641, 642, 643)	3 hrs

Summer, Semester 6

SWK 680 Field Instruction II (0-175 hours)	0-3 hrs
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SCHEDULE AND REQUIRED COURSES FOR PART-TIME REGULAR MSW PROGRAM:

Fall, Semester 1

SWK 605 Human Behavior & Social Environment	3 hrs
SWK 610 Social Work Practice I	3 hrs
SWK 625 Social Work Practice II	3 hrs

Spring, Semester 2

SWK 620 Introduction to Social Work Research	3 hrs
SWK 626 Social Work Practice III	3 hrs

Fall, Semester 3

SWK 615 Social Welfare Policy & Services	3 hrs
SWK 630 Human Diversity & Societal Systems	3 hrs

Spring, Semester 4

SWK 635 Field Instruction I (300-450 hours)	6-9 hrs
SWK 640 Practicum Seminar I	1 hrs

Summer Semester 5

SWK 635 Field Instruction I (0-150 hours)	0-3 hrs
SWK 650 Human Behavior & Family Systems (or in semester 6)	3 hrs

Fall, Semester 6

SWK 650 Human Behavior & Family Systems (or in semester 5)	3 hrs
SWK 654 Perspectives in Individual and Family Health Assessment	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs

Spring, Semester 7

SWK 656 Family Health Social Work Practice II.	3 hrs
Social Work Electives (e.g., 502, 597, 641, 642, 643)	3 hrs

Fall, Semester 8

SWK 660 Family Health Policy	3 hrs
SWK 697 Research Project in Family Hlth Svcs	3 hrs

Spring, Semester 9

SWK 680 Field Instruction II (350-525 hours)	6-9 hrs
SWK 685 Practicum Seminar III	1 hrs

Summer Semester 10

SWK 680 Field Instruction II (0-175 hours)	0-3 hrs
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DEGREE REQUIREMENTS FOR ADVANCED STANDING PROGRAM

The Advanced Standing MSW degree requires a minimum of 34 semester hours of graduate credit plus any prerequisite courses. The courses and the sequence in which courses should be taken are listed as follows for both the full-time and part-time options.

SCHEDULE AND REQUIRED COURSES FOR ADVANCED STANDING FULL-TIME PROGRAM:

Summer, Semester 1

SWK 646 Foundations of Family Health Research	3 hrs
(or in semester 4)	
SWK 650 Human Behavior & Family Systems	3 hrs
(or in semester 2)	

Fall, Semester 2

SWK 650 Human Behavior & Family Systems	3 hrs
(or in semester 1)	
SWK 654 Persp. in Individual/Family Health Assess.	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs
SWK 660 Family Health Policy	3 hrs
SWK 697 Research Project in Family Health Svcs.	3 hrs

Spring, Semester 3

SWK 656 Family Health Social Work Practice II	3 hrs
SWK 680 Field Instruction II (350-525 hours)	6-9 hrs
SWK 685 Practicum Seminar II	1 hrs
Social Work Electives (e.g., 502, 597, 641, 642, 643)	3 hrs

Summer Semester 4

SWK 680 Field Instruction II (0-175 hours)	0-3 hrs
SWK 646 Foundations of Family Health Research	3 hrs
(or in semester 1)	

SCHEDULE AND REQUIRED COURSES FOR ADVANCED STANDING PART-TIME PROGRAM

Summer, Semester 1

SWK 646 Foundations of Family Health Research	3 hrs
(or in semester 4)	
SWK 650 Human Behavior & Family Systems	3 hrs
(or in semester 2)	

Fall, Semester 2

SWK 650 Human Behavior & Family Systems	3 hrs
(or in semester 1)	
SWK 654 Persp. in Individual/Family Health Assess.	3 hrs
SWK 655 Family Health Social Work Practice I	3 hrs

Spring, Semester 3

SWK 656 Family Health Social Work Practice II.	3 hrs
Social Work Electives (e.g., 502, 597, 641, 642, 643)	3 hrs

Summer, Semester 4

SWK 646 Foundations of Family Health Research	3 hrs
(or in semester 1)	

Fall, Semester 5

SWK 660 Family Health Policy	3 hrs
SWK 697 Research Project in Family Health Serv.	3 hrs

Spring, Semester 6

SWK 680 Field Instruction II (350-525 hours)	6-9 hrs
SWK 685 Practicum Seminar II	1 hrs

Summer Semester 7

SWK 680 Field Instruction II (0-175 hours)	0-3 hrs
(or in semester 4)	

PROFICIENCY EXAMINATIONS AND EXPERIENCE

The M.S.W. program does not currently allow completion of degree requirements through proficiency examinations except to use CLEP. No credit will be given for life or work experience in lieu of field practicum, professional foundation courses, elective or family health concentration courses.

TRANSFER STUDENTS

The MSW program accepts transfer credits for required courses only from accredited graduate schools of social work. A maximum of 9 graduate hours may be accepted. The Graduate Admissions Committee will decide the amount of acceptable transfer credit (up to 9 hours) following a review of official transcripts, catalog descriptions, and course syllabi. Primary emphasis is on assessing whether the objectives and content of transfer courses matches those of required Missouri State University courses. Every effort will be made to ensure that students will not repeat content covered in courses completed in other social work programs. Transfer work will not be accepted for courses in which the student earned less than a "B" and all transferred credits must have been earned in the 6 years prior to enrolling in the MSW program.

POLICIES AND PROCEDURES FOR REVIEW OF ACADEMIC PERFORMANCE AND GRIEVANCES

All social work graduate students are expected to conduct themselves in a professional manner consistent with the National Association of Social Workers Code of Ethics. All policies concerning student academic performance and personal conduct are delineated in the Standard and Essential Functions of Social Work Education: Policies and Procedures for Review of Academic Performance and Grievances, effective October 18, 2002 (and subsequent revisions). The policies and procedures manual is published on the School of Social Work web site: <http://www.missouristate.edu/swk/>.

MISSOURI STATE UNIVERSITY

SOCIAL WORK COURSES

SWK 502 Rural Health. 3(3-0) F, S. Identical to NUR 502).

Prerequisite: junior standing and permission of instructor. This course offers a study of health care delivery in rural communities. It includes theoretical foundations, cultural considerations and specific characteristics of rural environments and people. Local and international perspectives will be explored. This course has a community experience.

SWK 597 Special Topics. 1-3 D. Prerequisites: permission of the instructor. Selected topic of advanced content in social work, relevant to fields of practice or practice methodologies. May be repeated to a total of 6 hours as topics change.

SWK 598 Ethical Dimensions of Social Work. 3(3-0) D. Examines the ethical dimensions of social work in the context of ethical issues related to practice; including tensions intrinsic to the mission of social work, and examination of various philosophical frameworks and codes ethics, analysis of larger systems that create and sanction specific values and ethics, legal issues, and decision-making strategies.

SWK 605 Human Behavior and Social Environment. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Content on life-span development and the influence of various systems on the individual from a generalist perspective in family health.

SWK 610 Social Work Practice I. 3(3-0) F. Concurrent enrollments and prerequisite: see sequence schedules under Degree Requirements. Within a generalist framework, course provides an ethically-based, theory-driven, culturally competent approach to delivering professional social work services to individuals with varied issues and practice settings.

SWK 615 Social Welfare Policy and Services. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Covers the historical development, philosophical orientation, and analysis of social welfare policy and services in the United States. Examines social welfare policy in multiple areas.

SWK 620 Introduction to Social Work Research. 3(3-0) S. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Understanding of social research methods and application of research to social work practice. Incorporates content on evaluation of practice and program evaluation.

SWK 625 Social Work Practice II. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Within a generalist framework, this course focuses primarily on groups and families, the basic skills required to facilitate group process and tasks, contrast between designed groups and family groups, and strategies for working with families.

SWK 626 Social Work Practice III. 3(3-0) S. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Uses social work methods to focus on the dynamics associated with organizational and community generalist practice. This course provides a knowledge base (i.e., theory, research, and practice wisdom), values, and practice skills for the generalist social work profession. Concentration will be on social work practice occurring with organizations and communities.

SWK 630 Human Diversity and Societal Systems. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Theoretical perspectives and research findings on various populations at risk and the role of societal institutions in perpetuating social and economic injustice.

SWK 635 Field Instruction I. 3-9. S, Su. Prerequisite: student must be concurrently enrolled in SWK 640 during the spring semester; see sequence schedules under Degree Requirements. Supervised social work experience in a social agency in the community. Students must complete 450 hours. Student may enroll in all 9 hours in the spring semester or they may enroll in 6 hours in the spring and 3 hours in the summer. Supplemental course fee.

SWK 640 Practicum Seminar I. 1(1-0) S. Prerequisite: concurrent enrollment in SWK 635 during the spring semester; see sequence schedules under Degree Requirements. Examines student experiences and problems in Field Instruction I. Designed to enhance the student's integration of theory, knowledge, and skills from previous courses.

SWK 641 Family Health and Family Violence. 3(3-0) D. Enhances students' understanding of the theories, policies, practices and interventions related to family violence.

SWK 642 Family Health and Substance Abuse. 3(3-0) D. Prerequisite: graduate standing. This course provides an opportunity for the students to understand the problems of alcohol and drug use and dependence, and their impacts on family health.

SWK 643 Management and Program Development in Human Service. 3(3-0) D. Prerequisite: graduate standing. Develop knowledge and skills for effective supervisors and administrators in human service organizations. Students will also learn grant proposal writing and develop an understanding of their management style and philosophy.

SWK 646 Foundations of Family Health Research. 3(3-0) Su. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. This course builds on the knowledge base acquired in the BSW research course by reviewing social work research methods, as necessary, for the purpose of developing a research proposal from a family health perspective. The course includes research concepts and tools most frequently encountered by the family health social work practitioner.

SWK 650 Human Behavior and Family Systems. 3(3-0) F, Su. Prerequisite: see sequence schedules under Degree Requirements. Provides a framework for understanding family systems and family health. The family is examined within an ecosystem context.

SWK 654 Perspectives on Individual and Family Health Assessment. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Advanced overview to help the student transition from individually-focused assessment (e.g., DSM-IV) to family focus assessment (e.g., FAD).

SWK 655 Family Health Social Work Practice I. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Knowledge and skills for advanced practice. Social work roles within different settings will be covered as they relate to family health.

SWK 656 Family Health Social Work Practice II. 3(3-0) S. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Advanced assessment and family centered practice interventions that are related to the family health perspective.

SWK 660 Family Health Policy. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Assists students in understanding how policies affecting family health are designed. Provides an analysis of the family health care delivery systems in the United States and other countries.

SWK 680 Field Instruction II. 3-9. S, Su. Prerequisite: student must be concurrently enrolled in SWK 685 during the spring semester; see sequence schedules under Degree Requirements. Supervised social work experience in a social agency in the community. Student must complete 525 hours. Students may enroll in all 9 hours in the spring semester or they may enroll in 6 hours in the spring and 3 hours in the summer. Supplemental course fee.

SWK 685 Practicum Seminar II. 1(1-0) S. Prerequisite: concurrent enrollment with SWK 680 during the spring semester; see sequence schedules under Degree Requirements. Examines student's experiences and problems in Field Instruction II. Enhances the student's integration of theory, knowledge and skills from previous courses.

SWK 697 Research Project in Family Health Services. 3(3-0) F. Concurrent enrollment and prerequisite: see sequence schedules under Degree Requirements. Advanced research project focused on student's area of family health interest. Student will be responsible for completing a publishable quality research document. This course meets the Graduate College research requirement.

COLLEGE OF HUMANITIES AND PUBLIC AFFAIRS

LORENE H. STONE, DEAN

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Interdisciplinary Programs

Graduate Certificate in Homeland Security and Defense
Bernard McCarthy, Director

Department of Defense and Strategic Studies

Keith B. Payne, Department Head
Bradley A. Thayer, Graduate Director

Master of Science, Defense and Strategic Studies
Graduate Certificate in Defense and Strategic Studies

Department of Economics

Ardeshir J. Dalal, Department Head

Master of Science in Education, Secondary Education

Department of History

Thomas S. Dicke, Acting Department Head
F. Thornton Miller, Graduate Director

Master of Arts, History
Master of Science in Education, Secondary Education

Department of Philosophy

Pamela R. Sailors, Department Head

Department of Political Science

George E. Connor, Department Head
Kant B. Patel, Graduate Director (MPA)
Beat R. Kernen, Graduate Director (MIAA)

Master of International Affairs and Administration
*Master of Public Administration (includes accelerated
master's opportunity)*
Master of Science in Education, Secondary Education
Graduate Certificate in Public Management

Department of Religious Studies

J.E. Llewellyn, Department Head
Mark Given, Graduate Director

*Master of Arts, Religious Studies (includes
accelerated master's opportunity)*
*Graduate Certificate in Religious Studies for the
Professions*

Department of Sociology, Anthropology and Criminology

Karl R. Kunkel, Department Head & Graduate
Director (Criminology)
William Wedenoja, Graduate Director
(Anthropology)

Master of Science, Applied Anthropology
Master of Science, Criminology
*Master of Science in Administrative Studies, Criminal
Justice Option*
Master of Science in Education, Secondary Education

MISSOURI STATE UNIVERSITY

GRADUATE CERTIFICATE IN HOMELAND SECURITY AND DEFENSE

Bernard McCarthy, Certificate Advisor

Strong Hall, Room 467; Phone (417) 836-6679

BernardMcCarthy@missouristate.edu

PROGRAM DESCRIPTION

The certificate in Homeland Security and Defense provides a 12 hour graduate-level experience for people working or desiring to work in the field of homeland security and defense. This program provides leadership education and critical thinking skills for dealing with threats faced in the global war on terror.

The curriculum is structured around key policy and organizational problems involving homeland security. Each course prepares students to master core issues, principles, and problem-solving approaches that can be applied to specific challenges confronting their jurisdictions or sponsoring organizations.

ADMISSION CRITERIA

To be considered for the program, a student must have a 2.75 grade point average and be admitted to the Graduate College. Students who do not meet this criterion, but demonstrate potential for success through career experience, may be admitted at the discretion of the Certificate Advisor and with the approval of the Dean of the Graduate College. Admission to this certificate program does not constitute admission to any other Missouri State University graduate program.

REQUIRED COURSES 12 HOURS

CRM 640 The Foundations of Homeland Defense and Security	3 hrs
CRM 645 Topics in Homeland Defense & Security	3 hrs
PLS 617 Multi-Disciplinary Approaches to Homeland Security	3 hrs
PLS 619 Strategic Planning & Organizational Imperatives in Homeland Security	3 hrs

DEPARTMENT OF DEFENSE AND STRATEGIC STUDIES

Keith B. Payne, Department Head

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KBPayne@missouristate.edu
DefenseandStrategicStudies@missouristate.edu

GRADUATE FACULTY

Associate Professor: Bradley A. Thayer

Adjunct Faculty: Dennis L. Bark, Roger W. Barnett,
Ilan I. Berman, Lisa Bronson, Angelo Codevilla, Henry
F. Cooper, Jack D. Crouch, R. Joseph DeSutter, Mark T.
Esper, William R. Graham, Colin S. Gray, Christopher
C. Harmon, Nuray Ibryamova, Dana Johnson, Robert G.
Joseph, Kerry M. Kartchner, Charles M. Kupperman,
Holger Mey, Robert L. Pfaltzgraff, Jr., Harold W. Rood,
Steven Rosefelde, Harriet F. Scott, William F. Scott,
Andrei Y. Shoumikhin, Michelle Van Cleave

Emeritus Professor: William R. Van Cleave

MASTER OF SCIENCE, DEFENSE AND STRATEGIC STUDIES

This program operates in Fairfax, Virginia, and is certified by the State Council of Higher Education for Virginia (SCHEV).

PROGRAM DESCRIPTION

The primary objective of the Department of Defense and Strategic Studies program is to provide professional, graduate level academic education and training for students planning careers in the fields of national security policy, international security affairs, defense analysis, arms control, and education. In essence, this is a graduate international studies program with emphasis on security problems, strategic interests, and U.S. policy and policy-making. It is a program in public affairs.

ENTRANCE REQUIREMENTS

Admission to the program requires a 2.75 GPA on the last 60 hours, a satisfactory Graduate Record Examination score (e.g., 900 or higher combined score on the verbal and quantitative), and letters of recommendation from undergraduate faculty or professionals acquainted with the students academic work or research and analytical skills. A relatively low GRE score may be compensated by an impressive undergraduate GPA and strong letters of recommendation.

Demonstrated graduate-level performance through a minimum of nine hours may compensate for GRE or undergraduate GPA weaknesses.

RETENTION REQUIREMENTS

To remain in the program, the student must maintain, by the completion of the second semester, a minimum GPA of 3.00 in DSS courses and in all graduate work, and make satisfactory progress toward the MS degree.

DEGREE REQUIREMENTS (36 hours)

- 1. Core Requirements.** A minimum of 24 hours from the DSS curriculum is required, of which all students will normally take two core courses: DSS 501 (3), Seminar on Strategy and Arms Control; and DSS 502 (3), Seminar on International Security Affairs. A minimum of 18 additional seminar hours would be selected by the student from the other DSS courses offered.
- 2. Electives.** The DSS candidate, in consultation with the department head, may choose up to 12 semester hours of electives from any appropriate discipline in a cognate or relevant field; or alternatively, to distribute them in related fields. To fulfill the required 36 semester hours, the student may draw upon graduate level courses in other departments, based upon the student's own specialized interests (whether they be in science, policy, administration, or education).
- 3. Research.** A student will be required to complete either the Thesis option or the Non-thesis option.
Thesis Option. Completion of a satisfactory thesis in the candidate's discipline. Thesis credit shall be no more than 3 semester hours of the minimum 36 hours required for a master's degree. If the student fails to complete the thesis during the semester in which they are first enrolled in DSS 699, they must enroll in DSS 699 for 3 hours again until the thesis is finished. The student will be graded each time they enroll in DSS 699 but may not use additional 699 hours toward the 36 hours required for a master's degree. Absent extraordinary circumstances, no incomplete grades will be granted for DSS 699.
Non-Thesis Option. A comprehensive examination covering the DSS core field of study must be passed, and students must complete a research paper in DSS 696.

MISSOURI STATE UNIVERSITY

GRADUATE CERTIFICATE IN DEFENSE AND STRATEGIC STUDIES. This program operates in Fairfax, Virginia, and is certified by the State Council of Higher Education for Virginia (SCHEV)

PROGRAM DESCRIPTION

The Department of Defense and Strategic Studies offers a Graduate Certificate in Defense and Strategic Studies designed for mid-career professionals. The Certificate in Defense and Strategic Studies is intended for those who have a defined but compressed period of time for their education, yet desire advanced study of major defense and strategic issues to further their career. Prospective students may enroll in the fall, spring, or summer semester. Once admitted, they must complete 4 seminars (for 12 credit hours selected from the seminars listed below) in order to receive the Certificate. Students may attend full-time (3 seminars per semester) or part-time (1 or 2 seminars per semester).

ENTRANCE REQUIREMENTS

The candidate must have a bachelors degree and be admitted to the Missouri State University Graduate Program. Enrollment for each course must be approved by the professor.

COURSEWORK

To total 12 hours

- DSS 501 Seminar on Nuclear Strategy and Arms Control.
- DSS 502 Seminar on International Security Affairs.
- DSS 503 Analysis of International Security Politics.
- DSS 504 The Geopolitics of Conflict and Accommodation.
- DSS 602 Seminar on Regional Security Problems.
- DSS 603 Science, Technology, and Defense Policy.
- DSS 604 Arms Control: Theory and Practice.
- DSS 605 NATO Security Issues
- DSS 606 Soviet and Russian Military Strategy.
- DSS 607 Seminar on Defense Policy Analysis.
- DSS 608 Seminar on Contemporary Security Issues in the Former USSR.
- DSS 609 Seminar on Space and Information Warfare. DSS
- 610 Seminar on International Terrorism and Security.
- DSS 611 The rise of the United States to Preeminence
- DSS 612 American National Security Policy
- DSS 613 Intelligence, Counterintelligence, and Covert Action.
- DSS 614 Seminar on Strategic Thought.
- DSS 615 Grand Strategy
- DSS 616 Understanding Military Operations
- DSS 617 Small Wars, Imperial Conflicts, & Guerrilla Warfare
- DSS 618 Causes of War.
- DSS 698 Seminar on Contemporary Defense Issues (may be repeated for a total of 6 hours when subject varies)

GPA REQUIREMENTS

Students must have a B or better grade in each course.

DEFENSE AND STRATEGIC STUDIES COURSES

DSS 501 Seminar on Nuclear Strategy and Arms Control. 3(3-0) F, S. Prerequisite: permission of instructor. Seminar examines contemporary U.S. and Russian strategic nuclear arms and arms control policies and their interaction. Seminar will review the U.S.-Soviet nuclear relationship and extend this to an examination of post-USSR Russian and American nuclear strategy and policy. The seminar will study the strategic nuclear balance, including specific problems and programs, and the strategic doctrine, concepts, and objectives of the nuclear powers. Nuclear arms control, including the processes of decision making and negotiating, will be examined, with an emphasis on comparing theory and practice.

DSS 502 Seminar on International Security Affairs. 3(3-0) F, S. Prerequisite: permission of instructor. Examines international and regional security problems and policies, from both a regional and global perspective. It treats strategies and security problems from a broader viewpoint than the Seminar on Strategy and Arms Control, covering national interests, alliance relationships, intervention, regional threats, and the security problems of other states, particularly China and Russia.

DSS 503 Analysis of International Security Politics. 3(3-0). Prerequisite: permission of instructor. This course deals with the methods and techniques of collecting and assessing information for use in the study of international security politics, problems, and policies. It explores the measures of relative power among nations and the manner in which such power or lack of it shapes the capability of a nation effectively to act in the international sphere.

DSS 504 The Geopolitics of Conflict and Accommodation. 3(3-0) F. Prerequisite: permission of instructor. The application of the techniques and understanding lent by geography to the illumination of the physical and social environment in which politics, strategy, and war take place. The relationship among geography, strategy, and politics is studied through the examination of both historical and contemporary circumstances where geography has intruded on politics or politics on geography. Students will be introduced to the geopolitical concepts of sea power, land power and air power, and these concepts will be critiqued in light of recent technological changes in warfare.

DSS 600 Strategy and U. S. Defense Policy. 3(3-0) F, S. Prerequisite: permission of instructor. This course provides an examination of the basic concepts and issues of strategy, deterrence, defense, and arms control, and an overview of American defense policies, programs, and problems since World War II. Comparative Soviet/Russian strategic concepts, policies, and objectives are covered. The U.S.-USSR strategic balance and relationships, including arms control, are examined on an introductory basis.

DSS 602 Seminar on Regional Security Problems. 3(3-0) D. Prerequisites: DSS 501 and DSS 502 and DSS 600; or their equivalents as approved by the instructor. This seminar provides an advanced and in-depth analysis of selected contemporary regional security problems outside of Western Europe. It focuses on a few critical conflict situations, analyzes threats to regional and to U.S. interests, and examines alternative strategic policies and actions, including military force requirements, for the states involved.

DSS 603 Science, Technology, and Defense Policy. 3(3-0). Prerequisite: permission of instructor. This course, which will be taught jointly with a qualified physical scientist, will cover four broad topics important to advanced work in DSS: basic principles and applications of defense science and technology, such as nuclear weapons effects, ballistic missiles; the influence of science and technology on defense programs and policies; the role of the scientific and technical community in defense policy; and current issues of defense science and technology.

DSS 604 Arms Control: Theory and Practice. 3(3-0). Prerequisite: permission of instructor. An examination of contending arms control theories and concepts as tested by postwar and contemporary experience, bilateral and multilateral. There will be in-depth analysis of American and Soviet approaches to arms control, as well as consideration of the arms control policies of other states. The course will study scientific and technical problems in arms control, including those of R and D, testing, production, and deployment; arms negotiations; and issues in verification and compliance.

DSS 605 NATO Security Issues. 3(3-0). Prerequisite: permission of instructor. After an examination of the history of NATO politics, defense policies, and security issues, emphasis will be placed on analysis of current NATO security problems and options, including specific military defense alternatives. The individual security policies of the US, UK, FRG, and France will be studied, along with problems on the northern and southern flanks, and policies for outside-NATO-area security problems. Literature on the future of NATO will be included.

DSS 606 Soviet and Russian Military Strategy. 3(3-0) F, S. Prerequisites: DSS 600 and either DSS 501 or DSS 502; or their equivalents as approved by the instructor. The first part of this seminar will review and study Soviet military policy, doctrine, strategy, and programs from the 1950s through the 1980s. It will consider problems of identifying, interpreting, and analyzing Soviet strategic policies and programs — in essence, problems of U.S. intelligence and threat assessment. The second part of the seminar will extend this study to Post-USSR Russia and current directions of Russian strategic policy both for territories of the former USSR and beyond. Particular emphasis will be placed on military reform, continuity and change in military policy, and the status and role of the Russian military forces.

DSS 607 Seminar on Defense Policy Analysis. 3(3-0). Prerequisites: DSS 501 or DSS 502 or DSS 600 and permission of instructor. Advanced research, study, and analysis of defense programs, policies, and the policy and budget processes, both within the Department of Defense and in Congress. Included also will be the comparative analysis of various studies, analysis, and critiques of U. S. defense programs and plans, and of regional and global military balances. Department of Defense administration and organization will also be studied.

DSS 608 Seminar on Contemporary Security Issues in the Former USSR. 3(3-0) D. Prerequisites: DSS 600 and either DSS 501 or DSS 502; or their equivalents as approved by the instructor. This seminar addresses on an advanced level current developments in Russia and other states of the former Soviet Union as they bear on issues of national and international security and on U.S. security policy-making. The approach will combine analysis of internal developments related to military power and policy, and of evolving international policies, with strategic and geopolitical analysis.

DSS 609 Seminar on Space and Information Warfare. 3(3-0) D. Prerequisite: permission of instructor. This seminar will explore the role that space and information warfare play in the national security policies and programs, and military doctrines, of the United States and other great powers. The seminar will be divided into three parts. Part one will focus on the role of space in a national security, including background on U.S. and Soviet/Russian space programs, the nature of space technologies and systems, the environment of space as a theater of military operations, the impact of international law and treaties on space warfare, the development of space threats to the United States and its allies, the historical and future role of space assets in terrestrial warfare, and the nexus between civilian and military space programs. Part two will examine the burgeoning field of information warfare by seeking to define and understand what is meant by the concept, what benefits and risks it offers to American national security, in what ways the pursuit of I-War capabilities is shaping the development of American military doctrine and force structure, and how and to what extent I-War capabilities are replacements for more traditional military capabilities such as conventional and nuclear forces. Part three will then examine the relationship between space warfare and information warfare, including how the two are conceptually supportive and how civilian and military applications of information and space technology will be increasingly blurred in the future.

DSS 610 Seminar on International Terrorism and Security. 3(3-0) D. Prerequisite: permission of instructor. This seminar will attempt to define and examine security issues related to terrorism and low-intensity conflict today. The origins of modern terrorism will be explored and terrorism will be put in the context of a strategy to achieve political ends. Case studies of terrorism in various regions, e.g., the Middle East, Europe and the United States, will show some of the current empirical evidence of global terrorist activities. The impact terrorism has on liberal societies and their ability to defend themselves will be examined in the context of counter terrorism strategies.

DSS 611 The Rise of the United States to Preeminence. 3(3-0) D. Prerequisite: DSS 600 and permission of instructor. This course will discuss the political development of the United States and its rise to great power, and then superpower status. Students will study a number of major U.S. wars and the political circumstances surrounding those conflicts. The course will address why the United States successfully developed into a world power and how its grand strategy changed over time. It will ask what lessons today's strategists can draw from the experiences of their predecessors.

DSS 612 American National Security Policy. 3(3-0) D. Prerequisite: permission of instructor. This course evaluated the major actors and components of American national security policy. America's traditional national interests are studied — accenting World War II, the Cold War, and the present day. The course also addresses the circumstances of major foreign policy crises, such as the Cuban Missile Crisis, and the causes of successful and unsuccessful American interventions during the Cold War and after. Additionally, it considers America's foreign and defense policy in the post-Cold War world, and particular emphasis is placed on American policies toward other great powers such as China, Japan, and Russia, as well as in contemporary foreign and defense policy crises such as the war on terrorism.

DSS 613 Intelligence, Counterintelligence, and Covert Action. 3(3-0) D. Prerequisite: permission of instructor. This course examines the role of intelligence and counterintelligence in the formulation and execution of state national security policies in democratic governments, and the impact of intelligence operations on international relations. The intelligence process is examined including the problems and opportunities associated with targeting or the tasking of intelligence agencies, the media of intelligence collection, and difficulties of analysis and evaluation, and counterintelligence. Additionally, covert action and paramilitary activities are studied with emphasis on the manner by which successes and failures have influenced military and foreign policy outcomes.

DSS 614 Seminar on Strategic Thought. 3(3-0) D. Prerequisite: permission of instructor. There is a rich literature on strategy and warfare, and even the oldest surviving works on strategy are arguably relevant to contemporary political leaders. This course will examine the ideas of strategic thinkers who lived in historical periods ranging from the ancient world to the present. Students will read works by (and in some cases, about) such figures as Sun Tzu, Niccolò Machiavelli, Napoleon Bonaparte, Baron Antoine Henri de Jomini, Carl von Clausewitz, Thucydides, and Colin S. Gray. Students will discuss how these thinkers have influenced strategies studies, and how military-strategic thought has developed over time.

DSS 615 Grand Strategy. 3(3-0) D. Prerequisite: permission of instructor. This seminar examines the role of grand strategy in international security. Emphasis is placed on the nature and role of grand strategy, and the major systemic and domestic factors that influence grand strategy. The nature of grand strategy will be introduced historically, and the grand strategies of the major world powers prior to and during World Wars I and II, the Cold War, and post-Cold War period, will be studied.

DSS 616 Understanding Military Operations. 3(3-0) D. Prerequisite: permission of instructor. This seminar delineates selected past, current, and future sea, air, space, and land conflicts into their constituent parts in order to examine the interaction of political objectives and military doctrine. It will specifically seek to explore how the political objectives and military doctrine influence technological development and military innovation. To meet these objectives, the seminar will examine a variety of international political and doctrinal problems that have had a major impact on American national security policy.

DSS 617 Small Wars, Imperial Conflicts, and Guerrilla Warfare. 3(3-0) D. Prerequisite: permission of instructor. This seminar examines some of the many forms of warfare that differ from “symmetrical” conflicts between great powers, with special attention to how great powers fight such wars and why they succeed or fail in bringing them to a satisfactory conclusion. Students will read a variety of literature written by authors such as C.E. Calwell, Victor Davis Hanson, and Colin Gray, as well as insurgents such as Che Guevara. The class will include a number of historical case studies, with an emphasis on the nineteenth, twentieth and twenty-first centuries.

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DSS 618 Causes of War. 3(3-0) D. Prerequisite: permission of instructor. This seminar explores the causes of warfare through the lens of human evolution, psychological approaches, economic system, ideology, and the international system, with the intention of understanding the strengths and limitations of each level of analysis. From that foundation, the seminar applies each level of analysis to the study of the origins of particularly significant wars: the Peloponnesian, Crimean, Seven Years', Korean, and Vietnam Wars, as well as World War I and World War II.

DSS 619 Strategic Culture. 3(3-0) D. Prerequisite: permission of instructor. Provides an introduction to using strategic culture as an analytical approach to understanding the cultural, religious, historical, and leadership sources of state and non-state actor behavior, with special reference to issues related to weapons of mass destruction. The concept of strategic culture captures domestic sources of state behavior, and offers an alternative or supplemental explanatory framework to the prevailing realist and constructionist theories of international relations. Examines the cultural context for applying theories of deterrence and dissuasion, and will involve a survey of thinking and analysis on strategic culture, from both theoretical and policy perspectives, as well as an exposure to the framework and methodology of strategic cultural analysis. Several key strategic cultures will serve as case studies.

DSS 620 Internship Training in DSS Policy. 1-3. Prerequisite: at least three DSS 500- or 600- level courses, permission of department head, and acceptance by employer. Internship experience and training in defense and arms control policy making with a U. S. Government department or agency, a Washington, D.C.-based defense policy research institute, or institution of comparable professional experience, including preparation of a written report or research paper based upon the internship. May be repeated for credit to a maximum of 6 credit hours toward degree.

DSS 621 Missile Defense Policy. 3(3-0) D. Prerequisite: permission of instructor. Examines the role of missile defense in the national security policies, programs and military doctrines of the United States. Emphasis on exploring the evolution of missile defense within the broader context of contemporary American deterrence and defense policy.

DSS 622 Emerging Strategic Challenges. 3(3-0) D. Prerequisite: permission of instructor. Strategic challenges are defined as those emerging trends or security threats – political, economic, or military – that could fundamentally alter the present pattern of interstate relations or the core principles of U.S. foreign and defense policy. Examples include a possible cascade of proliferation resulting in 20 or 30 nuclear-armed states, a single terrorist with a nuclear weapon, or a resurgent Russia or ascendant China rising to a level or a peer competitor of the United States. Seminar reading and discussions will focus on: 1) Examining the causes, effects, and responses to these potential strategic challenges, especially the spread of weapons of mass destruction to state and non-state actors, both terrorists and enablers such as the A.Q. Kahn network; 2) Assessing assumptions, policies and capabilities for dealing with these challenges and now the concept of dissuasion, deterrence, and defense must adapt to the new security environment; and 3) Exploring how best to hedge against strategic uncertainties and how best to shape the future of the nuclear enterprise to promote the expansion of nuclear energy globally while reducing the risks of proliferation.

DSS 623 Counterproliferation. 3(3-0) D. Prerequisite: permission of instructor. Explores the challenges posed by nuclear and biological weapons in the hands of state and non-state actors. Students will investigate why various actors pursue these weapons, why some give them up, why others refuse to give them up, and the assorted instruments of national power that may be employed in the development of national strategy to combat these weapons. Students will consider both the national security and homeland security aspects of these challenges. The subject matter will provide a vehicle for refining critical analytical skills, both verbal and written. The course will stress the refinement of each student's analytical and problem solving abilities as part of their development as national security strategists.

DSS 624 Leadership in National Security Policy. 3(3-0) D. Prerequisite: permission of instructor. Addresses the issue of national security policy leadership. Students will investigate the critical topics, including the components of good leadership, and the consequences of leadership failures. Speakers from the national security community will participate in order to explain the leadership challenges they faced in their own careers. The subject matter will provide a vehicle for refining student leadership skills as part of their development as national security strategists.

DSS 696 Directed Reading and Research in Defense and Strategic Studies. 1-3 F, S. Prerequisite: permission of instructor. Individually tailored directed readings or research for bibliographical purposes; for improvement of research skills; for the purposes of a broader background of knowledge (e.g., in areas not covered by seminars, such as classical writings on strategy, and on the art of warfare historically or in the American experience); for more depth in selected areas of specialization; and/or to help meet the non-thesis M.S. research requirement. May be repeated for credit to a maximum of 3 credit hours toward degree.

DSS 697 Special Topics. 1-3 F, S. Prerequisite: permission of instructor and department head. Special topics may be offered as specific important issues, which are not adequately covered by regular seminars, arise; when Distinguished Guest seminars and workshops can be planned ahead of time; or when visiting faculty wish to offer specialized courses not in the curriculum. May be repeated for credit (to a maximum of 6 semester hours) as topics change.

DSS 698 Seminar on Contemporary Defense Issues. 3(3-0) D. Prerequisite: permission of instructor. This seminar will address important contemporary defense and international security issues and may be offered to develop areas of study that are insufficiently covered by regular seminars, or when distinguished guest faculty or speakers wish to offer a specialized seminar not provided by the curriculum. May be repeated to a maximum of 6 hours when topic varies.

DSS 699 Thesis. 1-6. Prerequisite: completion of DSS course requirements for M.S. degree (30 hours minimum) and permission of department head. Independent research and study connected with preparation of thesis.

DEPARTMENT OF ECONOMICS

Ardeshir J. Dalal, Department Head

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GRADUATE FACULTY

Professor: Mahua Barari, John Hoftyzer, Reed N. Olsen,
Thomas L. Wyrick

Associate Professor: Terrel Gallaway

Assistant Professor: Sharmistha Self

Lecturer: David M. Mitchell

Emeritus Professor: Allan D. Stone, Elizabeth E.
Topping, E. Dale Wasson,

No master's degree is available in Economics; however, the Economics Department participates in the Social Science area of emphasis for the MEd degree in Secondary Education.

SOCIAL SCIENCE AREA OF EMPHASIS, MASTER OF SCIENCE IN EDUCATION SECONDARY EDUCATION

Contact Dr. Jamaine Abidogun, History Department. Refer to the M.S.Ed., Secondary Education requirements under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE SOCIAL SCIENCE REQUIREMENTS

A minimum of 24 undergraduate hours in Social Sciences.

SOCIAL SCIENCE REQUIREMENTS

A minimum of 15 hours from Economics, History, Geography, Political Science, Psychology, and Sociology.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	6 hrs
Total	15 hrs

ECONOMICS COURSES

ECO 500 Fundamentals of Economics. 3(30) D. Prerequisite: COBA majors and minors must receive permission from a director of a COBA graduate program. An accelerated course dealing with the fundamentals of micro and macro-economic theory, designed for graduate students who have not completed undergraduate principles of economics. This course will not be counted in the hours required for an Economics undergraduate major or minor.

ECO 504 Health Care Economics. 3(3-0) F. Prerequisite: ECO 165. A basic study of the economics of the health-care market. Microeconomic theory is applied to the analysis of health care issues. Attention will be given to the empirical studies of health care economics. A student may not receive credit for both ECO 504 and HCM 504.

ECO 508 Intermediate Econometrics. 3(30) D. Prerequisite: ECO 309 or permission. Examination of the principles of economic model construction and the econometric techniques used in estimation of behavioral relationships.

ECO 515 Public Finance. 3(30) D. Prerequisite: ECO 155 and 165. Allocation and distribution functions of the public sector of the economy; theories of taxation and public expenditure; shifting and incidence of taxes, local-state-federal finance.

ECO 520 History of Economic Thought. 3(30) D. Pre-requisite: ECO 155 and 165. Development of economic theory.

ECO 540 Economics of the Environment. 3(3-0) F. Prerequisite: ECO 165 or permission. The course applies economic concepts and analysis to environmental issues such as pollution and natural resource management. Economic concepts and analysis used in the course will include supply and demand, cost/benefit analysis, and the role of incentives.

-ECO 565 International Economics. 3(30) S. Prerequisite: ECO 155 and 165. Theory, institutions, and problems respecting international economic relations.

ECO 585 Advanced Economic Analysis. 3(30) D. Prerequisites: ECO 365, ECO 385 and 60 hours or permission. Advanced study of the theories of production, distribution, and exchange; emphasizing the theory of games, linear programming, and input/output analysis.

ECO 586 Business Cycles and Forecasting. 3(30) D. Prerequisite: ECO 385 or permission. Fluctuations in the level of economic activity; an examination of the basic principles and techniques of economic forecasting.

ECO 599 Directed Research in Economics. 1-3 D. Prerequisite: ECO 365 and ECO 385 (or ECO 610), ECO 309, or permission. The student is expected to conduct research in a selected topic in economics and to produce a written report.

ECO 605 Economic Studies. 3(30) D. Survey course; problems of government finance, fiscal policy and resource structures; economic pressure groups.

ECO 608 Topics in Economic Education. 13 D. Instruction for teachers in a limited number of economic concepts. Subject matter will change depending upon grade levels and goals involved. Attention will be given to ways concepts can be incorporated into the curricula. May be repeated as topics change to a maximum of 6 credit hours. Variable content course.

ECO 609 Applied Econometrics. 3(3-0) F. Prerequisite: QBA 500, or its equivalent, or instructor permission. Students will learn simple regression and multiple regression analysis. Additional topics include model building, cross sectional and time series analysis, as well as related topics. May be taught concurrently with ECO 409. Students cannot receive credit for both ECO 409 and ECO 609.

ECO 610 Micro and Macroeconomic Analysis. 3(30) F,S. Prerequisites: ECO 500 or 155 and 165. An intermediate to advanced study of selected topics in microeconomic and macroeconomic analysis.

ECO 621 International Policy Economy. 3(3-0) S. A general introduction to the politics of international economic relations with a special emphasis on the extent, causes and consequences of globalization. Covers such topics as trade, investment, aid, global warming, international institutions, and the political roots of economic development. May be taught concurrently with PLS 621. Students can not receive credit for both PLS 621 and ECO 621.

ECO 630 Money and Credit Markets. 3(3-0) D. Prerequisite: ECO 305 or permission. Role performed by the Federal Reserve System, Financial Inter-mediaries, non-financial business, the public, and the foreign sector in developing and maintaining money and credit flows.

ECO 690 Seminar in Economics. 3(3-0) D. Prerequisite: ECO 609, ECO 610, or permission of instructor. A seminar course requiring the completion of assignments which develop and refine economic research skills. A combination of papers and class presentations will be used to assess student achievement. Primarily for graduate students in their final year of study. May be taught concurrently with ECO 490. Students cannot receive credit for both ECO 490 and ECO 690.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF HISTORY

Thomas S. Dicke, Acting Department Head

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History@missouristate.edu

GRADUATE FACULTY

Distinguished Professor: Dominic J. Capeci, Jr.
Professor: Thomas S. Dicke, Marc Cooper, David W. Gutzke, P. George Hummasti, Andrew W. Lewis, F. Thornton Miller, Worth Robert Miller, William G. Piston
Associate Professor: Jamaine Abidogun, Holly A. Baggett, Larry Burt, John F. Chuchiak IV, Stephen L. McIntyre
Assistant Professor: Eric Nelson
Emeritus Professor: Meredith L. Adams, David B. Adams, Wayne C. Bartee, Robert Flanders, James N. Giglio (Distinguished Professor), William E. Hammond, Duane G. Meyer (President Emeritus), Michael M. Sheng

MASTER OF ARTS, HISTORY

F. Thornton Miller, Graduate Director

Strong Hall, Room 417; Phone (417) 836-5917
FTMiller@missouristate.edu

ENTRANCE REQUIREMENTS

Admission requires 24 undergraduate hours in history (or equivalent). A graduate student may make up a deficiency with additional courses in history, though such courses may not be counted toward the 30 semester hour total requirement for the master's degree. Admission will also depend on the quality of the previous academic record.

PROGRAM DESCRIPTION

The program is designed to provide instruction in various subject areas of history, which can prepare the student for advanced study at the doctoral level or serve as a terminal degree. There are three program tracks: American Studies track, Global Area Studies track, U.S and World track.

CORE REQUIREMENTS

9 hrs

HST 601 Historiography & Historical Method 3 hrs
Seminar: Completion of at least one seminar.
(Required even if the student chooses to complete the research requirement through the thesis option.) 3hrs
Primary Source Proseminar: Completion of at least One 600-level course in Use & Understanding of Sources (such as HST 683, 684, 685, 686 or 687) that studies primary sources in a historical field. 3 hrs

American Studies Track

1. Online Courses. This track has been designed around a series of online courses. HST 601 and the HST 620 Proseminar have been offered online along with U.S. History Primary Source Proseminars (currently HST 683, 684, 685, 686 or 687).
2. Interdisciplinary. In conjunction with the core and online courses in U.S. history, this track draws upon an interdisciplinary approach to American society and culture. With the consent of the candidate's advisory committee, nine hours of graduate credit must be taken in American Studies related disciplines such as American art, culture, film, folklore, government, literature, or music.
3. Research. This requirement will be met in one of the following ways:
 - a. Thesis Option. Completion of a satisfactory thesis in U.S. history or American Studies. Thesis credit shall be 6 hours of the total offered to satisfy degree requirements.
 - b. Seminar Option. Completion of one satisfactory seminar paper in U.S. history or American Studies.
4. Seminar. Completion of at least 1 seminar in U.S. history or American Studies.
5. Proseminars. Completion of at least 2 proseminars in U.S. history or American Studies for students in the seminar option; 1 proseminar in U.S. history or American Studies for students in the thesis option.
6. Primary Source Proseminars. Minimum of 2 primary source proseminars in U.S. history or American Studies (currently HST 683, 684, 685, 686 or 687).

Hours of graduate credit in history must include a minimum of 18 hours at the 600-level and consist in total of a minimum of 30; and, with the consent of the candidate's advisory committee, 9 hours of graduate credit must be taken in American Studies related disciplines such as American art, culture, film, folklore, government, literature, or music which can be at Missouri State or transfer credit.

Global Area Studies Track

1. World History Proseminar. At least one proseminar in World History.
2. Emphasis Area. An emphasis with a minimum of 9 hours including a proseminar in an area of study such as Africa, Asia, Europe, Latin America, or the Middle East.
3. At least one course in U.S. in the world or U.S foreign relations or recent history of the U.S.
4. Research. This requirement will be met in one of the following ways:
 - a. Thesis Option. Completion of a satisfactory thesis in non-U.S. history in the emphasis area of study such as Africa, Asia, Europe, Latin America, or the Middle East. Thesis credit shall be 6 hours of the total offered to satisfy degree requirements.
 - b. Seminar Option. Completion of one satisfactory seminar paper in non-U.S. history.
5. Seminar. Completion of at least 1 seminar in non-U.S. history.
6. Proseminars. Completion of at least 3 non-U.S. history proseminars for students in the seminar option; 2 non-U.S. history proseminars for students in the thesis option. At least one proseminar in World History. At least one proseminar in the emphasis area of study such as Africa, Asia, Europe, Latin America, or the Middle East.

Hours of graduate credit in history must include a minimum of 18 hours at the 600-level and consist in total of a minimum of 30; and, with the consent of the candidate’s advisory committee, a maximum of 9 hours of graduate credit may be taken in related disciplines which can be at Missouri State or transfer.

U.S. and World Track

1. In addition to the core requirements, one of the following distributions of courses:
 - a. A minimum of 12 hours in U.S. history, including a seminar and two proseminars (a thesis, seminar, and one proseminar if a student completes the thesis option), and at least 6 hours in nonU.S. history, including a proseminar.
 - b. A minimum of 12 hours in non-U.S. history, including a seminar and two proseminars (a thesis, seminar and one proseminar if a student completes the thesis option), and at least 6 hours in U.S. history, including a proseminar.
2. Research. This requirement will be met in one of the following ways:
 - a. Thesis Option. Completion of a satisfactory thesis. Thesis credit shall be 6 hours of the total offered to satisfy degree requirements.
 - b. Seminar Option. Completion of one satisfactory seminar paper.

Additional hours of graduate credit in history to include a minimum of 18 hours at the 600-level and consist in total of a minimum of 30; and, with the consent of the candidate’s advisory committee, a maximum of 9 hours of the elective hours of graduate credit may be taken in related disciplines which can be at Missouri State or transfer.

Secondary Education Sub-track

In-service teachers can take this secondary education sub-track which is designed to supplement the other courses they take in the MA in History program that enhance their content knowledge in World and U.S. history. The sub-track can be taken in conjunction with any one of the three tracks listed above.

Requirements.

HST 602	Secondary School Curriculum for the Social Studies	3 hrs
SFR 650	Philosophy of Education OR	
PSY 605	Psychology of Adolescence OR	
	Other education courses approved by the student’s graduate committee.	6 hrs

The sub-track consists of 9 hours of the 30 hour minimum requirements for completion of the MA in History.

COMPREHENSIVE EXAMINATION

A comprehensive examination must be passed before the degree will be granted. Written exams will be taken after course work is completed. An oral exam will be taken after the approval of the research requirement.

**MASTER OF SCIENCE IN EDUCATION,
SECONDARY EDUCATION: HISTORY
AREA OF EMPHASIS**

Contact Dr. Jamaine Abidogun and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE HISTORY REQUIREMENTS

A minimum of 24 undergraduate hours in history.

HISTORY REQUIREMENTS

Elect one course from HST 620, 640, 660, & 670	3 hrs
Additional course work in history	<u>12 hrs</u>
	Total 15 hrs

MISSOURI STATE UNIVERSITY

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: SOCIAL SCIENCE AREA OF EMPHASIS

Contact Dr. Jamaine Abidogun and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE SOCIAL SCIENCE REQUIREMENTS

A minimum of 24 undergraduate hours in Social Sciences.

SOCIAL SCIENCE REQUIREMENTS

A minimum of 15 hours from Economics, Geography, History, Political Science, Psychology, & Sociology.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	<u>6 hrs</u>
Total	15 hrs

HISTORY COURSES

HST 509 Indian History. 3(3-0) F. Prerequisite: 50 hours or permission of department head. History of Indian/White relations, federal Indian policy, and Indian accommodation to European introduction and eventual American dominance from the beginning of contact with Europeans to the present.

HST 510 Plains Indians. 3(3-0) S. Prerequisite: 50 hours or permission of department head. History and culture of the Plains Indians from the pre-Columbian period to the end of the frontier era near the turn of the last century, including the impact of European invasion.

HST 515 American Environmental History. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Survey of humankind's relationship with nature and the environment in what is now the United States from pre-Columbian times to the present. Will especially focus on the impact of American development on the environment, the impact of the environment on the development of the United States, and the significance of the many different ideas and images concerning nature and the environment throughout American history.

HST 517 Legal and Constitutional History of the United States. 3(3-0) D. Prerequisite: 50 hours or permission of department head. The origins of American constitutionalism, the Philadelphia Convention, the historical context of the changes in the law, in the Constitution, and in the courts since 1789, and the development of the law profession and legal education. Graduate students will concentrate their study on a specific topic or period.

HST 518 Colonial America. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Character, development and modification of the English Empire in North America.

HST 519 The American Revolution. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Origins of the Revolution, War of Independence, and the society, government, and economy of the Revolutionary and Confederation eras.

HST 521 Early American Republic. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Study of America, 1780s-1840s. Topics will include the development of constitutional government and federalism, mix of republican ideology and capitalism, causes and results of the War of 1812, first and second political party systems, social reform, and economic development.

HST 523 Nineteenth Century America. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Emphasis upon how the ideas and values that constituted the original meaning of America (namely, the republicanism of the American Revolution) were transformed in response to the Commercial and Industrial Revolutions of nineteenth century America, producing two major crisis of the century: the Civil War and Populist Revolt. Included is the transition of the United States from an agrarian society of economically and politically independent farmers to a depersonalized industrial nation of largely dependent salaried employees and wage earners.

HST 524 The Civil War and Reconstruction. 3(3-0) D. Prerequisite: 50 hours or permission of department head. The sectional conflict, the Civil War, and Reconstruction examined from political, military, social, and economic perspectives, with emphasis on differing historical interpretations of the causes of the war, the South's defeat, and the limits of Reconstruction.

HST 525 Gilded Age/Progressive Era America, 1865-1920. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Political, economic, intellectual, and social development of the United States from the end of the Civil War through World War I and its aftermath.

HST 527 Recent American History, 1929-present. 3(3-0) S. Prerequisite: 50 hours or permission of department head. Great depression, Age of Franklin D. Roosevelt; World War II; the Cold War; the Eisenhower years; Kennedy; Johnson; Nixon; Carter; postwar domestic development and its concomitant domestic problems May be taught concurrently with HST 337. Students cannot receive credit for both HST 337 and HST 527.

HST 528 U.S. History Since 1945. 3(3-0) D. Prerequisite: 50 hours or permission of department head. The Cold War, politics from Truman through the Reagan presidency; the social conflict of the 1960s; the civil rights movement; the Great Society; Vietnam; and the Reagan revolution.

HST 531 African-American Leaders and Movements. 3(30) D. Prerequisite: 50 hours or permission of department head. Study of African-American leaders and movements in the United States, with emphasis on the period since World War II.

HST 536 History of Missouri. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Economic, social, political, and constitutional history of the state; role played by Missouri in national affairs.

HST 537 History of the American West. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Westward movement in America as history and myth; influence of the West on American society and character.

HST 538 History of the American South, 1607-present. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Development of the South's social, economic, and intellectual distinctiveness, with an emphasis on slavery, the plantation system, sectional conflict, modernization, Populism, disfranchisement, segregation, Dixie Demagogues, and the Civil Rights Movement.

HST 541 The Ancient Near East to 1200 BCE. 3(30) F. Prerequisites: 50 hours or permission of department head. Sumerians, Babylonians, Egyptians, and Hittites; special reference to Hebrew scripture. Interrelationships among other civilizations; readings from original sources in English translation.

HST 542 Ancient Israel. 3(30) S. Prerequisites: 50 hours or permission of department head. History of Israel to the end of the Persian period with special reference to the Canaanites, Mycenaens, Philistines, Phoenicians, Assyrians, Chaldaeans, and Persians.

HST 543 History of the Arab-Israeli Conflict. 3(3-0) D. Prerequisite: 50 hours or permission of department head. The Arab-Israeli conflict in its historical and contemporary terms. The course covers three periods: The first period examines the roots of Arab and Jewish historical/biblical claims to Palestine before 1939. The second period from 1939 to 1982 analyzes the causes and effects of the Arab-Israeli wars. The third period from 1982 to 1991 covers the Israeli invasion of Lebanon, the Palestinian uprising (Intifada), and the peace process.

HST 545 Medieval Europe. 3(30) F. Prerequisite: 50 hours or permission of department head. History of Medieval France, Germany, and the Papacy from the 5th century to the 16th century.

HST 548 The Renaissance. 3(30) D. Prerequisite: 50 hours or permission of department head. Europe from about 1320 to about 1550, in the transition period from Medieval civilization to Modern civilization; history ideas and culture.

HST 549 The Reformation. 3(30) D. Prerequisite: 50 hours or permission of department head. Early modern period of European history, 1500-1648. Religious controversy, religious wars, growth of the secular state.

HST 551 The French Revolution and the Napoleonic Era. 3(30) D. Prerequisite: 50 hours or permission of department head. Causes and phases of the Revolution in France; the expansion of the Revolution; rise and downfall of Napoleon.

HST 553 History of Europe in the 19th Century, 1815-1918. 3(30) D. Prerequisite: 50 hours or permission of department head. Forces unleashed by the French Revolution and other movements, including liberalism, reaction, nationalism, industrialization, and imperialism. May be taught concurrently with HST 353. Student cannot receive credit for both HST 353 and HST 553.

HST 556 France Since 1815. 3(3-0) D. Prerequisite: 50 hours or permission of department head. A survey of French political, economic, social and intellectual developments. Special emphasis on the search for a stable political and economic system through the Fifth Republic and into the new multinational Europe.

HST 559 Germany, 1815-Present. 3(3-0) D. Prerequisite: 50 hours or permission of department head. The unification process, the German Empire, Weimar Republic, Third Reich, Germany as a European Great Power.

HST 561 Russia Since 1801. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Emphasis on the modernization of Russia, the rise of dissent, Russia's interaction with Europe, change and continuity between Imperial and Soviet Russia.

HST 565 English Constitution, Courts and Common Law. 3(3-0) F. Prerequisite: 50 hours or permission of department head. The development of the English constitution from the late Middle Ages to 1688 with special emphasis on the development of the Common Law and the courts.

HST 566 Victorian and Edwardian England. 3(3-0) D. Prerequisite: 50 hours or permission of department head. This course will examine the impact of industrialization; wealth, poverty, and the rise of class; reform movements; origins of the welfare state; emergence of the Labor party, and the slow eclipse of aristocratic power and influence.

HST 571 China in the 20th Century. 3(30) D. Prerequisite: 50 hours or permission of department head. An intensive study of the transformation of China from a Confucian, Feudal state to a Communist world power.

HST 587 Mexico from Colony to Nation. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Mexican history from the colonial period to the Revolution of 1910.

HST 588 Twentieth-Century Mexico. 3(3-0) D. Prerequisite: 50 hours or permission of department head. Mexico from the Revolution of 1910 to the present, emphasizing Mexico's influence upon the Cuban, Nicaraguan and other revolutions; its role as a member of the Middle American Community and of Latin America at large.

HST 597 Topics in History. 1-3 D. Prerequisite: 50 hours or permission of department head. The topics studied will change from term to term depending on the interests of professors and students. May be repeated as topics change. Variable content course.

HST 599 Internship in Public History. 1-3 D. Prerequisite: 60 hours, and permission of the department head and host institution. Supervised and approved work in a public or private agency which manages a museum, archive, or historic site. May be repeated for credit, but only 3 hours may be counted towards the B.A., B.S.Ed., or M.A. major in History. 1 credit hour for each 40 hours of service.

HST 601 Historiography and Historical Method. 3(3 0) F. Various philosophies of history and theories concerning method, purpose, and meaning of history; problems of research.

HST 602 Secondary School Curriculum for the Social Studies. 3(3-0) D. Foundation course in the development and organization of the secondary school curriculum with an emphasis toward issues within social studies curriculum. This course meets the MSED degree requirements for social studies or history majors only.

HST 610 Seminar in Ancient History. 3(30). Prerequisite: HST 601 or permission. A seminar in ancient history, providing an in-depth study of a chosen topic, as well as the historiography of the topic, for the graduate student. May be repeated once for credit.

HST 620 Proseminar in American History. 3(30). Prerequisite: HST 601 or permission. Readings in chosen periods and topics in American history for the graduate student. May be repeated once for credit.

HST 630 Seminar in American History. 3(30). Prerequisite: HST 601 or permission. In-depth study of chosen topics in American history for graduate students.

HST 640 Proseminar in European History. 3(30). Prerequisite: HST 601 or permission. Readings in chosen periods and topics in European history for the graduate student. May be repeated once for credit.

HST 650 Seminar in European History. 3(30). Prerequisite: HST 601 or permission. In-depth study of a chosen topic as well as the historiography of the topic for the graduate student. May be repeated for credit with departmental consent.

HST 660 Proseminar in Latin American History. 3(30). Prerequisite: HST 601 or permission. Readings in chosen periods and topics in Iberian and Latin American history for the graduate student. May be repeated once for credit.

HST 670 Proseminar in Ancient Near East History. 3(30). Prerequisite: HST 601 or permission. Readings in chosen periods and topics in Ancient Near East history for the graduate student. May be repeated once for credit.

HST 680 Seminar in World History. 3(3-0) D. Prerequisite: HST 601 or permission. In-depth study, in African, East Asian, Latin American, or Middle Eastern history, of a chosen topic as well as the historiography of the topic for the graduate student. May be repeated for credit with departmental consent.

HST 683 Women's History: The Use and Understanding of Sources. 3(30). D. Prerequisite: HST 601 or permission of department head. Students will study seminal primary and secondary sources relating to women's history, discussing and analyzing their content, origins, and context in order to understand their application to the research, writing, and teaching of history.

HST 684 The American Revolution: The Use and Understanding of Sources. 3(30). D. Prerequisite: HST 601 or permission of department head. Students will study seminal primary and secondary sources relating to the American Revolution, discussing and analyzing their content, origins, and context in order to understand their application to the research, writing, and teaching of history.

HST 685 The Civil War in Missouri: The Use and Understanding of Sources. 3(30). D. Prerequisite: HST 601 or permission of department head. Students will study seminal primary and secondary sources relating to the Civil War in Missouri, discussing and analyzing their content, origins, and context in order to understand their application to the research, writing, and teaching of history.

HST 686 American Social History: The Use and Understanding of Sources. 3(30). D. Prerequisite: HST 601 or permission of department head. Students will study seminal primary and secondary sources relating to American social history, discussing and analyzing their content, origins, and context in order to understand their application to the research, writing, and teaching of history.

HST 687 American Education: The Use and Understanding of Sources. 3(30). D. Prerequisite: HST 601 or permission of department head. Students will study seminal primary and secondary sources relating to American education, discussing and analyzing their content, origins, and context in order to understand their application to the research, writing, and teaching of history.

MISSOURI STATE UNIVERSITY

HST 690 Proseminar in World History. 3(30). D. Prerequisite: HST 601 or permission of graduate program director. Readings in chosen periods and topics in world history, comparative history, or a study involving at least two global areas such as diaspora studies. May be repeated up to 9 hours.

HST 696 Readings in History. 1-3. D. Prerequisite: recommendation of the student's graduate advisory committee; permission of supervising professor, and permission of department head. Arranged program of readings for the individual student directed by a professor of the graduate faculty. May be repeated once for credit.

HST 699 Thesis. 16. Prerequisite: permission of Director of History graduate program.

DEPARTMENT OF PHILOSOPHY

Pamela R. Sailors, Department Head

Strong Hall, Room 230; Phone (417) 836-5650

Fax (417) 836-4775; PamelaSailors@missouristate.edu

Philosophy@missouristate.edu

GRADUATE FACULTY

Associate Professor: Pamela R. Sailors

No master's program is offered in the Philosophy Department. However, the following courses may be taken for graduate credit by students admitted to graduate study at Missouri State University.

PHILOSOPHY COURSES

PHI 513 Bioethics. 3(30) D. Prerequisite: 60 hours or permission of instructor. An introduction to central questions that arise in the area of bioethics, and to the resources various ethical theories offer for resolving those questions. In addition to a brief overview of contemporary moral theory, the course will discuss issues such as euthanasia, informed consent, proxy decision making, experimental research on humans and health care allocation. Specific cases will be discussed and analyzed throughout the semester.

PHI 596 Philosophy Selected Topics. 2-4 D. Prerequisite: permission of department head. Individual conference course for graduate students with specialized interests in particular areas of philosophy not covered in regular courses. May include independent research, progress reports and term papers. Enrollment requires advance agreement on topic.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE

George E. Connor, Department Head

Strong Hall, Room 310

Phone (417) 836-5630; Fax (417) 836-6655

GeorgeConnor@missouristate.edu

PoliticalScience@missouristate.edu

GRADUATE FACULTY

Professor: George E. Connor, Mark C. Ellickson, Dennis V. Hickey, Beat R. Kernan, Joel W. Paddock, Kant B. Patel, Mark E. Rushefsky, Patrick Scott

Associate Professor: James B. Kaatz, Yuhua Qiao, Kevin Pybas, Kenneth Rutherford

Emeritus Professor: Alice F. Bartee, Robert M. Peace, Denny E. Pilant

MASTER OF PUBLIC ADMINISTRATION

Kant B. Patel, MPA Program Director

Strong Hall, Room 322; Phone (417) 836-5925

KantPatel@missouristate.edu

<http://www.missouristate.edu/polsci/mpa.htm>

PROGRAM DESCRIPTION

The Master of Public Administration (MPA) program is designed to prepare students for careers in public service and to provide professional development for administrators of public agencies and non-profit organizations. As such, the purpose of the program is to help students develop theoretical and analytical insights into problems of governance in a democratic society, into the interplay between politics and public service, and into the relationship between elected officials and bureaucracy in the formulation, implementation and evaluation of public policies. Specifically, the goals of our program, in conjunction with the University's state-wide mission in public affairs, are to:

1. prepare students for careers in public service;
2. give students an understanding of the role that public service plays in democratic society; and
3. prepare students for further study in public administration.

All students with demonstrated academic competence who are interested in public administration will be welcomed into the program although students must meet the requirements of the Graduate College and the Department to earn the MPA. The program is designed to give students the opportunity to pursue four specializations: 1) health care administration, 2) public management, 3) public policy, or 4) local government planning. Students are also encouraged to work with their advisors to tailor their choices of specialization and pattern of courses taken in order to meet personal interests and career goals. The MPA is accredited by the National Association of Schools of Public Affairs and Administration.

ENTRANCE REQUIREMENTS

1. All students applying for admission must submit recent Graduate Record Examination scores.
2. Applicants with at least a 3.00 GPA in their undergraduate work and strong letters of recommendation from three undergraduate professors or persons well acquainted with the applicant's education and abilities will be admitted to the MPA program. These letters are to be submitted to the Director of the MPA program.
3. Applicants with a GPA between 2.75 and 3.00 are required to achieve a minimum score of 900 on the Graduate Record Examination, with a minimum score of 475 on either the verbal or the quantitative section and a score of not less than 425 on the other.
4. **Prerequisite courses.** The MPA program requires up to 9 hours of prerequisite courses, depending on the background of the student. Students entering the program should have an undergraduate statistics course and some exposure to public administration and American politics. Students admitted to the MPA program from majors other than Political Science or Public Administration may be required to take Public Administration (PLS 255) and Seminar in American Politics (PLS 612) based upon recommendation of the MPA Director. Students from all majors are required to take an undergraduate statistics course if they have not previously had one.

GRADUATE ASSISTANTSHIPS

All students applying for a graduate assistantship must have their GRE scores (verbal and quantitative) on file at the time of application. All graduate assistants in Political Science are required to take 9 hours of course work.

ADVISEMENT

1. The MPA Director will review each applicant’s record. Based upon previous course work, students may be required to take up to nine hours of specified prerequisites (undergraduate statistics, Public Administration, Seminar in American Politics).
2. The MPA Director will determine if the student’s background includes work experience in the public and non-profit sectors, and, if so, whether such experience is adequate to waive the internship requirement.
3. Instructors shall evaluate each student’s work at the conclusion of every semester, and will place a written assessment on file with the department. Such assessments may become the basis for recommending that a student take appropriate undergraduate courses.

DEGREE REQUIREMENTS (Minimum of 39 hrs)

1. Required Core:

PLS 573	Policy Analysis	3 hrs
PLS 576	Quantitative Methods of Political Science & Public Policy	3 hrs
PLS 652	Public Personnel Management	3 hrs
PLS 653	Mgmt Techniques and Org. Behavior	3 hrs
PLS 655	Seminar in Public Management	3 hrs
PLS 656	Finan. Mngmt in State & Local Gov.	3 hrs
PLS 671	Seminar in Public Administration	<u>3 hrs</u>
Total Core		21 hrs

Note: If the student has taken a 500-level required course for undergraduate credit, he/she shall substitute a 600-level course selected with the approval of the advisor and the department for the course already taken.

2. **Internship.** PLS 681 In-Service Training in Public Administration. In-service training in an approved local, county, federal, or other approved agency (unless waived for candidate with adequate experience). Students who have completed PLS 581 cannot take 681. **0-3 hrs**
3. **Research.**
Non-thesis option. Complete required core courses and up to 18 hours of courses in student’s chosen area of concentration (see #4 below).
Thesis option. Complete required core courses, PLS 699 Thesis (6 hours), and up to 12 hours of courses in student’s chosen area of concentration (see #4 below).

4. **Areas of Concentration.** The MPA candidate, in consultation with the advisor and with approval of the department head, shall choose one of the following four areas of concentration: Public Management, Public Policy, Health Care Administration, or Local Government Planning. Students will take the required courses for each area of concentration and will select other courses to fill out the elective requirements depending on whether the internship is waived and research option selected.

Required area of concentration courses: **9-18 hrs**

a. Public Management:

PLS 659	Seminar in Admin. Management & Organizational Theory	3 hrs
PLS 660	Management of Intergovernmental Relations	3 hrs

b. Public Policy:

PLS 662	Public Policy & Program Evaluation.	3 hrs
PLS 663	The Policy Process	3 hrs
PLN 605	Social Planning	3 hrs

c. Health Care Administration:

PLS 654	Seminar in Health Policy	3 hrs
PLS 658	Seminar in Health Care Organizations	3 hrs
ECO 504	Health Care Economics	3 hrs

d. Local Government Planning

PLN 605	Social Planning	3 hrs
PLN 670	Planning Law	3 hrs
PLN 671	Land Use Planning	3 hrs
PLN 672	Community Planning Practicum	4 hrs

Within each area of concentration, students may use the additional course(s) to pursue more specialized interests.

Total 39 hrs

5. **Comprehensive Examination.** The Director of the MPA Program will prepare and administer a written comprehensive examination covering the general field of public administration, reflected in the required core courses offered. Students not performing at a satisfactory level will be required to pass a comprehensive oral examination administered by the MPA faculty. No student is eligible to take comprehensive examinations until all course requirements for the degree have been satisfied. The comprehensive examination requirement is not required for students choosing to pursue the Thesis option.

MISSOURI STATE UNIVERSITY

ACCELERATED MASTER OF PUBLIC ADMINISTRATION OPTION

Eligible Missouri State University majors in public administration or political science may apply for preliminary acceptance into the Master of Public Administration program after admission requirements for the accelerated master's option have been satisfied. If accepted, the undergraduate requirements for PLS 573 (Policy Analysis), PLS 576 (Quantitative Methods of Political Science and Public Policy), and PLS 681 (In-service Training in Public Administration) can be counted for both the undergraduate and graduate degrees.

In addition, PLS 671 (Seminar in Public Administration) can be taken during the student's senior year and can also count toward both degrees. This option gives exceptional undergraduate students the opportunity to complete their bachelor's and master's degrees in ten semesters and a summer. Contact the Department of Political Science for further information and guidelines.

Before enrolling in a course to be counted as both undergraduate and graduate credit and to count the course toward the master's degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

Admission Process for the Accelerated MPA Option:

Immediately prior to or during the junior year, the prospective student should discuss the possibility of participating in the Accelerated Master's Degree program with their undergraduate advisor and Department Head of the Political Science Department. If the student's academic record and potential are judged strong, the Head recommends the student to the proposed Accelerated MPA program. Undergraduate students who enter the Accelerated Master's Degree program should have a sponsor, i.e., a MPA faculty member who will serve as a mentor to the student throughout the undergraduate and graduate programs.

A student must be admitted into the Accelerated Master's Degree Program at Missouri State University in order to begin taking graduate course work for dual credit. Students admitted into the Accelerated Master's Degree program will not be fully admitted into the Graduate College until completion of their undergraduate degree and fulfillment of all other requirements for admission to the Graduate College (such as the Graduate Record Examination). Students should be awarded the bachelor's

degree upon completion of a minimum of 125 hours of combined graduate and undergraduate course work and degree specific requirements.

Admission Requirements for the Accelerated MPA Option:

1. Public administration and political science undergraduate students must have at least junior standing and a minimum of 60 credit hours.
2. Applicants must have a minimum 3.50 GPA in the public administration or political science curriculum and 3.00 overall GPA.
3. Students in the Accelerated Master's Degree Program must maintain a 3.50 GPA in the public administration and/or political science curriculums and maintain a 3.00 overall GPA to remain in the program.
4. Transfer students will be allowed into the Accelerated Masters Degree Program. Transfer students must have a minimum of 30 graded hours of course work at Missouri State University before they can be accepted into the program.
5. A maximum of 12 credits of accumulated graduate hours may be applied toward completion of their undergraduate degree requirements. The following courses will be allowed:

PLS 573 Policy Analysis	3 hrs
PLS 576 Quantitative Methods of Political Science and Public Policy	3 hrs
PLS 671 Seminar in Public Administration	3 hrs
PLS 681 In-Service Training in Public Adm.	3 hrs

CERTIFICATE IN PUBLIC MANAGEMENT

PROGRAM DESCRIPTION

The Certificate in Public Management (CPM) is a post-baccalaureate program designed to enable practitioners in government and non-profit organizations to acquire knowledge and skills in public administration without pursuing a full master's degree. This is an ideal academic program for individuals working in mid-level jobs who have not previously received professional training in public administration. While the focus is on the public sector, the courses teach leadership and problem solving skills that apply to the non-profit sector as well.

The CPM requires a total of 18 hours of graduate credits involving a mix of required and elective credits. The courses are the same as those offered to MPA students. The courses must be completed within four years of admission into the program. The program does not require a comprehensive examination, area of concentration, or a capstone research requirement.

ADMISSION CRITERIA

Admission to the Certificate Program requires the same application materials as the MPA. This includes a bachelor’s degree from a regionally accredited institution of higher education, a 3.00 overall grade point average, and 3 letters of recommendation. Unlike the MPA degree, a standardized examination such as the GRE is not required. Admission is open to qualified persons without regard to age, physical disability, national origin, race, religion, or gender.

In addition to the general requirements specified in the Missouri State University Graduate Catalog, selection is made on the basis of prior academic performance, professional accomplishments, and other indicators of the ability to pursue successfully graduate education and a professional career in public management.

Students who do not meet the normal admission requirements, but who show an indication of high promise, will be considered for probationary admission. The Director of the MPA program will define probationary conditions and convey those to the student.

ADMISSION TO THE MASTER’S PROGRAM FROM CPM

Admission to and successful completion of the CPM in no way guarantees admission to the MPA program. Students who are enrolled in or have completed the CPM must apply separately for admission to the MPA and comply with the MPA admission standards and the requirements of the Graduate College, including completion of a standardized exam such as the GRE, GMAT or LSAT.

The CPM is designed for persons in management positions who need a limited number of selected courses in contemporary methods, skills, and models of management. On occasion, however, a person may pursue the CPM and then decide that it would be desirable to pursue the MPA degree. All CPM credits may be applied to the MPA.

REQUESTS FOR INFORMATION

For information about the Graduate Programs in Public Administration, please contact: James Kaatz, MPA Program Director, Department of Political Science, Missouri State University, 901 S. National Avenue, Springfield MO 65897. (JamesKaatz@missouristate.edu)

ADMISSION DEADLINES

Application packages should be received by the Program office one month prior to the semester you wish to begin. Students may begin the Fall, Spring, or Summer semester.

COMPLETION REQUIREMENTS

Students must have an overall grade point average of 3.00 for completion of the certificate program.

REQUIRED COURSES 18 HOURS TOTAL

Required Core	12 hrs
PLS 652 Public Personnel Management	3 hrs
PLS 653 Mgmt. Techniques and Organiz. Behavior	3 hrs
PLS 656 Financial Mgmt. in State and Local Govt.	3 hrs
PLS 671 Seminar in Public Administration	3 hrs

Elective Methodology Courses: (Choose 1) 3 hrs

PLS 573 Public Policy Analysis	
PLS 576 Quant. Methods for Political Sci./Public Policy	
PLS 662 Public Policy and Program Evaluation	
CAS 502 Analyzing Crime Data	
SOC 606 Advanced Social Research Methodology	
RPL 601 Research Methods in Resource Planning	

Concentration Subfields (Choose 1) 3 hrs

PLS 655 Seminar in Local Government Mgmt.	
PLS 654 Seminar in Health Policy	
PLS 555 Public Policy for a Global Environment	
PLS 659 Administrative Mgmt. and Org. Theory	
PLS 660 Seminar in Intergovernmental Relations	
CRP 571 Land Use Planning	
RPL 604 Community Resource Planning	

MISSOURI STATE UNIVERSITY

MASTER OF INTERNATIONAL AFFAIRS AND ADMINISTRATION

Beat R. Kernen, MIAA Program Director

Strong Hall, Room 310; Phone (417) 836-4618

BeatKernen@missouristate.edu

<http://polsci.missouristate.edu/MIAA/>

PROGRAM DESCRIPTION

The program is designed to meet growing societal, occupational, and student needs and demands for persons educated and knowledgeable in international affairs. It will help students to become professionally involved in an increasingly competitive and interdependent world in which the United States occupies a prominent position. The Master of International Affairs and Administration will produce graduates who will be well trained in international affairs and administration and can work in the public or private sector. It is also designed to prepare its graduates to continue their graduate education at the doctoral level in political science, international relations, or other related fields.

Students with demonstrated academic competence who are interested in the field of international studies will be welcomed into the program regardless of undergraduate major.

ENTRANCE REQUIREMENTS

1. All students applying for admission must submit recent GRE scores. Applicants with a 3.00 GPA or above in their undergraduate degree from an accredited institution and strong letters of recommendation from three undergraduate professors or persons well acquainted with the applicant's education and abilities will be admitted to the MIAA program in good standing. These letters are to be submitted to the Director of the MIAA program.
2. Applicants with an undergraduate GPA between 2.75 and 3.00 must achieve a minimum composite score of 900 on the verbal and quantitative sections of the GRE, with a minimum score of 475 on either the verbal or the quantitative section and a score of not less than 425 on the other.
3. Foreign students applying for admission to the MIAA program who do not have an undergraduate degree from an American university must have completed the equivalent of an undergraduate degree at an accredited university. They must also demonstrate graduate-level proficiency in English by either having achieved a score of 550 on the paper-based, or a comparable score of 213 on the computer-based TOEFL, or by other equivalent means.

PREREQUISITE COURSES

The MIAA program does not require any specific prerequisite courses. However, an applicant may be advised or required to take undergraduate prerequisite courses in areas pertinent to the MIAA program. For example, an applicant with little or no statistical training will be required to take an undergraduate course in statistics, or a student who has little knowledge of global affairs may be advised to take an undergraduate course in international and/or comparative politics before enrolling in the respective graduate seminars in these two fields.

GRADUATE ASSISTANTSHIPS

All students applying for a graduate assistantship must have their GRE scores (verbal and quantitative) on file at the time of application. All graduate assistants in Political Science are required to take 9 hours of course work.

DEGREE REQUIREMENTS (Minimum of 39 hours)

1. Required Core:

PLS 605	Seminar in Comparative Politics	3 hrs
PLS 613	Sem. Foreign Policy Decision-Making	3 hrs
PLS 615	Comparative Public Administration	3 hrs
PLS 621	International Political Economy	3 hrs
PLS 632	International Relations in Theory & Practice	3 hrs
PLS 637	Seminar in International Organization & Administration.	3 hrs

Total 18 hrs

2. **Research.** A student will be required to complete 3-6 hours in either Option I or Option II.
Option I - PLS 699 Thesis (6 hrs). Option I is open only to students who maintain a minimum GPA of 3.75.
Option II - PLS 680 Ind. Study in Political Sci. (3 hrs)
3. **Cognate Fields.** The MIAA candidate, in consultation with the Program Director and with approval of the department head, may choose one of the following four cognate fields: **15-18 hrs**
 - a. International Relations/Comparative Politics. PLS 535, 544, 545, 546, 548, 550, 563, 565, 657, 671, 680, 681, 697; HST 543, 556, 559, 560, 561, 571, 588, 640, 660; ECO 520; GRY 507, 597
 - b. Public Administration: PLS 573, 655, 659, 662, 663, 680, 681, 697; MGT 647, 664, 665; FGB 584; PLN 605, 650, 670, 671, 672
 - c. International Economics and Business: PLS 680, 681, 697; ECO 565, 605, 610; ACC 505; FGB 500; RIL 539; MGT 647, 661; MKT 674
 - d. Defense & Strategic Studies: PLS 680, 681, 697; DSS 501, 502, 503, 504, 600, 602, 603, 604, 605, 606, 607, 608, 620, 696, 697

Within each cognate field, a student is required to take courses that are related to each other and reflect the student's strength and interest. Depending on the research option selected, students will take five or six courses in their chosen cognate field.

4. **Comprehensive Examination.** Upon completion of course work, students with a GPA of less than 3.75 will be required to pass a written comprehensive examination covering the core classes.
5. **Exit Interview.** Upon completion of course work, all students will be required to undergo an exit interview with the Program Director.
6. **Foreign Language Requirement.** Equivalent of two years of courses in any modern language offered either at Missouri State University or at another institution of higher learning. A student's language proficiency will be determined by both written and oral examinations in his/her chosen foreign language. In some cases, foreign students may substitute their native language, if it is not English, for the language requirement if it is related to their cognate field.
7. **Quantitative Methods Requirement.** Students without any statistical background will be required to take course work in this area. Proficiency in quantitative methods must be demonstrated either by passing a Diagnostic Test in quantitative methods or by having completed PLS 576 (Quantitative Methods of Political Science and Public Policy) or ECO 508 (Intermediate Econometrics) or an equivalent course approved by the Program Director.

**MASTER OF SCIENCE IN EDUCATION,
SECONDARY EDUCATION: SOCIAL
SCIENCE AREA OF EMPHASIS**

Contact Dr. Jamaine Abidogun, History department and see requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

**PREREQUISITE SOCIAL SCIENCE
REQUIREMENTS**

A minimum of 24 undergraduate hours in Social Sciences.

SOCIAL SCIENCE REQUIREMENTS

A minimum of 15 hours from Economics, Geography, History, Political Science, Psychology, & Sociology.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	6 hrs
Total	15 hrs

**GRADUATE CERTIFICATE IN
HOMELAND SECURITY AND DEFENSE**

Contact Dr. Bernard McCarthy and see certificate requirements listed at the beginning of the section for the College of Humanities and Public Affairs.

POLITICAL SCIENCE COURSES

PLS 515 Constitutional Law and Politics. 3(30) F. Prerequisite: PLS 101 and 50 hours or permission of instructor. The primary purpose of this course is to consider the role and significance of the judicial branch within the American constitutional system, with particular attention given to: the power of judicial review; modes of judicial interpretation; the relative powers of the Court, Congress, and the Executive branch; separation of powers; federalism; the electoral process; and economic rights. This will occur through a careful study of the constitution and a close analysis of Supreme Court decisions, illuminating their political, moral, and social impact on life in America.

PLS 517 Civil Rights in the American Constitutional System. 3(30) S. Prerequisite: PLS 101 and 50 hours or permission of instructor. A casebook examination of the constitutional rights of individuals, with emphasis given to the development and current constitutional interpretation of the Due Process and Equal Protection Clauses of the 14th Amendment and the process of identifying the fundamental rights of race, gender, and privacy.

PLS 519 Individual Liberties in the American Constitutional System. 3(30) S. Prerequisite: PLS 101 and 50 hours, or permission of instructor. A casebook examination of the First-amendment liberties of individuals, with emphasis given to the development and current judicial interpretation of the Establishment and Free Exercise of Religion Clauses, and the limitations imposed by the Supreme Court upon the Freedom of Speech and Press.

PLS 535 American Foreign Policy. 3(3-0) F. Prerequisite: PLS 101. An analysis of American foreign policy. The course explores the various governmental institutions and societal forces which shape American foreign policy. The major emphasis is on American foreign policy since World War II. Current issues in American foreign policy are discussed in light of contemporary theoretical and methodological approaches.

PLS 544 Government and Politics in the Middle East. 3(30) FO. Prerequisite: PLS 101. Political systems, processes and problems of the Middle East, considered both regionally and in the perspective of separate nation-status, from the beginning of the modern period about 1800 to the present.

PLS 545 Asian Politics. 3(3-0) S. Prerequisite: PLS 101. A comparative study of the political and economic systems of contemporary Asia with emphasis on Japan, Korea, mainland China, and Taiwan. Ideologies and strategies pursued by selected Asian governments are covered. Includes an assessment of contemporary economic, political, and security issues in the region. America's economic, political and strategic ties with the region are also explored.

PLS 546 Political Violence and Terrorism. 3(3-0) D. Prerequisite: PLS 101. The systematic study of political violence in its different forms. The course content is structured along a continuum, ranging from small scale violence to mass violence-assassinations, terrorism by subnational and transnational organizations, state terror and genocide.

PLS 547 Politics of the European Union and Its Members. 3(30) SE. Prerequisite: PLS 101. This course will focus on the historical evolution of the European Union (EU) since the 1950s, the ongoing integration process within the organization (vertical integration), and its enlargement beyond the present members (horizontal integration). It will also address the EU's position in global and regional politics, its links to the United States, and the development of international governmental organizations.

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PLS 550 Modern African Politics. 3(30) FO. Prerequisite: PLS 101. A comparative study of the political and economic systems of contemporary Africa with emphasis on sub-Saharan Africa. Ideologies and strategies pursued by selected African governments are covered, including an assessment of contemporary economic, political, and strategies within the region and internationally. The class will emphasize such areas as Mauritania, Senegal, Kenya, Somalia, Nigeria, and South Africa.

PLS 551 (651) Administrative Law. 3(30) D. Prerequisite: PLS 101. A study of administrative agencies in their rulemaking and adjudicatory functions; administrative procedures including hearings and the judicial review thereof; legislative committee operations and their relation to the agencies. After several lecture-type presentations by the instructor on the above topics, each student will be expected to present an oral and written review of some area of administrative law which requires further development through agency regulation and/or judicial review.

PLS 555 Public Policy for a Global Environment. 3(30) D. Prerequisite: PLS 101. Course examines how environmental policy is made in the United States and the international community. Covers the institutions and groups that participate in making environmental policy and the process by which it is made. Domestic and international issues and problems explored include clean air, clean water, pesticides, risk assessment and management, toxic and hazardous substances, public lands, the greenhouse effect, and stratospheric ozone depletion.

PLS 561 Ancient Political Thought 3(3-0) FO. Prerequisite: PLS 101 and 50 hours or permission of instructor. An introduction to the study of political theory by examining the contributions of classical political theorists and their successors up to the age of the Renaissance. Includes Socrates, Thucydides, Plato, Aristotle, the Epicureans, Cynics and Stoics, Cicero and the Roman Lawyers, early Hebrew and Christian political thought, Augustine and Aquinas.

PLS 563 Modern Political Theory. 3(3-0) SO. Prerequisite: PLS 101 and PLS 169 and 50 credit hours or permission of instructor. The revolution in ideals brought about by the nation-state, modern science, and the industrial revolution. Includes Machiavelli, More, Luther, Calvin, Hobbes, Locke, Rousseau, Bentham, J.S. Mill, Weber, Kant, and Hegel.

PLS 565 Contemporary Political Ideologies. 3(3-0) SE. Prerequisite: PLS 101 and 50 hours or permission of instructor. A systematic study of the major competing ideologies of the 19th and 20th centuries, including conservatism, liberalism, nationalism, Marxism, democratic socialism, fascism and national socialism, and others. Special emphasis is placed on the historical sources, philosophical foundations and argumentative structure of these influential ideologies.

PLS 567 American Political Thought. 3(3-0) FE. Prerequisite: PLS 101. Political ideas in American institutional and historical development. An examination of the relations between American thought and political structures and processes.

PLS 573 Policy Analysis. 3(30) S. Prerequisite: PLS 102 or permission of instructor. A study of the major qualitative and quantitative techniques in public-policy analysis. The course will examine diverse processes of public-policy formulation and analyze various public-policy alternatives. Each student will complete an empirical research project.

PLS 576 Quantitative Methods of Political Science and Public Policy. 3(30) F, S. Prerequisites: 50 hours and PLS 101 and either SOC 302 or equivalent; or permission of instructor. Introduction to the use of standard computer programs (especially SPSS) for the analysis and interpretation of political and social data. Covers analysis of nominal & ordinal data, descriptive and inferential statistics, hypothesis testing, correlation, linear and multiple regression. There will be a critical review of the application of these techniques to the analysis of political science and public policy research questions, including ethical issues associated with quantitative research.

PLS 598 Seminar in Political Science. 1-3, D. Prerequisites: PLS 101 and 90 hours and permission of instructor and department head. -A research-oriented course in selected problems in political science. May be repeated for credit. Variable content course.

PLS 605 Seminar in Comparative Politics. 3(30) F. An examination of the principal approaches to comparative politics including the comparative study of political systems, types of government, elites, legislatures, political cultures and political parties. Students in the MIAA program will be required to write an extensive bibliographic or substantive research paper on one of these principal elements in the study of comparative politics.

PLS 612(512) Seminar in American Politics. 3(30) F. The goal of the course is to develop the student's analytical and critical skills by discussing and critiquing a variety of readings over the following topics: political values and ideologies, political participation, political parties, presidency, Congress, judiciary, bureaucracy, public policy, and political economy. Each student will complete a major research paper related to one of these topics.

PLS 613 Seminar in Foreign Policy Decision making. 3(30) S. An examination of the factors that shape foreign policy decision making, especially as they have evolved in the 20th century in the United States. In addition to an examination of the governmental institutions and societal forces that influence policy, students will critically analyze decision making models that have been developed to explain how and why foreign policy decisions are made.

PLS 615 Comparative Public Administration. 3(30) F. The course will review the literature on the study of comparative public administration. The body of the course will focus on substantive public management issues in a variety of countries. Students will be expected to understand the rationale for the subfield, its development, and develop the skills needed to conduct scientific analysis.

PLS 617 Multidisciplinary Approaches to Homeland Security. 3(3-0) D. Examines the full spectrum of both homeland security and defense activities, the diverse responsibilities of the primary stakeholders, and current policies and practical efforts to develop and integrate homeland security and defense efforts nationwide.

PLS 619 Strategic Planning and Organizational Imperatives in Homeland Security. 3(3-0) D. The attainment of homeland security goals is dependent on comprehensive planning and organization to integrate and mobilize all levels of government and private sector responses. This course critically analyzes these efforts.

PLS 621 International Policy Economy. 3(3-0) S. A general introduction to the politics of international economic relations with a special emphasis on the extent, causes and consequences of globalization. Covers such topics as trade, investment, aid, global warming, international institutions, and the political roots of economic development. May be taught concurrently with ECO 621. Students can not receive credit for both PLS 621 and ECO 621.

PLS 632 International Relations in Theory and Practice. 3(30) F. An examination of the principal paradigms and approaches in the study of international relations as they have evolved, particularly in the 20th century, and their usefulness for understanding the practice of global affairs. Students will familiarize themselves with both theoretical and substantive aspects of international relations and global affairs. Completion of a major research project focusing on an issue or region and analyzing it from a theoretical perspective is required.

PLS 637 Seminar in International Organization and Administration. 3(30) S. A study of the historical development and theoretical foundations of international organizations and administration. Readings and research will emphasize recent issues and developments in both regional and global aspects in the organization and administration of the international system.

PLS 548 Latin American Politics. 3(3-0) F. Prerequisite: PLS 101. Broad introduction to the politics of Latin America. Although it will offer substantial historical background, the emphasis of the course will be on recent decades. To familiarize the student with some of the major general issues facing Latin America while also giving them a taste of its tremendous diversity. The course is structured around four basic topics: economic development, democratization, guerrilla movements and revolution, and drug trafficking. In the process of discussing these topics, various countries will be explored such as Brazil, Chile, Colombia, Cuba, Guatemala, and Mexico. A recurring theme will be the relationship between the United States and Latin America.

PLS 652 Public Personnel Management. 3(3-0) F. Intensive examination of the management of personnel focused directly on the public sector at the federal, state, and local levels. The course will explore the development, structure, and procedures of the public service. Issues of public personnel management to be examined include: perspectives on the public service, merit and patronage systems, labor relations, civil service reform, anti-discriminatory policies, and productivity and accountability.

PLS 653 Management Techniques and Organizational Behavior. 3(30) S. A core lecture course designed to familiarize the student with the development of managerial skills through MBO, decisionmaking theory, strategy implementation, change theory and development administration, problem solving, coordination within the organization, communication techniques, and affecting productivity. Emphasis will be placed upon the applicability of management and organizational theory to the public sector.

PLS 654 Seminar in Health Policy. 3(30) D. Politics of health policy formulation and planning. A study of participants in policy formulation role of the different levels of government, issues and problems in health care planning, interrelationship of agencies involved, Medicare, Medicaid, national health insurance.

PLS 655 Seminar in Public Management. 3(30) S. Designed to convey knowledge of management systems and processes, information systems, personnel administration, finance and budgeting, and program evaluation and control.

PLS 656 Financial Management for State and Local Government. 3(30) F. Prerequisite: permission. A course dealing with intergovernmental financial relations, revenue sources, tax strategies, bond requirements and issuance procedures, sinking funds, budget techniques, and basic categories of state and local expenditures.

PLS 657 Topics Seminar in Public Policy and Administration. 3(30) D. Topics course. The specific topics will change from semester to semester, and will include such subjects as education, welfare, health, poverty, administration of affirmative action laws, and energy policy. May be repeated as topics change.

PLS 658 (519) Seminar in Health Care Organization. 3(30) D. Intensive analysis of institutions and organizations involved in providing public health care at different levels of government, as well as the role of the private sector.

PLS 659 Seminar in Administrative Management and Organizational Theory. 3(30) D. Prerequisite: PLS 653. A topics seminar in which each student will be responsible for an individual research project involving one or more managerial orientations. Research will include both a review of applicable literature and a case study of an actual management or organizational problem-situation within a government office. This project will be preceded by a concise review of basic management principles and organizational theory.

PLS 660 Management of Intergovernmental Relations. 3(30) D. This course is designed to familiarize students with the nature and scope of intergovernmental relations and how they impact issues such as fiscal management, grantsmanship, public policy formulation, public program monitoring and administration.

PLS 662 Public Policy and Program Evaluation. 3(30) D. The course is designed to familiarize students with the nature and role of evaluation in the policy process. Topics will include but not be limited to: various types of evaluation, evaluation methods, evaluability assessment, program monitoring, impact assessment, process assessment, utilization of evaluation findings, and the politics of evaluation.

PLS 663 The Policy Process. 3(30) D. The course is designed to explore how public policy is made at all levels of government in the United States. Approximately two-thirds of the course will focus on the policy process; the remainder will concentrate on two or three major policy issues. Students will do an extended paper on a policy issue applying the concepts from the first part of the course.

PLS 670 Seminar in Political Science. 3(30) S. Prerequisite: 24 credit hours undergraduate work in social sciences. Advanced research in selected political science topics. May be repeated once for credit.

PLS 671 (559) Seminar in Public Administration. 3(30) F. This course is designed as the foundation course for the Master of Public Administration program. Topics covered include the development of public administration, political, social, economic, and legal processes and institutions, the policy process, and values and ethics. All students will complete a major research paper related to one of these topics.

PLS 680 Independent Study in Political Science. 14 F, S. Prerequisite: permission of instructor and department head. Carefully planned independent study designed on an individual basis for the advanced student who wishes to investigate a well-defined problem not dealt with adequately by standard courses. May be repeated for credit.

PLS 681 InService Training in Public Administration. 3(30) F, S. Prerequisite: permission of department head. Supervised field work in an approved local, state, or national government agency including preparation of an acceptable formal report. Students who have completed PLS 581 cannot take PLS 681.

PLS 697 Special Topics in Global Affairs. 3(30) D. The specific topics will change from semester to semester, and will include subjects such as international humanitarian law, comparative foreign policy, global Islamic movements, and globalization. May be repeated as topics change.

PLS 699 Thesis. 16. Prerequisite: permission of department head. Independent research and study connected with preparation of thesis.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF RELIGIOUS STUDIES

J.E. Llewellyn, Department Head

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GRADUATE FACULTY

Professor: John E. Llewellyn, Victor H. Matthews,
James C. Moyer, Kathy J. Pulley

Associate Professor: Stephen C. Berkwitz, Martha L.
Finch, Mark D. Given, John A. Schmalzbauer, John T.
Strong

Assistant Professor: Leslie Baynes, Austra Reinis

Emeritus Professor: Stanley M. Burgess, LaMoine
DeVries, Charles Hedrick (Distinguished Professor),
Karl W. Luckert, J. Ramsey Michaels

MASTER OF ARTS, RELIGIOUS STUDIES

Mark Given, Graduate Director

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PROGRAM DESCRIPTION

This program will develop sound knowledge and professional skills in the discipline of Religious Studies, as well as in the broader context of related disciplines in the humanities area. The following Religious Studies foci are made available for emphasis: South Asian Religions; History of Christianity and Judaism; Biblical Studies; and Religion, Self and Society. Upon completion of the program, students will have acquired a foundation of knowledge, skills and perspectives for working in a variety of vocations where a high degree of versatility in human affairs, knowledge in humanities, and an ability to negotiate among various religious faiths, ideologies and opinions, are required.

ENTRANCE REQUIREMENTS

1. A bachelor's degree from an accredited institution in the U.S., or equivalent training in a foreign university.
2. A minimum GPA of 3.20 on a 4.00 scale, or a minimum GPA of 3.40 on a 4.00 scale for the last 60 hours of undergraduate course work. Students who do not meet the GPA requirements must take the GRE and normally will be expected to score a minimum of 1000 on the combined verbal and quantitative sections.
3. International applicants are also required to submit a score of not less than 550 on the paper-based, or a comparable score of 213 on the computer-based TOEFL, or by other equivalent means with a minimum score of 50 percent on the Listening Comprehension Section.
4. 24 hours of undergraduate Religious Studies courses with a minimum of one course from each of the four fields: History of Religions; Biblical Studies; History of Christianity and Judaism; and Religion, Self, and Society.
5. 12 hours of one foreign language or its equivalent (e.g., passing a proficiency examination administered by the Modern and Classical Languages Department).
6. Applicants lacking the background courses described above may be admitted, but will be required to rectify deficiencies with appropriate course work. These courses will not count toward the master's degree and must be completed before filing an Advisory-approved Program of Study. Students who do not meet the GPA or GRE standards outlined above may be granted conditional admission to the program at the discretion of the Advisory Committee. To be advanced to full standing in the program, students will be required to complete a minimum of 9 hours of specified graduate courses with a GPA of at least 3.30.

DEGREE REQUIREMENTS (Minimum of 32 hrs)

1. Core Requirements.

REL 610 Basic Issues: South Asian Religions	3 hrs
REL 630 Basic Issues: Biblical Studies	3 hrs
REL 650 Basic Issues: Hist. of Judaism & Christianity	3 hrs
REL 670 Basic Issues: Religion, Self & Society	3 hrs
REL 611 Sem: South Asian Religions OR	3 hrs
REL 671 Sem: Religion, Self & Society	3 hrs
REL 631 Sem: Biblical Studies OR	3 hrs
REL 651 Sem: Hist. of Christianity & Judaism	3 hrs

Total 18 hours

2. **Electives.** Fourteen hours, including a minimum of 6 hours of electives, must be taken in the Religious Studies Department. The student's Advisory Committee should approve these courses.
3. **Advisory Committee.** Initially each student will be advised by the General Graduate Advisor. As soon as possible, the student will select a faculty member to chair a graduate advisory committee consisting of at least three persons. This committee will supervise the remainder of the candidate's graduate program.
4. **Program of Study.** The candidate's program will be structured by the Advisory Committee in consultation with the student.
5. **Research.** Completion of a thesis, or two seminar papers acceptable to the student's Advisory Committee.
6. **Comprehensive Examination.** The written and oral comprehensive examination will be administered after most of the course work has been completed. This examination must be passed by the candidate before a degree will be granted.

ACCELERATED MASTER'S DEGREE OPTION

Eligible undergraduate majors in Religious Studies or an equivalent department from an accredited institution may apply for early admission to the Master of Arts in Religious Studies. Once accepted for early admission, students will be able to take up to twelve (12) credit hours at the 500- and 600-level that apply to both their undergraduate and graduate programs. Before enrolling in courses to be counted for both undergraduate and graduate credit, an undergraduate student must be accepted into the accelerated master's program AND receive prior approval from the General Graduate Advisor, Department Head, and the Graduate College Dean (on a Mixed Credit Form).

ADMISSION REQUIREMENTS

1. Junior standing, with an overall GPA of 3.4.
2. Major in Religious Studies or an equivalent, having completed fifteen hours in the department, including at least six hours at the 300-level or above, with a GPA in the major of 3.5.
3. Recommendation by a faculty member in Religious Studies or an equivalent department at another institution.
4. Admission by the Graduate Committee of the Department of Religious Studies.

RELIGIOUS STUDIES FOR THE PROFESSIONS CERTIFICATE

PROGRAM DESCRIPTION

In order to serve effectively in various human professions one must understand the religious and cultural beliefs and values of those with whom one works. This certificate is designed to meet the needs of individuals who wish to increase both their knowledge and appreciation of the religious diversity they encounter. Prerequisites will be waived for the certificate.

ADMISSION CRITERIA

A student must be admitted to the Graduate College and have all course work approved by the director. A student must also have a bachelor's degree from an accredited institution in the U.S., or equivalent training in a foreign university, and have a minimum GPA of 3.00.

REQUIRED COURSES

12 Hours Total

Students must complete four three-hour courses at the 500-level in the department of Religious Studies*. The four courses must represent three different areas of specialization within the department. The areas of specialization are:

1. History of Religions (REL 540)
2. History of Christianity and Judaism (REL 550)
3. Biblical Studies (REL 510, 520, 570, 571)
4. Religion, Self, and Society (REL 530).

*REL 580 counts toward the certificate, but it does not count toward meeting an area of specialization requirement.

COMPLETION REQUIREMENTS

Students must have an overall grade point average of 3.00 for completion of the certificate program.

EXIT CRITERIA

Students must participate in an exit interview.

MISSOURI STATE UNIVERSITY

RELIGIOUS STUDIES COURSES

REL 510 Topics in Old Testament Studies. 3(30) D. Prerequisite: REL 101, 50 hours, or permission. Advanced introduction to and/or exegesis of primary documents from the Old Testament period, canonical and non-canonical, usually in the original language. Examples: Genesis, Jeremiah, the Hittites and the Old Testament, and Daily Life in Old Testament Times. May be repeated up to 9 hours, as topics change. Variable content course.

REL 520 Topics in New Testament Studies. 3(30) D. Prerequisite: REL 102, 50 hours, or permission. Advanced introduction to and/or exegesis of primary documents from the New Testament period, canonical and non-canonical, usually in the original language. Examples: Johannine literature, Revelation and Apocalyptic literature, Luke and Acts, Romans. May be repeated up to 9 hours, as topics change. Variable content course.

REL 530 Topics in Religion, Self, and Society. 3(30) D. Prerequisites: 50 hours including REL 100 and REL 131, or permission. Explores advanced issues in the study of religion as a component of cultural life, including issues of gender, race, and ethnicity. Examples of topics: Religion and Politics, Religion, Media and Popular Culture; Religion and Visual Culture; American Religious Communities; Lived Religion; Bible Belt Religion; Food and Religion; Women and Religion. Variable course content. May be repeated, as topics change, to a maximum of 9 hours.

REL 540 Topics in the History of Religions. 3(30) D. Prerequisites: 50 hours including REL 210 or permission. Study of advanced topics in comparative religions or in the history of the particular region or religious tradition. Topics may include material ranging from ancient history to the present day. Examples: Mysticism, Colonialism, Religion and Culture, Yoga, Fundamentalism. Variable content course. May be repeated, as topics change, to a maximum of 9 hours.

REL 550 Topics in the History of Judaism and Christianity. 13 D. Prerequisites: 50 hours including REL 330 or REL 340, or permission. Selected topics of advanced content in Christianity and Judaism. Examples: Death and Dying in the Christian Tradition; Spirituality in Christianity; Women in the History of Christianity; Reformation of the Sixteenth Century; Thought of Martin Luther; Eastern Christianity; Ritual in Orthodoxy, Catholicism, and Protestantism. Variable content course. May be repeated up to 9 hours as topics change.

REL 570 Archaeology and the Old Testament. 3(30) D. Prerequisite: 50 hours including REL 101, or permission. Archaeological discoveries in their relation to the literary, cultural, and religious background of the Old Testament/Hebrew Bible. Methods and objectives of archaeological research, including a brief history of Near Eastern archaeology.

REL 571 Archaeology and the New Testament. 3(30) D. Prerequisite: 50 hours including REL 102, or permission. Archaeological discoveries in their relation to the literary, cultural, and religious background of the New Testament. Includes methods and objectives of archaeological research.

REL 580 Seminar in Religious Studies. 3(30) F. Prerequisites: 60 hours and permission. Required capstone course for Religious Studies majors.

REL 610 Basic Issues in South Asian Religions. 3(3-0) D. Prerequisite: REL 210 or its equivalent. A survey of major ideas and practices associated with the religions of South Asia from early history to the present. Important theories and critical issues related to such concepts as colonialism, gender, nationalism, and text will be examined to orient students in the study of South Asian religions. Material from the Hindu, Buddhist, Jain, Sikh, and Muslim traditional of South Asia may be considered.

REL 611 Seminar in South Asian Religions. 3(3-0) D. Prerequisite: REL 610 or permission. This seminar will examine a specific topic or tradition within South Asian religions. Students can expect to do focused reading, discussion, and research on a particular subject related to the Hindu, Buddhist, Jain, Sikh, and/or Muslim traditional of South Asia. Historical and contemporary material, along with critiques of scholarship in the field may be considered. May be repeated once if topic is different.

REL 630 Basic Issues in Biblical Studies. 3(3-0) D. Prerequisite: REL 101 and 102 or their equivalent. A survey of the history of research on biblical and related literature with an emphasis on the period from Enlightenment to the present. The course will cover classic contemporary historical and literary problems including the theories and methods devised to address them.

REL 631 Seminar: Biblical Studies. 3(3-0) D. Prerequisite: REL 630 or permission. The seminar examines a specific topic within the history and literature of the Hebrew Bible/Old Testament and/or New Testament. Students can expect to do focused reading, discussion, and research on a particular historical, literary, and/or methodological issue pertaining to the topic. Variable content course. May be repeated once if the topic is different.

REL 650 Basic Issues in the History of Judaism and Christianity. 3 (3-0). Prerequisite: REL 131 or REL 340 or equivalent. A critical survey of historiographies, evaluation of principles and periodizations, their underlying assumptions and results.

REL 651 Seminar in History of Judaism and Christianity. 3 (3-0). Prerequisite: REL 650 or permission. Detailed study of selected persons, authors, movements, and eras in the history of Judaism and Christianity. Variable content course. May be repeated once if topic is different.

REL 670 Basic Issues: Religion, Self, and Society. 3 (3-0). Prerequisite: REL 100 and REL 313 or equivalent. A critical survey of religion as a cultural, social, and personal phenomenon with attention to theory and methodology from related disciplines.

REL 671 Seminar: Religion, Self, and Society. (3-0). Prerequisite: REL 670 or permission. A seminar applying various perspectives to individual religious practice and religious institutions in selected Western and non-Western societies. May be repeated once if topic is different.

REL 696 Readings in Religious Studies. 1-3 F,S. Prerequisite: recommendation of the Religious Studies general graduate advisor and permission of the instructor. Arranged program of readings for the individual student directed by a member of the graduate faculty. Before registering for the course, student and instructor must sign an agreement that details the course requirements. Variable content course. May be repeated to a maximum of 9 hours when topic varies.

REL 699 Thesis. 1-6. F,S. Prerequisite: recommendation of the Religious Studies general graduate advisor and permission of student's thesis advisor. The student will prepare an in-depth thesis on a clearly-defined topic within his or her area of specialization. Before registering for the course, student and thesis advisor must sign an agreement that details the course requirements. May be repeated up to a maximum of 6 hours.

DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, AND CRIMINOLOGY

Karl R. Kunkel, Department Head

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GRADUATE FACULTY

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Associate Professor: Patrick R. Gartin, William C. Meadows, Suzanne E. Walker

Assistant Professor: Brett E. Garland, Aida Y. Hass, Elizabeth A. Sobel

Emeritus Professor: Ravinda G. Amonker, Gary L. Brock, Shahin Gerami, Donald D. Landon, Melodye G. Lehnerer, Martha F. Wilkerson, Lloyd R. Young, Juris Zarins

MASTER OF SCIENCE, APPLIED ANTHROPOLOGY

William Wedenoja, Graduate Director

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PROGRAM DESCRIPTION

Applied Anthropology is the application of anthropological skills and knowledge to the needs and problems of society today. This program is intended to be a terminal, practice degree, although it will also be helpful preparation for a Ph.D. program. Applicants should have a strong undergraduate background in anthropology. The program emphasizes the cultivation of professional skills such as quantitative analysis, computer applications, technical writing, and public speaking. There are many facets to applied anthropology, but the current focus of this program is the study and preservation of cultural heritage through archaeology and ethnography. Every student will take courses in both archaeology and in ethnography, but each student will normally focus on one or the other. The program is concerned chiefly with American culture and diversity, particularly Native American culture and the Ozarks region, and is intended to meet the steadily growing need for professionals in cultural resource management, public archaeology, cultural and linguistic preservation, and heritage tourism.

ENTRANCE REQUIREMENTS

Admission to the program is selective. The minimum standards for admission are:

1. A bachelor's degree from a college or university accredited by agencies recognized by Missouri State University.
2. A minimum overall GPA of 3.00 on a 4.00 scale; OR at least a 3.25 GPA on a 4.00 scale for the last 60 hours of academic course work; OR a combined score of 1000 or higher on the verbal and quantitative sections of the Graduate Records Examination (GRE).
3. At least a 3.25 in all anthropology courses.

This program is designed for students who have completed an undergraduate major in anthropology, which should include at least two courses in cultural anthropology and in archaeology, a theory course, and an introduction to statistics. A field school or fieldwork experience is highly recommended, as are courses in North American Indians and North American Archaeology. Promising applicants may be admitted provisionally with deficiencies, which will need to be rectified with extra course work.

A final decision on admission will be made by the anthropology graduate admissions committee, which will take the following into consideration:

1. Three letters of recommendation concerning academic and professional promise.
2. A resume of not more than two pages, highlighting any experience relevant to this Master's program.
3. A statement of purpose of 300-500 words on qualifications and reasons for pursuing this degree.
4. At least one sample of writing (e.g., term paper).
5. A transcript of all courses taken and degree(s) completed.

Admission will also depend on the number of students the program can support at a given time and the suitability of the applicant and his or her interests for the objectives of the program.

MISSOURI STATE UNIVERSITY

DEGREE REQUIREMENTS (A minimum of 36 hours)

1. Core Requirements 27 hrs

ANT 510	Ethnographic Field Methods	OR	
ANT 550	Advanced Methods in Archaeology		3 hrs
ANT 600	Applying Anthropology		3 hrs
ANT 610	Cultural Resource Management		3 hrs
ANT 620	Quantitative Methods in Anthropology		3 hrs
ANT 625	Computer Applications in Anthropol.		3 hrs
ANT 670	Research Design & Writing in Anth.		3 hrs
ANT 690	Internship in Anthropology		3 hrs
ANT 697	Practicum	OR	
ANT 699	Thesis		6 hrs

2. Electives 9 hours

ANT 510	Ethnographic Field Methods		3 hrs
ANT 525	North American Indians Today		3 hrs
ANT 550	Advanced Methods in Archaeology		3 hrs
ANT 596	Directed Readings in Anthropology		1-3 hrs
ANT 598	Seminar in Anthropology*		3 hrs
ANT 599	Directed Research in Anthropology		1-3 hrs

*When applicable (e.g., The Anthropology of Tourism, Ethnohistory, Language Preservation, Historic Archaeology, Interpreting Skeletal Remains)

Up to 6 hours of related graduate level courses in other programs may also serve as electives with approval of the advisor and graduate director.

- 3. Internship.** Every student will complete an internship of at least 200 hours with an approved organization. It is the responsibility of the student to arrange this internship, in consultation with his or her advisor. Completion of the internship requires submission of a detailed report or portfolio and an oral presentation to the anthropology faculty and graduate students.
- 4. Advisory Committee.** Every student will be assigned a faculty advisor, who will supervise the course of study. An advisory committee of at least three professors from the Graduate Faculty will be formed to evaluate the practicum or thesis. This committee may include an additional member from another university, or an agency or organization, when appropriate.

- 5. Research.** Upon completion of the core courses, electives, and internship, each student will submit a proposal for a research project. This proposal shall be prepared in consultation with the student's advisor. When completed, the graduate director will convene a hearing with the student's advisory committee for final approval. There are two options for this research project:

Practicum. It is expected that most students will conduct an applied project from beginning to completion. The final report will serve as the equivalent of a thesis.

Thesis. In some instances, it may be more appropriate to conduct a research project and write a thesis.

- 6. Comprehensive Examination.** Upon completion of a thesis or a practicum report, a hearing will be held and the student will be examined on the work by the advisory committee. Each student will also give a public presentation on his or her research.

SOCIOLOGY, ANTHROPOLOGY, AND CRIMINOLOGY

MASTER OF SCIENCE, CRIMINOLOGY

Karl Kunkel, Graduate Director

Strong Hall, Room 451; Phone (417) 836-5640

KarlKunkel@missouristate.edu

PROGRAM DESCRIPTION

This program provides the opportunity for advanced knowledge and understanding of issues involving criminal behavior, the operation of the criminal justice system, crime control policy initiatives, and using theory and research methods for criminal justice program evaluation, within the framework of the university mission in public affairs. The program develops credentials for moving into management positions in criminal justice agencies, assuming jobs in criminology/criminal justice research centers, and serves as a springboard to Ph.D. programs at other universities.

ENTRANCE REQUIREMENTS

1. A bachelor's degree in sociology, criminology, or criminal justice ; AND a minimum overall GPA of 3.00 on a 4.00 scale; OR at least a 3.00 on a 4.00 scale for the last 60 hours of academic course work; AND a score of 475 or higher on either the verbal or quantitative section of the Graduate Records Examination (GRE) AND a score of not less than 400 on the other section.
2. Students without a bachelor's degree in sociology, criminology or criminal justice may be required to take up to fifteen hours of undergraduate course work at the discretion of the Graduate Director. The requirement for course work may be waived by the Graduate Director based on equivalent course work, professional education, and/or work experience in the criminal justice system.
3. Students who do not meet the minimum entrance requirements stated in Item #1 may be admitted conditionally to the program at the discretion of the program admission committee and the approval of the Graduate Dean. Conditional admission might be based on factors such as work experience or other indications of academic potential found in the application materials. On a case-by-case basis, the committee will set terms for full admission to the program.

4. Applicants must submit the following materials to the Graduate College: the Graduate Admission Application, the application fee, two official copies of transcripts showing course work for the bachelor's degree, and GRE scores. In addition, applicants must submit these materials to the department: statement of intent describing reasons for applying to the MS in Criminology along with post-graduation plans, and three reference letters that speak to the applicant's academic potential.
5. Applicants must formally be admitted to the program by the Criminology Graduate Committee of the Department of Sociology, Anthropology and Criminology.

DEGREE REQUIREMENTS

Thesis Option (Minimum of 33 hrs)

1. Core Requirements.

CRM 606	Advanced Research Methods in Criminology and Criminal Justice	3 hrs
CRM 607	Quantitative Methods in Criminology and Criminal Justice	3 hrs
CRM 620	Crime Theory and Policy	3 hrs
CRM 699	Thesis	<u>6 hrs</u>
Total		15 hours

2. **Electives.** Eighteen hours including a minimum of twelve hours taken from remaining CRM graduate-level courses. Courses outside CRM must be approved by the student's advisor.

3. **Thesis.** Students must complete a written thesis followed by an oral defense in front of their advisory committee.

Non-Thesis (Practicum/Comprehensive Exam) Option (Minimum of 36 hrs)

1. Core Requirements.

CRM 606	Advanced Research Methods in Criminology and Criminal Justice	3 hrs
CRM 607	Quantitative Methods in Criminology and Criminal Justice	3 hrs
CRM 620	Crime Theory and Policy	3 hrs
CRM 690	Practicum in Criminology	<u>6 hrs</u>
Total		15 hours

2. **Electives.** Twenty-one hours including a minimum of fifteen hours taken from remaining CRM graduate-level courses. Courses outside CRM must be approved by the student's advisor.

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- 3. Graduate Practicum.** Students must complete a practicum experience of no less than 270 clock hours in a criminology-related agency approved by their advisor. The practicum requires written exercises for academic reflection on the practicum experience.
- 4. Comprehensive Examination.** A written comprehensive examination must be passed by the candidate before a degree is granted. No student is eligible to take the comprehensive exam until all course requirements for the degree are satisfied, with the exception of the final semester. If students do not perform satisfactorily on the comprehensive exam, they are required to take an oral examination before the comprehensive examination committee.

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES: CRIMINAL JUSTICE OPTION

The Department of Sociology, Anthropology and Criminology participates in the Master of Science in Administrative Studies (MSAS) degree. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus. The program, which includes availability of courses online as well as on campus, is administered by a faculty committee and located in the Graduate College. Contact Dr. John Bourhis, MSAS Program Director, for more information.

CRM 610 Justice Administration	3 hrs
CRM 640 Foundations of Homeland Security	3 hrs
CRM 650 Law Enforcement & Community	3 hrs
CRM 670 Correctional Theory & Practice	3 hrs

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: SOCIAL SCIENCE AREA OF EMPHASIS

Contact Dr. Jamaine Abidogun and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE SOCIAL SCIENCE REQUIREMENTS

A minimum of 24 undergraduate hours in Social Sciences.

SOCIAL SCIENCE REQUIREMENTS

A minimum of 15 hours from Economics, Geography, History, Political Science, Psychology, and Sociology.
Courses from one of the above disciplines 9 hrs
Courses from a second one of the above disciplines 6 hrs
Total 15 hrs

GRADUATE CERTIFICATE IN HOMELAND SECURITY AND DEFENSE

Contact Dr. Bernard McCarthy and see certificate requirements listed at the beginning of the section for the College of Humanities and Public Affairs.

ANTHROPOLOGY COURSES

ANT 510 (310) Ethnographic Field Methods. 3(30) S. Prerequisites: ANT 226 and 80 hours; or permission of instructor. Ethnographic methods and techniques in the study of culture, with emphasis on participant-observation, interviewing, note-taking and management, data analysis, and ethics.

ANT 525 (425) North American Indians Today. 3(30) D. Prerequisites: ANT 325 or permission of instructor. Focuses on major developments in North American Indian life in the 20th and 21st centuries, including cultural, social, economic, political, environmental, and legal issues that affect Native Americans today.

ANT 540 Topics and Problems in Near Eastern Archaeology. 3(30) D. Prerequisites: ANT 250 or ANT 340 or graduate status and permission. A detailed analysis of major themes which define human behavior in the Near East; the origins of anatomically modern man, the agricultural and pastoral revolutions, the origins of civilization, the introduction of metallurgy, and problems bearing on selected ethnic origins.

ANT 550 Advanced Methods in Archaeology. 3(30) S. Prerequisites: ANT 240 and 80 hours; or permission of instructor. Practice in a variety of methods and techniques employed in cultural resources archaeology. Includes in-depth analysis of archaeological remains in the laboratory and hands-on field experience with cutting-edge technologies such as remote sensing.

ANT 595 History of Anthropological Theory. 3(3-0) S. Prerequisites: ANT 226 and 80 hours; or permission of instructor. Senior culminating course for ANT majors. This course traces the development of anthropology and anthropological theory, with emphasis on the major theorists and schools of thought in the twentieth century.

ANT 596 (593) Directed Readings in Anthropology. 13 F, S. Prerequisites: 6 hours of anthropology and permission. Readings designed to supplement material introduced in previous anthropology courses. Includes a wide selection of literature in the field. May be repeated to a total of 6 hours.

ANT 598 Seminar in Anthropology. 3(3-0) D. Prerequisites: 60 hours and permission of instructor. Variable Content Course. A detailed investigation and analysis of a specialized or advanced topic of interest to anthropology (e.g., Upper Paleolithic art, the evolution of human behavior, ethnographies of religion). May be repeated when topic changes.

ANT 599 (594) Directed Research in Anthropology. 13 F, S. Prerequisites: 9 hours of anthropology and permission. Individual or group research involving supervised collection and analysis of cultural data. May be repeated to a total of 9 hours.

SOCIOLOGY, ANTHROPOLOGY, AND CRIMINOLOGY

ANT 600 Applying Anthropology. 3(3-0) F. An introduction to the field of applied anthropology, surveying the professional opportunities for applied anthropologists and the variety of ways in which anthropology is applied to the needs and problems of society.

ANT 610 Cultural Resource Management. 3(3-0) F. An examination of laws and regulations pertaining to the preservation of American history and culture and the professional management and preservation of ethnic, historic, and prehistoric cultural resources.

ANT 620 Quantitative Methods in Anthropology. 3(3-0) S. Prerequisites: SOC 302 or an equivalent introductory course in statistics. Uses of quantitative methods and databases in the field of anthropology, with particular emphasis on applied research.

ANT 625 Computer Applications in Anthropology. 3(3-0) F. A survey of computer applications in applied anthropology. Includes experiences with database programs, digital imagery, mapping software, and Geographic Information Systems (GIS).

ANT 670 Research Design and Writing in Anthropology. 3(3-0) F. Prerequisites: ANT 600. How to plan and conduct a research project in applied anthropology and prepare grant proposals, contract reports, journal publications and other professional documents in anthropology.

ANT 690 Internship in Applied Anthropology. 3 (0-6) Su. Prerequisites: ANT 600 and permission of the program director. A minimum of 200 hours of work experience as an applied anthropologist with an approved business, organization, program, or agency. Requires a written report and a public presentation.

ANT 697 Practicum in Applied Anthropology. 3-6 D. Prerequisites: ANT 670 and permission of the program director. The student will conduct an applied research project from start to finish, culminating in a professional report.

ANT 699 Thesis. 3-6 D. Prerequisites: ANT 670 and permission of the program director. Research and writing of a Masters thesis under the direction of a faculty advisor.

CRIMINOLOGY COURSES

CRM 597 Special Topics and Issues in Criminal Justice. 1-3, D. Prerequisite: permission of instructor. Variable topic course examining issues of crime, its causes, as well as social and political responses to crime by various institutions including government, media, law enforcement, the courts, and corrections. May be repeated for a total of 6 credit hours if the topic changes.

CRM 606 Advanced Research Methods in Criminology and Criminal Justice. 3(30) F. This course is an in-depth examination of issues and methods involved with gathering data for research in crime and justice. Topics include research design, measurement, sampling, and analysis techniques.

CRM 607 (502) Quantitative Methods in Criminology and Criminal Justice. 3(3-0) S. Prerequisite: CRM 606 or permission of the instructor. This course provides an introduction to statistical analysis and examines the many applications of statistics to research on crime and justice. Special attention is given to organizing and interpreting data through appropriate statistical software.

CRM 610 Justice Administration. 3(30) SO. Course analyzes the criminal justice system in the United States emphasizing the role of criminal law, police, courts, and corrections as parts of the societal response to crime. Significant attention is given to contemporary issues facing each component of the system and implications for agency administration.

CRM 620 Crime Theory and Policy. 3(3-0) F. Prerequisite: CRM 320 or equivalent, or admission to the M.S. in Criminology, or permission of the instructor. This course surveys various classical and contemporary theories of lawbreaking from a community-level sociological perspective. The relationship of criminological theory to justice system policy is emphasized.

CRM 625 Evaluating Criminal Justice Policy and Practice. 3(3-0) D. Prerequisite: CRM 606 or permission of instructor. Covers methodological and technical approaches used to evaluate programs in criminal justice. Included are ethnographic techniques, unobtrusive research, secondary data sources, survey methods and field experiments. Students acquire proficiency in understanding questions being posed about programs, and developing appropriate research design and strategies for providing answers to these questions. Emphasis is placed on graphics, text and oral presentation of reports.

CRM 635 Historical and Cross-Cultural Comparative Criminology. 3(3-0) D. Provides an overview of crime and punishment with emphasis on the origin and evaluation of basic theories of crime-causation and community response as they arose in the 19th and 20th Centuries. Coupled with this emphasis is a cross-cultural comparative view involving the systematic study of crime, law, and social control outside the United States.

CRM 640 Foundations of Homeland Defense and Security. 3(30) D. This course provides an overview of homeland security and defense undertaken in the United States since September 11, 2001. The course provides students with the generally accepted knowledge required of homeland security professionals.

CRM 645 Topics in Homeland Defense and Security. 3(30) D. Prerequisite: CRM 640 or permission of instructor. A comprehensive and integrated homeland security and defense strategy must also include the full range of elected officials, first responders, the human, animal and plant health communities, business and our citizens. In this course we will examine the application, progress and problems of the development and implementation of a homeland security/defense strategy.

CRM 650 Law Enforcement and Community. 3(3-0) FO. Using a sociological perspective, this course addresses concerns and issues facing law enforcement agencies within a community context. Administrative implications of these subjects also will be addressed.

CRM 670 Correctional Theory and Practice. 3(3-0) FO. This course examines social control responses to lawbreakers including the exploration of classical and contemporary theories and philosophies that have guided American correctional policy, both institutional and community based. Management implications related to policy are addressed.

CRM 690 Graduate Practicum in Criminology. 1-6 D. Prerequisite: Completion of 24 hours toward the M.S. in Criminology. Faculty-supervised experience in a criminology-related agency. Students are expected to work 45 hours in the agency for each credit hour. The practicum includes academic reflection on work experiences at the agency. May be repeated up to 6 hours.

CRM 696 Directed Readings in Criminology. 1-6 D. Prerequisite: Admission to the M.S. in Criminology, and permission of instructor. Faculty-supervised arranged program of readings for the individual student directed by a member of the department graduate faculty. May be repeated to a maximum of six hours when the topic varies.

CRM 699 Thesis. 1-6, D. Independent research and study connected with preparation of a thesis. May be repeated to a maximum of 6 hours.

SOCIOLOGY COURSES

SOC 596 (591) Directed Readings in Sociology. 13 D. Prerequisites: 10 hours in Sociology and permission of instructor. Readings designed to supplement material introduced in previous sociology courses. Includes a wide selection from literature in the field. May be repeated to a total of 9 hours. No more than 6 hours directed readings credit may be applied to sociology major.

SOC 599 Sociological Research. 13 D. Prerequisites: SOC 150, SOC 301, SOC 302 and SOC 325 or permission. Independent and/or group work in research methodology, data manipulation and presentation in selected fields of sociology. May be repeated to a total of 9 hours.

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SOC 600 Gender in Global Community. 3(3-0) D. Prerequisites: admission to the Graduate College, SOC 150 or GST 170, or permission of instructor. This course will explore the effects of an integrated global community on gender; how global trends are gender-based in terms of labor market participation, resource allocation, family regulations, health care crime, war and regional politics. We will discuss how events and policies in one part of the globe affect gender relations in another region. Cannot be taken for credit if GST 400 was taken for credit.

SOC 606 Advanced Social Research Methodology. 3(3-0), F. Prerequisites: SOC 302 or the equivalent, or admission to the M.S. in Criminology, or permission of the instructor. Introduces research methodology in the context of understanding community social life. Covers surveys, ethnographic accounts, community indicators, comparative studies, and evaluation studies. Also instructs students in advanced skills of data analysis and presentation, report and grant writing.

SOC 685 Community Change. 3(3-0) D. Prerequisite: permission of instructor. Focuses on the complexities in the sociological understanding associated with social change and the long-term trends impacting local communities. Students will conduct data research and develop strategies for implementing planned social change projects.

SOC 690 Religion in Society. 3(3-0) S. This course examines the relationship between religion and its social context. Students will explore the social nature of individual religiosity and religious institutions. The interrelationship between religion and the problems created by modernity will be studied. Taught concurrently with SOC 390.

SOC 699 Thesis. 16. Independent research and study connected with preparation of thesis.

COLLEGE OF NATURAL AND APPLIED SCIENCES

TAMERA S. JAHNKE, DEAN

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INNOCENT ONWUEME, ASSOCIATE DEAN

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Interdisciplinary Programs

*Master of Natural and Applied Sciences
(includes accelerated master's opportunity)*

Dennis Schmitt, Graduate Director

Department of Agriculture

W. Anson Elliott, Department Head

Dennis Schmitt, Graduate Director

*Master of Science, Plant Science (includes accelerated
master's opportunity)*

Master of Science in Education, Secondary Education

Department of Biology

S. Alicia Mathis, Department Head

D. Alexander Wait, Graduate Director

*Master of Science, Biology (includes accelerated
masters opportunity)*

Master of Science in Education, Secondary Education

Department of Chemistry

Eric Bosch, Acting Department Head

Mark Richter, Graduate Director

*Master of Science, Chemistry (includes accelerated
master's opportunity)*

Master of Science in Education, Secondary Education

Department of Computer Science

Lloyd A. Smith, Department Head

Department of Fashion and Interior Design

Carrie J. Ireland, Department Head

Master of Science in Education, Secondary Education

Department of Geography, Geology and Planning

Thomas G. Plymate, Department Head

Robert T. Pavlowsky, Graduate Director

Master of Science, Geospatial Sciences in

*Geography and Geology (includes accelerated
master's opportunity)*

Master of Science in Administrative Studies,

Environmental Management Option

Master of Science in Education, Secondary Education

Graduate Certificate: Geospatial Information Science

*(offered jointly with the Missouri University of
Science and Technology (MS&T))*

Department of Mathematics

Yungchen Cheng, Department Head

*Master of Science, Mathematics (includes accelerated
master's opportunity)*

Master of Science in Education, Secondary Education

Department of Physics, Astronomy and Materials Science

Pawan Kumar Kahol, Department Head

Kartik Ghosh, Graduate Director

*Master of Science, Materials Science (includes
accelerated master's opportunity)*

Master of Science in Education, Secondary Education

MISSOURI STATE UNIVERSITY

SCIENCE EDUCATION COURSES

(Courses may be used in various programs in the College of Natural and Applied Sciences)

SCI 505 (PHY) Intellectual Foundations of Science and Technology. 3(3-0) S. Prerequisite: 70 hours including 8 hours of natural science. A historical and philosophical examination of the origins and the development of science and technology. The differences between science and technology, their interrelationships in modern times, and the impact of each of these on society will be considered.

SCI 580 Topics in Science Education. 1-4 D. Prerequisite: Senior level or graduate standing or permission of instructor. A variable content course to provide the offering of selected topics of interest to science teachers in the elementary, middle school, secondary or college classroom. May be repeated up to 6 hours when the topic varies. No more than 6 hours may be counted toward a degree.

SCI 680 Advanced Topics in Science Education. 1-4 D. Prerequisite: Graduate standing, completed 12 hours of graduate coursework or permission of instructor. A variable content course for the offering of selected topics of interest to science teachers in the elementary, middle school, secondary or college classroom. May be repeated up to 6 hours when the topic varies. No more than 6 hours may be counted toward a degree.

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES: ENVIRONMENTAL MANAGEMENT OPTION

PROGRAM DESCRIPTION

Several departments in the College of Natural and Applied Science participate in the Master of Science, Administrative Studies (MSAS) degree by contributing courses in the Environmental Management Option. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus. The program, which includes a significant online component, is administered by a faculty committee and housed in the Graduate College. For more information, see the full MSAS program listing in the Graduate College section of this catalog.

MASTER OF NATURAL AND APPLIED SCIENCE (Interdisciplinary Program)

Dennis Schmitt, Program Director

Karls Hall, Room 217; Phone (417) 836-5091

DennisSchmitt@missouristate.edu

PROGRAM DESCRIPTION

The Master of Natural and Applied Science is designed to provide those working in an environment where scientific knowledge is a priority, such as science teaching and scientific applications, the opportunity to expand their knowledge and experiences consistent with their professional goals and objectives through an interdisciplinary program of study in the natural and applied sciences. The curriculum will consist of formal courses in one or more areas of concentration, professional advisement, graduate seminar or research options (e.g., master's thesis), as well as incorporating the candidate's background, goals, and objectives.

PROGRAM OBJECTIVES

1. To increase both the depth and breadth of knowledge in one or more of the areas in natural sciences for understanding and appreciation of the interdisciplinary nature of science.
2. To provide advanced training and education for expanding current scientific knowledge and capabilities.
3. To provide a base of knowledge or enhancement in an area of natural science outside an original field of study.

ADMISSION REQUIREMENTS

Students admitted in full standing must meet the following requirements.

1. The student must have a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University or equivalent education from a foreign university.
2. The student must have an overall GPA of 3.00 on a 4.00 scale for the last 60 hours of course work, AND, a score of 475 or higher on either the verbal or the quantitative section of the Graduate Record Examination (GRE), and a score of not less than 400 on the other sections; AND, be recommended in writing by both the department head of the student's desired major area and the Dean of the College of Natural and Applied Sciences, AND, have the approval of the Dean of the Graduate College.

MASTER OF NATURAL AND APPLIED SCIENCE

- International applicants are also required to submit a score of not less than 550 on the paper-based or a comparable score of 213 on the computer-based TOEFL, with a minimum of 50th percentile on the Listening Comprehension Section.
- The student must have an undergraduate background of at least 20 semester hours in the natural and applied sciences.

DEGREE REQUIREMENTS (minimum of 32 hours)

- Advisory Committee.** Initially, each student will be advised by the departmental coordinator of graduate studies from the student's primary emphasis area. As soon as possible, the student will select a graduate faculty member from that department to chair a graduate advisory committee consisting of at least three faculty members that includes a faculty member from the student's secondary emphasis area and includes faculty members from at least two departments. This committee will supervise the remainder of the student's program.
- Program of Study.** This unique interdisciplinary masters program requires more than one area of concentration. Each individualized program will be structured by the advisory committee in consultation with the student. The academic background, professional experience, academic objectives, and personal needs will be considered in establishing the individual's program.

Students may elect areas of primary emphasis in the following departments; Agriculture, Biology, Chemistry, Computer Science, Fruit Science, Geography, Geology and Planning, Mathematics, and Physics, Astronomy and Material Science.

Students may elect areas of secondary emphasis in the following departments; Agriculture, Biology, Chemistry, Computer Science, Fruit Science, Geography, Geology and Planning, Mathematics, and Physics, Astronomy and Material Science.

- Course Requirements.** The student must select a primary emphasis area consisting of at least 16 hours of courses selected from one department in the College of Natural and Applied Sciences. The student must also select a secondary emphasis area of 9-16 hours consisting of graduate courses approved by the student's advisory committee. In total, the student must complete at least 32 hours of course work, of which at least 16 must be in courses open only to graduate students (numbered 600 or above).

- Grade Point Average.** A GPA of at least 3.00 on a 4.00 scale for all graduate work at Missouri State and course work transferred from other institutions is required.
- Non-Thesis/Thesis Requirements.** A student will be required to complete either the Non-Thesis Option or the Thesis Option.

Non-Thesis Option: The Non-Thesis option requires the completion of a minimum of one semester course which shall require an extensive research paper or creative work. The student's advisory committee must approve the final research paper and complete a Seminar Report form that is submitted to the academic department chosen as the major area of concentration and subsequently to the Graduate College for the approval of the Dean.

Thesis Option: The Thesis option requires the completion of a research thesis supervised by the student's advisory committee. The thesis shall be approved by the advisory committee and by the Dean of the Graduate College before the degree is granted. A maximum of six hours of thesis credit can be applied toward the minimum hours required for the master's degree.

- Comprehensive Examination.** After the course work has been completed, and upon approval of the advisory committee, a written comprehensive examination will be administered and evaluated by the advisory committee. This examination must be passed by the candidate before a degree will be given.
- Time Limit.** The student must complete all requirements within an eight-year period (exclusive of the time spent in the United States Armed Forces).

ACCELERATED MASTER'S DEGREE OPTION

Eligible Missouri State University students in a major in the College of Natural and Applied Sciences may apply for preliminary acceptance into the Master of Natural and Applied Science program after admission requirements for the accelerated master's option have been satisfied. If accepted, undergraduate courses chosen from approved 500-level courses or higher may be counted toward both the undergraduate and graduate degrees, with a maximum of 12 credit hours. This option offers an opportunity for CNAS majors whose goals, academic capabilities, and career planning include graduate work, to complete the requirements for the master's degree in less time than would otherwise be possible. Contact the MNAS Program Director for further information and guidelines.

MISSOURI STATE UNIVERSITY

All requirements for the implemented undergraduate program should be met for graduation from the undergraduate degree program. A student may fully be admitted to the Graduate College upon completion of the requirements for the baccalaureate degree. All requirements for the implemented master's program should be met for graduation from the master's degree program. A student must be admitted into the Accelerated Master's Degree Program at Missouri State University in order to begin taking graduate course work for dual credit. Admission requires approval from the Graduate Program Advisor, Department Head of the undergraduate program, and the Dean of the Graduate College. Students admitted into the Accelerated Master's Degree program will not be fully admitted into the Graduate College until completion of their undergraduate degree and fulfillment of all other requirements for admission to the Graduate College (such as the Graduate Record Examination). Student should be awarded the bachelors degree upon completion of the minimum of 125 hours of combined graduate and undergraduate course work and degree specific requirements.

Admission Requirements for the Accelerated Master's Option

1. Junior standing and a GPA 3.00 or better.
2. A supportive recommendation from the student's undergraduate advisor.
3. Acceptance of applicant by a graduate faculty member who agrees to serve as the student's graduate mentor.
4. Acceptance of the applicant under the accelerated master's option by the MNAS Advisory Committee and MNAS Program Director.

NOTE: The Graduate Record Exam (GRE) must be taken prior to completing the bachelors degree – see item 2 under Admission Requirements for regular MNAS degree.

DEPARTMENT OF AGRICULTURE

W. Anson Elliott, Department Head

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 Agriculture@missouristate.edu

GRADUATE FACULTY

Professor: W. Anson Elliott, Ben D. Fuqua, Lyndon N. Irwin, Martin L. Kaps, Laszlo G. Kovacs, Thomas L. Perkins, Michael P. Roling, Dennis L. Schmitt, Pamela Trewatha

Associate Professor: Clydette Alsup, James B. Hutter, Wenping Qiu, Arbindra P. Rimal, Gary W. Webb, Karl L. Wilker

Assistant Professor: Elizabeth L. Walker

Emeritus Professor: Harry R. James, J.N. Smith, Charles E. Stufflebeam, Howard G. Townsend, Jr

MASTER OF SCIENCE, PLANT SCIENCE

Dennis Schmitt, Program Director

Karls Hall, Room 217; Phone (417) 836-5091
 DennisSchmitt@missouristate.edu

PROGRAM DESCRIPTION

This program is designed to prepare students to work in a wide range of jobs related to the production and economic uses of plants. Employment opportunities include the areas of crop, fruit and vegetable production, biotechnology, nursery and seed production, landscape management, wine production, environmental preservation, agribusiness, teaching, research, and extension education. Students may also continue their education in a doctoral program.

The Master of Science in Plant Science is offered as an interdepartmental major from the departments of Agriculture, Biology, Chemistry, and Fruit Science. Together with the plant science program coordinator, the student selects an advisor from one of the four departments. The student and advisor design an individual program of study, selecting courses which will help the student to achieve his/her career goals.

During the first semester, the student declares an area of specialization and begins to pursue a research problem (project) with close supervision of a graduate faculty advisory committee. Research areas include fruit production, soils and plant nutrition, ornamental plants and landscaping, plant physiology, entomology and viticulture, crop management systems, plant genetics, and economic botany.

Most course work is usually completed by the end of the second or third semester, and the research and thesis completed after four or five semesters. A comprehensive exam is taken during the second year.

ADMISSION REQUIREMENTS

Students admitted to the plant science program in full standing must meet the following requirements.

1. The student must meet all Graduate College Admission requirements (See Admission to Graduate Study under Graduate College section of catalog). Students who do not meet the grade point standards outlined, but are admitted on the basis of their GRE scores, will be required to complete a minimum of 9 hours of specified graduate courses with a GPA of at least 3.00 before being approved for an Advisory-approved Program of Study in the program.
2. The student must submit Graduate Record Examination (GRE) scores from the General Test portion.
3. International applicants are also required to submit a score for the Test of English as a Foreign Language (TOEFL) of not less than 550 on the paper-based or a comparable score of 213 on the computer-based with a minimum of 50th percentile on the Listening Comprehension Section.
4. The student must possess an undergraduate degree with a background in an appropriate natural or applied science including one semester of genetics and one semester of organic chemistry or equivalents thereof. Applicants lacking the background courses may be admitted, but will be required to complete any of these deficiencies with appropriate course work.
5. The student must receive a positive evaluation from the Graduate Coordinator of the Plant Science program before being recommended to the Graduate College for admittance into the program.

GRADUATE ASSISTANTSHIPS

Evaluation of applications for assistantships begins on March 1 (fall assistantships) and October 1 (spring assistantships), and will continue until positions are filled. Applicants must first be accepted into the program, and files must be complete to be considered.

RETENTION REQUIREMENTS

To remain in the program, students must maintain a GPA of 3.00 and make satisfactory progress on the thesis research.

MISSOURI STATE UNIVERSITY

ACCELERATED MASTER'S DEGREE OPTION

Missouri State University majors in Agriculture, Biology, and Chemistry have the option to apply for preliminary acceptance into the MS in Plant Science program if they meet the requirements of the accelerated master's option. This option is tailored to those undergraduates who have acquired considerable plant science-related research experience in a laboratory through the departments of Agriculture, Biology or Chemistry at MSU. Students who are accepted to the accelerated program will be able to count a maximum of 12 credit hours of 500-or higher level course towards both their undergraduate and graduate degrees. The courses must be in the area of economic botany, plant physiology, plant genetics, crop management systems, plant nutrition, soils, chemistry, ecology, fruit production, viticulture, enology, or ornamental plants and landscaping. Courses to be counted toward both degrees must be identified jointly in agreement with the undergraduate advisor, the student's research mentor, and the Plant Science Program Director. This option will enable Agriculture, Biology or Chemistry majors to potentially meet the requirements for the MS in Plant Science degree within two semesters following the completion of the undergraduate degree. Contact the Plant Science Program Director for details and additional information.

To be allowed to enroll in a course which is counted toward both the undergraduate and graduate degree, the student must be accepted as an advisee by a graduate faculty member and must be admitted into the accelerated program and have the permission of his/her undergraduate advisor, the Plant Science Program Director and the Dean of the Graduate College. These signature approvals are shown on the Mixed Credit Form which is required prior to the end of the Change of Schedule Period for the selected semester.

Admission Requirements for the Accelerated Master's Option

1. Junior or senior standing with at least 60 credit hours with an overall GPA 3.50 or better.
2. A minimum of 25 credit hours of undergraduate hours relevant to plant biology (as determined by the undergraduate advisor, the student's research mentor, and the Plant Science Program Director) with a GPA of 3.50 or higher.
3. Laboratory research experience relevant to plant science under the direction of a faculty member in Agriculture, Biology or Chemistry at Missouri State University.
4. Acceptance of the student as an advisee by a member of the MS in Plant Science Graduate Faculty.
5. Approval by the MS in Plant Science Graduate Advisory Committee.

DEGREE REQUIREMENTS

1. **Graduate Advisory Committee.** Initially, each admitted student will be advised by the graduate coordinator of the Plant Science program. As soon as possible, the student, in conjunction with the graduate coordinator, will select a graduate faculty member from one of the four participating departments to chair a graduate advisory committee. Together with the student, the chairperson of the graduate advisory committee will select a minimum of two additional graduate faculty members from one or more of the participating departments. This committee will supervise the remainder of the candidate's program.
2. **Program of Study.** If not a part of the student's previous academic experience, courses in plant physiology (BIO 544) and biometry (BIO 550) or applied statistics (MTH 545) must be completed within the first year of the program. The remainder of the candidate's program will be structured by the advisory committee in consultation with the student. Academic background, professional experience, and career objectives will be considered in establishing the individual's program.
3. **Course Requirements.** The student is required to successfully complete a minimum of 32 hours. Course work taken from Agriculture, Biology, Chemistry, Fruit Science, or Mathematics must total at least 23 hours with a minimum of 16 hours from courses numbered 600 through 699 inclusive.
4. **Colloquium.** Two hours of credit must be earned in FRS 600, Plant Science Colloquium.
5. **Electives.** Upon approval of the advisory committee, graduate courses from related fields may be selected to a maximum of 9 hours within the 32-hour degree requirement.
6. **Research Requirement.** Maximum credit toward the 32-hour degree requirement is 6 hours of research and 6 hours of thesis. Research and/or Thesis credit may be elected from the Departments of Agriculture, Biology, Chemistry, and/or Fruit Science with the approval of the graduate Coordinator as recommended by the Graduate Advisory Committee. Submission of a thesis is a specific requirement for the degree. The purpose of the thesis is to demonstrate competence in scientific research and the ability to: choose a research topic of scientific importance, conduct a comprehensive literature search of the problem, design and implement a plan of research, collect and interpret scientific data, and communicate results and findings to peers. An oral defense of the thesis is required.
7. **Qualifying Examination.** A written qualifying examination will be administered after most of the course work has been completed. This examination must be passed by the candidate before a degree will be given.

MASTER OF NATURAL AND APPLIED SCIENCE

See program description listed separately under the College of Natural and Applied Sciences. (Accelerated masters opportunity available.)

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: AGRICULTURE AREA OF EMPHASIS

Contact Dr. James Hutter and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

AGRICULTURE REQUIREMENTS

AGR 618 Topics in Agricultural Education	3 hrs
Additional course work in Agriculture	<u>12 hrs</u>
TOTAL	15 hrs

AGRICULTURE COURSES

AGR 690 Introduction to Agricultural Research Methods. 3(3-0) D. Prerequisite: permission of instructor. This course is designed to provide an introduction to the process of research. The course will address planning, conducting and reporting research; and development of good consumers of research.

AGR 697 Seminar. 1(1-0) D. Prerequisite: permission of advisor. In-depth study in an area of agriculture, culminating in an extensive scholarly presentation. May be repeated to a total of three hours.

AGR 698 Research. 1-6 F, S, SU. Prerequisite: permission of instructor. Supervised research in agriculture. May be repeated, but not more than 6 hours may be counted toward the 32 hour degree.

AGR 699 Thesis. 1-6 F, S, SU. Prerequisite: permission of instructor. Demonstration of the capacity for research and independent thought culminating in a thesis. May be repeated. A maximum of 6 hours will be applied toward a master's degree.

AGRICULTURAL BUSINESS COURSES

AGB 514 International Agricultural Trade. 3(2-2) S. Prerequisite: AGB 334 or MKT 350. Gains from trade, agricultural trade policies of exporters and importers, exchange rates, multilateral trade negotiations, preferential trade agreements, technical barriers and environmental regulations and trade.

AGB 524 (424) Agricultural Prices. 3(22) F, S. Prerequisite: AGB 334. Factors influencing the level and movement of agricultural commodity prices and prices of agricultural inputs.

AGB 584 (484) Farm Business Management. 3(2-2) F, S. Prerequisite: AGB 144. Economic principles applied to the organization and operation of agricultural units; tools of decision making; and factor allocation.

AGRICULTURAL EDUCATION COURSES

AGE 508 Teaching Adults in Vocational Education. 3(30), D. (Identical with SEC 527, and TEC 527) Rise of the adult education movement; learning abilities, educational interests and vocational needs of adults; problems and procedures in organizing and operating adult education programs; relationship of adult education to public school education.

AGE 518 Agriculture Education: Special Topics. 1-3 D. Prerequisite: permission of instructor. Special study of agricultural education topics not covered in other courses. Courses may be repeated to 5 hours if topic varies.

AGE 548 Agriculture in the Classroom. 1(1-0) SU. Course is designed to help elementary teachers better appreciate the importance of agriculture in their students' lives and to better understand Missouri agriculture. Course stresses integration of resources available from the agricultural industry across the curriculum.

AGE 558 (SEC) Teaching of Agriculture. 3(3-0) S. Prerequisite: SEC 302 and EDC 350 and 20 hours in agriculture and admission to the teacher education program. Establishing objectives and organizing the course, selecting textbooks and equipment, securing and using teaching aids; using workbooks and notebooks, planning field trips, selecting and supervising projects. Credited only on B.S. in Education (Secondary). A grade of "C" or better is required in this course in order to take AGE 493 or AGE 494. This course may not be taken pass/not pass.

AGE 568 (468) Course and Program Building in Agricultural Education. 3(3-0) S. Prerequisite: AGE 318. Organization and analysis of agricultural instruction courses and programs including the adoption of resource materials to meet individual student needs.

AGE 578 (478) Methods of Teaching Agricultural Management. 2(2-0) S. Prerequisite: SEC 404, junior standing, and permission. Identification, development, and utilization of supervised agriculture experience programs in Agricultural Education that includes methods of teaching program management, record keeping, and appropriate methodologies.

AGE 588 (488) Methods of Teaching Agricultural Laboratory Management. 2(1-2) S. Prerequisite: SEC 404, junior standing, and permission. Prepare prospective agricultural science teachers to determine subject matter, methods of teaching, and organization of equipment and facilities as applied to agricultural laboratories in high schools.

AGE 618 Topics in Agricultural Education. 1-3 D. Prerequisite: permission of instructor. Current developments and trends in teaching agricultural education as well as new developments in resources and techniques. Students may repeat course; however, only 9 hours will count towards the student's graduate program of study.

AGE 628 Induction Year Teaching I. 2(2-0) F, S. Prerequisite: permission of instructor. Course for the professional development of first-year teachers of agriculture. The course focuses on the pedagogical knowledge, skills, and attitudes and managerial skills needed by beginning teachers of agriculture.

AGE 638 Induction Year Teaching II. 2(2-0) F, S. Prerequisite: AGE 628. Course for the professional development of second-year teachers of agriculture. The course is a continuation of AGE 628 Induction Year Teaching I and focuses on the pedagogical knowledge, skills, and attitudes and managerial skills needed by beginning teachers of agriculture.

AGRICULTURAL TECHNOLOGY COURSES

AGT 521 Selection and Organization of Industrial Education. (Identical with AGV 521). 3(3-0) D. Prerequisite: AGT 416 or concurrent enrollment, AGT 420 or concurrent enrollment, or permission. Selection and arrangement of units to teach; preparation of informational and job assignments; selection, purchase and arrangement of laboratory equipment; dispensing of supplies and keeping of adequate records. Course typically taken in same semester as AGT 416.

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AGRICULTURAL VOCATIONAL COURSES

AGV 520 Occupational Analysis. (Identical with BSE 520). 1-2 D. Analysis and breakdown of broad occupations or specific jobs into basic elements for instructional purposes. May be repeated to a total of 2 hours when topic varies.

AGV 521 Selection and Organization of Industrial Education. (Identical with AGT 521). 3(3-0) D. Selection and arrangement of units to teach; preparation of informational and job assignments; selection, purchase and arrangement of laboratory equipment; dispensing of supplies and keeping of adequate records. Course typically taken in same semester as AGT 416.

AGV 522 Philosophy of Vocational Education. (Identical with SEC 522, BSE 522). 1-3 D. Philosophical foundations of vocational education; philosophies of vocational education in the contemporary school. Meets Missouri Vocational Education certification requirements. May be repeated to a maximum of 3 credit hours when topic varies.

AGV 523 Guidance for Vocational Development. (Identical with BSE 523, GAC 523). 1-3 D. Materials, procedures, and problems involved in the guidance of individuals in the selection of, preparation for, and advancement in a vocation. May be repeated to a total of 3 hours when topic varies.

AGV 525 Organization and Management in Vocational Education. 3(3-0) D. A systematic approach to defining and measuring occupational knowledge, skills and attitudes based upon an occupational analysis, instructional methodology, evaluation and program standards.

AGV 526 Coordination of Cooperative Education. (Identical with BSE 526 and SEC 526). 1-2 D. Problems and procedures in organizing and operating part time cooperative and evening occupation programs. May be repeated to a total of 2 hours when topic varies.

AGV 527 Teaching Adults in Vocational Education. (Identical with AGE 508 and SEC 527). 3(3-0) D. Rise of the adult education movement; learning abilities, educational interests and vocational needs of adults; problems and procedures in organizing and operating adult education programs; relationship of adult education to public school education.

AGV 528 Measurement and Evaluation of Vocational Education Programs. (Identical with BSE 528 and SEC 528) 103 D. Means for assessing specific program needs as determined from occupational surveys and other demographic data; follow-up techniques to evaluate the overall effectiveness of the program to the manpower needs in a given labor market area. May be repeated to a total of 3 hours with departmental approval when topic varies.

AGV 576 Teaching of Industrial/Vocational Subjects. 3 (3-0) D. Instructional methods and techniques of teaching industrial /vocational education subjects; attaining objectives of career and technical education, design and evaluation of instructional units; classroom and laboratory management; and development of evaluative instruments.

AGV 624 Organization and Administration of Vocational Education. (Identical with SFR 624). 1-3 D. Problems, procedures and local, state and federal relationships in the organization and administration of vocational education in the contemporary school. May be repeated to a total of 3 hours when topic varies.

AGV 626 Seminar in Industrial Education. 3(3-0) D. Presentation and discussion of professional or technical problems in the organization and management of programs and facilities in industrial education.

AGV 660 Special Investigations. 1-5 D. The student in consultation with the advisor, selects for in-depth study an area determined by the interest/career objectives of the student. Based on demand and timeliness of the subject, a cluster study group may engage in joint investigations.

AGRONOMY COURSES

AGA 505 Advanced Soil Fertility. 3(22), D. Recommended: AGA 405. Theoretical and applied aspects of soil fertility emphasizing ion transport, nutrient availability and root absorption in soils-plant environments.

AGA 545 (445) Soil Survey and Land Appraisal. 3(2-2) D. Recommended: 6 credit hours in soils. Soil as a natural body, its morphological and chemical properties, and methods used to distinguish among different soils; description and identification of soil profiles; techniques in soil mapping; and interpretation of soil survey data.

AGA 555 Soil Genesis, Morphology and Classification II. 3(2-2) D. Recommended: AGA 345 and AGA 455. Pedogenetic processes, macro-morphology, micromorphology, redoximorphic features, and classification as related to soil taxonomy.

AGA 575 (475) Plant Improvement. 2(2-0) S. Recommended: AGA 105. Application of genetic principles to the improvement of crop plants. Includes self-pollinated, cross-pollinated, and asexually-propagated crops.

AGA 625 Advanced Soils Interpretation. 3(2-3) D. Recommended: AGA 345 and AGA 455. Field interpretation of physical and chemical properties, water relationships, and soil landscape relationships.

ANIMAL SCIENCE COURSES

AGS 511 Animal Nutrition and Metabolism. 3(3-0), F. Recommended: CHM 200 or CHM 310. Utilization and metabolism of nutrients by domestic animals; role of vitamins and minerals.

AGS 612 Special Topics in Animal Science. 1-3 D. Prerequisite: permission of instructor. Special study in an identified area of animal science not treated in other courses. Recent advances and new research techniques will be discussed. May be repeated when topic varies up to 6 hours.

AGS 616 Mammalian Reproductive Physiology. 3(3-0) S. Recommended: AGS 302. Comparative anatomy and physiological processes of reproduction with an emphasis on domestic and laboratory animals. Fertilization through embryonic development, pregnancy, and growth to sexual maturity, reproductive efficiency and application of reproductive technology.

ENTOMOLOGY/FORESTRY COURSES

AGW 513 (413) Insects Affecting Horticultural and Forestry Crops. 3(1-4), F. Prerequisite: permission of instructor. Identification, life histories and control methods of insects affecting gardens, ornamental plants, orchards and forests.

FRUIT SCIENCE COURSES

FRS 600 Plant Science Colloquium. 1(1-0) F, S, Su. Prerequisite: permission of graduate coordinator. A series of oral presentations on new developments in plant science. Presentations to be made by faculty members, students, and guest speakers from industry and academe. May be repeated, but not more than 2 hours may be counted toward the degree.

FRS 601 Advanced Pomology. 3(3-0) S. Prerequisite: BIO 544 or permission of instructor. The culture and management of perennial fruit crops adapted to temperate climates. Physiology, technology, and research as it applies to modern production practices will be emphasized.

FRS 611 Viticulture. 3(3-0) S. Prerequisite: BIO 544 or permission of instructor. Principles of growing grapes based upon the genetics, physiology, development, and morphology of the genus *Vitis*; the environments in which grapes are grown; and the uses of grapes.

FRS 621 Enology. 3(3-0) S. Prerequisite: BIO 310 or permission of instructor. The course will study the chemistry, microbiology, and technology of modern wine production.

FRS 622 Enology Lab. 2(0-4) F. Prerequisite: FRS 621. Laboratory techniques in assessing wine production methods and quality.

FRS 630 Advanced Topics in Plant Science. 3(3-0) F. (Identical to AGR 630). Prerequisite: permission of instructor. An advanced topic in plant science will be addressed via faculty lectures and student projects. Examples of proposed topics include: Improved Disease Resistance in Grapes, Application of Field Collected Data to Computer Analysis. May be repeated to a total of 6 hours with differing topics. Variable Content Course.

FRS 631 Plant Genetic Engineering. 3(3-0) S. Prerequisite: BIO 235 or CHM 200 or CHM 310. Principles, methodology, and commercial applications of plant biotechnology. Includes brief introduction to nucleic acid structure, gene regulation, and genome organization in eukaryotic and prokaryotic organisms.

FRS 698 Research. 1-6 F, S, Su. Prerequisite: permission of instructor. Supervised research in areas of emphasis within the disciplines of plant science. May be repeated, but not more than 6 hours of FRS 698 may be counted toward the 32 hour requirement for the degree.

FRS 699 Thesis. 1-6 F, S, Su. Prerequisite: permission of instructor. Demonstration of capacity for research and independent thought culminating in a thesis. May be repeated. A maximum of 6 hours will be applied to the degree.

HORTICULTURE/PLANT SCIENCE COURSES

AGH 573 (473) Plant Propagation. 3(2-2) F. Recommended: Either AGE 105 or BIO 121 and either CHM 105 or CHM 160. Practices employed by fruit and ornamental plant producers in propagation of plants, including seeds, cuttings, layerings, graftings and micropropagations.

AGH 630 Advanced Topics in Plant Science. 3(30) F. (Identical to FRS 630) Prerequisite: permission of instructor. An advanced topic in plant science will be addressed via faculty lectures and student projects. Examples of proposed topics include: Improved Resistance in Viticulture, and Application of Field Collected Data to Computer Analysis. May be repeated to a total of 6 hours with differing topics. Variable Content Course.

AGH 653 Plant Stress Physiology. 3(30), D. Prerequisite: permission of instructor. The effects of environmental stresses on plant physiological functions and plant growth plus cultural methods to help plants adapt to stress.

AGH 673 Plant Growth-Regulation. 3(30) D. Prerequisite: permission of instructor. The role of natural and synthetic plant hormones and related components in the growth, reproduction and cultivation of plants.

MISSOURI STATE UNIVERSITY

DEPARTMENT OF BIOLOGY

S. Alicia Mathis, Department Head

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GRADUATE FACULTY

Professor: M. Christopher Barnhart, Daniel W. Beckman, Paul L. Durham, Frank A. Einhellig, Janice S. Greene, John E. Havel, John S. Heywood, S. Alicia Mathis, Don L. Moll, Lynn W. Robbins, John G. Steiert, Thomas E. Tomasi

Associate Professor: Brian D. Greene, Georgianna Saunders, D. Alexander Wait

Assistant Professor: L. Michelle Bowe, Kyoungtae Kim, Mark McKnight, Brian Weaver

Adjunct Faculty: Wendy B. Anderson, David E. Bowles, Sami Khoshyomn, Hsiu-ping Liu, Lloyd W. Morrison, Gareth A. Rowell

Emeritus Professor: Jerry D. Berlin, Loren L. Denney, Roar L. Irgens, Steven L. Jensen, Richard L. Myers, Grant L. Pyrah, Paul L. Redfearn, Russell G. Rhodes, Robert F. Wilkinson, Jr.

MASTER OF SCIENCE, BIOLOGY

D. Alexander Wait, Graduate Director

Temple Hall, Room 248; Phone (417) 836-5802

AlexanderWait@missouristate.edu

PROGRAM DESCRIPTION

The Department of Biology offers a Master of Science in Biology, participates in the Master of Natural and Applied Science (MNAS) and the Master of Science in Plant Science, and in conjunction with the College of Education, the Master of Science in Education with emphases in biology and natural science. Together with an advisor, students design an individual program of study, selecting courses that provide additional background in biology as well as developing an area of concentration.

Areas of research include animal behavior, aquatic biology, cellular biology, ecology, field biology, immunology, microbiology, physiology, systematics, and wildlife conservation. During the first semester, the student declares an area of specialization and begins to pursue a research problem (thesis) with the close supervision of a graduate faculty thesis committee.

Most course work is usually completed by the end of the second or third semester, and the thesis or non-thesis

option is completed after four or five semesters. A comprehensive examination is taken during the second year. A maximum of 9 hours of approved graduate courses taken in related subjects outside the Biology department may be counted.

This graduate program has been designed to provide opportunities for continued study and mastery of new skills for those who desire to maintain or increase their competence in biology and its allied environmental and health-related fields. Some students completing the program have continued their education in doctoral programs, while others have accepted positions as ecologists, conservationists, industrial laboratory supervisors, research assistants, or teachers in secondary schools or colleges.

ENTRANCE REQUIREMENTS

1. The student must have a minimum of 24 undergraduate hours (or equivalent) in biology. In the case of a student whose preparation for formal graduate study is judged to be inadequate (including cognate areas such as chemistry, physics, or mathematics), a program of prerequisite course work may be outlined for the purpose of properly supplementing his/her preparation. Such courses will not be credited as course requirements for the degree.
2. Candidates for admission to programs in biology are required to have a GPA of at least 2.75 (on a 4.00 scale) for the last 60 semester hours of undergraduate work and a 3.00 average in biology.
3. Scores from the Graduate Record Examination (GRE), General Test must be submitted.
4. A statement of interest and three letters of reference are required for admission to the degree program.

ACCELERATED MASTERS DEGREE OPTION

Eligible Missouri State University majors in biology may apply for preliminary acceptance into the Master of Science program in Biology after admission requirements for the accelerated masters option have been satisfied. {Note: biology majors at other universities approved for participation in this program may apply if they meet the requirements below.} If accepted, undergraduate courses chosen from approved 500 or 600-level courses may be counted toward both the undergraduate and graduate degrees, with a maximum of 12 credit hours counted. This option offers an opportunity for biology majors with undergraduate laboratory research experience to complete the course requirements for the Master of Science degree in Biology in two semesters and a summer after attaining the Bachelor's degree, rather than the typical four semesters and a summer. Contact the Department of Biology for further information and guidelines.

Before enrolling in a course to be counted as both undergraduate and graduate credit and to count the courses toward the masters degree, an undergraduate student must be accepted into the accelerated program and complete a mixed credit form. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the “Graduate College” section for further information.

ADMISSION REQUIREMENTS FOR THE ACCLERATED MASTER’S OPTION

1. Junior standing, a GPA in biology of 3.25 or better and an overall GPA of 3.25 or better.
2. Completion of BIO 121, 122, 235, 369, 310 or 320 or 361; CHM 200 or 310; MTH 138 or 135 and 181 with an overall GPA of 3.25 or better.
3. Undergraduate laboratory or field research experience in residence in the Department of Biology with a supportive recommendation from the student’s undergraduate research advisor. [Note: undergraduate research experience at another university conducted in collaboration with Missouri State University Biology faculty may be considered.]
4. GRE scores commensurate with the advanced standing of this option.
5. Acceptance of applicant by a graduate faculty member who agrees to serve as the student’s graduate research advisor.
6. Acceptance of the applicant by the graduate faculty in Biology under the accelerated masters option.

GRADUATE ASSISTANTSHIPS

Evaluation of applications for teaching assistantships begins on March 1 (fall assistantships) and October 1 (spring assistantships), and will continue until positions are filled. Applicants must first be accepted into the program, and files must be complete to be considered. Therefore, applicants should apply by February 1/Sept 1 to ensure being considered for a TA position.

RETENTION REQUIREMENTS

To remain in the program, a student must maintain a GPA of 3.00 and make satisfactory progress on the research project.

DEGREE REQUIREMENTS

Total 32 hrs

1. **Program of Study.** The program for each candidate will be structured by the candidate’s committee in consultation with the student, and must include at least 32 semester hours of graduate credit. Evaluation of previous training and academic objectives will be important factors in establishing this program.

2. **Biology Requirement** (minimum 23 semester hours). A minimum of 16 hours of biology from courses numbered 600699 inclusive.
3. **Electives** (maximum 9 semester hours). Approved graduate courses may be selected from related fields to a maximum of 9 hours. Any deviation from this maximum will require approval by department head.
4. **Research.** For both options, the student is required to give an oral presentation of his/her work to the Department.

Thesis Option: Completion of a satisfactory thesis in the candidate’s discipline (maximum of 6 hours of BIO 698 and 6 hours of BIO 699).

Non-thesis Option: After an unsuccessful attempt at a thesis, and with the permission of the thesis committee and department head, a student may switch to a non-thesis option. This requires the completion of a minimum of two degree papers, each of which shall require an extensive paper or major creative work. Four hours of BIO 690 and four hours of BIO 698 may be counted toward this degree under this option.

5. **Comprehensive Examination.** Both a written and an oral comprehensive examination must be passed by the candidate before a degree will be granted. The written examination is taken after most of the course work has been completed, and is written and evaluated by the student’s thesis committee. The examination can include comprehensive questions in biology and questions specific to the area of study chosen by the student. The use of computers is encouraged, where appropriate, for the written examination. The oral examination follows the presentation of the student’s thesis research or degree paper to the faculty. The examination tests the student’s understanding of the research or degree paper.

MASTER OF SCIENCE, PLANT SCIENCE
(See “Department of Agriculture”)

MASTER OF NATURAL AND APPLIED SCIENCE

This is an interdisciplinary program within the College of Natural and Applied Science. Accelerated master’s program available. (See “Master of Natural and Applied Science”).

MISSOURI STATE UNIVERSITY

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: BIOLOGY AREA OF EMPHASIS

Contact Dr. Georgianna Saunders or Dr. Janice Greene and see requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

BIOLOGY REQUIREMENTS

Biology courses that includes a minimum of
3 hrs in courses numbered 600 or above **Total 15 hrs**

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: NATURAL SCIENCE AREA OF EMPHASIS

Contact Dr. Tamera Jahnke and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

NATURAL SCIENCE PREREQUISITE AND REQUIREMENTS

In this option, students complete a minimum of 15 hours with course work selected from two of the following disciplines: Biology, Chemistry, Geography and/or Geology, Mathematics, and Physics. A minimum of 3 hours of course work numbered 600 or above must be included. The prerequisite requirements are those listed in the departmental statements of both selected academic areas of emphasis.

Courses from one of the above disciplines 9 hrs
Courses from a second of the above disciplines 6 hrs
Total 15 hrs

ADDITIONAL OPPORTUNITIES

In addition to working in the department, a student may take courses or do research at the Gulf Coast Research Laboratory, Ocean Springs, Mississippi or the State Fruit Experiment Station, Mountain Grove, Missouri. Also, the University operates the Bull Shoals Field Station in Taney County, Missouri.

BIOLOGY COURSES

BIO 508 Environmental Microbiology. 3(2-2) F. Prerequisite: BIO 210 or BIO 310. The study of ecology of microorganisms and the applied use of microorganisms by man in the environment. Laboratory will emphasize current methods used in the field of environmental microbiology.

BIO 509 Stream Ecology. 4(2-4) S. Prerequisite: BIO 369; CHM 105 or CHM 170 plus CHM 175. The interdisciplinary study of running waters, including study of the physical and chemical environment, trophic interactions, nutrient cycling, and the multiple impacts of humans on modifying these streams. Lectures, group discussion of reading, and laboratory and field exercise. One all-day Saturday field trip required.

BIO 511 Immunology. 3(22) F, S. Prerequisite: BIO 210 or BIO 310. Fundamental principles of immunology. Lecture emphasis on the structure and functions of antigens, antibodies, surface receptors, antigen-antibody interactions, immuno-globulin formation, cell responses, major histocompatibility complex, immunochemistry, immunogenetics, autoimmunity, immunosuppression, transplantation immunology, and immunologic methods. Laboratory emphasis on immunologic techniques for investigative as well as clinical application.

BIO 512 Industrial Microbiology. 3(2-2) D. Prerequisite: BIO 210 or BIO 310. An introduction to the fundamental concepts of industrial and applied microbiology. The industrial production of proteins, metabolites, polymers, biocides, and vaccines will be discussed in addition to biotransformations and environmental applications. Production improvement strategies that employ both physical and modern molecular techniques will be introduced. Laboratory will emphasize the selection of industrially important microorganisms, the theory and operation of a fermentor for the production of proteins, antibiotics and steroids, use of analytical equipment for monitoring product formation, enzymes analysis, downstream processing, and bio-reactor construction and design.

BIO 515 Evolution. 3(30) F, S. Prerequisite: BIO 235 and either MTH 135 or MTH 138. A survey of modern evolutionary biology, including the evidence that supports the theory of evolution, the natural processes that cause evolution, patterns and mechanisms of speciation, and methods for estimating evolutionary relationships.

BIO 517 Microbial Physiology and Metabolism. 4(2-4) F. Prerequisites: BIO 210 or BIO and either CHM 200 or CHM 310. Physiology and anatomy of microorganisms including adaptive responses to environmental changes and microbial metabolic diversity will be discussed. Laboratory will emphasize selective isolation and identification of microorganisms and responses by microorganisms to environmental changes.

BIO 520 Pathogenic Microbiology. 3(3-0) S. Prerequisite: BIO 210 or BIO 310. Fundamental principles of pathogenic microbiology; transmission, infection and control of the pathogen.

BIO 527 Field Biology. 14 D. Prerequisite: permission of instructor. Field work during an extended field trip to a specific region of North America to familiarize the student with the flora and/or fauna of the area. Course is scheduled irregularly during academic breaks and may be preceded by several lectures in preparation for the trip. An incidental fee may be charged; cost will vary. May be repeated to a total of 6 credits with a maximum of 3 credits to be applied to the major in biology.

BIO 530 Phycology. 3(2-2) S. Prerequisite: BIO 369. The structure, function, ecological significance, and diversity of algae. Emphasis will be placed on field studies, isolation and growth, and physiological characteristics.

BIO 531 Economic Botany. 2(20) F-even. Prerequisite: BIO 102 or BIO 121. Distribution and origin of plants which yield food, poison, drugs, spices, fibers, oils, and other products generally used by man. Methods of preparations and analyses of products and ingredients.

BIO 532 Principles of Fisheries Management. 3(2-2) S. Prerequisite: BIO 369 or BIO 373. Life history, population ecology, and management of exploited freshwater and marine species. Scientific sampling and analysis of fishery populations. Characterization, history, and management principles for representative commercial and recreational fisheries.

BIO 533 Wetlands Ecology. 3(2-2) F. Prerequisite: BIO 369 and either CHM 105 or CHM 160. The composition, structure, function and importance of wetlands ecosystems. Comparisons of different wetland types, hydrology, nutrient cycles, plants and animals and their adaptations, and conservation strategies.

BIO 539 Biogeography. 2(20) F. Prerequisites: BIO 121 and BIO 122. Study of patterns of distribution of organisms in space and in time.

BIO 540 Applications of Molecular Markers. 4(2-4) D. Prerequisite: BIO 235 and permission. Introduction to the use of molecular markers in biological research. Topics covered include methods for identifying genetic variation at the molecular level (protein electrophoresis, automatic DNA sequencing, RAPDs, RFLPs, AFLPs, microsatellites) and their applications to research in systematics, ecology, evolution, conservation biology, forensics, and gene mapping. Students will complete research projects using one or more of the techniques learned.

BIO 544 (344) Plant Physiology. 4(3-2) D. Recommended: CHM 200 or CHM 310. Basic chemical and physical principles of plant function considering water relationships, nutrient transport, mineral nutrition, photosynthesis, respiration, and phytohormones.

BIO 545 Agrostology. 2(12) FO. Prerequisite: BIO 334. Identification of local, native, and economically important grasses.

BIO 546 Plant Morphology. 4(24) D. Prerequisites: BIO 121 and BIO 122. A study of the form, structure, and evolution of plants.

BIO 550 Statistical Methods for Biologists. 3(3-0) F, S. Prerequisite: BIO 235 and eligibility for MTH 261. Scientific methodology, experimental design, statistical analysis, and data interpretation applied to biological questions.

BIO 551 Advanced Statistical Methods for Biologists. 2(1-2) D. Prerequisites: BIO 550. The design and analysis of biological experiments, with an emphasis on the choice and interpretation of inferential statistics. Topics covered include causal inference, statistical power, general linear models, repeated measures designs, log-linear models, nonparametric procedures, and computer-intensive techniques. The use of computer software to analyze real data sets from the biological literature is emphasized.

BIO 560 Population Genetics and Evolutionary Mechanisms. 3(30) D. Prerequisites: BIO 515 and a course in statistics, or permission. The theory of genetic variation in populations, with emphasis on quantitative description of the mechanisms of biological evolution.

BIO 562 Limnology. 4(24) F. Prerequisites: BIO 369 and either CHM 105 or CHM 170 and CHM 175. Physical, chemical and biological characteristics of lakes and reservoirs. Laboratory includes mapping, lake models, water chemistry, and surveys of diversity and abundance. Two all-day Saturday labs required.

BIO 563 Population Ecology. 3(2-2) S. Prerequisites: BIO 369 and MTH 135 or 138. Discussion of factors controlling the distribution and abundance of populations. Quantitative descriptions of population dynamics is emphasized.

BIO 567 Physiological Ecology. 4(4-0), S-even. Prerequisites: BIO 361, BMS 308, or BIO 544; BIO 369. Physiological adaptations of plants and animals to environmentally stressful conditions and to ecological/evolutionary pressures.

BIO 571 Comparative Animal Physiology. 4(33) S-odd. Prerequisites: BIO 361, BMS 308 or BMS 566, 5 hours organic chemistry. Organ/system function in a wide range of invertebrate and vertebrate animals.

BIO 573 Ornithology. 3(2-2) S. Prerequisite: 12 hours of biology. Taxonomy, distribution, life histories and ecology of birds; emphasis on Missouri forms. Early morning field trips required.

BIO 574 Aquatic Entomology. 2(13) D. Prerequisites: BIO 167 and 371 or permission. Aquatic insects, ecology, and taxonomy with emphasis on field applications.

BIO 575 Ichthyology. 3(22) F. Prerequisites: 12 hours in biology. Taxonomy, distribution, life histories, and ecology of fish with emphasis on Missouri forms.

BIO 576 Herpetology. 3(2-2) S. Prerequisite: 12 hours in biology. Taxonomy, distribution, life histories, and ecology of amphibians and reptiles with emphasis on Missouri forms. One weekend field trip required.

BIO 577 Mammalogy. 3(22) F. Prerequisite: 12 hours in biology. Taxonomy, distribution, life histories, and ecology of mammals with emphasis on Missouri forms. One weekend field trip required.

BIO 578 Behavioral Ecology. 4 (3-2) S. Prerequisites: BIO 369 and MTH 340 or BIO 550, or permission. Fundamental principles of animal behavior with an emphasis on the study of the ecological and evolutionary processes that influence behavior.

BIO 579 Conservation Biology. 4 (3-2) D. Prerequisites: BIO 235 and BIO 369 or permission of instructor. An in-depth examination of the science of conservation from a biological perspective, with an examination of ethical and legal aspects of conservation.

BIO 584 Fish Ecology. 3(3-0) D. Prerequisite: BIO 369 and BIO 575. The biology of fishes in relation to environmental conditions at the individual, population, and community levels.

BIO 589 Game Management. 3(30) D. Prerequisite: BIO 373 and BIO 577. Management of game birds and mammals for recreational utilization.

BIO 590 Women in Science and Mathematics. 2(2-0) S. Prerequisite: completion of natural science and mathematics general education requirement. Discussion of female scientists and mathematicians, their personal lives, scientific discoveries, and related topics such as mentoring and career goals. (Does not count toward a major or minor in Biology). Students may not receive credit for both BIO 590 and CHM 590.

BIO 597 Topics in Biology. 14 D. Prerequisite: permission of instructor. A variable content course to provide for the offering of selected topics in biology on a one-time or first-time basis. May be repeated for credit when topic varies.

BIO 610 Topics in Microbial Physiology. 3(30) S. Topics of interest in microbial physiology will be discussed. These may include cell structure, energy production, fermentation, nitrogen metabolism, protein and nucleic acid synthesis, regulation of gene expression, and dynamics of cell growth. Lectures will supplement discussion sessions.

BIO 612 Advanced Immunology. 2(20) S. Prerequisite: BIO 511. Cellular aspects of the immune system.

BIO 622 Regulatory Mechanisms in Microorganisms. 2(20) S. Regulation of macromolecular synthesis and enzyme activity in bacteria and viruses.

BIO 625 Advanced Limnology. 2(20) D. Prerequisites: BIO 562. Advanced concepts of biological, chemical and physical limnology. Recent symposia, reviews, and primary literature are discussed.

BIO 626 Advanced Limnology Methods. 2(04) D. Prerequisites: BIO 562. Research and practical application of modern limnological methods.

BIO 628 Recent Advances in Biology. 1(02) F, S. Prerequisite: permission of the instructor. Selected topics in biology to be discussed using original literature as the focal point. Variable content. May be repeated when topic varies.

BIO 630 Advanced Topics in Biology. 14 F, S. Prerequisite: permission of instructor. Individual study in biology; may include literature, field, and/or laboratory work. May be repeated.

BIO 634 Advanced Plant Taxonomy. 4(24) D. Prerequisites: permission of instructor. Philosophy and principles of modern taxonomic procedures.

BIO 636 (536) Plant Ecology. 4(24) F. Prerequisites: BIO 369 or permission of instructor. The dynamics, structure, and distribution of plant populations and communities, with emphasis on interactions among plants, plants and other organisms, and plants and ecosystems. Laboratory emphasis on experimental studies in the greenhouse and field. Weekend field trip is required. BIO 436 may be taught concurrently with BIO 636. Students cannot receive credit for both BIO 436 and BIO 636.

BIO 655 Advanced Developmental Biology. 4 (3-2) S. Prerequisite: BIO 320 or permission. An in-depth study of the molecular and cellular mechanisms involved in the development of vertebrate, invertebrate, and plant systems. Lectures will emphasize fertilization, morphogenesis, differentiation, induction, regeneration, and neoplasia. Laboratory exercises will emphasize techniques utilized by developmental biologists. Review of current literature and poster presentations will be required. Students cannot receive credit for taking both BIO 355 and 655.

BIO 660 Topics in the Teaching of Biology. 13 D. Prerequisite: permission of instructor. Biological concepts, information, practical experiences, and use of resource materials in the elementary, middle school and secondary classroom. Variable content course. May be repeated when topic varies.

BIO 661 Environmental Science for Educators. 2(12) F. Prerequisite: permission of instructor. Discussion of environmental issues, practical experiences in teaching environmental concepts, and awareness of environmental resource materials for the formal and non-formal classroom setting.

BIO 667 Advanced Vertebrate Zoology. 3(22) D. Evolutionary relationships of living and extinct vertebrates; analysis of geographic distribution and adaptive radiation. Includes field/lab experiences to be arranged.

BIO 680 Vertebrate Anatomy and Evolution. 2(20), F, S. Vertebrate gross anatomy. Phylogeny and present status of organ systems in vertebrates.

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BIO 685 Marine Conservation. 1-3 D. An overview of current issues related to the conservation and management of marine organisms, with emphasis on marine species and habitats exploited or endangered by human actions. BIO 485 may be taught concurrently with BIO 685. Students cannot receive credit for both BIO 485 and 685.

BIO 690 Degree Paper in Biology. 2(20). Prerequisite: permission of advisor. Extensive paper on selected topics. May be repeated to total 4 hours. Exclusively satisfies requirements for non-thesis option, which also requires one BIO 690 paper to be presented orally to the department. Pass/not pass only.

BIO 694 Scientific Writing. 2(2-0) F. Organization and methods in scientific writing. Included are discussions of literature searching, scientific methodology, experimental design, proposal writing, figure preparation, editing and oral presentation. Recommended for graduate students in Biology, preferably during the first year of graduate study.

BIO 698 Research. 16. Prerequisite: permission of advisor. Supervised research in special biology areas. May be repeated, but no more than 6 hours may be counted as credit toward the degree. Pass/not pass only.

BIO 699 Thesis. 16. Prerequisite: permission of advisor. Independent study connected with preparation of thesis. May be repeated, but no more than 6 hours may be counted as credit toward the degree. Pass/not pass only.

MARINE BIOLOGY COURSES

(All of the following classes are offered only in the summer, and are taught only at the Gulf Coast Research Laboratory, Ocean Springs, Mississippi. See the Department Head or your advisor for more details.)

BIO 523 Marine Science for Teachers I. 2(2-0) Su. Prerequisites: 12 hours in biology. A course designed to introduce students, particularly in-service teachers, to the study of marine science and to promote the teaching of marine biology at all grade levels. Concurrent enrollment in BIO 524 is required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 524 Marine Science for Teachers I Lab. 1(0-2) Su. Prerequisite: concurrent enrollment in BIO 523. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 534 Coastal Vegetation. 2(2-0) Su. Prerequisites: 10 hours of biology including BIO 121 and BIO 122. A broad study of the general and specific aspects of coastal vegetation with emphasis on local examples. Vegetational composition, variation, succession, climax, and distribution. Includes aerial techniques, plant identification, delineation of vegetational types and mapping. Concurrent enrollment in BIO 535 required (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 535 Coastal Vegetation Lab. 1(0-2) Su. Prerequisite: concurrent enrollment in BIO 534. Laboratory portion of BIO 534. Concurrent enrollment in BIO 534 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 537 (564) Salt Marsh Plant Ecology. 2(2-0) Su. Prerequisites: BIO 122 or BIO 134; and BIO 334; and BIO 544; and BIO 369. A study with emphasis on the botanical aspects of local marshes; includes plant identification, composition, structure, distribution, and development of coastal marshes. Biological and physical inter-relationships. Primary productivity and relation of marshes to estuaries and associated fauna. Concurrent enrollment in BIO 536 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 538 Salt Marsh Plant Ecology Lab. 2(0-4) Su. Prerequisite: concurrent enrollment in BIO 537 required. Laboratory portion of BIO 537. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 551 Biometry Laboratory. 2(1-2) F, S. Prerequisite: BIO 550 or permission. The statistical analysis of biological data using computer software.

BIO 555 (578) Marine Ichthyology. 3(3-0) Su. Prerequisites: junior standing; 16 hours of biology including BIO 121, BIO 122, BIO 235, and BIO 380. This course provides the student with a strong general background in the biology of marine fishes. Emphasis is placed on the principles involved in the classification and taxonomy of marine and estuarine fishes. Concurrent enrollment in BIO 556 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 556 Marine Ichthyology Lab. 3(0-6) Su. Laboratory concurrent enrollment in BIO 555. Concurrent enrollment in BIO 555 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 557 (579) Marine Fisheries Management. 2(2-0) Su. Prerequisite: permission of instructor. A course designed to familiarize students with practical marine fisheries management problems in today's real world. Covers the international and local, economic, social, legal, and political, as well as biological factors that are considered in decisions directed toward achieving optimum sustainable yield from marine resources. The history of management schemes, sources of information, current status of fishing technology, management methods, legal problems and educational needs are explored. Concurrent enrollment in BIO 558 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 558 Marine Fisheries Management Lab. 2(0-4) Su. Prerequisite: concurrent enrollment in BIO 557. Laboratory portion of BIO 557. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 565 Marine Ecology. 3(3-0) Su. Prerequisites: 16 hours of biology, including general botany and invertebrate zoology. A consideration of the relationship of marine organisms to their environment includes the effects of temperature, salinity, light, nutrient concentration, currents, and food on the abundance and distribution of marine organisms. Concurrent enrollment in BIO 566 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 566 Marine Ecology Lab. 2(0-4) Su. Laboratory portion of BIO 565. Concurrent enrollment in BIO 565 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 587 (582) Marine Invertebrate Zoology. 3(3-0) Su. Prerequisites: 16 hours of zoology. A concentrated study of the free-living marine and estuarine invertebrates of MS Sound and adjacent bayous, salt marshes, barrier islands, and the nearshore continental shelf of the northeastern Gulf of Mexico. Course emphasizes structure, classification, phylogenetic relationships, larval development, functional processes, and ecological aspects of Gulf of Mexico invertebrates and their natural assemblages. Advanced undergraduates and graduate students may be asked to conduct independent, short-term research projects during the course. Concurrent enrollment in BIO 588 required. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

BIO 588 Marine Invertebrate Zoology Lab. 3(0-6) Su. Prerequisite: concurrent enrollment in BIO 587 required. Laboratory portion of BIO 587. (Must be taken at Gulf Coast Research Lab, Ocean Springs, MS).

DEPARTMENT OF CHEMISTRY

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GRADUATE FACULTY

Professor: Richard N. Biagioni, Eric Bosch, Reza Sedaghat-Herati, Tamera S. Jahnke, Mark M. Richter, Shujun Su, Anthony P. Toste

Associate Professor: Bryan Breyfogle, Dean A. Cuebas, Nikolay Gerasimchuk, Erich Steinle

Assistant Professor: Gary A.J. Meints, Chad J. Stearman

Emeritus Professor: Robert L. Ernst, Wyman K. Grindstaff, Franklin R. Hoggard, James F. O'Brien, Ralph W. Sheets, Vernon J. Thielmann, Clifton C. Thompson, Paul M. Toom, James M. Wilbur, Jr.

MASTER OF SCIENCE, CHEMISTRY

Mark Richter, Graduate Director

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PROGRAM DESCRIPTION

This program is designed to prepare students to work in industrial or governmental chemistry laboratories, or to pursue doctoral studies in chemistry.

PROGRAM OBJECTIVES

Development of a sound knowledge of chemical principles, acquisition of outstanding research and communication skills, and attainment of an understanding and appreciation of applied chemistry and the importance of multidisciplinary approaches to the solution of scientific problems.

Areas of specialization include analytical chemistry, biochemistry, environmental chemistry, inorganic chemistry, organic chemistry, physical chemistry, polymer chemistry, and chemical education.

Formal courses, graduate seminars, professional advisement, directed research, and a master's thesis will be incorporated into a customized curriculum based on the individual's scholastic background and career goals. On completion of the program, the student will have developed the skills needed for a career in chemical production, development, or research.

ENTRANCE REQUIREMENTS

Students admitted to the graduate chemistry program in full standing must meet the following requirements:

1. A bachelor's degree from an accredited institution in the U.S. or equivalent training in a foreign university.
2. A minimum overall GPA of 3.00 on a 4.00 scale, or a minimum GPA of 3.00 on a 4.00 scale for the last 60 hours of course work.
3. Scores from the verbal and quantitative sections of the Graduate Record Examination. Normally, students are expected to score at or above the 50th percentile on each section of the GRE and to have an overall college GPA of at least 3.00.
4. International applicants are also required to submit a score for the Test of English as a Foreign Language (TOEFL) of not less than 550 on the paper-based or a comparable score of 213 on the computer-based with a minimum of 50th percentile on the Listening Comprehension Section.
5. A minimum undergraduate background in chemistry of two semesters in general chemistry, two in organic chemistry, one in analytical chemistry, and one in inorganic chemistry with a grade of "C" or better in each course and an overall GPA of not less than 3.00.

Applicants lacking the background courses described in item five above may be admitted, but will be required to rectify any of these deficiencies with appropriate course work. These leveling courses will not apply toward the master's degree.

Students who do not meet the grade point standards outlined above may be granted conditional admission to the program. As conditions of admission, students will be required to complete a minimum of 9 hours of specified graduate courses with a GPA of at least 3.00 to be advanced to full standing in the program.

ACCELERATED MASTER'S DEGREE OPTION

Eligible Missouri State University majors in chemistry may apply for preliminary acceptance into the Master of Science program in Chemistry after admission requirements for the accelerated masters option have been satisfied. If accepted, undergraduate courses chosen from CHM 531, CHM 545, CHM 525, and CHM 507, may be counted towards both the undergraduate and graduate degrees, with a maximum of 12 credit hours counted towards both the undergraduate and graduate degrees.

This option offers an opportunity for chemistry majors with undergraduate laboratory research experience to complete the requirements for the Master of Science degree in Chemistry in two semesters and a summer after

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attaining the Bachelor's degree, rather than the typical four semesters and a summer. Contact the Department of Chemistry for further information and guidelines.

Before enrolling in a course to be counted as both undergraduate and graduate credit and to count the courses towards the masters degree, an undergraduate student must be accepted into the accelerated program and complete a mixed credit form. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

Admission Requirements

1. Junior standing, a GPA in chemistry of 3.00 or better and an overall GPA of 3.00 or better.
2. Completion of CHM 160, 170, 175, 310, 311, 330, 375, 398, and 399; PHY 123 and 124 or PHY 203 and 204; MTH 287 and 288, or MTH 261 and 280 or MTH 261 and 288 with an overall GPA of 3.00 or better.
3. Undergraduate laboratory research experience in residence in the Department of Chemistry with a supportive recommendation from the student's undergraduate research mentor.
4. Acceptance of applicant by a graduate faculty member who agrees to serve as the student's graduate research mentor.
5. Acceptance of the applicant by the graduate faculty in Chemistry under the accelerated masters option.

DEGREE REQUIREMENTS (A minimum of 32 hours)

1. **Advisory Committee.** Initially, each student will be advised by the departmental coordinator of graduate studies. As soon as possible, the student will select a faculty member to chair a graduate advisory committee consisting of at least four persons. At least one committee member, but not more than two, shall be from outside the chemistry department. This committee will supervise the remainder of the candidate's graduate program.
2. **Program of Study.** The candidate's program will be structured by the advisory committee in consultation with the student. Academic background, professional experience, placement test scores, and academic objectives will be considered in establishing the individual's program.
3. **Chemistry Requirement.** A minimum of 24 hours in chemistry including at least 16 hours from courses numbered 600 or above with at least 6 hours of 600-level chemistry course work in addition to research, thesis, and colloquium. Students who have not passed (with a C or better) undergraduate courses in advanced organic chemistry, instrumental analysis, advanced

inorganic chemistry, and physical chemistry will be required to pass (with a grade of C or better) the following course(s) CHM 545, CHM 531, CHM 525, CHM 506 and CHM 507*. Hours received from these courses will count toward the 32 hours required for the master's degree.

* Students who have had a one-semester physical chemistry course will be given an assessment exam; a score of the 50th percentile or above will satisfy the physical chemistry core course requirement. Students scoring less than the 50th percentile, but higher than the 33rd percentile, will satisfy the physical chemistry core requirement by passing CHM 507.

4. **Colloquium.** 2 hours of credit must be earned in CHM 600, Chemistry Colloquium.
5. **Electives.** Upon approval of the advisory committee, graduate courses from related fields may be selected to a maximum of 8 hours within the 32 hour degree requirement.
6. **Research Requirement.** The maximum credit toward the 32-hour degree requirement is 6 hours of CHM 698 and 6 hours of CHM 699. Submission of a thesis is a specific requirement for the degree. The purpose of the thesis is to demonstrate competence in scientific research and the ability to: choose a research topic of scientific importance; conduct a comprehensive literature search of the problem; design and implement a plan of research; collect and interpret scientific data; and communicate results and findings to peers. An oral defense of the thesis is required.
7. **Comprehensive Examination.** A written comprehensive examination will be administered after most of the course work has been completed. This examination must be passed by the candidate before a degree will be given.

MASTER OF SCIENCE, PLANT SCIENCE

See Department of Fruit Science

MASTER OF NATURAL AND APPLIED SCIENCE

See Interdisciplinary Program: Master of Natural and Applied Science (Accelerated master's program available.)

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: CHEMISTRY AREA OF EMPHASIS

Contact Dr. Bryan Breyfogle and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

CHEMISTRY REQUIREMENTS

Chemistry course work including a minimum of 3 hours in courses numbered 600 or above. **Total 15 hrs**

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: NATURAL SCIENCE AREA OF EMPHASIS

Contact Dr. Tamera Jahnke and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

NATURAL SCIENCE PREREQUISITE AND REQUIREMENTS

In this option, students complete a minimum of 15 hours with course work selected from two of the following disciplines: Biology, Chemistry, Geography and/or Geology, Mathematics, and Physics. A minimum of 3 hours of course work numbered 600 or above must be included. The prerequisite requirements are those listed in the departmental statements of both selected academic areas of emphasis.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	6 hrs
Total	15 hrs

CHEMISTRY COURSES

CHM 502 Techniques of Instrumental Analysis. 4(3-3) F. Prerequisite: C or better in either CHM 200 or CHM 310; and C or better in CHM 330. Recommended: PHY 124 or PHY 204. Applications of instrumental methods for the separation and analysis of materials; included are potentiometry, photometry, and chromatography. Does not apply to a chemistry major or minor if the student passes CHM 531.

CHM 505 Fundamentals of Physical Chemistry. 4(3-3) S. Prerequisite: 20 hours of chemistry course work and "C" or better in either MTH 287 or MTH 261. A one semester introduction to physical chemistry including the following topics: thermodynamics, solution chemistry, electrochemistry, kinetics, and atomic and molecular structure. Laboratory experiments will illustrate principles of physical chemistry and techniques of analysis. Does not apply to a Chemistry major or minor if the students passes CHM 506.

CHM 506 Physical Chemistry I. 3(3-0) F. Prerequisite: C or better in either CHM 170; MTH 280 or MTH 288 (or concurrent enrollment in MTH 280 or MTH 288). Recommended: PHY 124 or PHY 204. Chemical thermodynamics; kinetic theory of gases. A grade of "C" or better is required in this course in order to take CHM 507. This course may not be taken pass/not pass.

CHM 507 Physical Chemistry II. 3(30) S. Prerequisite: "C" grade or better in CHM 506. Recommended: CHM 375. Continuation of CHM 506. Kinetics, quantum theory, and spectroscopy.

CHM 508 Beginning Physical Chemistry Laboratory. 2(04) F. Prerequisites: C or better in either CHM 330; C or better in CHM 506 (or concurrent enrollment in CHM 506). Experiments in physical chemistry employing basic principles and experimental techniques.

CHM 509 Intermediate Physical Chemistry Laboratory. 2(04) S. Prerequisite: CHM 507 or concurrent registration. Intermediate experiments in physical chemistry combining basic principles.

CHM 514 Polymer Chemistry. 3(30) SE. Prerequisite: C or better in CHM 311 or CHM 312; and either CHM 480 or CHM 506; or permission from department head. Morphology and chemical structure, polymer characterization, chemical structure and polymer properties, vinyl and non-vinyl polymers and mechanism of formation. Inorganic and partially inorganic polymers.

CHM 515 Intermediate Inorganic Chemistry. 3(3-0) F. Prerequisite: admission to a graduate program. Structure of atoms, introduction to bonding, symmetry in chemistry, inorganic spectroscopy, and descriptive inorganic chemistry. A grade of "C" or better is required in this course in order to take CHM 525. CHM 375 may be taught concurrently with CHM 515. Students cannot receive credit for both CHM 375 and CHM 515.

CHM 525 Advanced Inorganic Chemistry. 3(30) S. Prerequisite: C or better in CHM 375; CHM 507 (or concurrent enrollment in CHM 507). Theories and techniques of modern inorganic chemistry; correlation of theories with inorganic compounds.

CHM 531 Advanced Analytical Methods. 4(33) F. Prerequisites: C or better in CHM 330 and CHM 507. Principles and techniques of modern instrumental methods used in chemical analysis, with emphasis on the fundamental physical and chemical theories and principles. Topics covered include atomic and molecular spectroscopy, electrochemistry, mass spectrometry and separations.

CHM 545 Advanced Organic Chemistry. 3(30) F. Prerequisites: "C" grade or higher in CHM 311 or CHM 312 and either CHM 505 or CHM 506 or permission. Structure, reaction mechanisms, stereochemistry and other topics of theoretical nature in organic and polymer chemistry.

CHM 550 Biochemistry II. 3(30) S. Prerequisite: C or better in CHM 450; and either CHM 505 or CHM 506; or permission from department head. Bioenergetics-Metabolism of biomolecules including carbohydrates, lipids, amino acids and nucleotides. Photo-synthesis. Nitrogen metabolism. Mechanisms of hormone action.

CHM 551 Advanced Biochemistry Laboratory. 2(04) D. Prerequisite: CHM 550 (or concurrent enrollment in CHM 550). Emphasis on modern techniques in the biochemistry laboratory; enzymology; protein purification and analysis; protein structure determination; isoelectric focusing; HPLC; trace techniques.

CHM 570 Chemical Bonding. 3(3-0) FE. Prerequisite: CHM 507 or permission from department head. Quantum mechanics; atomic and molecular structure; computational procedures. Independent study project required.

CHM 597 (501) Special Topics in Chemistry. 13 D. Prerequisite: 18 hours of chemistry or instructor permission. Selected topics of a theoretical or applied nature. May be repeated up to a total of 6 hours with differing topics.

CHM 600 Chemistry Colloquium. 1(1-0) F, S. Prerequisite: admission to MS in Chemistry program or permission of department head. A series of oral presentations on new developments in chemistry. Presentations to be made by faculty members, students, and guest speakers from industry and academe. One of the requirements of this course is an oral presentation. May be repeated, but not more than 2 hours of CHM 600 may be counted toward the 32 hour requirement for the M.S. degree.

CHM 601 Chemistry Seminar. 1(1-0) F, S. Prerequisite: permission of graduate coordinator. Attendance at oral presentations on new developments in chemistry. Presentations may include those made by departmental faculty members, departmental graduate students, guest speakers from industry and academe, and ACS tour speakers. All graduate students not enrolled in CHM 600 must be enrolled in CHM 601. This course will be taken on a pass/not pass basis only. Hours earned will not count toward the 32 required for the M.S. in Chemistry degree.

CHM 610 Special Topics in Chemical Education. 13 D. Prerequisite: college work sufficient to meet Missouri certification standards in chemistry for secondary teaching, or permission. A single topic of current interest in the teaching of chemistry will be considered. May be repeated to a total of 9 hours provided the topics are different.

CHM 615 Chemistry of Environmental Systems I. 3(3-0) F. Prerequisite: permission of instructor or department head. Chemistry of pollution. Sources, effects, detection and abatement of pollutants in air, water and soil. CHM 425 may be taught concurrently with CHM 615. Students cannot receive credit for both CHM 425 and CHM 615.

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CHM 616 Chemistry of Environmental Systems II. 3(3-0) S. Prerequisite: CHM 615 or permission of instructor or department head. Chemistry of pollution. Sources, effects, detection and abatement of pollutants in air, water and soil. CHM 426 may be taught concurrently with CHM 616. Students cannot receive credit for both CHM 426 and CHM 616.

CHM 617 Chemistry of Environmental Systems Laboratory. 2(0-4)S. Prerequisite: CHM 616. Techniques and procedures for environment monitoring to test natural samples. Applications and limitations of wet chemical and instrumental methods such as atomic absorption, gas chromatography, and absorption spectrophotometry. CHM 427 may be taught concurrently with CHM 617. Students cannot receive credit for both CHM 427 and CHM 617.

CHM 620 Topics in Theoretical Chemistry I. 3(30) D. Prerequisite: college work sufficient to meet Missouri certification standards in chemistry for secondary teaching or permission. Nature of matter including atomic structure, chemical bonding, and spectroscopy.

CHM 625 Organometallic Chemistry. 3(3-0) FE. Prerequisite: CHM 525. An in-depth examination of the structure, properties, and reactions of molecules containing one or more metal atoms bonded to organic fragments.

CHM 631 Advanced Techniques in Chemical Analysis. 3(3-0) SO. Prerequisite: CHM 531 or permission. Advanced topics in modern instrumental analysis, instrumentation, and methods, including data acquisition methods, data manipulation and analysis, and electronics.

CHM 635 Investigations in Chemistry for Teachers. 31(4) S. Prerequisite: college work sufficient to meet Missouri certification standards for secondary/middle school science teaching or permission. Techniques in performing science investigation with application to secondary and middle school science. CHM 435 may be taught concurrently with CHM 635. Students cannot receive credit for both CHM 435 and CHM 635.

CHM 640 Seminar. 2(20) D. Prerequisite: permission of department head. Extensive paper on selected topics to be read before staff seminars. May be repeated to total 4 hours. Satisfies requirements for Option II.

CHM 645 Physical Organic Chemistry. 3(3-0) D. Prerequisite: CHM 545. An in-depth study of the experimental techniques and physical principles used for the determination of organic reaction mechanisms.

CHM 650 Advanced Topics in Biochemistry. 3(3-0) SO. Prerequisite: CHM 550. An advanced topic in biochemistry will be addressed via faculty lectures and student projects. Examples of proposed topics include carbohydrates, the cell surface, and physical biochemistry. May be repeated to a total of 6 hours with differing topics. Variable content course.

CHM 670 Chemical Kinetics. 3(3-0) FO. Prerequisite: CHM 507. Fundamental concepts of chemical kinetics and dynamics, from both macroscopic and molecular level perspectives. An emphasis will be placed on the interpretation of gas, liquid, surface and catalyst reaction kinetics and mechanisms.

CHM 690 Advanced Topics in Chemistry. 1-3 D. Prerequisite: recommendation of student's advisory committee. Detailed treatment of various advanced topics in chemistry. Topics may include water analysis, physical chemistry of macromolecules, chemistry of natural products, surface chemistry, and forensic chemistry. May be repeated up to 6 hours with differing topics. Variable content course.

Radiation and the Environment 3(3-0) SE. Students will examine radioactivity in the environment in terms of its nature and causes, its impact on the biosphere, techniques for detecting its presence and measuring levels of contamination, ways of coping with its effects while capitalizing on its benefits, and possible methods for ameliorating some of the problems it creates.

CHM 698 Research. 1-4, F, S. Prerequisite: admission of MS in Chemistry program or permission of department head. Supervised research in special chemistry areas. May be repeated, but not more than 6 hours of CHM 698 may be counted toward the 32-hour requirement for the degree.

CHM 699 Thesis. 16 D. Prerequisite: admission to MS in Chemistry program or permission of department head. Independent research and study connected with preparation of thesis. Not more than 6 hours of CHM 699 may be counted toward the 32-hour requirement for the degree.

DEPARTMENT OF COMPUTER SCIENCE

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Assistant Professor: Hui Liu

Emeritus Professor: Melvin V. Foster, Ivon Lowsley, Jr.

No master's degree program is offered in Computer Science. However, the department participates in the Interdisciplinary Master of Natural and Applied Science program. The following courses may be taken for graduate credit by students admitted to graduate study at MSU.

MASTER OF NATURAL AND APPLIED SCIENCE

See Interdisciplinary Program: Master of Natural and Applied Science. (Accelerated master's program available.)

COMPUTER SCIENCE COURSES

CSC 500 Hardware, Software and Troubleshooting Personal Computers. 3(2-2) D. An introduction to the installation, maintenance, troubleshooting, upgrading, simple repair, and management of personal computer found in educational settings. This course will provide numerous laboratory experiences providing hands-on experience with a goal of enabling students to support personal computer laboratories found in PK-12 schools. This course cannot be taken for credit toward a computer science major or minor.

CSC 505 Web-Based Resources in Educational Settings. 2(2-0) D. An introduction to the design, implementation, and management of World Wide Web resources over the Internet and Intranet networks. Topics include Internet overview, web authoring, web programming, server setting and maintenance. Course objective is to know tools (HTML, JavaScript, and JAVA applets, and Internet Server software, and Navigator/Internet Explorer software packages), and their applicability in WWW design and management in PK-12 school settings. This course cannot be taken for credit toward a computer science major or minor.

CSC 510 Networking and Telecommunications in Educational Settings. 2(2-0) D. An introduction to networking and data communications from an educator's perspective. The course will examine the necessary computer hardware, software, and personnel resources relevant to networking and data communication requirements in various educational settings. Local Area Networks, Wide Area Networks, Network Interconnections, and the Internet will be addressed. This course cannot be taken for credit on a computer science major or minor.

CSC 521 Compiler Construction. 4(3-2) D. Prerequisite: CSC 333. Topics include lexical analysis, parsing, symbol tables, type checking, run-time organization, code generation, basic code optimization, and the use of compiler development tools. The student must write a complete compiler for a small imperative programming language.

CSC 526 Methods of Optimization. 3(3-0) D. Prerequisites: CSC 421 or MTH 421; and MTH 533. Convex sets, classical optimization of functions, constrained optimization, search techniques, linear and nonlinear optimization, applications to applied problems.

CSC 596 Special Readings. 13 F, S. Prerequisites: CSC 325 and permission of the department head. Periodic conferences with an advisor are required. May be repeated to a total of 6 hours.

CSC 625 Computer Graphics. 3(3-0) F. Prerequisite: CSC 232, and MTH 215 or MTH 315. An introduction to computer graphics, with an emphasis on application programming. Algorithms for two dimensional graphics, including windowing, clipping, and transformations; algorithms for three dimensional graphics, including viewing, transformations, and removal of hidden lines and surfaces. Data structures for graphics and interactive techniques will be stressed. May be taught concurrently with CSC 425; if so, students in CSC 625 will do additional work beyond that required for CSC 425. Students cannot receive credit for both CSC 425 and CSC 625.

CSC 635 Data Mining. 3(3-0) D. This course studies the emerging technology of data mining - the automated extraction of patterns and information from data. The focus will be on understanding the algorithms underlying data mining and on the practical use of those algorithms. Students will use data mining software to analyze collections of data. May be taught concurrently with CSC 435. Students cannot receive credit for both CSC 635 and CSC 435.

CSC 640 Artificial Intelligence. 3(3-0) S. Prerequisite: CSC 325 or permission. Techniques of artificial intelligence, including study of expert systems, natural language processing, search strategies, computer vision and robotics. May be taught concurrently with CSC 440; if so, students in CSC 640 will do additional work beyond that required for CSC 640. Students cannot receive credit for both CSC 440 and CSC 640.

CSC 645 Computer Speech, Music and Images. 3(3-0) D. This is an applied course focusing on the technical aspects of computer-based multi-media: speech, music, audio and video. In any given semester, the focus may be more on audio or image processing, or it may be equally balanced between the two. Topics include multi-media data capture and representation, methods of data compression, multi-media information retrieval, and multi-media standards. May be taught concurrently with CSC 445. Students cannot receive credit for both CSC 645 and CSC 445.

CSC 665 Computer Networks. 3(3-0) F. Prerequisite: CSC 232. An introduction to the theory, concepts and techniques upon which modern computer networks and telecommunication systems are based. The emphasis will be on layered network architectures, the design frameworks for both local and wide area networks and communication protocols. May be taught concurrently with CSC 465; if so, students in CSC 665 will do additional work beyond that required for CSC 465. Students cannot receive credit for both CSC 465 and CSC 665.

CSC 667 Wireless Networks. 3(3-0) S. Prerequisite: CSC 465 or CSC 665. An introduction to the fundamental theory, concepts and techniques of wireless communication, with wireless networks, and wireless applications. Students will gain an understanding of the significance that wireless systems and user mobility have on the construction and handling of a data or telecommunication network. Topics include wireless and ad hoc networks, enabling technologies, multiplexing, protocol design, network security, and quality of services. May be taught concurrently with CSC 467. Students cannot receive credit for both CSC 467 and CSC 667.

CSC 687 Computing for Bioinformatics. 3(3-0) D. Prerequisite: Any one of CSC 121, CSC 125, CSC 131, CSC 232, BMS 231, BIO 235 or CHM 350. This course focuses on computational techniques used in bioinformatics. Topics will include nucleotide and amino acid data representation, sequence alignment, coding sequence prediction, and use of statistical models. Students will learn to use bioinformatics libraries with a script language such as Python or Perl. May be taught concurrently with CSC 487; if so, students in CSC 687 will do additional work beyond that required for CSC 487. Students cannot receive credit for both CSC 487 and CSC 687.

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CSC 690 Advanced Topics in Computer Science. 14 D. Detailed consideration of advanced topics in the field of Computer Science. Topics will change, and this course may be repeated with differing topics. May be taught concurrently with CSC 490. Students cannot receive credit for both CSC 490 and CSC 690.

CSC 698 Research in Computer Science. 1-4 F. S., Prerequisite: permission of department head. Supervised research in computer science. May be repeated, but not more than 6 hours may count toward the MNAS.

CSC 699 Thesis. 1-6, D. Prerequisite: permission of instructor. Independent research and study connected with preparation of thesis. Not more than 6 hours may be counted toward the MNAS degree.

DEPARTMENT OF FASHION AND INTERIOR DESIGN

Carrie J. Ireland, Acting Department Head

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GRADUATE FACULTY

Professor: Michele M. Granger, Carrie J. Ireland
Instructor: Debra Agee
Emeritus Professor: Edna Bell, Debra S. McDowell,
 Loanna M. Thompson, Joyce J. Waldron

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: VOCATIONAL FAMILY AND CONSUMER SCIENCES AREA OF EMPHASIS

Contact Dr. Debra Agee and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

FAMILY AND CONSUMER SCIENCES REQUIREMENTS

A minimum of 3 hours of course work must be in Consumer and Family Studies courses numbered 600 or above.

Consumer and Family Studies courses **15 hrs**

CLOTHING AND TEXTILE COURSES

CTM 580 Senior Collection: Line Development. 3(1-4) S. Prerequisite: "C" grade or better in CTM 387 and CTM 427. Production of an apparel line from the conceptualization to the construction of sample garments. Three to five garments required in the student's designer's line. Students must get a grade of C or better to graduate.
CTM 583 Product Performance Evaluation. 3(2-2) S. Pre-requisite: CHM 105 or CHM 107 or CHM 160; and a "C" grade or better in CTM 283. Testing and analysis of textile products to determine quality, performance, use, and serviceability.
CTM 585 Establishing a Fashion Business. 3(3-0) S. Prerequisite: "C" grade or better in CTM 485. Entrepreneurial concepts of opening a business through the development of a business plan. Student must get a grade of C or better to graduate.
CTM 682 Graduate Seminar in Clothing and Textiles. 2(2-0) S. Prerequisite: 12 hours of graduate credit or permission. Selected topics in clothing and textiles that involve areas of apparel manufacturing, fashion merchandising, and management trends are systematically explored through critical analysis of literature and through an individual research project. May be repeated for credit. A total of 4 hours may be applied to a degree program.

FAMILY AND CONSUMER STUDIES COURSES

CFS 500 Issues in Consumer and Family Studies. 1-3 D. Prerequisite: Senior or graduate standing, or permission. Advanced inquiry into specialized areas of study in home economics such as: blended families, historic building preservation, textile conservation, preservation techniques, advanced culinary techniques, and international trends in hospitality. May be repeated to a total of 6 hours when topics change. Variable content course.
CFS 502 (402) Study Tour. 1-3 D. Prerequisite: junior or senior classification or permission. Study of, and/or visits to, mills, factories, stores, museums, hospitals, laboratories, design studios and/or trade markets.
CFS 507 Student Organizations in Vocational Family and Consumer Sciences. 1(1-0) F. Prerequisite: CFS 335 and concurrent enrollment in CFS 512 or permission of instructor. Methods of organizing student groups in Family and Consumer Sciences and occupational Family and Consumer Sciences programs; techniques of working with students in individual and group projects; leadership training.
CFS 512 Teaching Family and Consumer Sciences. 3(2-2) F. Prerequisite: CFS 335 and concurrent enrollment in CFS 507 or permission of instructor. An overview of the philosophy and history of family and consumer sciences education; includes curriculum building with emphasis on critical thinking and reflective decision-making, problem-based learning, and the development of authentic assessments. Includes the planning of lessons, units, and development of teaching materials in the family and consumer sciences discipline and practice implementation of such lessons. Completion of the checkpoint II for the Professional Portfolio is a component of this course. Credited only on B.S. in Education (Vocational Family and Consumer Studies). A grade of "C" or better is required in this course. This course may not be taken pass/not pass.
CFS 515 Organization of Occupational/Vocational Programs. 3(2-2) S. Prerequisite: CFS 507 and CFS 512 or permission of instructor. Investigation of the organization and administration of occupational and vocational family and consumer sciences programs; identification of types of programs; program planning, program evaluation and vocational counseling with emphasis on critical thinking and reflective decision-making. Credited only on B.S. in Education (Vocational Family and Consumer Sciences). A grade of "C" or better is required in this course. This course may not be taken pass/not pass.
CFS 601 Supervision of Student Teachers in Family and Consumer Sciences. 3(3-0) D. Prerequisite: teaching experience in Family and Consumer Sciences. Experience in creating an environment that will encourage Family and Consumer Sciences student teachers to realize their potentials and gain competence in teaching.
CFS 695 Advanced Technical Practice. 3(3-0) D. Prerequisite: permission. Work in CAD, EDI, Child Life, Mental Health, Hospitality, clinical hospitals, schools, manufacturing, retailing, and/or other settings. Ninety clock hours required.
CFS 696 Practicum. 4(4-0) D. Prerequisite: permission. The assumption of responsibilities at an approved practicum site under the direction of a CFS Professor and practicum site supervisor.

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DEPARTMENT OF GEOGRAPHY, GEOLOGY, AND PLANNING

Thomas G. Plymate, Department Head

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GRADUATE FACULTY

Professor: John C. Catau, William T. Corcoran, Dimitri Ioannides, Rajinder Jutla, Erwin J. Mantei, Kevin L. Mickus, Robert T. Pavlowsky, Thomas G. Plymate, Paul A. Rollinson, Charles W. Rovey II,

Associate Professor: Kevin R. Evans, Melida Gutierrez, Judith L. Meyer

Assistant Professor: Mario Daoust, Douglas R. Gouzie, Jun Luo, Diane M. May, Xin Miao, Xiaomin Qiu

Emeritus Professor: David A. Castillon, William H. Cheek, Stanley C. Fagerlin, Russell L. Gerlach, Elias Johnson, Vincent E. Kurtz, Donald H. McInnis, Thomas D. Moeglin, Milton D. Rafferty

MASTER OF SCIENCE, GEOSPATIAL SCIENCES IN GEOGRAPHY AND GEOLOGY

Robert T. Pavlowsky, Graduate Director

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PROGRAM DESCRIPTION

The program of study is designed to provide professional training and develop scholarly analytical skills in Geospatial Science with applications in one of three areas: 1). Physical Geography; 2). Human Geography and/or Planning; or 3). Geology. This program emphasizes the integration of the theoretical frameworks of Geography and Geology and Geospatial Science principles. By combining these areas, students will be able to address research problems regarding environmental issues and resource management.

The core curriculum consists of course work in Geographic Information Science (GIS), Remote Sensing, research methods and research presentations, both written and oral. Students are encouraged to develop, with their advisors, a program that fits their individual talents and goals. The department recommends that students choose a research concentration in Physical Geography, Human Geography and/or Planning, or Geology. If a student intends to pursue

research outside these concentration areas, he/she should contact the program director and prospective advisor, if possible, before applying to the program. Admission is granted to students with demonstrated academic competences who are interested in a professional career in geography or geology.

Funding for graduate students in Geospatial Sciences is available through application for competitive graduate assistantships which carry both a stipend and fee waiver. Applications for graduate assistantships should be submitted directly to the Graduate Program Director in the Department of Geography, Geology and Planning. Additional graduate assistantships may also be available through listings by other departments and offices.

ADMISSION REQUIREMENTS

The Department's Graduate Admissions Committee requests the following materials from each applicant:

1. An application for admission to the Graduate School;
2. Official transcripts from all previously attended institutions of higher education;
3. Graduate Record Examination scores;
4. Three letters of recommendation from persons familiar with the candidate's academic abilities and professional potential sent to the MS Program Director.
5. Separate application to the MS Program Director for a graduate assistantship, if desired.

Since no specific undergraduate major is required, some students may be admitted on a conditional basis if they lack sufficient academic experience to take the required core courses. In these cases, specific undergraduate courses may be required before full admission is granted. Undergraduates interested in this program are encouraged to include courses in cartography, aerial photography interpretation, statistics, chemistry, biology and environmental science. Calculus and physics may be required for studies in some areas of geology.

ADVISEMENT

1. Each student should consult with the department's general graduate advisor before registering for the first semester of classes.
2. Each student is also encouraged to identify a general thesis topic as soon as possible. This will permit the selection of an appropriate faculty advisor who, in consultation with the student, will help to identify a second member of the student's advisory committee. The third member of this committee will be assigned by the department.

GEOGRAPHY, GEOLOGY, AND PLANNING

3. Once the membership of the advisory committee has been established, the student should rely upon its members, but especially the chairperson, for assistance in the selection of his/her elective courses, and for advice and direction in the thesis research.
4. Until such time as the advisory committee has been formed, the student should continue to consult with the department's graduate advisor.

DEGREE REQUIREMENTS (A minimum of 33 hrs)

1. Required Core	15 hrs
GEO 600 Introduction to Graduate Study in Geospatial Sciences	3 hrs
GEO 601 Rsrch Methods in Geospatial Sciences	3 hrs
GEO 551 Remote Sensing	3 hrs
GEO 566 Advanced Geographic Inform. Science	3 hrs
One of the following	3 hrs
GEO 570 Thematic Cartography	
GEO 572 Intro. to Photogrammetry and Spatial Stats.	
GEO 573 Geographic Info. Science Programming	
GEO 578 Remote Sensing Digital Image Processing	

Students who do not have adequate background in statistical analysis from their undergraduate course work are strongly encouraged to take at least one of the following :

MTH 545 Applied Statistics	3 hrs
MTH 546 Analysis of Variance/Design of Experiments	
MTH 547 Applied Regression Analysis	
MTH 548 Applied Time Series Analysis	

2. Research Requirement (complete one).

Thesis Option. A student can take up to 6 hours of GRY 699 or GLG 699. Successful completion of a thesis and thesis defense is required.

Non-Thesis Option. Students choosing the non-thesis option must complete two research projects and write scholarly reports for each project. Up to a total of 3 hours of credit can be received for these two projects under GEO 680. The results of both research projects must be orally defended and the student's advisor and another graduate faculty member must approve written reports on the research projects. Non-thesis students must present at least one of these papers as a departmental seminar as part of course requirements of GEO 680. Students in the non-thesis option are not allowed to count thesis hours toward the 33 hour degree requirement.

3. **Additional Course Requirements.** Students in both the thesis and non-thesis options must complete an additional 18 hours of graduate course work beyond the required 15-hour core. Students choosing to complete a thesis may count up to 6 credit hours of GRY 699 or GLG 699 toward this 18 hour requirement. For all

students, at least 17 credit hours of course work must be at the 600 level, including thesis credits. Students must complete a program of study worksheet by the end of their first academic semester. Before enrolling in the 12th hour of graduate credit, the student, an academic advisor, and the Graduate Program Director must agree upon and sign an Advisor Approved Program of Study.

4. **Comprehensive Examination.** A written comprehensive examination must be taken following completion of 15 hours of courses. Students will be provided reading lists specific to the required core and their selected track of study. The examination questions will be drawn from these reading lists and students must pass both sections of the examination. A student may repeat the examination, or section of the examination, upon recommendation of the Program Director and approval of the department chair. Students who have not passed the comprehensive examination upon completion of three academic semesters of study will not be permitted to continue in the program. If a student opts to change tracks after completing the comprehensive examination, the student must take and pass the examination specific to the new selected track before a degree will be awarded.

Reading Lists. Materials to be included on the reading lists should cover subject matter that the student is already expected to be familiar with when starting the program or should be able to read and digest by the time of the exam.

Students are to be provided the reading lists when starting the program. One copy of the reading material will be on reserve in the library.

Exam Period and Questions. The number and type of questions to be included on the examination are to be determined by the Geospatial Science Comprehensive Exam Committee. Question types could be multiple choice and short answer/essay. Students are to answer all questions.

The Geospatial Science Comprehensive Exam Committee is to prepare the exam questions. The committee should determine what constitutes a passing mark for the exam.

5. **Research Concentrations.** The Department of Geography, Geology and Planning has identified two areas of research concentration for prospective students. Students are strongly encouraged to select a research topic in these concentration areas.

Physical Geography

Students interested in physical geography can select a research topic in fluvial geomorphology, water quality

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and watershed management, or climatology. Students should integrate geospatial science with physical geography when doing either a thesis or non-thesis research project. Students selecting this concentration would normally take at least two of the following courses:

GRY 525 Environmental Hazards
GRY 535 Global Climate and Weather Cycles
GRY 540 Global Environmental Change
GRY 548 Fluvial Geomorphology
GRY 631 Environmental Assessment
GRY 651 Topics in Advanced Physical Geography
GEO 670 Advanced Field & Laboratory Methods

Human Geography and/or Planning

Students interested in human geography and/or planning can select a research topic in land use assessment, urban design, community and regional planning, neighborhood planning, transportation planning, or tourism planning and development. Students should integrate geospatial science with human geography and/or planning when doing either a thesis or non-thesis research project. Students selecting this concentration would normally take at least two of the following courses:

GRY 510 Tourism and Sustainability
GRY 525 Environmental Hazards
GRY 540 Global Environmental Change
GRY 631 Environmental Assessment
PLN 573 Urban Design and Preservation
PLN 574 Open Space and Recreation Planning
PLN 605 Social Planning
PLN 670 Planning Law
PLN 671 Land Use Planning

Geology

Students interested in geology can select a research topic in environmental geochemistry, geohydrology, karst geomorphology, stratigraphy, or geophysics. Students should integrate geospatial science with geology when doing either a thesis or non-thesis research project. Students selecting this concentration would normally take at least two of the following courses.

GLG 570 Principles of Stratigraphy
GLG 581 Geochemical Techniques
GLG 590 Applied Geophysics
GLG 672 Geohydrology
GLG 673 Engineering Geology
GLG 680 Geochemistry

Students interested in research topics outside of these concentrations should consult with the Graduate Director and a possible advisor before beginning the program.

ACCELERATED MASTER'S DEGREE OPTION

Eligible Missouri State University undergraduate majors in Geography, Geospatial Sciences, Geology, and Planning may apply for early admission to the Master of Science in Geospatial Sciences. Once accepted for early admission, students will be able to take up to 12 credit hours that apply to both their undergraduate and graduate program. This option allows students with advanced course work in Geography, Geospatial Sciences, Geology, or Planning to complete a masters degree in three full semesters and one summer semester. Students can choose from GEO 551, GEO 566, GEO 570, GLG 590, GLG 672, GLG 673, GLG 680. Contact the Department of Geography, Geology and Planning for further information and guidelines.

Before enrolling in courses to be counted for both undergraduate and graduate credit, an undergraduate student must be accepted into the accelerated masters program AND receive prior approval from the Graduate Program Director, Department Head of the undergraduate program and the Graduate College Dean (on a Mixed Credit Form). Acceptance to the program and all approvals must be completed prior to the end of change of schedule period for the course(s). See the Graduate College for further information.

Admission Requirements.

1. Junior standing, majoring in Geography, Geospatial Sciences, Geology or Planning with an overall GPA of 3.25 or better.
2. Majors in Geology must have completed GLG 333 and have a GPA of 3.25 in all Geology courses. Majors in Geography and Geospatial Sciences must have completed GEO 561 and have a GPA of 3.25 in all geography and geospatial sciences courses.
3. Acceptance of applicant by a graduate faculty member who agrees to serve as the student's graduate research advisor.
4. Acceptance of applicant by the graduate faculty in Geography, Geology and Planning under the accelerated master's option.

GEOGRAPHY, GEOLOGY, AND PLANNING

MASTER OF SCIENCE, ADMINISTRATIVE STUDIES: ENVIRONMENTAL MANAGEMENT OPTION

The Department of Geography, Geology and Planning participates in the Master of Science, Administrative Studies (MSAS) degree. The MSAS is an interdisciplinary program composed of courses from departments and colleges across campus. The program, which includes a significant online component, is administered by a faculty committee and located in the Graduate College. For more information on the MSAS, see page 43.

MSAS Environmental Management Option:

Required (6 hours)

GRY 631 Environmental Assessment	3 hrs
ECO 540 Economics of the Environment	3 hrs

Elective hours (6 hours chosen in consultation with advisor)

BIO 532 Principles of Fisheries Management	3 hrs
BIO 562 Limnology	3 hrs
BIO 585 Game Management	3 hrs
BIO 626 Advanced Limnology Methods	3 hrs
CHM 615 Chemistry of Environmental Systems	3 hrs
PLN 671 Land Use Planning	3 hrs
PLN 574 Open Space & Recreation Planning	3 hrs
GRY 648 Physiography & Resource Planning	3 hrs
PLN 670 Planning Law	3 hrs

MASTER OF NATURAL AND APPLIED SCIENCE

See separate program listing under the "College of Natural and Applied Sciences". (Accelerated masters opportunity available.)

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: EARTH SCIENCE AREA OF EMPHASIS

Contact Dr. Melida Gutierrez and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE EARTH SCIENCE REQUIREMENTS

A minimum of 24 hours in Science and/or Mathematics.

EARTH SCIENCE REQUIREMENTS

GLG 601 Earth Science for Sec. Teachers I	3 hrs
GLG 602 Earth Science for Sec. Teachers II	3 hrs
Additional Geography and Geology course work	<u>9 hrs</u>
Total 15 hrs	

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: GEOGRAPHY AREA OF EMPHASIS

Contact Dr. Judith Meyer and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE GEOGRAPHY REQUIREMENTS

A minimum of 24 hours in the social sciences including Economics, Geography, History, Political Science, Psychology, and Sociology.

GEOGRAPHY REQUIREMENTS

GRY 600 Cultural Geo. for Sec. Teachers I	3 hrs
GRY 603 Cultural Geo. for Sec. Teachers II	3 hrs
Additional Geography course work	<u>9 hrs</u>
Total 15 hrs	

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: NATURAL SCIENCE AREA OF EMPHASIS

Contact Dr. Tamera Jahnke and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

NATURAL SCIENCE PREREQUISITE AND REQUIREMENTS

In this option, students complete a minimum of 15 hours with course work selected from two of the following disciplines: Biology, Chemistry, Geography and/or Geology, Mathematics, and Physics. A minimum of 3 hours of course work numbered 600 or above must be included. The prerequisite requirements are those listed in the departmental statements of both selected academic areas of emphasis.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	<u>6 hrs</u>
Total 15 hrs	

MISSOURI STATE UNIVERSITY

GEOSPATIAL INFORMATION SCIENCES GRADUATE CERTIFICATE

PROGRAM DESCRIPTION

This certificate program is designed to provide graduate-level education in Geospatial Sciences including such focus areas as Geographic Information Systems, Internet Mapping, Military and Intelligence Applications, and Remote Sensing. It is anticipated that this program would be attractive to working professionals in such organizations as the United States Geological Survey, the National Geospatial-Intelligence Agency, and the United States Army and Army Corps of Engineers. This certificate is being offered jointly by the Geological Engineering degree program in the Department of Geological Sciences and Engineering within the School of Materials, Energy and Earth Resources at the Missouri University of Science and Technology (MS&T) and the Department of Geography, Geology and Planning at Missouri State University. Faculty members from MS&T and Missouri State will jointly organize, administer and offer the graduate certificate as described below.

This certificate will uniquely utilize the complementary expertise at the MS&T and Missouri State to provide a wide range of courses and topic areas so that students can customize their program of study and focus on particular interests.

ADMISSION CRITERIA

The Geospatial Information Sciences Certificate program is open to all persons holding a B.S., B.A., M.S., or Ph.D. degree. Students must, of course, satisfy all prerequisites for any courses they take in the program; or they must obtain instructor approval to waive any prerequisites. Once admitted to the program, the student must take a minimum of four courses as designated and approved by the program director and must have an average cumulative grade point average of 3.00 or better to receive the certificate.

Students who complete the four-course requirements for the certificate with a grade of B or better in each course may be admitted directly to the respective M.S. program in each institution if they so choose. This admission does not waive the necessity for students to take required prerequisites for other required courses that are part of the M.S. program. The certificate credits taken will count toward the requirement for their M.S. degree.

CURRICULUM

12 Hours Total

It is anticipated that a student will typically complete two courses from those offered by MS&T and two courses from those offered by Missouri State. Courses will be offered both at off-campus locations (such as at a USGS or NGA facility) and at the respective campuses. Some courses will be available as on-line distance offerings in the future. Each university will appoint a program technical coordinator who will serve as primary academic advisor and liaison for student in the program. Courses should be selected in consultation with and approved by these program coordinators to insure proper prerequisite are satisfied and that duplication is avoided. A summary of courses tentatively planned to be offered is listed below:

MS&T courses:

- GE 315 Statistical Methods in Environmental Geology and Engineering
- GE 342 Military Geology
- GE 344 Remote Sensing Technology
- GE 346 Applications of Geog. Info. Systems
- GE 446 Adv. Remote Sensing & Image Processing

Missouri State courses:

- GEO 551 Remote Sensing
- GEO 561 Intermediate Geographic Information Science
- GEO 562 Internet Geospatial Science
- GEO 573 Geographic Inform. Science Programming
- GEO 566 Advanced Geographic Information Science
- GEO 578 Remote Sensing Digital Image Processing

Other courses approved by the MS&T and Missouri State faculty may be substituted for any of the above listed courses on a case-by-case basis. The certificate program technical coordinators must approve the substitution prior to enrolling in any course.

COMPLETION REQUIREMENTS

Students must have an overall grade point average of 3.00 for completion of the certificate program.

GEOGRAPHY, GEOLOGY, AND PLANNING

GEOLOGY COURSES

GLG 523 Coastal Marine Geology. 2(2-0) Su. Prerequisites: undergraduates: 6 credit hours of geology; graduates: 12 credit hours of geology. Must be taken at Gulf Coast Research Laboratory, Ocean Springs, Mississippi. Fees are set at the rate for legal residents of Mississippi. A study of inshore and near-shore geologic processes, sedimentation patterns, and landform development.

GLG 524 Coastal Marine Geology Lab. 1(0-2) Su. Prerequisite: concurrent enrollment in GLG 523. Laboratory portion of GLG 523. Field and laboratory activities. Concurrent enrollment in GLG 523 required.

GLG 530 Optical Mineralogy. 3(1-4) D. Prerequisites: GLG 333. Essentials of optical crystallography; the use of the petrographic microscope in the identification of rock-forming minerals, both in oil-immersion grain mounts and in thin sections.

GLG 540 X-ray Mineralogy. 3(1-4) D. Prerequisite: GLG 332 or permission of instructor. Principles and techniques of X-ray mineralogy; the use of X-ray powder diffraction in the identification and characterization of minerals and related crystalline phases.

GLG 570 Principles of Stratigraphy. 4(32) F. Prerequisites: GLG 314 and GLG 333. Principles underlying the deposition of sediments; environmental control of lithofacies and biofacies; recognition of ancient depositional environments by key indicators and modern analogs.

GLG 581 Geochemical Techniques. 4(2-4) SE. Prerequisites: GLG 332; and either MTH 135 or MTH 138 or equivalent; or permission of instructor. Geochemical techniques and procedures used in ore exploration, point and non-point contamination and other environmental studies. Analysis of trace elements in rocks, soils, plants, and waters using inductively coupled plasma methods. Also use of GPS to locate sample sites and a review to prepare maps. Field trips required.

GLG 590 Applied Geophysics. 3(2-2) S. Prerequisites: GLG 340 (or permission of instructor); and either PHY 124 or PHY 204 (or concurrent enrollment in either); and either MTH 280 or MTH 288 (or concurrent enrollment in either). Application of geophysical methods in solving geologic problems. Techniques covered include seismic refraction and reflection, gravity, magnetics, direct-current and electromagnetic resistivity. Field trips required.

GLG 597 Selected Topics in Geology. 15 D. Prerequisite: permission of instructor. Detailed treatment of various advanced topics in geology which may vary from year to year. Some typical topics: geologic instrumentation, selenology, sedimentology, and crystallography. Since credit and topics vary, the course may be repeated for a maximum of 6 hours. Variable content course.

GLG 601 Geology for Secondary Teachers I. 3(22) D. Prerequisite: permission of department head. Earth materials, earth processes, geological history, and the geological environment.

GLG 602 Geology for Secondary Teachers II. 3(22) D. Prerequisite: permission of instructor. Continuation of GLG 601.

GLG 613 Field Geology for Secondary Teachers. 1-3 D. Prerequisite: permission of instructor. Field work; identification and correlation of rock units; determination of depositional environments from fossils and other indicators. Students are required to make a collection of specimens from rock formations in the study area. Course may be repeated to a total of 6 hours when destination varies.

GLG 651 Seminar in Geology. 2(2-0). Prerequisite: permission of department head. Preparation of an extensive paper on selected topics to be read before staff seminars. Satisfies requirements for Option II (seminar) for the Master of Science in Secondary Education.

GLG 665 Selected Topics in Earth Science. (Identical to GRY 640.) 3(22) F, S. Prerequisite: permission. Students cooperatively select from general subject areas in earth science more specific areas to explore. Topics are studied consecutively during the semester. Subject areas from which the topic selections are made are included in the class schedule for each term the course is offered. Since topics vary, the course may be repeated for a total of six hours. Variable content course.

GLG 672 Geohydrology. 3(22) S. Prerequisites: GLG 314; and either MTH 261 or MTH 287; or permission of instructor. Aquifer properties; elementary theory of groundwater flow through a porous medium; well and aquifer relationships. Laboratories include ground-water case studies and Hydrologic Investigation Atlas interpretations. Field trips required. Taught concurrently with GLG 472. Students cannot receive credit for both GLG 472 and GLG 672.

GLG 673 (573) Engineering Geology. 3(22) SE. Prerequisites: GLG 333, and either MTH 261 or MTH 287; and either PHY 123 or PHY 203. Engineering properties of rocks and soils, fundamentals of engineering geology field investigations; application of properties and fundamentals to engineering problems concerning slope stability, groundwater, industrial contamination, urban public works, and karst areas. Laboratories include engineering classification of soils, hydraulic conductivity testing, and public works design and management. Field trip to observe engineering problems of karst required. Taught concurrently with GLG 473. Students cannot receive credit for both GLG 473 and GLG 673.

GLG 680 Geochemistry. 3(22) F. Prerequisites: GLG 332 and either MTH 135 or MTH 138; or permission of instructor. Topics include the dominant chemical reactions in natural waters equilibrium conditions between mineral precipitation and dissolution, and characteristics of contaminated groundwater. Field trips required. Taught concurrently with GLG 480. Students cannot receive credit for both GLG 480 and GLG 680.

GLG 698 Research in the Geological Sciences. 13 D. Prerequisite: permission of department head. Original research supervised by the geology staff, involving special areas of the geological sciences. May be repeated to a total of 5 hours.

GLG 699 Thesis. 16. Prerequisite: permission of department head. Independent research and study connected with preparation of thesis.

GEOGRAPHY COURSES

GRY 507 Geography of Sub-Saharan Africa. 3(3-0) S.

An in-depth geographic study of Africa south of the Sahara Desert. Surveys physical and political geography, climate, tribalism, religion, demography, natural resources, transportation, industry and economic activities of African states South of the Sahara. Students enrolled for graduate credit are required to complete two research projects. Students enrolled for undergraduate credit are required to complete one research project.

GRY 510 Tourism and Sustainability. 3(3-0) S. Prerequisite: GRY 310 or permission of instructor. Study of sustainability issues associated with tourism development. Attention paid to the conflicting agenda of society's various stakeholders and the need to reconcile environmental, economic, and sociocultural concerns. Emphasis also placed on policy implications.

GRY 525 Environmental Hazards. 3(3-0) S. Prerequisites: GRY 142 or both GRY 135 and GLG 110 or permission of instructor. Identification, recognition, and impact of hazards. Physical exposure to hazards and human vulnerability in LDCs and MDCs. Disaster trends and patterns. Behavioral and structural paradigms of hazards. EM-DAT: international disaster database. Statistical methods used in risk assessments. Risk perception, communication, and disaster management. Tectonic, mass movement, atmospheric, hydrological, biophysical, and technological hazards: analysis, preparedness, and mitigation.

GRY 535 (335) Global Climate and Weather Cycles. 3(30) D. Prerequisite: GRY 135 or permission of instructor. Energy and mass exchanges. Global atmospheric circulation: surface and upper-air flows. Index cycle: zonal and meridional atmospheric circulations. Teleconnections and atmospheric oscillations: NAO, PNA, PDO, AO, ENSO, and AMO. Interactions between atmospheric oscillations and surface climatic variables in the United States and around the World. Weather cycles, natural climatic variability and climate change. Drought indices, Spatial and temporal statistical domains used in climatic data analysis.

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GRY 540 (GEO 650) Global Environmental Change. 3(22). D. Energy and mass fluxes and storages in the interlinked physical components of the ecosphere. Chemistry of the global atmosphere. Role of the oceans and thermohaline circulation. Land use and land cover influence on terrestrial ecosystems. Concepts of environmental cycles, thresholds, resilience, recovery and response times. Understanding past environmental changes. Causes, mechanisms and likely impacts of natural and anthropogenically-induced changes on the global environment. Predictive models on global environmental change.

GRY 548 Fluvial Geomorphology. 3(3-0). S. Study of the formation, composition, distribution of fluvial landforms. Emphasis is on channel hydrology, quantification of geomorphic relationships, reach and watershed-scale processes, sediment transport, water and sediment contamination, and management applications to streams in the Ozarks Region as well as other places. Field work may be required.

GRY 596 Topical Issues in Education. 15 D. Prerequisite: permission of department head. Selected topics in geography and earth science to upgrade understandings and skills in improvement of elementary or secondary teaching. Each course is concerned with a single topic or subject matter area. Number of class hours determined by semester hours of credit. Variable content. May be repeated to a maximum of 5 cr. hrs.

GRY 597 Special Topics in Geography. 1-5 D. Prerequisite: permission of instructor. Selected topics in geography. Selected topics will be included in the class schedule for each term. Field trips may be required. Number of class hours determined by semester hours of credit. May be repeated to a maximum of 6 hours credit. Variable content course.

GRY 599 Research in Geography. 1-3 F, S. Prerequisite: permission of instructor. Enrichment through guided but independent, original research in geography and geography-related subject areas. Repeatable for a total of 6 credit hours.

GRY 600 Cultural Geography for Secondary Teachers I. 3(22). D. Population and the spatial imprint of man on the landscape in terms of settlement, economic activities, institutions, methods and materials of the high school geography project, and other current curriculum materials.

GRY 603 Cultural Geography for Secondary Teachers II. 3(22). D. Prerequisite: GRY 600. Continuation of GRY 600. Contemporary problems in land use, urbanization, and planning for optimum use of resource methods and materials of the high school geography project, and other current curriculum materials.

GRY 630 Weather Elements for Secondary Teachers. 3(30). D. Physical processes of the earth's atmosphere, use of weather instruments, and interpretation of weather maps. Applied aspects of weather and climate and their effects on man's activities. Emphasis on current curriculum materials for secondary schools.

GRY 631 (GEO) Environmental Assessment. 3(2-2) S. The procedures and processes of environmental assessment. Soils, hydrology, climate, biogeography, and geomorphology will be examined in an environmental assessment context. Environmental assessment is a prerequisite for satisfying the National Environmental Policy Act (NEPA) requirements.

GRY 640 Selected Topics in Earth Science. (Identical to GLG 665). 3(2-2) S. Prerequisite: permission of instructor. Students cooperatively select from general subject areas in earth science more specific areas to explore. Topics are studied consecutively during the semester. Subject areas from which the topic selections will be made are included in the class schedule for each term the course is offered.

GRY 648 Physiography and Resource Conservation. 3(22). D. Land forms, economic minerals, soils, climate, water resources, and closely related aspects of the natural environment as they relate to man's inhabitation and use of the earth; map reading and simple map construction; methods and materials for secondary schools.

GRY 651 (GEO) Topics in Advanced Physical Geography. 3(30). D. Critical review of recent advances and trends in applied and/or theoretical physical geography. Course will involve the study of seminal and recent journal articles and presentation of a research paper. Course content may vary among the subfields of physical geography including geomorphology, hydrology, water resources, soil geography climatology and biogeography. Field trips may be required.

GRY 699 Thesis. 16. F,S. Prerequisite: permission of department head. Independent research and study connected with preparation of thesis.

GEOSPATIAL SCIENCE COURSES

GEO 551 (GRY) Remote Sensing. 3(22) S. Prerequisite: GRY 360 or GLG 351. Introduction to environmental studies through the application of remotely sensed imagery and geospatial technologies. The course covers principles of remote sensing, interactions of electromagnetic energy with the atmosphere and earth's surface, satellite systems and sensors (electro-optical, thermal, radar and lidar). Emphasis is placed on regional and global monitoring, land cover mapping, forestry, agriculture, geology, planning and oceanography. Laboratory emphasizes interpretation of remotely sensed imagery and introduction to digital image processing including enhancements, corrections and classification routines.

GEO 561 (GRY) Intermediate Geographic Information Science. 3(2-2) S. Prerequisite: GRY 363 or permission of instructor. Principles and applications of Geographic Information Systems (GIS) software. Examines the nature and accuracy of spatially referenced data, as well as methods of data capture, storage, retrieval, visualization and output.

GEO 562 (GRY) Internet Geospatial Science 3(2-2) F. Prerequisite: GRY 363 and GEO 561 or permission of instructor. Basic understanding of the contemporary standards for using the Internet to distribute and utilize geospatial data. Students will develop and implement both single or multiple source geospatial portals. A major part of the course will examine user interaction design for geospatial data in both a wired and wireless environment.

GEO 563 (GRY) Geographic Information Science Programming. 3(2-2) S. Prerequisite: GRY 363, GEO 561, and either CIS 202 or CSC 121 or CSC 125, or permission of instructor. Course devoted to theories and processes of analytical and automated Geographic Information Science (GIS). Principal topics covered are spatial programming, geographic data storage, computer map rendering, application customization and automation and human interface development of GIS. Advanced GIS and programming skills for professional development are emphasized.

GEO 566 (GRY) Advanced Geographic Information Science. 3(2-2) F. Prerequisite: GEO 561. A theoretical and practical examination of analytical methods used in GIS, including vector and raster models, spatial overlay, incorporation of field data, analysis of surfaces, interpolation, TINs, and network analysis.

GEO 570 (GRY 560) Thematic Cartography. 3(2-2) D. Prerequisite: GRY 363 and GEO 561 or permission of instructor. Theoretical and applied aspects of map design in thematic mapping, animated mapping, interactive and Web mapping. Emphasis will be applying computer-assisted mapping techniques to the problems of effective and efficient communication of spatial data. Field trip is required.

GEO 572 (GRY 552) Introduction to Photogrammetry and Spatial Statistics. 3(1-4) S. Prerequisite: permission of instructor. Course covers basic concepts of photogrammetry and spatial statistics such as stereo feature extraction, orthophoto, point pattern recognition, and kriging.

Laboratory emphasizes geospatial stereo feature extraction using digital photogrammetry software and ArcGIS spatial statistics toolbox.

GEO 575 (GRY) Satellite-Based Surveying and Mapping. 3(1-4) S. Prerequisite: 30 hours or permission of instructor. Theory and operation of global positioning systems (GPS) hardware and software. Includes mission planning, measurement of point, line and area features, differential correction techniques and waypoint navigation. Field exercises required.

GEO 578 Remote Sensing Digital Image Processing. 3(2-2) F. Prerequisites: GEO 551 or GEO 566 or GEO 572 or permission of instructor. Advanced applications of remote sensing digital image processing in areas of interest such as land use/land cover mapping, agriculture, forestry, resource planning and geology. Course covers image visualization, image correction, classification algorithms and change detection methods. Laboratory emphasizes advanced image processing techniques using ENVI software.

GEO 600 (RPL) Introduction to Graduate Study in Geospatial Science. 3(30). F. Orientation to graduate study in geospatial sciences and development of a research proposal.

GEOGRAPHY, GEOLOGY, AND PLANNING

GEO 601 (RPL) Research Methods in Geospatial Science. 3(2-2) S. Prerequisite: MTH 340 or permission of instructor. Methods of collecting, organization, and analyzing data pertinent to graduate study in Geospatial Science. Emphasis will be on the application of univariate and multivariate statistical techniques and other quantitative techniques pertinent to mathematically and statistically modeling geospatial problems.

GEO 655 (RPL) Applications of Digital Cartography, Analytical Photo-grammetry, and Remote Sensing. 1-3 D. Prerequisite: GEO 551 or GEO 566 or GEO 572 or permission of instructor. Advanced application of aerial photography and digital imagery, analytical photogrammetry, remote sensing, and digital cartography and other geospatial technologies in areas of interest such as land use/land cover mapping, landscape ecology, agriculture, forestry, resource planning, geology, and soils. Since credit and topics vary, the course may be repeated for a maximum of 7 hours with permission.

GEO 670 (GRY) Advanced Field and Laboratory Methods. 3(1-4) D. Advanced training in laboratory and field methods in geography and geology. Topics will vary due to faculty expertise or student interest.

Examples include watershed monitoring techniques, geochemical techniques, and field studies in remote areas. Field trips are required.

GEO 680 (GRY) Research Paper in Geospatial Sciences. 1-3. D. Prerequisite: permission of department graduate advisor. Extensive research paper on selected topic to be presented before staff seminars. May be repeated once to total 3 credits. Exclusively satisfies requirements for non-thesis option, which requires the completion of two research papers, with at least one research paper presented orally as a departmental seminar.

PLANNING COURSES

PLN 573 Urban Design and Preservation. 3(3-0) S. Prerequisite: PLN 271 and GRY 322 or permission of instructor. Elements of urban design and preservation in relation to social, economic, and political forces; the role of the urban designer in the planning process.

PLN 574 (CRP) Open Space and Recreation Planning. 3(2-2) S. Prerequisite: permission of instructor. Content focuses on planning and design for parks, both active and passive recreation, and other open space amenities. Open space and recreation planning will be integrated with land use, economic, social, and transportation considerations involved in community and regional planning. Field problem required.

PLN 576 (CRP) Site Planning Studio. 4(2-4) F. Prerequisite: permission of instructor. Lecture-studio focusing on the principles and processes of urban design and site-specific design requirements. Students will design site plans for specific uses such as subdivisions, shopping centers, and parks for public presentation.

PLN 596 (CRP) Research in Planning. 1-3 F, S. Prerequisite: permission of instructor. Enrichment through guided but independent, original research in planning and planning related subject areas. May be repeated for up to 6 credit hours.

PLN 597 (CRP) Selected Topics in Planning. 1-5. D. Prerequisite: permission of instructor. Detailed treatment of various advanced topics in planning which may vary from semester to semester. Some typical topics: Economic Development Planning, Rural and Small Town Planning, Housing in America. Since topics vary, the course may be repeated for a maximum of 6 hours. Variable content course.

PLN 599 (CRP) Internship in Urban and Regional Planning. 1-3 F, S. Prerequisite: 90 hours and PLN 271 or CRP 271 and permission of instructor. Work in a community or regional planning agency. Students are monitored by faculty and supervisory personnel of the planning agency. May be repeated up to a maximum of 6 hours.

PLN 604 Community Resource Planning. 13 D. Prerequisite: permission of instructor. Explanations of community growth and change. Review of public and private agency programs. Topics may focus on small towns and rural areas as well as urban and metropolitan areas. Since credit and topics vary, the course may be repeated for a maximum of 7 hours with permission.

PLN 605 (CRP) (505) Social Planning. 3(3-0) S. Prerequisite: 30 hours or permission of instructor. This course will address planning issues as they relate to social policy and the provision of social welfare. This first part of the course will introduce principles that guide the development of social planning, including fairness and justice; and a macro overview of programs that deal with the fundamental service of societal problems, and poverty. The second part of this course will examine various social policy controversies such as low-income housing, homelessness, community revitalization, and the service-dependent poor. A field project is required. Course could be taught simultaneously with PLN 405 and students cannot receive credit for both courses.

PLN 670 (CRP) (570) Planning Law. 3(3-0) S. Prerequisite: PLN 271 or permission of instructor. Study of the legal foundations of land use controls. Topics include historical legal cases establishing government intervention in private development, zoning, subdivision, growth management, individual liberty, environmental regulation, and the general welfare concept. Course could be taught simultaneously with PLN 470 and students cannot receive credit for both courses.

PLN 671 (CRP) (571) Land Use Planning. 3(3-0) F. Prerequisite: PLN 271 or CRP 271 or RIL 266 or permission of instructor. Focuses on conceptual and analytical techniques of land use planning including land use analysis, planning studies or procedures, and synthesis of planning elements through comprehensive plan development. Course could be taught simultaneously with PLN 471 and students cannot receive credit for both courses.

PLN 672 (CRP) (572) Community Planning Practicum. 4(3-2) S. Prerequisite: PLN 271 or CRP 271 or RIL 266 or permission of instructor. Focuses on the process of plan preparation and is intended to provide experience in application of planning principles and analytical techniques learned in other program courses to an actual planning problem. Students will work on an individual basis and as part of a team preparing a final report. Field problems will vary. Course could be taught simultaneously with PLN 472 and students cannot receive credit for both courses.

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DEPARTMENT OF MATHEMATICS

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GRADUATE FACULTY

Distinguished Professor: Paula A. Kemp

Professor: Richard G. Belshoff, Larry N. Campbell, Yungchen Cheng, Kanghui Guo, Shouchuan Hu, J. Kurt Killion, Shelby J. Kilmer, John D. Kubicek, George Mathew, Lynda S. Plymate, Les Reid, Kishor Shah, Clayton C. Sherman, Vera B. Stanojevic, Yingcai Su, Xingping Sun, Cameron Wickham, Xiang Ming Yu, Liang-Cheng Zhang

Associate Professor: David I. Ashley, Gay A. Ragan, Jorge Rebaza

Assistant Professor: Mark W. Rogers

Emeritus Professor: Earl E. Bilyeu, James R. Downing, Frank S. Gillespie, Shirley M. Huffman, David B. Lehmann, E. Rebecca Matthews, Neil C. Pamperien, Clyde A. Paul, Woodrow Sun, William Sutherlin, Joe L. Wise

MASTER OF SCIENCE, MATHEMATICS

ENTRANCE REQUIREMENTS

Students seeking admission to the Master of Science program in mathematics must meet the general Graduate College requirements for admission as degree-seeking students. In addition, students must have the following.

1. Students must have credit for MTH 503 Advanced Calculus; MTH 532 Abstract Algebra; MTH 533 Linear Algebra; MTH 540 Statistical Theory I, or equivalent courses.
2. Students must have a GPA, in upper division mathematics courses beyond the first calculus sequence, of 3.00 or higher on a 4.00 scale.

Students who do not meet conditions 1 and 2 above may be admitted conditionally. Deficiencies must be made up with B grades or above in courses approved by the mathematics department. Credit in such courses will not count toward the total hours required for the Master of Science in mathematics.

DEGREE REQUIREMENTS (A minimum of 32 hrs)

1. A minimum of 18 semester hours of 600 level mathematics courses. At least one of the following four courses must be completed:

MTH 602 Real and Abstract Analysis
MTH 632 Abstract Algebra II
MTH 622 Theory of Ord. Differential Equat. II
MTH 642 Statistical Inference II

Students planning to continue to a Ph.D. degree are strongly advised to take the analysis and algebra sequences.

2. **Mathematics Electives.** From 4 to 15 elective hours in mathematics, dependent upon hours of research and other electives.
3. **Related Electives.** A maximum of 6 hours of elective courses in fields related to mathematics may be taken with the approval of the student's advisor.
4. **Research Requirements.** 1-6 semester hours of course work from MTH 691, 692, 698, or 699, but a maximum of 6 semester hours may be applied toward the requirement for the M.S. degree. This requirement will be met in one of the following ways:

Option I: Completion of a satisfactory thesis in the candidate's discipline. Thesis credit shall be no more than 6 semester hours of the minimum 32 hours required for a master's degree.

Option II: Completion of a minimum of two seminars, each of which shall require an extensive paper or major creative work.

5. **Comprehensive Examination.** A comprehensive examination must be passed by the candidate before a degree will be granted.

ACCELERATED MASTER'S OPTION

The Accelerated Master's Program option in Mathematics provides an opportunity for outstanding undergraduate students to begin their graduate course work during their senior year. To be eligible to apply for admission to this program, the student must have completed at least three of the courses MTH 503, MTH 532, MTH 533 and MTH 540; have a GPA of 3.5 or higher in all mathematics courses numbered MTH 261 or higher. An eligible student may apply for admission during the second semester of the junior year.

If accepted into the accelerated program, up to a maximum of 6 hours of 500/600 level mathematics courses taken after admission into the program may be given credit for both undergraduate and graduate programs. The courses MTH 503, MTH 532, MTH 533, and MTH 540 will not be given credit in the graduate program.

A student is fully admitted to the Graduate College upon completion of the requirements for the baccalaureate degree. All requirements for the master's program should be met for graduation from the master's program.

Before enrolling in a course to be counted as both undergraduate and graduate credit and to count the course toward the masters degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate college. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

MASTER OF NATURAL AND APPLIED SCIENCE

See separate program listing under the College of Natural and Applied Sciences. (Accelerated masters opportunity available.)

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: MATHEMATICS AREA OF EMPHASIS

Contact Dr. Lynda Plymate and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PREREQUISITE MATHEMATICS REQUIREMENTS

MTH 315 or equivalent; and MTH 302 or equivalent.

MATHEMATICS REQUIREMENTS **Total 15 hrs**

Mathematics courses selected with a minimum of 3 hours in courses numbered 600 or above.

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: NATURAL SCIENCE AREA OF EMPHASIS

Contact Dr. Tamera Jahnke and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

NATURAL SCIENCE PREREQUISITE AND REQUIREMENTS

In this option, students complete a minimum of 15 hours with course work selected from two of the following disciplines: Biology, Chemistry, Geography and/or Geology, Mathematics, and Physics. A minimum of 3 hours of course work numbered 600 or above must be included. The prerequisite requirements are those listed in the departmental statements of both selected academic areas of emphasis.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	<u>6 hrs</u>
	Total 15 hrs

MATHEMATICS COURSES

MTH 503 Advanced Calculus I. 3(3-0) F. Prerequisite: MTH 302 and MTH 315. Concepts of limit, continuity, differentiation, Riemann integration, sequences and series, and other related topics.

MTH 504 Advanced Calculus II. 3(3-0) D. Prerequisite: MTH 503. A continuation of MTH 503, including sequences and series of functions, uniform convergence, multivariate calculus, and other selected topics.

MTH 506 Theory of Functions of a Complex Variable. 3(30) D. Prerequisites: MTH 302 and MTH 315. Theory of elementary functions (polynomial, trigonometric, exponential, hyperbolic, logarithmic) of a complex variable, their derivatives, integrals, power series, other selected topics.

MTH 507 Introduction to Partial Differential Equations. 3(30) D. Prerequisites: MTH 303 and MTH 315. Introduction to linear first and second order partial differential equations, including some formal methods of finding general solutions; the Cauchy problem for such equations, existence theorems, formal methods of finding the solution, and the role of characteristics; the classical boundary and initial value problems for the wave equation, heat equation, and the boundary value problems for Laplace's equation.

MTH 532 Introduction to Abstract Algebra. 3(30) F. Prerequisites: MTH 302 and MTH 315. Theory of groups, rings, integral domains, fields, polynomials.

MTH 533 Linear Algebra I. 3(30) F, S. Prerequisites: MTH 302 and MTH 315. Vector spaces, linear independence, inner product spaces, linear transformations, eigenvectors, diagonalization.

MTH 534 Linear Algebra II. 3(30) D. Prerequisites: MTH 533. Topics include eigenvalue problems; Jordan normal form, linear functionals, bilinear forms, quadratic forms, orthogonal and unitary transformations, Markov processes, and other topics selected by the instructor.

MTH 536 Theory of Numbers. 3(30) D. Prerequisites: MTH 302 and MTH 315. Factorization, Euler totient function, congruences, primitive roots, quadratic residues, and reciprocity law.

MTH 537 Applied Abstract Algebra. 3(3-0) D. Prerequisite: MTH 532 or MTH 533. Topics typically include finite fields, block designs, error correcting codes (nonlinear, linear, cyclic, BCH, and Reed-Solomon codes), cryptography, and computer implementation of these applications.

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MTH 540 Statistical Theory I. 3(30) F. Prerequisites: MTH 302 and MTH 315. Random variables, discrete and continuous probability functions, expectation, moment-generating functions, transformation of variables.

MTH 541 Statistical Theory II. 3(30) S. Prerequisite: MTH 540. Estimation, complete and sufficient statistics, maximum likelihood estimation, hypothesis testing, nonparametric statistics.

MTH 543 Stochastic Modeling. 3(30) S. Prerequisite: MTH 540. This course will study applications of probability and statistics from a modeling point of view. Topics include generating functions, branching processes, discrete time Markov chains, classification of states, estimation of transition probabilities, continuous time Markov Chains, Poisson processes, birth and death processes, renewal theory, queuing systems, Brownian motion, and stationary processes. Computer statistical packages will be used.

MTH 545 Applied Statistics. 3(30) F. Prerequisite: 60 credit hours and either MTH 135 or MTH 138. A course on statistical concepts, methods and data analysis with emphasis on assumptions and effects on violating those assumptions. Computer statistical packages will be used. Topics include statistical models, random sampling, normal distribution, estimation, confidence intervals, tests and inferences in single and two populations, and n-way analysis of variance.

MTH 546 Analysis of Variance and Design of Experiments. 3(30) S. Prerequisite: MTH 345 or MTH 541 or MTH 545 or permission of the department head. Topics include analysis of variance, estimation of variance components, randomized incomplete blocks, Latin squares, factorial, nested, splitplot designs, fixed, random, and mixed models.

MTH 547 Applied Regression Analysis. 3(30) D. Prerequisite: MTH 345 or MTH 541 or MTH 545 or permission of the department head. Topics include fitting a straight line, matrix models, residuals, selecting best equation, multiple regression, and nonlinear estimation.

MTH 548 Applied Time Series Analysis. 3(30) F. Prerequisite: MTH 345 or MTH 541 or MTH 545 or permission of department head. This course will study the analysis of data observed at different points of time. Topics include stationary and non-stationary time series models, linear time series models, autoregressive models, autocorrelations, partial autocorrelations, moving average models, ARMA models, ARIMA models, forecasting, prediction limits, model specification, least square estimation, and seasonal time series models. Computer statistical packages will be used.

MTH 567 Introduction to Non Euclidean Geometry. 3(30) S. Prerequisites: MTH 302 and MTH 315. Development of non-Euclidean geometries; intensive study of hyperbolic geometry.

MTH 570 Combinatorial Analysis. 3(30) D. Prerequisite: MTH 280. An introduction to combinatorial analysis including enumeration methods, combinatorial identities with applications to the calculus of finite differences and difference equations.

MTH 575 History of Mathematics. 3(30) F, S. Prerequisite: MTH 302 and MTH 315. Development of mathematics through the calculus; solution of problems of historical interest, problems which use historically significant techniques, problems whose solutions illuminate significant mathematical characteristics of elementary mathematics.

MTH 580 Applied Mathematics. 3(30) F. Prerequisite: MTH 303 and MTH 533 or permission of the department head. An introduction to several areas of applied mathematics including control theory, optimization, modeling of population dynamics, modeling of mathematical economics, minimax and game theory, and calculus of variations.

MTH 582 Introductory Topology. 3(30) D. Prerequisite: MTH 302 and MTH 315. Properties of abstract metric and topological spaces; discussion of concepts of compactness and connectedness.

MTH 596 Readings. 13 F, S. Prerequisites: permission of the department head. Periodic conferences with an advisor are required. May be repeated to a total of 6 hours.

MTH 601 Real Analysis. 3(30) D. Prerequisite: MTH 503. Topics include countable and uncountable sets, convergence, Lebesgue measure on the real line, the development of the Lebesgue integral, the fundamental theorem of calculus and L^p spaces.

MTH 602 Real and Abstract Analysis. 3(3-0) D. Prerequisite: MTH 601. A study of the theory of abstract measures and integration, and an introduction to functional analysis.

MTH 606 Complex Analysis. 3(3-0) D. Prerequisite: MTH 503. Analytic functions, power series, Cauchy's theorem and its applications, residues. Selected topics from conformal mapping, analytic continuation, harmonic functions, Fourier series, and Dirichlet problems.

MTH 610 Contemporary Mathematics for Secondary Teachers. 3(30). Prerequisites: Either MTH 532 or MTH 533; and either MTH 460 or MTH 567. Reports, research, and recent trends in secondary mathematics; recently developed programs in algebra and geometry.

MTH 621 Theory of Ordinary Differential Equations I. 3(3-0) D. Prerequisites: MTH 303 and MTH 503. Existence and uniqueness theorems for first order differential equations; system of linear and nonlinear differential equations; continuous dependence of solutions on initial conditions and parameters; behavior of solutions of equations with constant coefficients, study of Lyapunov's theorems on stability; introduction to boundary value problems.

MTH 622 Theory of Ordinary Differential Equations II. 3(3-0) D. Prerequisite: MTH 621. Theory and application of boundary value problems; periodic solutions; linear systems with periodic coefficients (Floquet theory); two dimensional (autonomous) systems — limit cycles. Differential equations under Carathéodory conditions; theory of differential and integral inequalities and other selected topics, if time permits.

MTH 630 Abstract Algebra. 3(3-0) D. Prerequisites: MTH 532 and MTH 533. Topics from group theory will include Cayley's Theorem, finite abelian groups, Cauchy's Theorem, the Sylow Theorems, and free groups.

MTH 632 Abstract Algebra II. 3(3-0) D. Prerequisite: MTH 630. Topics from ring theory will include the Chinese Remainder Theorem, Euclidean domains, rings of fractions, PIDs and UFDs, and polynomial rings. Topics from field theory will include splitting fields, Galois theory, separability, normality, and finite fields.

MTH 641 Statistical Inference I. 3(3-0) D. Prerequisite: MTH 541. Formulation of statistical models, sufficiency and exponential families, methods of estimation, optimality theory. Uniformly minimum variance, unbiased estimators, Fisher information, Cramer/Rao inequality, large sample theory, Bayes procedures and minimax procedures.

MTH 642 Statistical Inference II. 3(3-0) D. Prerequisite: MTH 641. Confidence intervals and regions, hypothesis testing, the Neyman-Pearson framework, uniformly most powerful tests, likelihood ratio criteria, power functions, similar regions, invariant tests, distribution free tests.

MTH 681 Topology. 3(30) D. Prerequisite: MTH 503 or MTH 582. Point set topology in abstract spaces.

MTH 691 Seminar I. 2(2-0) D.

MTH 692 Seminar II. 2(20) D.

MTH 697 Topics. 3(30). Prerequisite: permission of department head. Material covered determined by the interests and backgrounds of the students. May be repeated for a maximum of 6 hours.

MTH 698 Research. 16 F, S. Supervised research in special areas of mathematics. May be repeated. May not be counted toward a Master of Science in Education degree.

MTH 699 Projects. 16 D. Independent research for thesis preparation.

DEPARTMENT OF PHYSICS, ASTRONOMY, AND MATERIALS SCIENCE

Pawan Kumar Kahol, Department Head

Kemper Hall, Room 101; Phone (417) 836-5131
Fax (417) 836-6226; Physics@missouristate.edu

GRADUATE FACULTY

Professor: Ryan E. Giedd, Shyang Huang, Robert A. Mayanovic, Robert S. Patterson, Pawan K. Kahol, Kandiah Manivannan, Emmett R. Redd, Robert J. Whitaker, George W. Wolf

Associate Professor: Kartik C. Ghosh, Michael D. Reed

Assistant Professor: Lifeng Dong

Emeritus Professor: Lawrence E. Banks, Jr., Bruno Schmidt

MASTER OF SCIENCE, MATERIALS SCIENCE

Kartik Ghosh, Graduate Director

Kemper Hall, Room 103G; Phone (417) 836-6205
KartikGhosh@missouristate.edu

PROGRAM DESCRIPTION

The Materials Science degree is designed to provide the graduate with a suitable background for employment in the exciting field of electronic materials. Specifically, students will receive experience in high-technology materials synthesis and characterization, including the operation and design of the equipment used to make integrated circuits.

This degree was designed for students with good experimental skills, but little practical knowledge of specific instrumentation. Graduates will be prepared for employment in areas of semiconductor manufacturing, materials synthesis and testing, and other industries where high technology processing and development are required.

The program requires 9-12 hours of course work, 9 hours of laboratory course work, 6 hours of electives, 9-12 hours of thesis research and 1 hour of seminar, for a total of 37 hours. Interdisciplinary courses taught in other departments may be used for electives if approved by the department head in advance.

At the beginning of the first semester, students' background will be evaluated to determine the student's optimum path of study. Based on the results of the

students' initial evaluation, poorly prepared students may be required to take some additional course work that will not apply to the degree. Later in the first semester, the student will interview with faculty members to choose an area of thesis research.

A comprehensive examination is required usually one semester prior to graduation. The comprehensive examination is used to monitor the progress of each student through the program. At the end of the thesis project, the student will present his or her results in the form of a public thesis presentation or defense.

ENTRANCE REQUIREMENTS

Students admitted to the program in full standing must meet the following requirements.

1. A Bachelor of Science degree in any science or engineering discipline which includes:
 - a. a calculus sequence and differential equations;
 - b. a calculus-based physics sequence; and
 - c. two semesters of physical chemistry or thermodynamics and modern physics.

For example, the following would constitute adequate preparation:

MTH 261 Analytical Geometry and Calculus I
MTH 280 Analytical Geometry and Calculus II
MTH 303 Differential Equations
PHY 203 Foundations of Physics I
PHY 204 Foundations of Physics II
PHY 343 Thermodynamics **OR**
CHM 506 Physical Chemistry I
PHY 375 Modern Physics **OR**
CHM 507 Physical Chemistry II

Applicants with some deficiency in the courses listed in (1) above, may be admitted, but may have additional course work added to their program. This additional course work may not count toward their graduate degree.

2. Candidates for admission to the program are required to have a GPA of at least 3.00 on a 4.00 scale on the last 60 hours of course work.
3. Submission of Graduate Record Examination (GRE) scores from the General Test is required.
4. Three letters of reference.

Students who do not meet the GPA or GRE standards described in (3) and (4) above may be granted conditional admission to the program. Conditionally admitted students will be required to complete a minimum of nine hours of specified course work with a GPA of at least 3.00 to be advanced to full standing in the program.

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RETENTION REQUIREMENTS

The student is expected to demonstrate effective communication skills while enrolled in the program. Evaluation of communication skills will be done in accordance with the student's background. These abilities will be evaluated for graduate assistants based on their teaching performance and by MAT 698 (Seminar).

For students who are not graduate assistants, evaluation will be done in the MAT 698 Seminar course. For the student who uses English as a second language, there may be additional requirements.

The student must also demonstrate progress toward graduation in the following ways:

1. satisfactory performance in the comprehensive exam, given approximately one semester before graduation;
2. maintenance of a 3.00 GPA in the core courses;
3. satisfactory progress in thesis research.

DEGREE REQUIREMENTS (minimum of 37 hours)

1. For the student who has not received a "C" or better in a quantum mechanics course or its equivalent prior to admission to the program, satisfactory completion of PHY 575 (Intro to Quantum Mechanics) is required.
2. Required core:
 - MAT 540 Thermodynamics of Materials
 - MAT 550 Introduction to Materials Science
 - MAT 580 Structure of Solids
 - MAT 650 Experimental Design
 - MAT 660 Experiments in Physical Characterization
 - MAT 670 Vapor Synthesis of Materials
3. Six hours, with at least 3 hours at the 600 level or above, chosen from the following:
 - PHY 543 Kinetic Theory and Statistical Mechanics
 - PHY 553 Electromagnetic Field Theory
 - MAT 620 Advanced Quantum Mechanics
 - MAT 658 Optoelectronic Materials
 - MAT 680 Polymer Preparation & Characterization
 - MAT 690 Statistical App. in Materials ScienceInterdisciplinary Courses approved by the department head for elective credit. Examples: BMS 514, Scanning Electron Microscopy or CHM 514 Polymer Chemistry
4. Seminar. 1 hour of seminar, MAT 698.
5. Research. 9-12 hours of research, MAT 699 (up to 6 hours must be thesis research - see #6 Thesis Research).
6. Thesis Research. Satisfactory completion of an approved thesis and an oral thesis defense to the student's faculty advisor and a committee of graduate faculty is also required.
7. Comprehensive Examinations. A passing grade on the comprehensive examination, taken approximately one semester before graduation.

ACCELERATED MASTER'S OPTION

Undergraduate Physics or Engineering Physics majors may wish to enroll in the Accelerated Master of Science degree program in Materials Science. Students who successfully complete this program can obtain an Engineering Physics Bachelor of Science degree and a Master of Science in Materials Science degree within five years.

This challenging option is for students who have a strong interest in becoming experts in electronic materials. This includes the fields of Solid State Physics, Photonics, Optoelectronics, Electrical Engineering, and computer Engineering.

While not essential for eventual admission to the program, it is strongly recommended that, as freshmen, students contact the department head for permission to become involved in the program. This will allow for appropriate advisement during the undergraduate years.

Students may be admitted to the program after completing 60 hours with a 3.00 cumulative GPA, including the engineering physics core courses with a 3.50 cumulative GPA.

Students seeking this option must:

- Obtain admission to the Master of Science in Materials Science accelerated program by applying to the Graduate College prior to their senior year.
- Pass the Master of Science in Materials Science comprehensive examination in the second semester of their senior year.

Before enrolling in a course to be counted as both undergraduate and graduate credit and to count the courses towards the masters degree, an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate College. Acceptance into the program and all approvals must be completed prior to the end of the Change of Schedule Period for the course(s). See the Graduate College for further information.

Nine hours of course work may be counted toward both the undergraduate and the masters degree. These courses are MAT 540, MAT 550 and MAT 580.

Students who successfully meet all the requirements would receive a Bachelor of Science degree in Engineering Physics at the end of their fourth year, and a Master of Science at the end of their fifth year.

MASTER OF NATURAL AND APPLIED SCIENCE

See program description listed in the Graduate College section under Interdisciplinary Programs. (Accelerated masters opportunity available.)

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: PHYSICS AREA OF EMPHASIS

Contact Dr. Bill Thomas and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

PHYSICS REQUIREMENTS

Physics course work with a minimum of 3 hours in courses numbered 600 or above. **Total 15 hrs**

MASTER OF SCIENCE IN EDUCATION, SECONDARY EDUCATION: NATURAL SCIENCE AREA OF EMPHASIS

Contact Dr. Tamera Jahnke and see program requirements for the M.S.Ed., Secondary Education under Interdisciplinary Graduate Programs, page 60.

NATURAL SCIENCE PREREQUISITE AND REQUIREMENTS

In this option, students complete a minimum of 15 hours with course work selected from two of the following disciplines: Biology, Chemistry, Geography and/or Geology, Mathematics, and Physics. A minimum of 3 hours of course work numbered 600 or above must be included. The prerequisite requirements are those listed in the departmental statements of both selected academic areas of emphasis.

Courses from one of the above disciplines	9 hrs
Courses from a second of the above disciplines	<u>6 hrs</u>
	Total 15 hrs

ASTRONOMY COURSES

AST 513 Solar and Extra-Solar Systems. 3(3-0) FO. Prerequisite: AST 114 or AST 115, MTH 303 or equivalent, or permission. Formation of planetary systems, planetary dynamics, and comparative planetology. Project required. Student cannot receive credit for both AST 313 and AST 513.

AST 515 Stellar Structure and Evolution. 3(3-0) SO. Prerequisite: AST 114 or AST 115, MTH 303 or equivalent, or permission. Basic concepts of stellar structure, atmospheres, and evolution. Project required. Student cannot receive credit for both AST 315 and AST 515.

AST 517 Galaxies and Cosmology. 3(3-0) SE. Prerequisite: AST 114 or AST 115, MTH 303 or equivalent, or permission. Study of galaxies and the Universe. Topics include the structure and content of our Galaxy and other galaxies, clusters of galaxies, the Big Bang theory (including Inflation), and the eventual fate of our Universe. Project required. Student cannot receive credit for both AST 317 and AST 517.

AST 611 Astronomy for Teachers. 3(2 2). Theory and techniques of observational astronomy.

PHYSICS COURSES

PHY 501 Physics and Astronomy By Inquiry. 2(1-2) F. Prerequisite: 70 hours, including PHY 101. This course is a continuation of PHY 101. Additional topics in mechanics, optics, heat, electricity and magnetism will be covered. The course will also include an introduction to astronomy. Concepts will be explored using the inquiry approach. Will not count toward a major or minor in physics.

PHY 509 Special Topics in Physics and Astronomy. 13 D. Variable content, variable credit course. Topics to be chosen from current areas of interest. May be repeated up to 6 hours with different topics.

PHY 524 Digital Signal Processing. 4(2-4) S. Prerequisites: PHY 324 and PHY 354. Development of real-time digital signal processing systems using a DSP microprocessor, with an introduction to discrete-time signals and systems, discrete Fourier transforms, and digital filter designs.

PHY 533 Advanced Mechanics. 3(3-0) D. Prerequisites: PHY 333. Advanced treatment of the dynamics of particles, rigid bodies, and continuous media. Topics include moving coordinate systems, rigid body motion, mechanics of continuous media, and theory of small vibrations.

PHY 543 Kinetic Theory and Statistical Mechanics. 3(3 0) D. Prerequisite: PHY 343, 375, and 391. An introduction to statistical theories of physical systems containing large numbers of particles. Topics include the microcanonical, canonical, and grand canonical ensembles, the connection of statistical physics to thermodynamics, Boltzmann statistics, Bose-Einstein statistics, Fermi-Dirac statistics, and applications.

PHY 553 Electromagnetic Field Theory. 3(3-0) D. Prerequisite: PHY 353. Mathematical treatment of electric and magnetic fields in a vacuum and in matter. Topics include solutions to Laplace's and Poisson's equations, multipole expansion of the electric potential, electric fields in matter, potential formulations of electrodynamics, electric and magnetic field boundary conditions, and electromagnetic waves.

PHY 558 Physics of Semiconductor Devices. 3(30) F. Prerequisites: PHY 352, 375, 391, or permission. Topics will be selected from: band structure and electron statistics in semiconductors, doping and carrier transport in homogeneous materials, p-n junction and its characteristics under bias, bipolar devices, unipolar devices, MOSFETs, light-emitting diodes, semiconductor lasers, and integrated circuits.

PHY 575 Quantum Mechanics. 3(3-0) F. Prerequisites: PHY 333 and PHY 476. A mathematical development of the principles of quantum mechanics and their application to selected systems. Topics include Schrodinger's equation, operators, Heisenberg uncertainty principle, angular momentum, and applications, including the hydrogen atom.

PHY 590 Applied Group Theory. 3(30) D. Prerequisite: PHY 333; PHY 533 and MTH 533 recommended. Basic concepts of point groups as applied to molecular vibrations in relation to Raman and IR emission and absorption; continuous groups as applied to quantum mechanics.

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PHY 601 Workshop on Topical Issues in Science Education. 1-3 D. Prerequisite: permission. Workshop to upgrade understanding of selected topics in science, and improve elementary, middle school and/or secondary science teaching. Each workshop will include performance and analysis of appropriate investigations to enhance understanding of the selected topics. Number of class hours determined by semester hours of credit. Variable content course. May be repeated to a maximum of 6 credit hours provided the topics are different.

PHY 685 Physics Laboratory for Teachers. 3(14) D. Prerequisite: permission. Performance and analysis of secondary laboratory experiments in physics.

PHY 690 Seminar in Physics. 2(20) D. Prerequisite: permission. Extensive paper on agreed topic in physics to be read before staff seminars. May be repeated to total 4 hours.

PHY 699 Research in Natural and Applied Science. 1-6 D. Prerequisite: permission. Supervised research in the natural and applied sciences. May be repeated, but no more than 12 hours may be counted toward the masters degree. Credit may not be applied toward the Master of Science degree in Material Science.

MATERIALS SCIENCE COURSES

MAT 509 Special Topics in Materials Science. 1-3 D. Prerequisite: permission of instructor. Variable content, variable credit course. Topics to be chosen from current areas of interest in Materials Science. May be repeated to a total of 6 hours with a different topic.

MAT 540 Thermodynamic of Materials. 3(3-0) F. Prerequisite: PHY 343, CHM 506, or permission. Review of classical thermodynamics, equilibrium in thermodynamic systems, the statistical interpretation of entropy, unary and multi-component system, thermodynamics of phase diagrams and phase equilibrium.

MAT 550 Introduction to Materials Science. 3(3-0) F. Prerequisite: PHY 375, CHM 507, or permission. Investigation of the relationships that exist between the structure, properties, processing and performance of materials. Different types of materials will be studied with a special emphasis on polymers and semiconductors. Structure-property correlations, including electronic, thermal, and mechanical properties, will be presented for these materials.

MAT 580 Structure of Solids. 3(3-0) F. Prerequisite: PHY 375, CHM 507, or permission. Review of quantum mechanics, followed by an in-depth study of crystal structures, energy band structures in solids, lattice dynamics, and a survey of the physical properties of solids.

MAT 620 Advanced Quantum Mechanics. 3(3-0) S. Prerequisite: PHY 575. Advanced topics in quantum mechanics including variational methods, approximation techniques, time-independent and time-dependent perturbation theory, second quantization, and the interactions of light with matter.

MAT 650 Experimental Design. 3(1-4) F. Laboratory techniques necessary for the development of instrumentation. Topics will include elementary computer interfacing, prototype design, mechanical and electronic construction, and reliability testing. The student will develop, design, and build a test instrument and study each of the above topics during this process.

MAT 658 Optoelectronic Materials. 3(3-0) S. Prerequisite: MAT 580. Course includes the study of advanced electronic properties of materials, lattice dynamics, and a survey of the optical-electronic interactions in materials.

MAT 660 Experiments in Physical Characterization. 3(1-4) S. Prerequisite: MAT 550 and MAT 580. Laboratory techniques in electronic, optical, and thermal characterization of materials. Students will become familiar with equipment and procedures used in research and commercial laboratories.

MAT 670 Vapor Synthesis of Materials. 3(1-4) S. Prerequisite: MAT 550 and MAT 540. Experimental techniques in the vapor deposition of thin film materials used in the electronics industry. Some modification of the resulting films including chemical doping and ion implantation will also be studied. Experimental methods including computer control and analysis will be studied.

MAT 680 Polymer Preparation and Characterization. 3(1-4) S. Prerequisite: MAT 550 and MAT 660. Preparation of polymers, including the techniques of condensation polymerization, free radical polymerization and if time permits, plasma polymerization. Characterization experiments will be viscosity measurements, differential scanning calorimetry, and thermal gravimetric analysis. Film preparation including spin coating, aspiration, and doctor blade systems will also be investigated.

MAT 690 Statistical Applications in Materials Science. 3(3-0) S. Prerequisite: MAT 550 or permission. Selective topics in materials science important to the design, testing, fabrication, and manufacture of materials whose underlying theme is mathematical modeling based in statistical methods. The topics include mass transport in solids, atomic diffusion on surfaces, adsorption and desorption on surfaces, epitaxial growth, degradation of materials, queuing theory, and operations research.

MAT 698 Seminar in Materials Science. 1, S. Prerequisite: permission of instructor. Selected topics in materials science of a theoretical, experimental, or applied nature with an emphasis on recent developments and their impact. May be repeated for a maximum of 4 hours.

MAT 699 Research in Materials Science. 1-6, D. Prerequisite: permission of instructor. Supervised research in areas of materials science. May be repeated, but no more than 12 hours may be counted towards the degree.

LIBRARY SERVICES

KAREN L. HORNY, DEAN

Library, Room 302
Phone (417) 836-4525
Fax (417) 836-4764

NEOSHA A. MACKEY, ASSOCIATE DEAN

Library, Room 302
Phone (417) 836-4525
Fax (417) 836-4764

DEPARTMENT OF LIBRARY SCIENCE

Karen L. Horny, Dean

Meyer Library, Room 302 B
Phone (417) 836-4525; Fax (417) 836-4764
KarenHorny@missouristate.edu
Library@missouristate.edu

GRADUATE FACULTY

Professor: Jenny B (J.B.) Petty

The library science courses listed below may be taken for graduate credit by students admitted to graduate study. These courses meet Missouri Department of Elementary and Secondary Education requirements for School Library Media Specialist certification.

The Missouri State University Department of Library Science (LIS) has a cooperative arrangement with the School of Information Science and Learning Technologies at the University of Missouri (MU). In this program, MU students in southwest Missouri can attain an American Library Association accredited Master of Arts in Library Science. Six Missouri State University LIS courses are applicable to this degree, with an additional six hours available as potential transfer electives. For more information on this cooperative arrangement, contact Dr. J.B. Petty.

J.B. Petty, Ph.D., Coordinator of LIS Education
Meyer Library, Room 210 A, Phone (417) 836-4529
Fax (417) 836-4764, jbpetty@missouristate.edu

LIBRARY MEDIA SPECIALIST CERTIFICATION

The Missouri Department of Elementary and Secondary Education offers certification for School Library Media Specialists. Missouri certification requires a total of 30 hours. No master's degree in library science is offered at Missouri State University.

Library Science courses applicable to Certification:

LIS 500	Libraries & Librarianship	2 hrs
LIS 504	Reference	3 hrs
LIS 506	Collection Development & Acquisition	3 hrs
LIS 508	Cataloging & Classification	3 hrs
LIS 510	Curriculum & the School Library	3 hrs
* LIS 512	Reading Guidance for Young Adults	3 hrs
** LIB 518	Service Learning in Library Science	1 hr
LIB 520	Production and Application of Multimedia Materials in Library Media Centers	3 hrs
* LIS 530	Children's Librarianship	3 hrs
* LIS 532	Library Resources & Services for Grades 4-8	3 hrs
LIS 540	Information Technologies	3 hrs
** LIS 596	Independent Study	1-3 hrs
** LIS 597	Special Topics	1-3 hrs
LIS 599	Library Practicum	2-3 hrs
LIS 628	School Library Administration	3 hrs

Total Certification Requirements 30 hrs

* Only one of these three courses (LIS 512, LIS 530, LIS 532) is required for certification.

** These courses are elective courses (LIS 518, LIS 596, LIS 597).

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LIBRARY SCIENCE COURSES

LIS 500 Libraries and Librarianship: An Introductory Seminar.

2(2-0) D. Types of libraries; their functions and objectives; internal organization and procedures; duties and qualifications of librarians; professional organizations and literature; various issues and technologies reflecting the changing nature of librarianship.

LIS 502 History of Books and Libraries. 3(3-0) D. History of books and libraries from the earliest times to the present; influence and importance of the book and the library in society throughout history.

LIS 504 Reference. 3(3-0) D. Prerequisite: LIS 500 or permission of department head. An introduction to basic, general reference sources.

LIS 506 Collection Development and Acquisition. 3(3-0) D. Prerequisite: LIS 500 or permission of department head. Principles of collection development including selection aids, review media and collection evaluation; methods of selection and acquisition.

LIS 508 Cataloging and Classification. 3(3-0) D. Prerequisite: LIS 500 or permission of department head. Basic cataloging and classification; subject headings; cataloging print and non-print material; MARC records; various types of traditional and electronic catalogs.

LIS 510 Curriculum and the School Library. 3(3-0) D. Prerequisite: LIS 500 or permission of department head. Focuses on integrating the school library program and collections with curriculum; emphasized diverse student learning styles, role of the school librarian as a teacher; use of electronic resources for research, teaching and learning.

LIS 512 Reading Guidance for Young Adults. 3(3-0) D. The study of reading interests and habits of young people. Methods of meeting the needs of different types of readers and stimulating reading interest through library collections and services.

LIS 518 Service Learning in Library Science. 1(1-0) D. Prerequisites: concurrent registration in an LIS course designed as a service learning offering. This one-hour service learning component for an existing course incorporates community service with classroom instruction in library science education. It provides an integrated learning experience, addressing the practice of citizenship and promoting an awareness of, and participation in, public affairs. It includes 40 hours of service benefiting an external community organization, agency or public service provider. Approved learning placements and assignments are available from the instructor and the Citizenship and Service Learning Office. May be repeated, but no more than two hours of service learning credit may count toward graduation.

LIS 520 Production and Application of Multimedia Materials in Library Media Centers. 3(3-0) D. Prerequisite: LIS 500 and LIS 510. Builds on concepts introduced in LIS 510. Emphasis will be placed on multimedia project planning, instructional design, production techniques and processes as they relate specifically to the library media center program and its integration into the whole school curriculum to support teaching and learning activities. Includes web design, video editing, evaluation and application of electronic resources for school libraries.

LIS 530 Children's Librarianship: Birth through Age 9. 3(3-0) D. Fundamentals of children's librarianship for both public librarians and school library media specialists, including collection development, programming, and current issues.

LIS 532 Library Resources and Services for Grades 4-8. 3(3-0) D. An introduction to a broad selection of books, audiovisuals, and electronic resources for grades 4-8 and how these can be used to enrich the curriculum. Emphasis will be placed on integration of a variety of resources in both content area studies and "stand alone" information literacy instruction.

LIS 534 Introduction to Storytelling. 1(1-0) Su. An introduction to the art of storytelling and development of skills in finding, preparing, and delivering stories to grades K-12; analysis and review of storytellers' resources; exploration of a wide variety of styles and methods of telling to facilitate the planning and presentation of storytelling programs in the school media center or classroom and include traditional storytelling across the curriculum.

LIS 540 Information Technologies. 3(3-0) D. Prerequisite: LIS 500 or permission of department head. An introduction to applied information technologies applicable to libraries including uses of computers in libraries, computer hardware and software needs of libraries, and issues related to access and evaluation of information.

LIS 596 Independent Study. 1-6 D. Prerequisite: Two of the following: LIS 500, LIS 504, LIS 506, LIS 508, or LIS 528; and permission of department head. Individual projects under the supervision of members of the library faculty. May be repeated to a total of 6 hours.

LIS 597 Special Topics. 1-3 D. Prerequisite: permission. Selected topics in substantive areas of librarianship such as automation, collection development and resource sharing, and the politics of librarianship. Offered when resources and demand allows. May be repeated to a total of 6 hours when topic changes. Variable content course.

LIS 599 Library Practicum. 2-3 D. Prerequisite: LIS 500, LIS 504, LIS 506, LIS 508; and LIS 528 or permission of department head. Supervised practical work experience in an appropriate library designed to cover all aspects of librarianship. Portfolio checkpoint #3.

LIS 628 School Library Administration. 3(3-0) D. Prerequisite: LIS 500 and two of the following: LIS 504, LIS 506, LIS 508; or permission of department head. Administration of K-12 libraries within school communities. Emphasizes program development, evaluation; planning cycle, budget process and services for diverse school constituencies. Examines effects of national, state and district guidelines and standards and policies on school library programs. Portfolio checkpoint #2.

UNIVERSITY SERVICES**EVENING COLLEGE**

The Evening College is a vital part of the total university program, meeting expanding community education interests and needs. In cooperation with academic departments, the Evening College offers a broad range of graduate courses. These courses may be selected to earn a degree, to improve professional and occupational knowledge and skills, to meet continuing education requirements for certification or licensure, and for personal enrichment. A variety of Graduate Degrees may be completed through evening scheduled courses. Evening College degree opportunities are available at <http://ec.missouristate.edu/> or by contacting the specific department for available evening options. For additional information concerning oncampus evening programs, class schedules, and other information, contact the Extended Campus, Phone: 417-836-6929.

ACADEMIC OUTREACH AND DISTANCE LEARNING

Academic Outreach works with the academic departments and colleges to provide a variety of off-campus opportunities. Courses are taught on-site at the Joplin Graduate Center on the Missouri Southern campus and on the Missouri State University West Plains campus. Many outreach courses are delivered via BearNet, the interactive video network. BearNet sites include Crowder College in Neosho, the Joplin Graduate Center, Nelson Education Center at Lebanon, the Nevada TeleCenter, and the Missouri State University Mountain Grove and West Plains campuses. Joplin graduate students can complete a Master of Science in Education (Elementary), a Master of Business Administration, a Master of Accountancy, or a Master of Social Work through the Joplin Graduate Center. A Master of Arts in Teaching is also available in Joplin in coordination with Missouri Southern State University. The entire MBA is offered through BearNet in Lebanon and West Plains. Additionally, Nevada, Neosho, Lebanon, and West Plains graduate students can complete courses that apply toward the Master of Science in Education (Elementary), and Master of Science in Educational Administration. The Specialist in Education is offered in several high schools throughout Southwest Missouri. Please contact Academic Outreach or the Department of Education Administration for the location and when classes will begin.

The Academic Outreach department is continuing its tradition of excellence in distance learning through the Missouri State online program which provides courses entirely via the Internet.

Missouri State Online is a campus without walls — an asynchronous anytime, anyplace learning environment accessed by both the student and instructor via the Internet. Missouri State Online students can achieve educational goals via this interactive “education-on-demand” learning environment which is flexible, convenient, and affordable. So how does it work? In an online course, students and instructors are linked through a computer connection by the use of a special course management system for communication. Limits of time and space virtually disappear, saving commuting time and eliminating scheduling conflicts.

For more information, contact the Academic Outreach department at 417-836-4128 or at the Academic Outreach Center located in the Alumni Center, or by visiting <http://ec.missouristate.edu/outreach/default.htm>.

INTERNATIONAL STUDENT SERVICES

International Student Services, Carrington Hall 302, (417) 836-6618, provides assistance and support to international students. Services offered include recruitment, admission (graduate, non-degree, and English Language Institute), orientation programs, special activity programming, and assistance with immigration matters.

UNIVERSITY LIBRARIES

The Missouri State University library system is comprised of the Duane G. Meyer Library, the Music Library, the Horace and “Pete” Haseltine Library (Greenwood), and the Paul G. Evans Library of Fruit Science (Mountain Grove). These four libraries have collections of over three million items including more than 877,000 accessioned volumes; subscriptions to over 3,500 periodicals, newspapers and other serials; and extensive back files of journals and newspapers, many in microformat. Over 20,000 journals are available on-line with full-text. Total microform holdings amount to over one million items. More than 934,000 state, federal, and United Nations documents are held as a result of Meyer Library being a designated depository library for each of those areas. Meyer Library is the only UN depository library in the state of Missouri. A large collection of audio CDs is fully cataloged and available in the Music Library. Special Collections and Archives house a number of special groups of materials: the William J. Jones collections of Rimbaud and Butor French Literature; the Ozarks Labor Union Archives that document regional labor history; the Ozarkiana Collections covering life and culture in the Ozarks, and the University Archives which have been enhanced by several grants for organizing and processing these materials. The Curriculum Resource Center, features a children’s literature collection, a textbook collection, curriculum guides, and special learning materials.

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The statewide MOBIUS consortium, with a membership of 60 academic libraries, is simplifying access to regional holdings. The MOBIUS database of over 20 million items can be used by faculty, students and staff to borrow items with a 2-day delivery time from anywhere in the state.

Most of the bibliographic data for SWAN, the Libraries' online catalog, is created as materials are cataloged using the Online Computer Library Center, Inc. (OCLC), a database with more than 94 million bibliographic records. OCLC is also utilized for interlibrary loan and reference, with links to over 60,000 libraries in 112 countries. Electronic document delivery is commonly used for both lending and borrowing materials to/from other libraries.

Electronic access is provided to reference resources, course reserve materials and licensed commercial citation and full-text databases via <http://library.missouristate.edu/>. Over 120 electronic databases are available to the Missouri State University community. In addition to citations from thousands of journals, newspapers, and books, these databases contain articles from over 20,000 full-text journals and news-papers. Access is available off-campus for current MSU students, faculty, and staff. An extensive index of web-based reference resources, organized by broad subject categories which include full-text, analytical, indexing, and other resources is maintained.

During the fall and spring semester, Meyer Library is open 100 hours a week. Librarians and/or support staff are available all hours of operation to assist patrons in person by phone and by e-mail. The new and renovated space for Meyer Library includes 12 large Group Study Rooms, 11 small ones, and 8 Research Carrels which are assigned to graduate students and faculty on a semester basis. There are four classrooms, a coffee shop and lounge, computer lab, media production facilities and a wide variety of study spaces available. There is wireless access throughout the Meyer Library. A central feature of the Library and of the campus is the Jane A. Meyer Carillon with its complement of 48 bronze bells.

PLASTER STUDENT UNION

The Plaster Student Union builds community on the Missouri State University campus and provides opportunities for student growth and development. Many students see the Union as a place for food and refreshment, meeting friends, hanging out between classes, watching TV, and surfing the Internet.

The Student Union has numerous comfortable lounges, large and small conference rooms, a ballroom, an arcade and bowling center, a bank, hair salon, post office, copy center, a ticket box office, theater, convenience store, technology store, and a food court. It provides many

educational, recreational, and co-curricular activities for the campus community. Rooms and equipment can be reserved by contacting the Conference Services Office in the Union at 836-5653.

Departments housed in the Student Union include: the Dean of Students Office, Judicial Affairs, SOAR (Student Orientation Advisement and Registration), Disability Services, SOFAC (Student Organization Funding Allocation Council), Plaster Student Union Administrative Offices, Campus Recreation, Student Activities, Zip Card Office, Multi-cultural Resource Center, Citizenship and Service Learning Center, and Sodexo Catering Services.

Operating hours are Monday through Friday, 7:00 a.m. to 11:00 p.m. Saturday and Sunday hours are 11:00 a.m. to 11:00 p.m. Operating hours vary among retail operations and are limited during holiday and summer breaks.

BOOKSTORE

The University owned and operated bookstore is a self-service bookstore where students can purchase textbooks as well as all course related material; reference books; trade books; and academically priced hardware, software and peripherals. Services include a computerized textbook system to provide any enrolled student with a list of the required textbooks for his/her classes, a textbook reservation program, on-line textbook orders, and textbook payback. The bookstore also carries art, drafting, science and other classroom supplies in addition to health-related items, a variety of official Missouri State University (as well as remaining SMSU items) clothing, and a full service Clinique counter. Cash, checks, ZipCard, American Express, Discover, MasterCard and VISA are accepted as well as charges to the Deferred Payment Plan. An automated teller machine of a local bank located at the front entrance to the bookstore provides 24-hour service.

BearHouse Tech Center. The Bear House Tech Center, an affiliate of the University Bookstore located on the second floor of the Plaster Student Union, provides computer hardware, peripherals and supplies, gaming systems and accessories, electronics, and a wide selection of current PC and console video games, CDs and DVD's. Bear House also offers the latest in wireless technology. Cash, checks, ZipCard, American Express, Discover, MasterCard, and VISA are accepted as well as charges to the Deferred Payment Plan Account.

Convenience Stores. Stores are affiliates of the University Bookstore and are staffed by students. Cash, checks, ZipCard, American Express, Discover, MasterCard, and VISA are accepted as well as charges to the Deferred Payment Plan. BearNecessities, located in Plaster Student Union and ETC, located in Hammons House, provide snacks, school supplies, and sundry items.

HEALTH SERVICES**Taylor Health and Wellness Center***Morris Hall; 417-836-4000**<http://health.missouristate.edu/>*

Students enrolled at the university are provided the following health services by appointment Monday through Friday except during university holidays: primary clinic for diagnosis and treatment of illnesses and injuries, women's health care, nursing treatment (including allergy injections, travel medicine and immunizations), a full-service pharmacy with both prescribed and over-the-counter medications, diagnostic laboratory testing, radiological procedures and interpretations, and wellness programming which emphasizes positive life-style choices. Consultation services also are provided in orthopedics, internal medicine, gynecology, dietetics, diabetic education, radiology and psychiatric care. Health services are provided by a staff of physicians, nurses, pharmacists, technicians and support staff.

Included in the university required fees is a health fee. Students receive unlimited prepaid basic office visits each semester when seeing a clinic physician. Charges are incurred for laboratory tests, x-rays, pharmacy and certain other procedures. There also is a charge for seeing a consulting physician. Services may be paid by cash, credit card, debit card, or charged to the student's university account.

A student group health and accident insurance plan is available to all registered undergraduates taking six or more hours of credit and to graduate or professional students enrolled in a graduate or professional degree program, taking at least one graduate level course, in good academic standing and making appropriate progress toward graduation. Students should assess their family health coverage to determine if this policy will benefit them.

Student Health Insurance

A student group health and accident insurance plan is available to all graduate students or professional students who are enrolled in a graduate or professional degree program, taking at least one graduate-level course, in good standing and making appropriate progress toward graduation. This supplementary insurance helps cover part of the costs of hospitalization, surgical treatment, nursing service, ambulance, anesthetist, and other types of medical care. Students are advised to evaluate their health coverage program(s) before starting school to determine if this comprehensive plan would benefit them. Dependent coverage is also available.

F-1 or J-1 status students are automatically charged for student health insurance at the time of registration for classes. These charges are not paid by the stipend or fee-waiver if the student is a graduate assistant. Please note that if you are a student under an F-1 or J-1 status, no other health insurance may be substituted for the University endorsed student health insurance plan. Eligible dependents of International students may enroll in the plan by submitting their enrollment card directly to the insurance company.

Medical History

A self-completed medical history is required of all students. The health form is sent to new students after they are admitted. Copies may also be obtained at the Taylor Health and Wellness Center or on our web site at <http://health.missouristate.edu/history.htm/> A completed form must be on file at the Center before the student is eligible for medical care.

A pre-entrance tuberculin skin test is strongly recommended for all students and should be performed by the student's family physician or some other licensed physician or county health department. The report of the results may be placed on the self-completed medical history by the persons performing the test. International students from certain countries designated high risk by the World Health Organization must have a pre-entrance tuberculin skin test and participate in an annual follow-up screening. The list of countries changes frequently. Contact Taylor Health and Wellness Center for a current list of countries.

Wellness Program**Health Education and Wellness Department***Taylor Health Center; 417-836-4045*

To help the campus community reach its optimum level of health, the Center offers many health education and wellness opportunities. These include immunizations, CPR and First Aid training, nutrition and weight management, stress management, sexual health information, alcohol and other drug awareness and prevention programs, Student Health Advisory Committee (SHAC), as well as many other health and wellness information resources. SHAC is a student organization that acts as a liaison between Taylor Health and Wellness Center and the students of Missouri State University. This committee also helps to ensure that students continue to receive excellent health and wellness care. SHAC assists in the delivery of information about Taylor Health and Wellness Center's varied services, promotes healthy lifestyles, and participates in health promotion activities. For more information, contact the Wellness Office at 417.836.4045.

MISSOURI STATE UNIVERSITY

STUDENT ACADEMIC SUPPORT SERVICES

Career Center

The Career Center provides career information, individual career planning assistance, experience through internships, job shadowing, and assistance with creating job-search materials and conducting job searches. Staff members help students identify, understand, and explore topics related to career development.

Using assessments such as the Self-Directed Search, Meyers-Briggs type indicators, and FOCUS, career counselors help individuals learn more about themselves; identify their skills, values, and interests; and explore majors and career options. Researching working conditions, employment outlook, salary surveys, and education or training requirements can help individuals make important academic and career decisions. Staff members can show students how to locate resources to research occupations and employers.

Internships or part-time positions in their academic areas enable students to gain valuable work experience in their career, learn the skills required in their professions, receive academic credit, and possibly earn a salary. Types of internships include parallel, where students work part-time while attending classes full-time; alternating, where students work full-time one semester, then take classes full-time the next semester; and summer, which involves either full-time or part-time work.

The Career Center offers professional advice on preparing résumés, writing letters, researching employers, learning and practicing effective interview techniques, preparing portfolios, conducting a successful job search, and preparing for graduate school. Students can receive employer contact through on-campus interviews, career fairs, and job postings from employers. Students may browse online job listings at no charge with JobTracks. For more information, contact the Career Center, Carrington Hall, Room 309 or Glass Hall, room 103, (417) 836-5636 or visit <http://careercenter.missouristate.edu>.

Counseling And Testing Center

The primary goal of the Counseling and Testing Center is to promote personal development and psychological well-being. Services are provided for individuals with personal-social concerns. Experienced mental health clinicians and qualified graduate students assist clients in resolving conflicts which may interfere with their progress in the University. For more information, call (417) 836-5116 or visit <http://counselingandtesting.missouristate.edu>.

The Counseling and Testing Center adheres to the American Counseling Association (ACA), the American Psychological Association (APA), and the National Association of Social Workers (NASW) professional codes of ethics in providing all services. Such services are strictly confidential, in accordance with state and federal laws. No information, including whether an individual has received counseling, will be released without the informed written consent of the client except in certain emergency situations.

Assessment: An initial screening is provided immediately after an individual completes an information form. The purpose of this first meeting is to explore the client's concerns and to make decisions about the types of resources that may be most helpful. For an initial interview, students may come to the Counseling and Testing Center in Carrington Hall, Room 311 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Individual/Couple: Individuals or couples may work with a clinician in order to identify, understand, and resolve personal and relationship difficulties.

Group: At times, issues are most effectively dealt with in a supportive environment where interaction with others occurs. Groups are structured to promote personal growth and skill development by focusing on particular concerns such as adjustment to university life; balancing work, family, and academics; and establishing and maintaining meaningful relationships.

Emergency: Crisis intervention is provided to deal with situations which require immediate attention.

Outreach: Special programs and workshops designed to define and/or prevent problems and improve the quality of the University experience are presented on a regular basis as well as by request. These offerings provide information, techniques, and strategies relevant to specific topics of interest such as stress management and communication skills.

Consultation and Referral: The Counseling and Testing Center's staff is willing to share its expertise with University administration, faculty, staff, and students. If assistance from other departments, professionals, or agencies is indicated, the staff will facilitate such contacts.

Testing: Interest tests and personality inventories are used to clarify personal strengths and concerns. In addition, more than 30 testing programs are available including the American College Testing Program (ACT), Miller Analogy Test (MAT), General Education Development (GED), the PRAXIS, College Basic Subject Examination (CBASE) the Scholastic Aptitude Test (SAT), and the Law School Admission Test (LSAT).

OFFICE OF SPONSORED RESEARCH AND PROGRAMS

The Office of Sponsored Research and Programs (SRP) supports faculty, staff, and students seeking external support for research, educational, and service programs. Services include identification of potential funding sources; assistance in developing proposals and project budgets; training for faculty, staff, and students interested in developing competitive proposals; and assistance in implementation and administration of funded programs. Missouri State University personnel and students can access electronic databases of funding opportunities via the SRP web site (www.srp.missouristate.edu).

The Office also is responsible for coordinating the following University Committees: Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Institutional Review Board for the Protection of Human Subjects. In compliance with federal and University policies, University employees and students must complete on-line training programs, before undertaking projects in any of the areas covered by these committees. These training programs can be accessed through the SRP web site.

For additional information on funding sources and all services, visit the Office of Sponsored Research and Programs, Carrington Hall, Room 407 at (417) 836-5972 or e-mail SponsoredResearch@missouristate.edu.

OFFICE OF ENVIRONMENTAL MANAGEMENT

Environmental protection is an important goal for the University in conducting its educational mission that involves a multitude of teaching, research, and operational projects. The Office of Environmental Management has oversight responsibility for management of environmental hazards, including the use and transportation of hazardous materials and disposal of hazardous wastes. This office works with all academic and administrative units to be in compliance with federal, state, and local environmental laws and applicable regulations. It also is a goal of the unit to promote environmentally friendly practices such as waste reduction, recycling, and measures that enhance water and air quality. Contact 417-836-8334 if you have questions or concerns about these issues.

ACADEMIC DEVELOPMENT CENTER

The Academic Development Center (ADC) serves the University's purpose of developing educated persons and the statewide mission in Public Affairs by supporting faculty and academic units with projects, workshops, seminars, networking, consultations, materials, and other resources to promote effective learning, teaching, and leadership. The center is a liaison among colleges, and between academic and support units, to make the best use of University resources for professional and instructional development. The ADC is located in Meyer Library, Room 204.

COMMUNICATION SCIENCES AND DISORDERS SPEECH-LANGUAGE AND HEARING CLINIC

All students attending Missouri State University may request services to address concerns related to hearing and communication. Some of the services offered include hearing screening/evaluations, hearing protection, hearing aid fittings and repair, speech-language screening/evaluation, speech-language therapy and early intervention for children who are deaf or hard-of-hearing. Services are delivered by graduate students in the Communication Sciences and Disorders Department and are supervised by licensed/certified audiologists and speech-language pathologists and teachers of deaf and hard-of-hearing. Fees are determined based on type of service requested; a sliding fee scale is available. No referral is necessary.

Speech-language therapy may benefit individuals with developmental and/or acquired disorders such as language disorders/delays, articulation disorders, stuttering, voice disorders, swallowing disorders, as well as complications resulting from stroke, head injury, cerebral palsy, cleft palate, or autism. Treatment for addressing accent reduction and other non-disorder speech-language concerns is available on a limited basis. Hearing aid consultation and fittings are available by appointment. Aural rehabilitation and auditory training are available by appointment.

For more information, or to request service, please visit Professional Building, Room 120, call (417) 836-5275 or visit <http://clinic.missouristate.edu>.

MISSOURI STATE UNIVERSITY

SAFE WALK

The Safety and Transportation Department provides an on-campus walking service seven days a week during the hours of darkness. The use of the Bear Line Shuttle is encouraged. An office will be radio-dispatched to the caller's location. No more than two students will be escorted from the same point of origin to the same campus property destination. Depending on the availability of an officer, safe walks may be delayed at times. For complete information about the Safe Walk Service, contact the Safety and Transportation Department at 8365509.

UNIVERSITY CHILD CARE CENTER

The University Child Care Center is a parent-cooperative child care center originally established to serve student parents. The child care center functions as an independent not-for-profit organization with its own financial structure. The center provides developmentally appropriate care for preschool children when Missouri State University is in session. No evening care is provided. The center is professionally staffed with the support of students taking courses in child development, education, speech pathology, psychology, and recreation. The center provides a safe, wholesome environment for children while the parent is busy with his/her academic pursuits. For information regarding specific hours, fees, and policies for the University Child Care Center, located at 500 South Avenue, call (417) 8660980 to make an appointment.

CAMPUS VOLUNTEER CENTER

The Campus Volunteer Center, housed in Student Employment Services, is the designated office which coordinates university volunteer services. The CVC provides a clearinghouse of volunteer opportunities in Springfield and surrounding areas. For more information, visit Student Employment Services located in Shannon 113, or call (417) 836-JOBS (5627) or visit <http://www.missouristate.edu/studentemp/cvc/>.

UNIVERSITY LIVING

The Department of Residence Life and Services offers a wide variety of housing accommodations for all students. Residence halls are available in traditional room-style, suite-style, and apartment-style. Average cost per year for room-style is \$5,576 per person (including a 19-meal-per-week plan); suite-style costs average \$5,886 per person (including a 19-meal-per-week plan). Missouri State University has four apartment-style options, one for traditional students averaging \$3,592 per person (no meal plan), and three for married/graduate/non-traditional students for \$483-\$643 per month for a furnished apartment.

Several special interest living environments are available to students. Quiet lifestyle, honor student living, international experience, public affairs emphasis, and upper-class student living environments are available.

For more information, please call (417) 836-5536, (800) 284-7535, or TTY (417) 836-5503, or write Department of Residence Life and Services, 901 S. National, Springfield, MO 65897. You may also email questions to residencelife@missouristate.edu or view the web page at <http://reslife.missouristate.edu>.

ALUMNI ASSOCIATION

The principal organization through which students continue their affiliation with the institution once they leave campus is the Missouri State University Alumni Association. One of the primary goals of the Alumni Association is to maintain current records of all Missouri State University alumni. At present, the alumni population includes more than 84,000 graduates and former students. The Alumni Association communicates with alumni on a regular basis through publication of the *Missouri State Magazine*. Each issue provides a wide variety of articles about people and programs on the Missouri State University campus, as well as updates about fellow alumni. The *Missouri State Magazine* is mailed three times annually to all alumni with a current address in the Office of Alumni Relations.

Throughout the year, the Alumni Association makes available an assortment of programs and activities to help alumni stay in touch with the University, including chapter meetings, Homecoming, class and special reunions, promotional events, the Flying Bears travel program, the collegiate license plate program, a monthly electronic newsletter, and a special MasterCard. Additionally, the Student Alumni Association allows current students an opportunity to become aware of the programs of the Alumni Association and to participate with alumni in a variety of activities.

The Missouri State University Alumni Association is a non-dues-paying organization, and all alumni are viewed as members. However, all graduates and former students are encouraged to support their alma mater by making a contribution to the Annual Fund. The Alumni Association offices are located in the Kenneth E. Meyer Alumni Center, 300 South Jefferson, (417) 836-5654. Visit the website at <http://www.alumni.missouristate.edu>.

GRADUATE FACULTY

The first date listed is the year the faculty member was appointed to the Missouri State Graduate Faculty.

Jamaine Abidogun, (2006) Director of Secondary Education and Associate Professor of History. B.A., University of Missouri – Columbia (1989); B.S. Ed., University of Missouri – Columbia (1989); M.S.Ed., University of Missouri – Columbia (1992); Ph.D., University of Kansas – Lawrence (2000).

Carey H. Adams, (1993) Dean of the College of Arts and Letters and Professor of Communication. B.A., William Jewell College (1986); M.A., Baylor University (1987); Ph.D., University of Kansas (1992).

Debra Agee, (2008) Instructor of Fashion and Interior Design. B.S.Ed., Missouri State University (1977); M.S.Ed., Central Missouri State University (1990).

William J. Agnew, (2003) Associate Professor of Counseling, Leadership and Special Education. B.A., Coe College (1964); M.S., University of Nebraska-Omaha (1970); Ed.D., Saint Louis University (1981).

Paul M. Ajuwon, (2007) Assistant Professor of Counseling, Leadership and Special Education. B.S., Vanderbilt University (1979); M.S., Vanderbilt University (1980); Ph.D., Calgary University (1993).

Clydette Alsup, (2002) Associate Professor of Agriculture. B.S., Oklahoma State University (1996); M.S., Oklahoma State University (1998); Ph.D., Oklahoma State University (2001).

Thomas S. Altena, (2004) Associate Professor of Health, Physical Education and Recreation. B.A., Dordt College (1996); M.A., University of South Dakota (1998); Ed.D., Oklahoma State University (2001).

Angela Leslie Anderson, (2007) Associate Professor of Counseling, Leadership and Special Education. B.S., Oklahoma State University (1994); M.S., Oklahoma State University (1997); Ph.D., Oklahoma State University (2001).

Julie Anderson-Ituarte, (2007) Lecturer of Counseling, Leadership and Special Education. B.A., Arizona State University (1987); M.A., University of Arizona (1994).

Wayne L. Anderson, (1991) Professor of Finance and General Business. B.A., University of California (1977); M.B.A., Drury College (1988); J.D., California Western School of Law (1980).

Roberta J. Aram, (1998) Professor of Childhood Education and Family Studies. B.S., Wheaton College (1975); M.A., University of Northern Colorado (1978); Ph.D., University of Missouri - Columbia (1996).

Don A. Aripoli, (2006) Per Course Instructor for Counseling, Leadership and Special Education. B.A., Cornell College (1967); M.S., Indiana University (1969); Ph.D., University of North Carolina (1977).

Tamara J. Arthaud, (2002) Associate Professor of Counseling, Leadership and Special Education. B.S.Ed., University of Missouri - Columbia (1980); M.Ed., University of Missouri - Columbia (1983); Ph.D., University of Nebraska (1998).

David I. Ashley, (2002) Associate Professor of Mathematics. B.S., University of New Mexico (1976); M.S., Florida State University (1990); Ph.D., Florida State University (1996).

Holly A. Baggett, (2000) Associate Professor of History. B.A., Tulane University (1980); M.A., University of Delaware (1984); Ph.D., University of Delaware (1992).

Klaas Bakker, (1990) Associate Professor of Communication Sciences and Disorders. Drs., University of Utrecht (1979); Ph.D., Southern Illinois University (1987).

Mahua Barari, (1999) Professor of Economics. M.A., Clemson University (1986); Ph.D., Iowa State University (1992).

Ruth Barnes (2006) Assistant Professor of Theatre and Dance. B.A., SUNY, Binghamton (1968); M.F.A., University of California, Riverside (2004).

M. Christopher Barnhart, (1991) Professor of Biology. B.S., Iowa State University (1976); M.A., University of Kansas (1978); Ph.D., University of California-Los Angeles (1984).

Tonya B. Barrier, (1991) Professor of Computer Information Systems. B.S., University of Tennessee-Martin (1981); M.B.A., Memphis State University (1983); Ph.D., University of Texas-Arlington (1990).

Isabelle Bauman, (1997) Associate Professor of Communication. B.A., University of Puget Sound (1983); M.A., University of Wisconsin - Madison (1988); Ph.D., University of Wisconsin - Madison (1991).

Denise Baumann, (2007) Per Course Instructor for Counseling, Leadership and Special Education and Associate Director of Residence, Life and Services. B.S., Minnesota State University (1988); M.Ed., James Madison University (1991); Ed.D., University of Missouri, Columbia (2006).

James S. Baumlin, (1989) Professor of English. B.A., Georgetown (1977); Ph.D., Brown University (1983).

Mary F. Baumlin, (1989) Professor of English. B.A., Texas Christian University (1976); M.A., Southern Methodist University (1981); Ph.D., Texas Christian University (1985).

Leslie Baynes, (2006) Assistant Professor of Religious Studies. B.A., University of Dayton (1986); M.A., University of Dayton (1995); Ph.D., University of Notre Dame (2005).

Donna A. Beardley, (1981) Professor of Reading, Foundations and Technology. B.S.Ed., Central Missouri State University (1973); M.A., Arizona State University (1976); Ph.D., University of Missouri-Columbia (1979).

Daniel W. Beckman, (1991) Professor of Biology. B.A., University of North Alabama (1979); M.S., University of South Carolina (1983); Ph.D., Louisiana State University (1989).

Elisabeth C. Bell, (2008) Per Course Faculty of Communication Sciences and Disorders. B.S., Missouri State University (1984); M.A., Missouri State University (1988).

Richard G. Belshoff, (1990) Professor of Mathematics. B.A., Vanderbilt University (1977); M.A., University of Louisville (1980); Ph.D., University of Kentucky (1989).

Timothy A. Bender, (1983) Professor of Psychology. B.S., Iowa State University (1978); M.S., Iowa State University (1980); Ph.D., Iowa State University (1982).

Susan Berg, (2007) Instructor of Nursing. B.S.N., University of Missouri, Columbia (1998); M.S.N., Missouri State University (2002).

Stephen C. Berkwitz, (2002) Associate Professor of Religious Studies. B.A., University of Vermont (1991); M.A., University of California, Santa Barbara (1994); Ph.D., University of California, Santa Barbara (1999).

Charlene A. Berquist, (1991) Professor of Communication. B.A., Western Washington University (1977); M.A., University of Montana (1980); Ph.D., University of Minnesota (1991).

Richard N. Biagioni, (1991) Professor of Chemistry. B.S., University of Illinois at Urbana (1974); Ph.D., University of California at Berkeley (1981).

MISSOURI STATE UNIVERSITY

- Christina M. Biava**, (1992) Professor of English. B.A., University of Illinois (1975); M.A., University of Illinois (1984); Ph.D., University of Illinois (1991).
- Mark M. Biggs**, (1993) Acting Department Head of Theatre and Dance and Associate Professor of Media, Journalism, and Film. B.A., University of Chicago (1977); M.A., University of Chicago (1985).
- John Black**, (2006) General Counsel and Per Course Faculty for Counseling, Leadership and Special Education. B.S., University of Missouri, Rolla (1974); M.S., University of Missouri, Rolla (1980); J.D., University of Missouri, Columbia (1981).
- W. D. Blackmon**, (1978) Department Head and Professor of English. B.A., University of Arkansas (1970); M.A., University of Utah (1973); Ph.D., University of Denver (1978).
- Paul D. Blisard**, (1992) Associate Professor of Counseling, Leadership and Special Education. B.S.Ed., Southwest Missouri State University (1975); M.S., Southwest Missouri State University (1978); Ed.D., University of Arkansas (1985).
- Tonya S. Boone**, (2001) Per Course Instructor of Social Work. B.S.W., Union College (1991); M.S.W., University of Missouri - Columbia (1994).
- Eric Bosch**, (1997) Professor of Chemistry. B.S. University of Natal (1976 and 1979); M.S., Weizmann Institute of Science (1985); Ph.D., Weizmann Institute (1989).
- Ronald R. Bottin**, (1991) Dean of the College of Business Administration and Professor of Accounting. B.A., Buena Vista College (1964); MBA, University of South Dakota (1965); Ph.D., University of Missouri-Columbia (1974).
- John S. Bourhis**, (1988) Professor of Communication. B.S., Lewis and Clark College (1978); M.A., University of Arizona (1980); Ph.D., University of Minnesota (1988).
- John S. Bowdidge**, (1975) Professor of Finance and General Business. B.A., University of Georgia (1951); B.A., Drury College (1973); M.A., Northwestern University (1955); M.B.A., Drury College (1975); Ph.D., University of Missouri-Kansas City (1967).
- L. Michelle Bowe**, (2003) Assistant Professor of Biology. B.S., Wofford College (1991); Ph.D., Vanderbilt University (1997).
- Jason L. Box**, (2000) Assistant Professor of Communication Sciences and Disorders. B.S., Southwest Missouri State University (1992); M.S., Central Missouri State University (1994).
- Sheryl D Brahnam**, (2003) Associate Professor of Computer Information Systems. M.F.A., The City College of New York of Fine Arts (1991); M.S., The City College of New York School of Engineering (1997); M.Phil, The Graduate Center of the city of New York (2002); Ph.D., The Graduate Center of the City of New York (2002).
- Ann D. Branstetter**, (2004) Assistant Professor of Psychology. B.S., Southwest Missouri State University (1993); M.S., North Dakota State University (1995); Ph.D., University of Kansas (2001).
- Monta Breeden**, (2001) Per Course Instructor of Social Work. B.S.W., Southwest Missouri State University (1986); M.S.W., University of Missouri - Columbia (1995).
- Bryan Breyfogle**, (1999) Associate Professor of Chemistry. B.S., Mankato State University (1989); Ph.D., University of Missouri - Rolla (1996).
- David W. Brown**, (1991) Professor of Childhood Education and Family Studies. B.S.Ed., Oklahoma State University (1977); M.S.Ed., Northeastern State University (1980); Ed.D., Oklahoma State University (1989).
- O. Gilbert Brown**, (2007) Associate Professor of Counseling, Leadership and Special Education. B.G.S., University of Kansas (1977); M.S., Emporia State University (1984); M.S., Miami University (1986); Ed.D., Indiana State University (1992).
- Virginia E. Brown**, (2001) Per Course Instructor of Social Work. B.A., University of Kansas (1974); M.S.W., University of Kansas (1995).
- Sara J. Brummel**, (1999) Associate Professor of Theatre and Dance. B.A., University of Colorado - Denver (1990); M.F.A., University of Arizona (1994).
- Margaret L. Buckner**, (2006) Professor of Sociology, Anthropology and Criminology. B.A., San Diego State University (1978); M.A., University of Paris X, Nanterre (1984); Ph.D., University of Paris X, Nanterre (1993).
- Radie G. Bunn**, (1987) Professor of School of Accountancy. B.S., American International College (1966); M.B.A., San Diego State University (1972); J.D., William Mitchell College of Law (1977); M.S. Tax, University of Hartford (1984).
- William J. Burling**, (1989) Professor of English. B.S., University of Wisconsin-Eau Claire (1972); M.A., University of Wisconsin-Eau Claire (1974); Ph.D., Pennsylvania State University (1985).
- Thomas H. Burnett**, (1990) Professor of Health, Physical Education and Recreation. B.S.E., University of Arkansas (1967); M.Ed., University of Arkansas (1969); Ph.D., Texas A and M University (1974).
- Larry Burt**, (1990) Associate Professor of History. B.S., Morningside College (1972); M.A., University of South Dakota (1974); Ph.D., University of Toledo (1979).
- Barbara A. Bushman**, (1996). Professor of Health, Physical Education and Recreation. B.S., Grand Valley State University (1991); Ph.D., The University of Toledo (1995).
- David B. Byrd**, (1984) Professor of Accounting. B.S., B.A., University of Missouri-Columbia (1968); M.B.A., Southwest Missouri State University (1974); Ph.D., University of Arkansas (1979).
- Sandra D. Byrd**, (1984) Professor of Accounting. B.S.B.A., University of Missouri-Columbia (1968); M.B.A., University of Arkansas-Fayetteville (1975); Ph.D., University of Arkansas-Fayetteville (1979).
- Mary M. Byrne** (1996). Assistant Professor of Communication Sciences and Disorders. B.S., Ohio University (1976); M.A., Ohio State University (1977); Ed.M., Teachers College, Columbia University (1987); Ed.D., Teachers College, Columbia University (1994).
- Lanette Cadle** (2006). Assistant Professor of English. B.A., Wichita State University (1998); M.F.A., Bowling Green State University (2001); Ph.D., Bowling Green University (2005).
- Marcus Cafagna**, (2000) Associate Professor of English. B.A., Michigan State University (1986); M.A., Michigan State University (1989); M.F.A., Vermont College (1998).
- Patricia A. Cahoj** (2002). Assistant Professor and Assistant Director of Clinical Education of Physical Therapy. B.S., Texas Women's University (1985); M.S., Southwest Baptist University (1992); DPT, Creighton University (2005).

- Matthew Calihman** (2006). Assistant Professor of English. B.A., University of Rochester (1993); M.A., Washington University (1995); Ph.D., Washington University (2005).
- R. Neal Callahan**, (2006) Associate Professor of Industrial Management. B.S., University of Missouri, Rolla (1988); M.S., University of Missouri, Rolla (1992); Ph.D., University of Missouri, Rolla (1999).
- Bradley P. Cameron**, (2001) Per Course Instructor of Social Work. B.S., University of Oklahoma (1967); M.S.W., University of Oklahoma (1969); J.D., Oklahoma City University (1977); M.S., Pittsburg State University (1983).
- James S Cameron**, (1996) Associate Professor of Music. B.M., University of Tulsa (1981); M.M., New Mexico State University (1984); D.M.A., University of Oklahoma (1995).
- J. Deanne Camp**, (1997) Professor of Reading, Foundations and Technology. B.S.Ed., Southwest Missouri State University (1973); M.S.Ed., Southwest Missouri State University (1976); Ed.D., University of Missouri - Columbia (1990).
- Larry N. Campbell**, (1995) Professor of Mathematics. A.B., William Jewell College (1968); M.A., DePauw University (1971); D.A., University of Northern Colorado (1975).
- Roberto Canales**, (2002) Assistant Professor of Physician Assistant Studies. B.S., University of Texas Medical Branch (1989); University of Texas Medical Branch School of Biomedical Sciences (1998).
- Dominic J. Capeci, Jr.**, (1972) Distinguished Professor of History. B.A., University of New Mexico (1962); M.A., University of New Mexico (1964); Ph.D., University of California (1970).
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